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**DIRECTORATE OF WORKS UNIVERSITY OF  
ENGINEERING & TECHNOLOGY  
MARDAN**

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**STANDARD FORM OF BIDDING DOCUMENTS**

**FOR**

**CONSULTANCY SERVICES FOR PREPARATION OF FEASIBILITY  
REPORT FOR THE UTILIZATION OF THE PROPERTY/LAND |(400  
KANAL) OF THE UNIVERSITY FOR COMMERCIAL PURPOSES ON  
LEASE BASED ON THE MOST BENEFICIAL BUSINESS AND  
FINANCIAL MODEL AND TO EXPLORE VIABILITY OF THE LAND FOR  
UET MARDAN**



**JUNE, 2025**

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**UNIVERSITY OF ENGINEERING & TECHNOLOGY MARDAN  
Main Charsadda Road, Mardan. Phone: 00937-920069  
adworks@uetmardan.edu.pk www.uetmardan.edu.pk**

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## **UNIVERSITY OF ENGINEERING & TECHNOLOGY MARDAN**

### **REQUEST FOR PROPOSAL (RFP)**

University of Engineering & Technology, Mardan invites sealed bids along with 2% bid security of the total quoted price from reputed Firms/consultant registered with KPRA and PEC in relevant category with field of Specialization, who are on Active Taxpayers List (ATL) of FBR, for consultancy service for preparation of proper feasibility report for utilization of the property/land (400 kanal) of the University situated within the vicinity of Greater Ameer Muhammad Khan Campus Mardan for commercial purpose on lease based on the most beneficial business and financial model and to explore viability of the land for UET Mardan.

The Standard Bidding Documents (SBDs)/Detailed Terms & Conditions can be purchased from the Directorate of Works, UET Mardan, during working hours (Monday to Friday) 10:00 am to 04:00 pm on a non-refundable cash payment of Rs. 2500/-. Firms downloaded the tender document from <http://uetmardan.edu.pk> will have to deposit an amount of Rs. 2500/- in the account titled: Miscellaneous Fund UETM, Account No. 01793001354859, Branch Code: 0179, Bank of Khyber (Sugar Mills Road Branch Mardan) as tender document Fee at the time of bid submission.

Sealed Technical and Financial proposals should be submitted in two separate envelopes placed and sealed in one big envelope (as per single-stage, two-envelope bidding procedure) up to **23<sup>rd</sup> June, 2025, till 11:00 A.M** in the Tender Box of the University of Technology, Mardan. Technical proposals will be opened on the same day, i.e. **23<sup>rd</sup> June, 2025 at 11:30 A.M** at the Conference Room of the University, in the presence of bidders or their authorized representatives who would like to be present. The Financial proposals of only those firms will be opened on a subsequent date who are declared technically qualified for participation in the financial bid.

Pre-bid meeting of the prospective bidders will be held on **16<sup>th</sup> June, 2025 at 11.00 A.M** in the University Conference Room.

Proposals received after the due date and time will not be considered. The undersigned reserves the right to accept or reject any bid as per KPPRA rules.

**Assistant Director Works**  
University of Technology, Mardan  
Phone: 0937-9230069

# UNIVERSITY OF ENGINEERING AND TECHNOLOGY MARDAN



**DIRECTORATE OF WORKS**

## **TERMS & CONDITIONS**

### **I. Terms & Conditions:**

1. The firms/consultants are required to provide a detailed feasibility report for the commercial utilization of the land on lease based on the most beneficial business and financial model, and to explore the viability of the land for UET Mardan.
2. Firms must deposit a non-refundable Tender Fee of Rs. 2500/- in the account titled: Miscellaneous Fund UETM Account No. 01793001354859 Branch Code: 0179, Bank of Khyber (Sugar Mill Road Branch, Mardan)
3. The bidder must be registered with the Income / Sales tax and KP-Revenue Authority (KPRA), PEC registered in the relevant category, reflected on the Active Taxpayer List (ATL) of FBR.
4. **Proposal will be evaluated** through Single Stage Two Envelopes Bidding Procedure comprising a single package containing two envelopes as per KPPRA Rules-2014. Each envelope shall contain separately the Technical proposal and the Financial proposal marked in bold & legible letters.
5. **The firms/consultants are required to submit two per cent (2%)** of the quoted value as bid security in the shape of a Call Deposit Receipt (CDR) in the name of the Treasurer, UET Mardan.
6. The detailed documents can be obtained from the office of the AD (Works), UET Mardan (from Monday to Friday between 08:00 AM and 04:00 PM) or downloaded from [www.uetmardan.edu.pk](http://www.uetmardan.edu.pk) and [www.kppra.org.pk](http://www.kppra.org.pk).
7. **The firms/consultants shall submit sealed bids** to the undersigned on or before **11:00 A.M, 23.06.2025**, which will be opened on the same day at 11.30 A.M in the presence of the bidders or their representatives, who choose to attend the process.
8. **The firms/consultants may like to visit the site** for which necessary facilitation and information will be provided upon request to the undersigned.
9. The undersigned reserves the right to reject any or all bids as per KPPRA Procurement Rules 2014.
10. Pre-Bid Meeting will be held on 16.06.2025 at 11.00 A.M in the conference Hall of UET Mardan to address the queries of the firms/consultants (if any).

**Assistant Director (Works)**  
**University of Engineering & Technology, Mardan**

## II. INSTRUCTIONS TO PROSPECTIVE BIDDERS

### Definitions

- a) “Procuring Entity (PE)” means the department with which the selected Consultant Signs the Contract for the Services.
- b) “Consultant” means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, Management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals.
- c) “Contract” means an agreement enforceable by law and includes General and Special Conditions of the contract.
- d) “Data Sheet” means such Part of the Instructions to Consultants that is used to reflect specific assignment conditions.
- e) “Day” means calendar day, including holidays.
- f) “Government” means the Government of Khyber Pakhtunkhwa.
- g) “Proposal” means the Technical Proposal and the Financial Proposal.
- h) “RFP” means the Request for Proposal prepared by the procuring Entity for the selection of consultants.
- i) “Sub-Consultant” means any Person or entity to whom the Consultant subcontracts any Part of the Services.

### Submission of Applications:

Applications for qualification (one original) must be received in sealed envelopes to be delivered by hand or through registered mail, but not later than **23-06-2025 at 11.00 A.M** to the Directorate of Works, UET Mardan, and be marked as

### Application Form:

For consultancy service for the preparation of a proper feasibility report for the utilization of the property/land (400 kanal) of the University situated within the vicinity of Greater Ameer Muhammad Khan Campus Mardan for commercial purpose on lease based on the most beneficial business and financial model and to explore viability of the land for UET Mardan.

The applications should be sent/ delivered on the following address: -

**Assistant Director Works, University of Engineering & Technology Mardan  
Charsadda Road, Mardan 23500, Khyber Pakhtunkhwa Ph: 0937-920069**

The name and mailing address of the Firm/ Consultant shall be clearly marked on left side of the envelope.

The applications shall be prepared in the English language. Information in any other language shall be accompanied by its translation in English.

Bidders must respond to all questions and provide complete information as advised in this document. Any lapse to provide essential information may result in disqualification of the Bidders.

The clarification required may be asked through post, email or other communication means

**(Email Address:** adworks@uetmardan.edu.pk)

## **1. PROPOSAL PREPARATION**

A brief description of the Assignment and its objectives is provided in the Data Sheet.

To obtain first-hand information on the Assignment and on the local conditions, Firms/ Consultants are encouraged to visit the site before submitting a proposal. The representatives of Firms/Consultants shall meet the officials Consultants named in the Data Sheet. Please ensure that these officials are informed about their visit in advance to allow adequate time to facilitate the site visit. Firms/Consultants must fully update themselves on local conditions, etc., and take them into account while preparing a proposal.

The Firm/ Consultants shall provide the inputs specified in the Data Sheet.

## **2. DOCUMENTS**

To prepare a proposal, prospective Bidders will use the attached forms/documents listed in the RFP as a sample. Prospective Bidders requiring clarification of the documents must notify UET Mardan in writing, but not later than seven (07) days before the proposal submission date. Any request for clarification in writing or email shall be sent to the UET Mardan address indicated in the RFP.

## **III. SUBMISSION OF PROPOSAL AND EVALUATION PROCES**

1. The proposals shall contain separately the financial proposal and the technical proposal; The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal; The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
2. Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened; The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of UET Mardan without being opened.
3. UET Mardan Technical Committee shall evaluate the technical proposal in a manner prescribed

in advance without reference to the prices and reject any proposal which does not conform to the specified requirements.

4. During the technical evaluation no amendments in the technical proposal shall be permitted.
5. The financial proposals of the Bids shall be opened publicly at the time day and venue announced and communicated to the Bidders in advance.
6. After the evaluation and approval of the technical proposal UET Mardan shall at a time with in the bid validity period publicly open financial proposal of the technically accepted bids only. The financial proposal of the bids found non- responsive/dis-qualified shall be returned un-opened to the respective Bidders.
7. Financial Bids of technically qualified Bidders will be opened for financial evaluation. Financial Proposal will be evaluated as per given criteria. The Firms/ Consultants with the highest score (both in technical and Financial) will be selected for the said award of work.
8. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. Participation of the same Sub Consultant, including individual experts, to more than one proposal is not allowed.

#### **IV. CONFLICT OF INTEREST**

1. Consultants are required to provide professional, objective, and impartial advice and holding the Procuring Entity interest Paramount. They shall strictly avoid conflict with other assignments or their own corporate interest. Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Procuring Entity, or that may reasonably be perceived as having such effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.
2. Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:
3. A consultant that has been engaged by the procuring entity to provide goods, works or services other than consulting services for a project, any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.
4. A Consultant (including its Personnel and Sub Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Procuring Entity.

## V. DATA SHEET

### **Name of the Assignment/Scope of Work:**

CONSULTANCY SERVICES FOR PREPARATION OF FEASIBILITY REPORT FOR UTILIZATION OF THE PROPERTY/LAND |(400 KANAL) OF THE UNIVERSITY FOR COMMERCIAL PURPOSES ON LEASE BASED ON THE MOST BENEFICIAL BUSINESS AND FINANCIAL MODEL AND TO EXPLORE VIABILITY OF THE LAND FOR UET MARDAN

**Name of the Client: University of Engineering & Technology Mardan**

### **Description and the Objectives of the Assignment/Feasibility Report:**

UET Mardan invites bids from reputed and well-established Firms/Consultants for preparing a feasibility report comprising the following: -

1. Preparation of beneficial Business and financial models on lease and to explore the viability of the subject land for UET Mardan.
2. Topography slope, and soil analysis.
3. Accessibility of land from major roads.
4. Existing infrastructure and utilities.
5. Market and Location Analysis (Proximity to demand, growth potential)
6. Financial feasibility (Acquisition cost, developmental cost and its funding source, return on investment)
7. Campus viability (expansion capacity, separation and synergy)
8. Safety and security
9. Academic and functional fit
10. Community and regulatory alignment
11. Cost-benefit analysis.
12. Risk Assessment etc.

### **For Queries, Please contact:**

0937-920069

### **Address for writing on the proposal:**

**Assistant Director Works, UET Mardan**

**Charsadda Road, Mardan 23500, Khyber Pakhtunkhwa Ph: 0937-920069**



**Selection Procedure: -**

The firms/consultants shall be selected under the selection method of combining the obtaining score in technical (70 marks) and financial (30 marks). The procedure for opening of proposals will follow the principles of P.E.C/KPPRA. **Single Stage-two envelope procedure**, which is presented as follows: -

- (i) The bid shall comprise a **single package** containing two separate envelopes. Each envelope shall contain **separately the financial proposal** and the **technical proposal** and evaluation to be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- (ii) Initially, only the envelope marked “**TECHNICAL PROPOSAL**” be opened and the envelope marked as “**FINANCIAL PROPOSAL**” shall be retained in the custody of the procuring agency without being opened.
- (iii) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance in the RFP, **without reference to the price** and reject any **Technical Proposal** which manifests material deviation from the specified requirements.
- (iv) During the technical evaluation, no amendments in the technical proposal shall be permitted. After the evaluation and approval of the TECHNICAL PROPOSAL, the procuring agency, shall at a time within the bid validity period, publicly open the FINANCIAL PROPOSALS of the technically qualified firms at a time, date and venue announced and communicated to the firm/ consultant in advance for the attendance of their authorized representative duly notified in advance.
- (v) The proposals found to be highest ranked determined after the combined evaluation of TECHNICAL and FINANCIAL proposals obtaining highest total combined score as per prescribed procedure in the RFP shall be recommended and submitted for acceptance to the Authority.

**The weights given to the Technical and Financial Proposals are:** Technical: 70%, Financial: 30%

**Date and time of Technical and Financial Proposal submission:**

23-06-2025, 11:00 AM

**Date and time of opening of the Technical Proposal:**

Technical bid will open on 23-06-2025, 11:30 A.M and Financial bid opening date of the technically qualified bidders will be communicated later once technical evaluation are carried out as per technical evaluation criteria

**Date and time of technical presentation (if any) will be announced as per instructions of the authority of UET Mardan**

**Validity period of the Proposal:**

90 Days from the date of opening of technical proposal.

**Method of Evaluation:**

The proposals will be evaluated as prescribed in evaluation criteria.

**Completion Time:**

The work will be completed within the speculated period i.e 30 days of time.

**Performance Security @10% of the Contract Value** (to be submitted within 15 days after Contract Award) in the form of bank Guarantee by Scheduled bank of the State Bank of Pakistan (No other form of guarantee would be allowed).

**Payment Procedure: As per contract agreement Agreement/doc**

**NOTE:**

**All application forms are required to be filled by the bidding Firms / Consultant and duly signed.**

**VI. To be filled by Bidding Firms/Consultants Letter of Application**

*[Letterhead paper of the Applicant, including full postal address, telephone no, fax no., telex no., cable and e-mail address]*

Date: .....

To: ..UET Mardan.....

Sir,

1. Being duly authorized to represent and act on behalf of..... (Here in after “the Applicant”), and having reviewed and fully understood all the information provided, the undersigned hereby apply to a Bidder for the following Assignment: -

CONSULTANCY SERVICES FOR PREPARATION OF FEASIBILITY REPORT FOR UTILIZATION OF THE PROPERTY/LAND |(400 KANAL) OF THE UNIVERSITY FOR COMMERCIAL PURPOSES ON LEASE BASED ON THE MOST BENEFICIAL BUSINESS AND FINANCIAL MODEL AND TO EXPLORE VIABILITY OF THE LAND FOR UET MARDAN

2. Attached to this letter are copies of original documents defining:
- (a) The Applicant's legal status i.e.; PEC valid registration in the relevant category/specialization, registration certification with KPRA, FBR and other relevant bodies/departments wherever is required

The place of registration and the nationality of the owners (for applicants who are in partnerships or have individually-owned firms)

3. UET Mardan and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
4. UET Mardan and its authorized representatives may contact the following persons for further information<sup>1</sup>, if needed: -

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Personnel Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Financial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

- 
5. This application is made with the full understanding that:
- (a) Bids will be subject to verification of all information submitted at the time of bidding;
  - (b) UET Mardan reserves the right to:
    - (i) amend the scope and value of any contract under this project; in such event bids will only be called from technically qualified Bidders who meet the revised requirements; and
    - (ii) Reject or accept any application, and reject applications with cogent reason.
  - (c) UET Mardan shall not be liable for any such actions and shall be under no obligation
  - (d) UET Mardan shall not be liable for consequences of, and shall be under no obligation to inform Applicants of the grounds for, actions taken under Para 5(b) here above.
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed:
Name:
Official Correspondence Head office Address:
With Contact Number of Firm/ Consultant (Telephone/ Mobile): Email Address:

## **VII. General Condition**

Only Applicant firms/consultants that have been technically qualified under this procedure shall be eligible for opening of the financial bid.

The UET Mardan reserves the right to: -

- a) Amend the scope and value of contract to be bid, in which event the Bidder (s) will only bid among those technically qualified Bidders who meet the requirements of the contract as amended.
- b) Reject or accept any application; and
- c) Cancel the bidding process and reject all applications with assigning a cogent reason.
- d) The UET Mardan shall neither be liable for any such actions nor be under any obligation to inform the Applicants of the grounds for rejection, however, may be debriefed if solicited.
- e) Alternative bid shall not be considered and shall be rejected by the Competent Authority.
- f) At any time prior to the deadline for submission of bids, the institution may for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bidding documents by amendment.
- g) Bids will be rejected if the Bid is in some way connected with bids submitted under names different from his own.
- h) Any erasing/cutting etc., appearing on the offer must be properly signed by the person signing the tender.
- i) All the bidders are required to provide annexure-wise complete requisite documents with page marking for their Technical Evaluation / Qualification as prescribed under the rules.
- j) In case of Bid Tie, the competent authority may award the contract to the firm whose secures highest technical marks than competitor(s).
- k) Any direct or indirect effort by a bidding firm to influence this institution during the process of selection of a bidder or award of contract may besides rejection of its bid result into its disqualification from participation in the UET's future bids.

## VIII. Special Conditions

Bidders must comply to the below-mentioned clauses as these are mandatory to being Eligible for the bidding process. Relevant certificates / documents must be attached.

S #	Description	Remarks
Requirements		YES/NO
1.	<b>Registration</b> with <i>NTN</i> /Valid Income Tax Registration/ Valid <i>Sales Tax</i> Registration.  (Provide copy of certificate of incorporation)	<b>Mandatory</b>
2.	<b>The bidder should be registered with Khyber Pakhtunkhwa Revenue Authority (KPRA)</b>	<b>Mandatory</b>
3.	This undertaking should be tender specific. Submission of undertaking on legal valid and attested stamp paper that the firm is <b>NOT BLACKLISTED</b> by any of Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.  (Provide copy of affidavit attached as annex in this document on non-judicial stamp paper).	<b>Mandatory</b>
4.	The bidder has <b>NOT</b> been <b>DEFAULTER / INSOLVENT NOR BANKRUPT</b> in past from any government department or financial institution.	<b>Mandatory</b>

## IX. TIME PERIOD FOR ASSIGNMENT COMPLETION.

The completion time should not be more than thirty (30) days from the date of signing of contract.

## X. PENALTY / LATE DELIVERY

In the event of any delay in completion of the assignment beyond the Period mentioned in the Work Order the Successful Bidder shall inform UET Mardan, before expiry of such period giving reasons/justifications for delay.

However, UET Mardan reserves the right to take following actions: -

- Evaluate the request for extension in completion period as per its merit and may consider extension in completion period or otherwise.

- b) In case of delay in completion for the reason swell within control of the firm, liquidation damages at the rate of 1% per day but not exceeding 10% of the total value of undelivered/stores items may be levied
- c) May cancel the contract.
- d) The UET Mardan decision under this clause shall not be subjected to arbitration.

## **XI. INSPECTION / TESTING**

UET Mardan constituted committee by the relevant authority will inspect and ensure 100% work and performance of services.

## **XII. TERMS OF PAYMENT**

No advance payment will be made to the firm as per the Government rules. The payment will be made to the firm after inspection of the work done by a committee of experts constituted by the University. If found in order in all respects after the successful and complete work, the payments would be made.

## **XIII. PAYMENT OF APPLICABLE TAXES**

The firm/Consultant shall be responsible for payment of all their taxes, including income tax, sales tax on services and other taxes on income arising out of the Contract and the rates and prices stated in the Contract shall be deemed to cover all such taxes. Taxes to be borne by the Successful Bidder on any payment arising out of the contract, as per applicable laws.



#### **XIV. Technical Bid Evaluation Criteria**

Technical Bid Evaluation	Technical bids will be scrutinized, examined and evaluated on following setout evaluation standard:				
	S #	Mandatory Requirement	Scale of Evaluation	Compliance Form	
	1	On-going Contract Commitments/Works in Progress <ul style="list-style-type: none"><li>Similar nature projects: 05 Marks per project</li></ul>	25 Marks (Max)	As per Form A	
	2	Completed Contracts/Assignments <ul style="list-style-type: none"><li>Similar nature projects: 05 Marks per project</li></ul>	25 Marks (Max)	As per Form B	
	3	Technical staff and their qualification & experience <ul style="list-style-type: none"><li>05 marks for three senior relevant positions</li><li>01 additional mark for one additional senior position (maximum up to 5 marks)</li></ul>	10 Marks (Max)	As per Form C	
	4	Financial Turnover of the firm <ul style="list-style-type: none"><li>Above 60 Million: 10 Marks</li><li>Above 50 Million: 7 Marks</li><li>Less than 50 Million: 4 Mark</li></ul>	10 Marks (Max)	As per Form D	
	TOTAL		70 Marks		
	* Minimum 60 percent marks (42) in technical for qualification.				

<b>Financial Bid Evaluation</b>	After evaluation/marketing of bidders in technical evaluation process, Financial bids of only technically qualified bidders will be opened.		
		Bid Prices & Entries	The bid must be made on company letter head quoted rates (lump sum) in Pakistan Rupees (duly signed and stamped beneath by the bidder firm/company or authorized person).
		Bid Validity	90 Days from the date of opening financial tenders.
		Amount of Earnest money	2% of the total bid amount
		Form of Earnest Money	CDR from the scheduled bank in favor of the Treasurer, UET Mardan, shall be attached by the bidder
		Registration of Firm	NTN & GST Registration Certificates shall be attached by the bidder.
After initial scrutiny of above factors of financial bids, comparative statement of prices will be prepared. The lowest bid will get highest marks which are 30 and subsequently higher bids will get proportionally less marks: -			

## **XV. APPLICATIONS FORMS: -**

### **Application Form A**

Summary Sheet: On-going Contract Commitments/Works in Progress

*Applicants should provide information on his current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which substantial Completion Certificate has yet to be issued.*

<b>Name of Contract/Assignment</b>	<b>Total Area of the land/property (In kanal)</b>	<b>Completion Date</b>
1.		
2.		
3.		
4.		
5.		

## Application Form-B

### Summary Sheet: Completed Contracts/Assignments

Applicants *should provide information on his completed commitments on all contracts that have been awarded.*

<b>Name of Contract/Assignment</b>	<b>Total Area of the land/property (In kanal)</b>	<b>Completion Date</b>
1.		
2.		
3.		
4.		
5.		

## Application Form C

Technical staff and their qualification & experience

The firms are required to fill the following table by incorporating the information relevant to the staff (senior rank) associated with the firm as mentioned below;

<b>SR. NO.</b>	<b>KEY PERSONNEL</b>	<b>QUALIFICATIONS</b>	<b>Position/Designation</b>	<b>EXPERTISE</b>
1.				
2.				
3.				
4.				
5.				

**Application Form D****Financial Soundness**

The firms are required to fill the following table by incorporating the information/ detail of the annual turnover of the firms by providing Income Statement, Balance Sheet for the overall last three years duly verified by Chartered Accountant firm;

Sr. No.	Financial Year	Annual Turn over

## xvi. FORM OF PERFORMANCE SECURITY

(Bank / Insurance Guarantee)

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

(Letter by the Guarantor to the Employer)

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

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

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

We, \_\_\_\_\_ (the Guarantor), waiving all objections and 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, for which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

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PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Firm) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor



shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

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

\_\_\_\_\_  
Guarantor (Bank)

Witness:

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

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

\_\_\_\_\_

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

Corporate Secretary (Seal)

3.

Title \_\_\_\_\_

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

\_\_\_\_\_

(Name, Title & Address)

\_\_\_\_\_

Corporate Guarantor (Seal)

**xvii. DRAFT OF CONTRACT AGREEMENT**

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the \_\_\_\_ day of \_\_\_\_ 2025 between \_\_\_\_ (hereinafter called the “Employer”) of the one part and \_\_\_\_ (hereinafter called the “Firm”) of the other part.

WHEREAS the Employer is desirous that certain Works, viz \_\_\_\_ should be completed by the Firm and has accepted a Bid by the firm for the execution and completion of such assignment and the remedying of any deficiency therein with a total cost \_\_\_\_ with in period of thirty (30) days.

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 Letter of Acceptance;
  - (b) Technical Proposals
  - (d) Financial Proposals
  - (e) Terms & Conditions
  - (f) Data Sheet
  - (g) Work Order
  - (I) Any other relevant documents related to this Assignment.
3. In consideration of the payments to be made by the Employer to the firm/consultant as hereinafter mentioned, the Firm hereby covenants with the Employer to execute and complete the Works and remedy deficiency (if any), therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Firm, in consideration of the completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

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

Signature of the Firm

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

Signature of the Employer

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

Signed, Sealed and Delivered in the presence of:

Witness:

\_\_\_\_\_

(Name, Title and Address)

Witness:

\_\_\_\_\_

(Name, Title and Address)