

BIDDING DOCUMENTS FOR HIRING ARCHITECT FOR SOCIETY MALL



FOREIGN OFFICE EMPLOYEES COOPERATIVE HOUSING SOCIETY (FOECHS)

MINISTRY OF FOREIGN AFFAIRS, ISLAMABAD

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LETTER OF INVITATION TO BID

FOECHS invites bids for: *“Architect for making submission drawings of society mall”*.

1. The Company/Firm/individual will be selected using: **Single Stage Two Envelope (SSTE)** method, in accordance with the Rules set out in this document and PPRA Rules.
2. It is mandatory for proposals to be made using the standard forms provided in the Bidding Documents. Bids that are not prepared in the prescribed format will not be considered for evaluation. If any information required in the forms is missing, or is not written in the indicated location, no credit will be given during evaluation for such omission.
3. A pre-bid meeting can be called for further explanation of tender. Location and time will be communicated to each bidder.
4. 1 (one) original of **“Technical Proposal”** and **“Financial Proposal”** in the prescribed forms, separately sealed, signed & stamped, must be delivered to “Secretary, Foreign Office Corporative Housing Society (FOECHS), Adjacent CDA Sector I-16, Rawalpindi on or before 27th June 2022 at 1200 hours.
5. The Technical Proposal will be opened on the same day at 1230 hours in the presence of the representatives of the Bidders who may wish to attend. The Financial Proposal of only technically responsive Bidders will be opened at a time and date to be specified.
6. The Procuring Entity may reject all proposals at any time prior to the acceptance of a proposal.

YOURS SINCERELY,

Secretary FOECHS
Site Office, Foreign Office
Cooperative Housing Society
(FOECHS) Adjacent Sector
I-16, Rawalpindi
Tel: +92-334-5630000
Email: contact@foechs.com

INSTRUCTIONS TO BIDDERS

- 1. Scope of Bid** **1.1** The Procuring Entity as defined in the Bid Data Sheet intends to receive Bids for the Services. Bidders shall be selected in accordance with the method of selection specified in the Bidding Documents.
- 2. Eligible Bidders** **2.1** Bidding is open to all those companies, firms, individuals, and associations of persons legally registered in Pakistan with FBR, Pakistan council of Architect and town planners and have valid license of Rawalpindi Development Authority having relevant experience.
- 2.2** A Bidder shall not have any conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be in a conflict of interest with one or more parties in this bidding process if *inter alia*,
- a. they have controlling shareholders in common; or
 - b. they receive or have received any direct or indirect subsidy from any of them; or
 - c. they have the same legal representative for purposes of this bid; or
 - d. they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to material information about or improperly influence the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding this bidding process; or
 - e. a Bidder or any affiliated entity, participated as a consultant in the preparation of the design or Technical Specifications that are the subject of the Bid,

The list of circumstances provided above which may constitute a conflict of interest is not exhaustive, and the Procuring Entity shall be the sole determinant of when a conflict of interest shall arise.

2.3 A firm may not, in the sole determination of the Procuring Entity, be eligible to participate in Bids for the Project while under sanction (including but not limited to blacklisting) by the GoP or Provincial Government. A Bid from a sanctioned firm will be rejected.

2.4 One Bidder shall submit only one Bid and if one Bidder submits more than one bids the Procuring Entity shall reject all such Bids.

3. Cost of Bidding

3.1 The Bidders shall bear all costs associated with the preparation and submission of their respective Bids and the Procuring Entity shall in no case be liable for such costs, regardless of the conduct or outcome of the bidding process.

4. Clarification of Bidding Documents

4.1 A prospective Bidder requiring any clarification(s) in respect of the Bidding Documents may make a request for clarification from the Procuring Entity in writing on the letterhead of the Bidder, and such request for clarification shall be sent to the Procuring Entity's address indicated in the BDS.

4.2 The Bidder or its designated, authorized representative may attend a pre-bid meeting, on the date, time and venue indicated in the Invitation to Bid. The purpose of such meeting shall be to clarify issues and to answer questions on any matter that may be raised.

4.3 Minutes of the pre-bid meeting, including the text of the questions raised, without identifying the source, and the responses given, together with any responses prepared after the meetings, shall be transmitted promptly to all Bidders who have acquired the Bidding Documents in accordance with the Invitation to Bid. Any modification to the Bidding Documents that may become necessary because of the pre-bid meeting shall be made by the Procuring Entity exclusively through the procedure prescribed in Clause 9 below of the ITB.

4.4 The Procuring Entity shall not be bound by any verbal interpretation of the Bidding Documents, which may be made by the Procuring Entity or any of the Procuring Entity's

representatives. Only interpretations made in writing by the Procuring Entity in accordance with the procedure set forth in this Bidding Documents shall be binding.

5. Language of Bid & Notifications

5.1 The Bid prepared by the Bidder and all correspondence and documents relating to the Bid shall be written in the English language. Any printed literature furnished by a Bidder may be written in another language, so long as the same is accompanied by an English translation. For purposes of interpretation of quotation Bid, the English translation shall govern.

5.2 The Procuring Entity may make announcements or issue notifications through registered mail, delivery by hand against signature, electronic mail or fax, provided that the electronic mail addresses and fax number is given on the forms submitted by the Bidder. Announcements and notifications made by the Procuring Entity to Bidders at the electronic mail or fax numbers provided by the Bidders shall be deemed to have been received by the Bidders on the date of such communication by the Procuring Entity.

5.3 Notifications through electronic mail shall be made by using the official electronic mail address of the Procuring Entity.

6. Sufficiency of Bid

6.1 Each Bidder shall satisfy itself before Bidding as to the correctness and sufficiency of its Bid and of the rates and prices entered in the Financial Proposal.

6.2 The Bidder is advised to obtain for itself at his own cost and responsibility all information that may be necessary for preparing the Bid and entering into an Agreement for execution of the Project.

7. Bidder's Eligibility and Qualification

7.1 The Bidder must possess the capability and the experience as stipulated in Bidding Data Sheet and the qualification criteria stipulated in the Bidding Documents.

7.2 The Procuring Entity shall determine, to its satisfaction, during the evaluation of the Technical Bid, whether a Bidder meets the eligibility and qualifying criteria specified in the BDS. An affirmative determination shall be a prerequisite for the opening and evaluation of a Bidder's Financial Proposal. A negative determination shall result in the disqualification of the Bidder, in which event the Procuring Entity shall return the unopened Financial Proposal to such disqualified Bidder.

**8. Documents
Establishing
Conformity to
Bidding
Documents**

8.1 The documentary evidence of the conformity to the Bidding Documents may be in the form of literature and data and the Bidder shall furnish documentation as set out in Bidding Data Sheet.

**9. Deadline for
Submission,
Sealing,
Modification,
Substitution &
Withdrawal of
Bids**

9.1 Sealed Bids must be received by the Procuring Entity at the address provided in BDS not later than the Bid Submission Deadline. The Bids shall be sealed in the manner specified in the Bidding Data Sheet.

9.2 Bidders shall submit their Bids by mail or by hand. Bids submitted through telegraph, telex, fax or e-mail shall not be considered.

9.3 Any Bid received by the Procuring Entity after the Bid Submission Deadline shall be returned unopened to such Bidder.

9.4 Any Bidder may modify, substitute or withdraw his Bid after Bid submission provided that the modification or written notice of withdrawal is received by the Procuring Entity prior to Bid Submission Deadline.

9.5 In case any envelope is not sealed or marked as required in the Bidding Documents, the Procuring Entity shall assume no responsibility for the misplacement or premature opening of the Bid.

9.6 The Procuring Entity may, at its discretion, extend the Bid Submission Deadline, by amending the Bidding Documents under the terms there-of, in which case all rights and

obligations of the Procuring Entity and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

10. Detailed Evaluation of Technical and Financial Proposals

10.1 Only the Technical Proposals previously determined to be substantially responsive shall be evaluated and compared in detail by the Procuring Entity as per the requirements given in BDS

10.2 The Technical Proposal submitted by the Bidder shall be examined in detail whether the Bidder comply with the evaluation criteria of the Bidding Documents, including the BDS.

10.3 An affirmative determination after an examination under Sub-Clause 11.2 of the ITB of the Technical Proposal submitted by the Bidder shall be a prerequisite for the opening and evaluation of a Bidder's Financial Proposal. A negative determination shall result in the disqualification of the Bid, in which event the Procuring Entity shall return the unopened Financial Proposal to the Bidder.

10.5 Financial Proposal determined as substantially non-responsive shall be rejected and shall not subsequently be made responsive by the Bidder by correction. Any minor informality or non-conformity or irregularity in a Financial Proposal which does not constitute a material deviation may be waived by Procuring Entity, in its sole discretion, if the waiver does not prejudice or affect the relative ranking of any Bidder.

11. Process to be Confidential

11.1 No Bidder shall contact Procuring Entity on any matter relating to its Bid from the time of the Bid opening to the time the Bid evaluation result is announced by the Procuring Entity.

11.2 Any effort by a Bidder to influence Procuring Entity in the Bid evaluation, bid comparison or decision to award the Agreement may result in the rejection of his Bid. Whereas any Bidder feeling aggrieved may lodge a written complaint not later than 15 (fifteen) Days after the announcement of the

Bid evaluation result, however, the fact of lodging a complaint shall not warrant suspension of the bidding process.

BIDDING DATA SHEET

The following specific data for the Project to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders. In case of conflict between the terms of this Bidding Data Sheet (“BDS”) and the terms of the Instructions to Bidders, the provisions of the Bidding Data Sheet shall prevail.

A. General
Procuring Entity: Foreign Office Employees Cooperative Housing Society (FOECHS)
Name of Agreement “ <i>Architect for making submission drawings of society mall</i> ”.
The procurement shall be made under the “Single Stage Two Envelope (SSTE) method”.
<p>Single stage two envelopes bidding procedure shall be used for procurement of such goods where the bids are to be evaluated on technical and financial grounds and the procedure for single stage two envelopes shall be:</p> <ul style="list-style-type: none">• the bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals properly sealed, stamped and duly signed and shall be placed into an outer envelope and sealed, stamped, and duly signed and properly marked as “<i>Proposal for Architect for society Mall</i>”.• the envelopes shall be marked as “Financial Proposal” and “Technical Proposal”.• in the first instance, the “Technical Proposal” shall be opened, and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the Procuring Entity.• the Procuring Entity shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements.• during the technical evaluation, no amendments in the technical proposal shall be permitted.• after the evaluation and approval of the technical proposals, the Procuring Entity shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period; and

- the financial bids of proposals found technically non-responsive shall be returned un-opened to the respective bidders.

Deadline for submission of Bids: 1200 Hours on 27th June 2022 (“Bid Submission Deadline”)

Bid Validity Period

The bid should remain valid for 180 (one hundred and eighty) Days from the date of opening of Bids (i.e., the Bid Submission Deadline).

Venue, Time and Date of Technical Proposal Opening

Venue:

Will be announced Later

Date: 27th June 2022

Time: 1230 Hours

The Financial Proposals of the technically responsive Bidder(s) will be opened at a date provided later. The sealed Financial Proposals of technically non-responsive Bidders will be returned unopened.

B. Preparation and Submission of Bids

QUALIFICATION REQUIREMENTS

Eligibility Requirements

- Must be registered with Pakistan council of Architect and town planners and have valid license of Rawalpindi Development Authority.
- Must be registered with Federal Board of Revenue.
- Must have relevant experience of similar nature projects.
- Must not be blacklisted by any private or public organization and no history of litigation, an affidavit on legal paper should be provided in this regard.
- Must not have conflict of interest in the project that affects the Bidding Process. An affidavit should be provided in this regard. Any Bidder found to have a conflict of interest shall be disqualified.

LETTER OF TECHNICAL PROPOSAL

[Bidder's Letterhead]

Date:

To:

With reference to the Bidding Documents dated [] and issued by [] (the “**Procuring Entity**”) (the “**Bidding Documents**”).

We, the undersigned, hereby declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Instructions to Bidders (ITB);
- (b) We are not participating as a Bidder in more than one bid as per the Bidding Documents;
- (c) Our firm, its affiliates or subsidiaries, including any Sub-Company/Firms or suppliers for any part of the Agreement, has not been declared ineligible by the Procuring Entity, the Government of Pakistan under the Procuring Entity’s country laws or official regulations or by an act of compliance with a decision of the United Nations Security Council;
- (d) Our Bid consisting of the Technical Proposal and the Financial Proposal shall be valid for a period of 180 (one hundred and eighty) days from the date fixed for the Bid Submission Deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period (as such period may be extended in accordance with the Bidding Documents);
- (e) We agree to permit the Procuring Entity or its representative to inspect our accounts and records and other documents relating to the Bid submission and to have them audited by auditors appointed by the Procuring Entity;
- (f) We hereby declare that all the information and statements made in this Bid are true and accurate, and we accept that any misrepresentation contained in our Bid may lead to our disqualification and forfeiture of the Bid Security.

Name:

In the capacity of:

Signed:

Duly authorized to sign the Bid for and on behalf of:

Date:

[Seal]

FORM OF QUOTATION

[Bidder's Letterhead]

Sr. #	Description	Value
1.	Rate for complete submission drawings of Society Mall to be submitted in RDA (Per SqFt)	
2.	Total number of months required for completion of above-mentioned work.	
2.	Breakdown on how the payment will be received along with the schedule for submission of different works	

TERMS OF REFERENCE

Background

The Society is located adjacent to I-16 Sector of Islamabad in Village Lakhoo, Rupa, Nirhala and Kot Kollian District Rawalpindi. New Islamabad International Airport is about 10 KM from the society and distance from Saddar Rawalpindi is about 15 kilometers. Society spread over an area measuring about 1865 kanals of land. The main access to the Society is from the I-16 sector of Islamabad.

FOECHS wants to enter a contract with interested company/firm to develop and operate a law college project on dedicated plot of FOECHS.



