



To: Prospective Applicants

**Subject: Request for Proposal (RFP) # ICT R&DF/Partitioning/2013/0087(Admin)
Partitioning of office located on 7th Floor, HBL Tower, Blue Area, Islamabad**

National ICT R&D Fund, through this Request for Proposal (RFP) intends to invite firms registered with sales tax and income tax departments to participate in the selection process for hiring an agency that can take up partitioning work on 7th floor, HBL Tower, Blue Area, Islamabad.

The RFP specifies eligibility requirements, bidding formats, scope of work, proposal submission timelines and other necessary information for competitive biddings. For successful participation, all bids must comply with all instructions given in the attached RFP document.

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1. Objectives

Through this request for proposal, we intend to invite reputed firms to participate in the selection process for hiring an agency that can take up the task of renovation/partitioning at 7th floor, HBL Tower, Blue Area, Islamabad.

2. Introduction of Company

Pakistan has witnessed a phenomenal growth in the telecom industry. Government of Pakistan has mandated that a certain percentage of gross revenue generated by all telecom service providers be allocated to development and research of information and communication technologies with the vision *to transform Pakistan's economy into a knowledge based economy by promoting efficient, sustainable and effective ICT initiatives through synergic development of industrial and academic resources*. To achieve this vision National ICT R&D Fund has been created. National ICT R&D Fund (**The Company**) is a *federally governed company established under section 42 of the Companies Ordinance 1984*. More details about the company are available at <http://www.ictrdf.org.pk>.

3. Project Description

National ICT R&D Fund desires to take up partition of office rooms. This work package consists of constructing glass cabins and aluminum work along with networking, electrical and repair & polishing work, wherever required.

4. Scope of Services

The executing agency will be responsible to perform the following tasks.

- Task I: Survey of required Area of 7th floor, HBL Tower, Blue Area, Islamabad
- Task II: Dismantling & Reinstallation of Existing Work Station
- Task III: Designing and Erection of Glass Cabins as per given plan
- Task IV: Electrification, Networking and Telephone Cabling at each Seat, if required
- Task V: Frosting of Glass Cabins
- Task VI: Repair, Paint and Polishing of Work Stations, if required

5. Details and Requirements

Sr. #	Description of Work/List of Goods/Bill of Quantities	No. of Rooms
1	No of Rooms 11	11
2	Size of 9 Rooms 7.4 x 8 Feet	9
3	Size of 01 Room 12 x 10 (Two sitting with one door entrance)	1
4	Size of Kitchen 10 x 5	1
5	Wood of Kail and Lassani	11 Rooms
6	Aluminum D48A	11 Rooms
7	Glass 12MM	11 Rooms
8	Frosting Paper	11 Rooms
9	Paint & Polish of Wood	11 Rooms

10	Door Handles U Shape Chrome Plated	11 Rooms
11	Patch Fitting to fix glass with Ceiling	11 Rooms
12	Door Lock D Type to be fixed at centre	11 Rooms
13	Floor Hinge Machine	11 Rooms
14	Dismantling of 20 Work Stations & Re-assembling	20
15	Expansion of 01 Office to 45"	1
16	Reduction of 01 Office to 43"	1
17	Repair of effected wooden work station and paint & polishing work	
18	Any other related work	

6. Bidding Procedure

1. The bidding procedure as given in clause 36(a) of the PPRA Rules i.e. *Single stage – one envelope procedure*: - Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
2. Proposals must include the complete name and address of bidder's registered national firm and the name, mailing address, and telephone number of the focal person of the firm.
3. The proposals received late after prescribed date/time due to any reason shall not be entertained.
4. Soft copy of proposals in a CD is essential requirement.

7. Requisite Documents:

1. Company Profile
2. Brochures and other quoted documents
3. List of major clients during last 02 years
4. Proof of minimum 02 years similar work experience
5. Copies of Income Tax and Sales Tax registration certificates
6. Copy of Pakistan Engineering Council (PEC) Registration
7. Proposed layout plan
8. Details of material proposed to be used for partitioning
9. BOQs and specifications of material
10. 3D layout along with the drawings
11. Affidavit (on stamp paper) that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof

Proposals must be delivered at the address given below till 1500 hrs. (PST), on 10th December, 2013.

ATTENTION: Ms. NELOFAR ARSHAD

MANAGER ADMINISTRATION

NATIONAL ICT R&D FUND

6TH FLOOR, HBL TOWER

JINNAH AVENUE, BLUE AREA

ISLAMABAD

Ph: +92-51-9215360-4 Ext: 104

Fax: +92-51-9215366

E-mail: nelofar.arshad@ictrdf.org.pk

8. Time Line of Bidding Process

Sr. #	Activity	Dates
1	RFP issue date	24 November,2013
2	Proposal submission dead line	10 th December,2013 at 1500 hrs
3	Opening of Technical Proposals (in front of applicants, who choose to appear, at 6th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad	10 th December, 2013 at 1530 hrs
4	Evaluation of the technical proposal	20 th December, 2013
5	Opening of financial proposals	Date& time will be communicated by Manager Administration

9. Pre-Bid Conference:

A pre-bid conference is planned on 29th November, 2013 in the office of R&D Fund at 1000 hours to discuss designing, material and related matters etc.

10. Form of Contract:

A sample provisional draft contract between the Company and the successful bidder is placed at Annexure – 3. The successful bidder would be required to sign the same besides any other legal documents deemed to be required for successful provision of the desired services.

11. Payment Terms:

- i. Taxes will be deducted as per Law unless otherwise exemption certificate/SRO provided for non-deduction thereof.
- ii. All costs associated with the contract must be stated in Pak Rupees.
- iii. Under no condition will the R&D Fund be liable for the payment of any interest charges or taxes associated with the cost of the contract.

12. BID EVALUATION CRITERIA, CONDITIONS AND PROCESS:

- i. An evaluation committee will review in detail all proposals that are received to determine the extent to which they comply with RFP document requirements.

- ii. Proposals that fail to meet material RFP document requirements may be rejected.
- iii. Proposals containing false or misleading statements regarding requirement of RFP documents may be rejected.
- iv. Financial/Bid Price will be checked only if a proposal is determined to be otherwise qualified.
- v. The bids scoring less than 40% marks in the Technical Evaluation will be rejected.
- vi. Final assignment award will be on the basis of combined technical and financial score in the following manner:

Proposal	Weight
Technical	30%
Financial	70%
Total	100%

- vii. Technical evaluation criteria can be seen at Annexure – 1.
- viii. The final score of technical bid will be added to the financial score and final award of contract decision will be based on total of technical score plus financial score.

13. Bid Security/Performance Bond

- i. All technical proposals must be accompanied by a bid security (refundable) of PKR 30,000 in the form of a Pay Order/Demand Draft in favor of “National ICT R&D Fund” (cheques will not be accepted).
- ii. The successful bidder will be required to provide bank guarantee of Rs. 100,000/- in the format placed at Annex F; in favour of “National ICT R&D Fund” as Performance Bond.

14. Bid Validity Period

Quoted rates will remain valid for 90 days from the date of opening of financial proposal.

15. Payment Schedule

- 1. 10% Advance mobilization charges
- 2. 50% upon erection of offices.
- 3. 35% upon timely and satisfactory completion of whole task.
- 4. 5% Retention will be made for 30 days after completion of the project

16. Estimated Project Duration

Thirty (30) days w.e.f award of contract

17. ANNEXURES

Bid Evaluation Criteria

S #	Criteria	
	<p data-bbox="298 317 716 352">Mandatory Eligibility Criteria</p> <ul data-bbox="347 394 922 720" style="list-style-type: none"> <li data-bbox="347 394 922 464">• Copy of Income Tax certificate & Sales Tax registration certificates <li data-bbox="347 470 922 680">• Affidavit (on stamp paper) that the Company is neither blacklisted nor in litigation with any of its clients and if there is any litigation the bidder will be bound to disclose the same with nature thereof <li data-bbox="347 686 557 720">• Bid Security 	

Corporate Profile	Total Marks (10)
a) Background of the company <ul style="list-style-type: none">• Year of Existence• < 3 years• >3 years but <5years• >5 years	1.5
b) Head Office Presence Islamabad Other Cities	1.5
c) Pakistan Engineering Council (PEC) Registration Certificate	7

Experience and Expertise in Conducting such Projects (Relevant Experience at least three with Completion Certificate)

S #	Name of Client	Name of Assignment/Project	Period of Assignment	Value of Assignment	Total Marks (20)
1.					
2.					
3.					

Financial Bid Form

Sr.#	Description	Quantity	Unit/Sq.ft	Rate	Total Cost
1	Providing and installation of 12mm Glass partitions for side and front as per approved design.				
2	An aluminum frame installation for glass support				
3	Wood of Kail & Lassani to support aluminum with ceiling				
4	Installation of floor hinge machines				
5	Chrome plated door handles.				
6	Frosting film for each cubical				
7	Removal and re installation of existing modular work stations with all electric, networking cable and telephone connections				
8	Labour Charges				
9	Any Other				
Grand Total					

Note: The above rates should be quoted with transportation charges.

AGREEMENT FOR PROCUREMENT OF SERVICES FOR ERECTION OF OFFICES

This Agreement for procurement of services “(Agreement)” is entered into this *[Insert Commencement Date of the Agreement]* (“Commencement Date”), by and between:

National ICT R&D Fund, a company set-up under section 42 of the Companies Ordinance, 1984 having its principal place of business located at 6th Floor, HBL Tower, Jinnah Avenue, Blue Area, Islamabad (“Company”)

AND

[Insert Company’s Name] (“Company”) having its principal place of business located at *[Insert Company’s Address]*. Both Company and Company may hereinafter be collectively referred as “Parties” and each individually as a “Party”.

WHEREAS, R&D Fund Company wishes to acquire services of Company, as set forth in detail herein, and the Company agrees to provide such services on the terms and conditions herein contained.

NOW, THEREFORE, PARTIES hereby agree as follows:

1. **Services**
 - (i) Company shall provide such services as specified in Clause 4 entitled “Scope of Services,” of Request For Proposal (RFP) which is, in its entirety, hereby made an integral part of this Agreement (“Services”).
 - (ii) Company shall submit to R&D Fund Company such reports, in the form and within the timelines specified by Company, as mentioned in Clause 8 of RFP.

2. **Term**

Company shall provide Services during the period commencing from award of contract till completion of work which has been specified as 30 days period or any such other period as may subsequently be agreed, in writing, between Parties (“Term”).

3. **Payment**
 - A. Ceiling

For Services rendered under this Agreement, R&D Fund Company shall pay the Company an agreed amount of Rs. *[insert amount of premium]* as per payment schedule mentioned in RFP which shall include all of Company's

costs as well as any tax obligation(s) that may be imposed on the Company as a consequence of this Agreement.

B. Schedule of Payments

- (i) The payment will be released as per Clause 15 against an invoice duly submitted by the Company.
- (ii) Taxes will be deducted by R&D Fund Company in accordance with the provisions of Income Tax Ordinance, 2001 unless an exemption certificate/SRO etc. provided for non-deduction.
- (iii) R&D Fund Company will not be liable for payment of any interest charges or taxes associated with the cost of this Agreement.

4. Performance Standards Company is responsible to provide Services with the highest standards of professional and ethical competence and integrity. and hereby undertakes to promptly replace any employees/focal persons assigned under this Agreement that Company considers unsatisfactory.

5. Confidentiality Company shall not, during Term of this Agreement disclose any proprietary or confidential information relating to Services, this Agreement or Company's business operations without prior written consent of Company.

6. Governing Law This Agreement shall be governed by, and its provisions be construed in accordance with the laws of Islamic Republic of Pakistan.

7. Dispute Resolution Any dispute arising out of or related to this Agreement, or any of its amendments, shall be first settled through good faith bilateral negotiations between Parties, failing which, by reference to arbitrators, one to be appointed by each Party to the dispute, and in case of disagreement amongst the arbitrators so appointed, to the arbitration of an umpire who shall be appointed by the said arbitrators before entering the reference. The venue of arbitration shall be Islamabad or any other city in Pakistan to be mutually agreed between Parties. Arbitration proceedings, as mentioned in this section, shall be governed by the Arbitration Act, 1940 and any rules framed there under.

9. Termination of Agreement

Both Parties may terminate this Agreement at any time, with or without cause, by serving upon other at least (30) days' prior written notice to terminate. Insurance

Company shall continue to remain bound by Section 5 (“Confidentiality”) even after termination of this Agreement.

10. Entire Agreement This Agreement supersedes and replaces any oral or written communications heretofore made amongst Parties relating to the subject matter hereof. This Agreement constitutes the entire agreement between Parties, and no other verbal or written communications shall be deemed to be a part of this Agreement (including an oral modification supported by new consideration), unless evidenced by written agreement of Parties subsequent to the date of execution hereof.

IN WITNESS WHEREOF Parties hereto have executed this Agreement on the day, month and year first written above.

R&D Fund Company:

Company (Service Provider)

By:

By:

Title:

Title:

CNIC: _____-_____ -__

CNIC: _____-_____ -__

Date: ___/___/2013

Date: ___/___/2013

Witnesses:

1. _____

2. _____

CNIC: _____-_____ -__

CNIC: _____-_____ -__

Performance Bond

TO: NATIONAL ICT R&D FUND
 6TH FLOOR, HBL TOWER
 JINNAH AVENUE, BLUE AREA
 ISLAMABAD

Provision of Partitioning Services for Partitioning Work

In accordance with the provisions of Clause ----- of the above-mentioned RFP, *[name and address of service provider Company]* shall deposit with National ICT R&D Fund a bank guarantee to guarantee their proper and faithful performance under the said provisions of the Contract in an amount of Rs. 100,000 (One Hundred Thousand Only).

We, the *[bank or financial institution]*, as instructed by the *[name of Company]*, agree unconditionally and irrevocably to guarantee as primary obligor and not as Surety merely, the payment to National ICT R&D Fund on its first demand without whatsoever right of objection on our part and without consulting the *[name of Service Provider Company]*, in the amount not exceeding Rs. 100,000 (One Hundred Thousand Only).

We further agree that no change or addition to or other modification of the terms of the Contract which may be made between National ICT R&D Fund and the *[name of Company]*, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall remain valid and in full effect from the date of the first payment under the Contract to *[name of Service Provider Company]* until release of last installment by the R&D Fund Company.

Yours truly,

Signature and Seal

Name of Bank/Financial Institution

Address

Date