**KARANDAAZ PAKISTAN**

**Request for Proposals**

**# 62**

**For Office Renovation of Karandaaz Islamabad Office**

26/06/2019

**SECTION 1. LETTER OF INVITATION**

RFP no. 62

26 June, 2019 Islamabad

1. The purpose of this Request for Proposals (the “RFP”) is to solicit quotations from GST, Income Tax and Professional Tax registered firms interested in providing renovation work at Karandaaz Islamabad office. The RFP is designed to assess whether bidders are able to provide the goods and services required (hereinafter jointly and severally referred to as the “Services”), and through a competitive and fair assessment, select a winning bidder for the renovation Services.
2. Karandaaz Pakistan invites sealed proposals from interested and eligible bidders. Further details on the Services required are provided in the Terms of Reference (Section 4 of RFP).
3. The bidder will be selected under open competitive procedures, in accordance with the Procurement Policies and Procedures of Karandaaz Pakistan (the “KRN Policy and Procedures”). In the event of any conflict or inconsistency in terms and conditions of the RFP and the KRN Policy and Procedures, the KRN Policy and Procedures shall prevail.
4. The full RFP is available at [**www.karandaaz.com.pk**](http://www.karandaaz.com.pk) under procurement section
5. Karandaaz Pakistan anticipates issuing a Fixed Price Contract.
6. An award will be made based on the Quality and Cost based selection.

Both technical and financial proposals must be submitted in a hard copy and an electronic format through email before 05:00 PM Pakistan Standard Time on **10 July 2019**. Bidders must prepare four hard copies of the technical proposal and one hard copy of the financial proposal, and submit them in separate sealed envelopes to the attention of ‘The Procurement Department’ 1-E, Ali Plaza, D Chowk, Mezzanine Floor, Nazimuddin Road, Blue Area, Islamabad Pakistan. Hard copy of the bids/proposals shall be considered in case of any discrepancy found with softcopy

Yours sincerely,

The Procurement Department

Karandaaz Pakistan

**SECTION 2. INSTRUCTIONS TO BIDDERS**

**A. General**

1. **Scope of Work**

Karandaaz Pakistan issues this Request for Proposals (the “RFP”) for the following Services:

“**Office Renovation of Karandaaz Islamabad Office**”

Throughout this RFP:

1. The term “in writing” means communicated in written form (e.g., by mail, e-mail, fax)
2. “Day” means calendar day
3. **Fraud and Corruption**

Bidders shall comply with Karandaaz Pakistan’s policy regarding fraud and corruption set out in Section 3 of the RFP.

1. **Eligibility**

Karandaaz Pakistan may specify certain minimum qualification criteria in the Terms of Reference e.g. minimum years of relevant experience; \_\_ etc.

Bidders shall be under an obligation to disclose to Karandaaz Pakistan any situation of actual or potential conflict that impacts their capacity to perform/act in accordance with Karandaaz Pakistan’s best interests or pose a conflict of interest. Failure to disclose such situations may lead to the disqualification of a bidder or the termination of its contract. Karandaaz Pakistan’s policy with regard to conflict of interest is specified in Clause 33 of Section 3 of the RFP.

Bidders shall, upon request, provide evidence of their continued eligibility to the satisfaction of Karandaaz Pakistan, as may be requested from them from time to time.

1. **One Proposal Per Bidder**

An entity can participate only in one bid: as a single bidder, as a lead in a consortium/ joint venture or as a partner in a consortium / joint venture. Partnership firms or similar entities in different jurisdiction which work under common brand name or a part of affiliated network will be regarded as single entity and may not participate in more than one bid. Similarly associates and subsidiaries of an entity will be regarded as a part of a group and may not participate in multiple bids. Bidders may ask for clarification and any decision in this regard by Karandaaz shall be deemed to be final.

1. **Cost of Preparation of Proposal**

The bidder shall bear all costs associated with the preparation and submission of its proposal. Karandaaz Pakistan shall not be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

**B. Request for Proposal**

1. **Contents of the RFP**

The RFP comprises of the documents listed below plus any Addendum issued pursuant to Clause 8, of Section 2 ‘Amendment of RFP’.

Section 1 - Letter of Invitation

Section 2 - Instructions to bidders

Section 3 – Procurement Policy – bidder conduct

Section 4 - Terms of Reference.

Annexure A – Proposal Submission Form

Annexure B – Technical specification and cost table

1. **Site Visit**

Bidders may visit Karandaaz office on 2nd July 2019, in between 12 PM to 5 PM Pakistan Standard Time. Bidder must send email request for site visit schedule on or before 1st July 2019. No phone calls shall be entertained.

1. **Clarification of RFP**

All questions and/or clarifications regarding this RFP must be submitted via email to Procurement@karandaaz.com.pk no later than 4 PM local time on 4th July 19. All correspondence and/or inquiries regarding this solicitation must reference the RFP number. **No phone calls or in-person inquiries will be entertained**; **all questions and inquiries must be in writing**.

Questions and requests for clarification—and the responses thereto—will be uploaded at Karandaaz website by 5 PM Pakistan Standard Time on 5th July 19.

Only written answers will be considered official and carry weight in the RFP process and subsequent evaluation. Any verbal information received from a Karandaaz employee or other entity should not be considered as an official response to any questions regarding this RFP.

1. **Amendment of RFP**

At any time prior to the deadline for submission of bids, Karandaaz Pakistan may amend the RFP by issuing an Addendum.

Any Addendum so issued shall be part of the RFP and will be communicated via the Karandaaz Pakistan website. Bidders are advised to monitor the site for updates.

To give prospective bidders reasonable time in which to take an Addendum into account in preparing their bids, Karandaaz Pakistan may, at its discretion, extend the deadline for the submission of bids, pursuant to Clause 16, of Section 2 ‘Deadline for Submission of proposals’.

**C. Preparation and Submission of Proposals**

1. **Language of proposal**

All documents relating to the proposal shall be written in the English language.

1. **Documents Comprising the Proposal**

A proposal shall consist of the following:

1. Technical proposal consisting of the following;
2. Name and details of bidder and experience;
3. Description of approach, methodology, and work plan in responding to the terms of reference;
4. Examples of past experience
5. Work schedule and planning for deliverables; and
6. Team composition, assignment, and key experts’ inputs and Curriculum vitae (CV of team members and key experts).
7. Financial proposal

Pricing must be fully comprehensive, complete, and list any available discounts. Pricing information supplied with the proposal must be valid for at least 90 (ninety) days after the due date for proposal submission. All one-time and recurring costs must be fully described. Rates should be quoted, inclusive of all but showing separately, costs of inspection, services, transportation, Provincial/Federal taxes, import duties if any and other levies. Karandaaz will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder. In case the bidder doesn’t identify inclusion of applicable taxes in the proposal, it shall be assumed that the quoted price is inclusive of all applicable taxes.

1. **Currencies of Bid and Payment**

Bidders must express the price only in PKR.

1. **Proposal Validity**

Proposal shall remain valid for ninety (90) days after the proposal submission deadline date established by Karandaaz Pakistan. A proposal valid for a shorter period shall be rejected as non-responsive.

In exceptional circumstances, prior to the expiration of the proposal validity period, Karandaaz Pakistan may request all bidders who have submitted their proposals to extend the period of validity of their proposal for a specified additional period. The request and the responses shall be made in writing. Agreement by a bidder to extend the validity of its proposal, shall be without any change in the original proposal and with confirmation of availability of the key experts. A bidder

has the right to refuse extension in the validity period of its proposal, in which case such proposal will not be further evaluated.

If any of the key experts become unavailable for the extended validity period, the relevant bidder shall provide an adequate justification in writing and evidence to the satisfaction of Karandaaz Pakistan together with the substitution request. In any such case, the replacement key expert shall have equal or better qualifications and experience than those of the originally proposed key expert. The technical evaluation score, however, will continue to be based on the evaluation of the CV of the original key expert.

If the said bidder fails to provide a replacement key expert with equal or better qualifications, or if the reasons provided for the replacement or justification are not to the reasonable satisfaction of Karandaaz Pakistan, the proposal will be rejected at Karandaaz Pakistan’s sole discretion.

1. **Proposal Security**

A proposal security is not required for purposes of this procurement.

1. **Alternative proposals**

Alternative proposals shall not be considered.

1. **Format, Signing, and Submission of Proposal**

The bidder shall prepare and email a scanned copy of the documents comprising the proposal as specified in Clause 10, of Section 2 on its official letterhead. Each document shall be signed by a person duly authorized to sign on behalf of the bidder and all pages of the proposal shall be initialled by the person or persons signing the proposal.

Both financial and technical proposals must be submitted before 5 PM Pakistan Standard Time on 10th July 19. Bidders must prepare four hard copies of the technical proposal and one hard copy of the financial proposal, and submit each proposal in separate sealed envelopes to the attention of ‘The Procurement Department’ 1-E, Ali Plaza, D Chowk, Mezzanine Floor, Nazimuddin Road, Blue Area Islamabad, Pakistan.

The proposal should also be sent to the following email address: [**procurement@karandaaz.com.pk**](mailto:procurement@karandaaz.com.pk) with the subject line: Responding to RFP for “**Office Renovation of Karandaaz Islamabad Office** “

The proposal shall contain no alterations or additions, other than those which are necessary for complying with instructions issued by Karandaaz Pakistan, or as are necessary for correcting errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the proposal.

1. **Deadline for Submission of Proposals**

Proposals must be received by Karandaaz Pakistan no later than 5 PM Pakistan Standard Time on 10th July 2019.

Karandaaz Pakistan may extend the deadline for submission of proposals by issuing an amendment in accordance with Clause 8, of Section 2 ‘Amendment of RFP’, in which case the original deadline shall be extended to the new deadline.

1. **Late Proposal**

Any proposal received after the deadline for the submission of proposals prescribed in Clause 16, of Section 2 by Karandaaz Pakistan will be considered only at the sole discretion of the evaluation team.

1. **Withdrawal, Substitution, and Modification of Proposal**

Bidders may withdraw, substitute or modify their proposal by giving notice in writing before the deadline for submission of proposal prescribed in Clause 16, of Section 2 ‘Deadline for Submission of Proposal’.

Each bidder’s withdrawal, substitution or modification notice shall be prepared, sealed, marked, and delivered in accordance with Clause 15, of Section 2 ‘Format, Signing, and Submission of Proposal’, with the subject line : Responding to RFP for “**Office Renovation of Karandaaz Islamabad Office** - “WITHDRAWAL,” SUBSTITUTION” or “MODIFICATION”] as appropriate. No proposal may be substituted or modified after the deadline for submission of proposal as aforestated.

**D. Proposal Opening and Evaluation**

1. **Proposal Opening**

Karandaaz Pakistan shall open the proposals, including modifications made pursuant to Clause 18, of Section 2, on the business day following the deadline stipulated in Clause 16, of Section 2 or the extended deadline in accordance with Clause 16 of Section 2, as the case may be.

1. **Confidentiality**

Information relating to the examination, evaluation, comparison, and post-qualification of proposal, and recommendation of contract award, shall not be disclosed to bidders or any other third persons whatsoever, prior to publication of the contract award. Any effort by a bidder to influence Karandaaz Pakistan in the examination, evaluation, comparison, and post-qualification of the proposal or contract award decision may result in the rejection of its bid. Notwithstanding the foregoing, from the time of proposal opening to the time of bidding process conclusion, if any bidder wishes to contact Karandaaz Pakistan on any matter related to the bidding process, it should do so in writing at the address indicated in Clause 7, of Section 2 ‘Clarification of RFP’.

1. **Clarification of Bids**

To assist in the examination, evaluation, and comparison of proposals, Karandaaz Pakistan may, at its discretion, seek clarifications in respect of the proposal from any bidder. The request for clarification and the response shall be in writing, but no change in the price or substance of the proposal shall be sought, offered, or permitted except correction of arithmetical errors discovered by Karandaaz Pakistan in the evaluation of the proposals in accordance with Clause 25 of Section 2 ‘Correction of Errors’.

**22. Preliminary Examination of Proposals**

Prior to the detailed evaluation of proposals, Karandaaz Pakistan shall first review each proposal and check the power of attorney or any other form of delegation of authority demonstrating that the representative has been duly authorized to sign the proposal, initialization of all pages, etc.

**23 Determination of Bidder’s Eligibility and Qualifications**

Karandaaz Pakistan shall determine whether the bidder meets the eligibility and qualification requirements of the bidding documents. Bidders failing to comply with the eligibility criteria specified in Clause 3, of Section 2- ‘Eligibility’ shall be disqualified.

If the bidder meets the eligibility criteria, Karandaaz Pakistan shall determine whether the proposal is substantially responsive to the requirements of the bidding documents.

Karandaaz Pakistan’s determination of a proposal’s responsiveness shall be based on the contents of the proposal itself. A substantially responsive proposal is one, which conforms to all the terms, conditions, and specifications of the RFP, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way or is inconsistent with the RFP, Karandaaz Pakistan’s potential rights or bidder’s obligations under the proposed contract; or

(c) the rectification of which would unfairly affect the competitive position of other bidders presenting substantially responsive proposal.

**24 Evaluation of Technical Proposal**

Karandaaz Pakistan shall evaluate the technical aspects of the proposals received, applying the evaluation criteria specified hereunder. Each proposal that is not rejected for reasons stated in these Instructions will be given a technical score.

The evaluation criteria, relevant sub-criteria, and point system to be used to evaluate the Technical proposals shall be:

Technical Proposal (50% of total score)

* Proof of proven track record in successful implementation of similar projects in the past 3 years. Provide support documents (PO/ Contracts) of recently concluded at least 3 projects. (15%)
* Professional expertise and excellent background in architectural design, interior design, construction works management and supervision (15%)
* Company financial strength (10%)
* The technical requirements, including references as stated in Section II and experience as set out in Annex I are met(10%)

**25 Correction of Errors**

Proposal determined to be substantially responsive shall be checked by Karandaaz Pakistan for any arithmetical errors. Errors shall be corrected by Karandaaz Pakistan as follows:

Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.

The amount stated in the proposal shall be adjusted by Karandaaz Pakistan 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 amount, the proposal shall be rejected.

**26 Currency for Price Evaluation**

For evaluation and comparison purposes, Karandaaz Pakistan shall convert all proposed prices expressed in US Dollars into an equivalent amount in PKR, using the selling exchange rates established by the State Bank of Pakistan on the date of proposal opening specified in Clause 19 of Section 2 ‘Proposal Opening’.

**27 Evaluation of Proposal Price and ranking:**

Financial Proposal (50% of Total Score)

Financial proposal submitted will be evaluated according to price reasonableness determination under full and open competition and known market conditions.

Evaluation of the financial proposal will consider, but will not be limited to, the following:

* Cost reasonableness;
* Consistency with the technical proposal;

50 points will be awarded to the lowest responsive bidder while rest of the bids will be allocated points according to the following formula:

Points of a Bidder = (P1/ P2)\* 50

Where:

P1= Price of Lowest Responsive Bidder

P2= Price of the Bidder

**E. Award of Contract**

**28 Award Criteria**

Karandaaz Pakistan shall award the contract to the bidder whose proposal has been determined to be substantially responsive to the RFP and which has the highest combined technical and financial score.

**29 Karandaaz Pakistan’s right to accept any Proposal and to reject any or all Proposals**

Karandaaz Pakistan reserves the right to cancel the bidding process and to reject all bids or to accept or reject any bid, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Karandaaz Pakistan’s action.

**30 Complaints pertaining to Bidding Process**

Without prejudice to Clause 29 of Section 2, any complaint at any stage of the bidding process or on conclusion of the bidding process from a bidder regarding a deviation from the prescribed procurement procedure may be addressed and delivered in writing to:

Karandaaz Pakistan

Attention: Chief Executive Officer

1 E, Ali Plaza, Nazimuddin Road, D-Chowk, Islamabad

Any requests via email seeking this explanation should be sent to **proccomplaint@karandaaz.com.pk**

**31 Notification of Award and Signing of Agreement**

The bidder whose Proposal has been accepted shall be notified of the award by Karandaaz Pakistan prior to expiration of the proposal validity period through a communication in writing (the “Letter of Acceptance”). The said Letter of Acceptance shall state the full value of the contract payable by Karandaaz Pakistan in consideration of the services to be provided in accordance with the RFP.

The contract pursuant to the award shall incorporate all agreements between Karandaaz Pakistan and the successful bidder and shall be signed by Karandaaz Pakistan and sent to the successful bidder, within seven (7) days following the date of the Letter of Acceptance. The successful bidder will duly sign the contract and return it to Karandaaz Pakistan with seven (7) days of the receipt of the Letter of Acceptance.

**SECTION 3. PROCUREMENT POLICY – BIDDER CONDUCT**

**32 Corrupt or fraudulent practices**

Bidders, suppliers, contractors and their agents (whether declared or not), suppliers, and any personnel thereof, shall observe the highest standard of ethics during the procurement and execution of contracts.

Karandaaz Pakistan shall not award the contract if it is determined that the bidder, or any of its personnel, or its agents, or its sub-consultants, , suppliers and/or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question. As part of bidding/ solicitation documents, Karandaaz Pakistan will seek declaration of ‘Non collusive non corrupt practices’ from each bidder. Format for such declaration is prescribed in section 3 of the standard bidding document. In pursuance of this policy, following terms are defined as follows:

1. “Corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
2. “Fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
3. “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
4. “Coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
5. “Obstructive practice” is deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation.

**33 Avoidance of conflict of interest**

Any bidder participating in the procurement process should disclose any actual or perceived conflict of interest situation/condition. Any bidder to have a conflict of interest shall be ineligible for award of a contract.

A bidder shall be considered to have a conflict of interest in a procurement process if:

1. Such bidder is providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of a project that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that bidder; or
2. An entity can participate only in one bid: as a single bidder, as a lead in a consortium/ joint venture or as a partner in a consortium / joint venture. Partnership firms or similar entities in different jurisdiction which work under common brand name or a part of affiliated network will be regarded as single entity and may not participate in more than one bid. Similarly associates and subsidiaries of an entity will be regarded as a part of a group and may not participate in multiple bids. Bidders may ask for clarification and any decision in this regard by Karandaaz shall be deemed to be final.
3. Such bidder(including its personnel) has a close business or family relationship with one or more professional staff of Karandaaz Pakistan who: (i) is/are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of the contract; or (ii) would be involved in the implementation or supervision of the contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to Karandaaz Pakistan throughout the procurement process and execution of the contract; or

d. Such bidder falls under any other conflict of interest situation as specified in the standard bidding documents relevant to the specific procurement process.

**SECTION 4. TERMS OF REFERENCE**

**Thematic Area**: **Administration**

**Project Title: Office Renovation of Karandaaz Islamabad Office**

**Expected Start Date: 25th July 2019**

**End Date:**  **25th September 2019**

**Task Manager: Admin Manager**

**About Karandaaz Pakistan**

[KARANDAAZ PAKISTAN](http://karandaaz.com.pk), a section 42 company incorporated in Pakistan in August 2014, promotes access to finance for small businesses through a commercially directed investment platform, and financial inclusion for individuals by employing technology enabled digital solutions.

Karandaaz Pakistan has financial and institutional support from leading international development finance institutions; principally the United Kingdom’s Department for International Development (DFID) and the Bill & Melinda Gates Foundation (BMGF).

The Company has four verticals.

* **Karandaaz Capital** provides wholesale structured credit and equity-linked direct growth capital investments in micro, small and mid-size enterprises (MSMEs) with compelling prospects for sustainable growth and employment generation in Pakistan.
* **Karandaaz Digital** focuses on expanding the poor’s access to digital financial services in Pakistan by working across the ecosystem with all stakeholders including regulators, policy-makers, government departments, businesses and researchers and academics with activities arranged in four key work areas–Policy and Regulation, Seeding Innovation, Experimentation and Solutions Development, and Scale and Outreach.
* **Karandaaz Innovation** manages the Innovation Challenge Fund, providing risk capital and grants to partners with an aim to generate innovative solutions to complex problems in areas of financial inclusion and entrepreneurship.
* **Knowledge Management and Communications** supports the company's core financial inclusion goal by developing and disseminating evidence based insights and solutions to influence markets and the financial ecosystem.

**Background**

Karandaaz Pakistan would like to engage a reputable, qualified, construction/ interior designing firm to provide professional renovation services including following requirements not limiting to the requirements mentioned as Annex B of this RFP. Karandaaz is intend to issue fixed price contract for turnkey solution.

1. Civil Work
2. Electric work

**Scope of Work.**

Professional contractor, implementation and project management services are required for the one floor covering 5000 SQ.FT I-E Ali Plaza Blue Area Islamabad. The selected bidder must complete renovation work as per the satisfaction of the client as per attached BOQ.

**Annex B**

**TECHNICAL SPECIFICATIONS AND REQUIREMENTS & Price Table**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S#** | **DESCRIPTION** | **UNIT** | **QTY** | **Rate** | **Amount** |
| **CIVIL WORKS** | |  |  |  |  |
| 1 | Providing, laying and curing cement concrete in all floors 3” thick (1:2:4) concrete over all floorings, Fully finished and levelled with its other appurtenances. | Cft | 958.73 |  |  |
| 2 | Providing and laying **4.5" thick brick masonry** walls set in (1:4) cement sand mortar including lifting, scaffolding, curing etc, Complete in all respect as per design. | Sft | 1,280.00 |  |  |
| 3 | 1/2" (13mm) thick cement plaster 1:4 on walls and columns etc. including making edges, comers, and curing etc complete. | Sft | 2,610.00 |  |  |
| **TOTAL OF CIVIL WORKS** | |  |  |  | **-** |
| **FLOORING WORKS (TILES, CARPET & GRANITE/MARBLE)** | |  |  |  |  |
| 4 | Providing and laying full body Glazed Porcelain Tiles with Polished Texture of approved design and pattern, make **Local Master or Chinese** for **Floor** setting in Stile dry bond (with cement), with matching color imported Grout. Complete in all respect, including curing, cleaning, finishing & hacking/chipping of existing surface for bonding where necessary, etc. (Base Price Rs. 2000/Square Meter) | Sft | 2,471.85 |  |  |
| 5 | Providing and laying **Kitchen floor and wall** tiles Materiel Series Green Label Porcelain Matt. make **Master or Chinese** **30cm x 60cm** in size**,** with 1:4 cement sand mortar of required thickness to achieve best horizontal level, setting the tiles with neat cement mortar, grouting the joints 1/4" with matching grout of approved supplier, curing, cleaning, finishing & hacking/chipping of existing surface for bonding where necessary, etc.as per Standards. (Base Price Rs. 1800/Square Meter) | Sft | 364.88 |  |  |
| 6 | Carpet Tile by **PAK Carpet - "908985 Blue Haze" Raindance - Tempest Series (50cm X 50cm) by Interface** in Conference room, executive offices and other selected areas. Complete in all respect as per design. | Sft | 1,363.09 |  |  |
| 7 | Provide and laying 3/4" thick factory polished granite **door/window Sills, Thresholds, Kitchen counter top** straight and curve as per site requirement, single piece, as directed by client, fixed 1:2 cement and mortar, color chemical grout including final rubbing finishing and polishing bull nosing carborandom grove where required etc. complete with all respect. | Sft | 100.00 |  |  |
| 8 | Providing and fixing of 4" skirting, same with flooring tile at any floor or height, complete in all respect and directed by the Engineer. | Rft | 949.68 |  |  |
| **TOTAL OF FLOORING WORKS** | |  |  |  | **-** |
| **FEATURE WALLS WORKS** | |  |  |  |  |
| 9 | **Feature wall A.** Moss Tiles cladded. Complete in all respect as per design, approved sample/mock and final detailed drawing and instruction of Architecture Engineering Consultant | Sft | LUMP SUM |  |  |
| 10 | **Feature wall B. Austro turf** imported cladding over wall including mirrors at selected area. | Sft | LUMP SUM |  |  |
| 11 | **Feature wall C. Geometric pattern** cladding over wall selected area. | Sft | LUMP SUM |  |  |
| **TOTAL OF FEATURE WALL WORKS** | |  |  |  | **-** |
| **PAINT WORKS** | |  |  |  |  |
| 12 | Providing and painting Three coats of Plastic Emulsion **(ICI/Berger/Nippon)** roll on from master palette , paint on walls and gypsum partition of desired color and shade and a prime coat of Deluxe, preparation of plastered surface with puttine, as per manufacturer's specification and complete in all respect. | Sft | 11,779.04 |  |  |
| **TOTAL OF PAINT WORKS** | |  |  |  | **-** |
| **CEILING WORKS** | |  |  |  |  |
| 13 | False ceiling gypsum Board - 1/2" thick, **Milano /elephant brand on aluminum channel including bulk heads**, incl. flushing tape to achieve smooth surface. complete in all respect | Sft | 4,869.52 |  |  |
| 14 | Wooden ceiling in Ash veneer ply pressed MDF 3/4" thick making box 3"X4"x4" on 1"x3" partal wood batten including bulk heads, including Polish. complete in all respect as per design, approved sample/mock and final detailed drawing and instruction of architecture engineering consultant | Sft | 605.85 |  |  |
| **TOTAL OF CEILING WORKS** | |  |  |  | **-** |
| **ALUMINIUM, MS AND SS WORKS** | |  |  |  |  |
| 15 | Aluminum windows, premium quality using 5mm thick plain sheet clear glass, handles & locking arrangement, gaskets, steel screws/expansion bolts etc. including sealing of all joints (inside & outside) between frame & walls, sills & lintels with silicon sealant of approved color. | Sft | 218.00 |  |  |
| 16 | **Metallic Louvre Curtain** in 5"x2"x5" bent MS box section 12 gauge vertical posts fixed to RCC beam with 1/2" MS concealed plates & 6" Rawal Bolts - HILTI. All MS members to be deco painted | Sft | 58.28 |  |  |
| **TOTAL OF ALUMINIUM, MS AND SS WORKS** | |  |  |  | **-** |
| **GLASS WORKS** | |  |  |  |  |
| 17 | Re-utilization (existing glass), installation and fabrication of **12mm thick clear Glass Partition as per new specs** , including Cutting, flat Edging, logistics, fixing, top & bottom aluminum section, Complete in all respect as per design | Sft | 919.00 |  |  |
| 18 | Re-utilization (existing glass) , installation and fabrication of **12mm thick clear Glass Doors Chinese or local**, including Cutting, flat edging, logistics, SS Patch fixing, Complete in all respect as per design, approved sample/ mock and final detailed drawing and instruction of Interior Designer | Sft | 240.00 |  |  |
| 19 | Cost of Hardware per Door/ as above | Item | 12.00 |  |  |
| 20 | Providing, Installation and fabrication of **12mm thick clear glass, for external windows. Chinese or Local,** including cutting, flat edging, logistics, fixing, top/bottom aluminum section. Complete in all respect as per design | Sft | 406.00 |  |  |
| 21 | Designed patterns on glass partitions in 3M frosted film of quality approved by architect, Complete in all respect as per design. | Sft | 588.00 |  |  |
| 22 | Providing and installing of mirror 5mm imported glass frameless in bath rooms. complete in all respects | Sft | 81.90 |  |  |
| **TOTAL OF GLASS WORKS** | |  |  |  | **-** |
| **WOOD WORKS** | | | |  |  |
| 23 | Fabricating, providing and fixing Single Leaf **Wooden Door** having solid beach wood CHOKHAT (anti termite treated) solid frame and 1/2" thick double MDF (anti termite treated) SHUTTER pasted together with **beach wood** (anti termite treated) cladding 3/8" thick both side with V-grooves in natural color polish with machine including stainless steel 16 S.W.G plates at handle, stainless steel sheets 16 S.W.G on bottom stiles. Including hardware, handles, locks, latches, hold fasts, stopper and tower bolt. Complete in all respects with 3" wide Beading. | Sft | 45.00 |  |  |
| 24 | Providing and installation of drop panel above false ceiling for holding glass partitions, door, made of 1"x2" partal wood frame with grid size of 1'x1', properly, hanged / fixed with Rawal Bolts in RCC slab. All partal wood will be termite proofed. Complete in all respect as per design, approved sample/mock and final detailed drawing and instruction of Architecture Engineering Consultant | Sft | 304.00 |  |  |
| 25 | Testing and Maintenance of existing kitchen cabinets. Complete in all respect as per design, approved sample/ mock and final detailed drawing and instruction of Interior Designer/consultant. | Sft | 280.0 |  |  |
| **TOTAL OF WOOD WORKS** | |  |  |  | **-** |
| **PLUMBING WORKS** | |  |  |  |  |
| 26 | Providing and fixing European type ceramics ware coupled water closet, (HD 257N PORTA), white color with built-in 3 gallons cistern, P/S trap, C.P tee stop cock with wall cups, connection pipes, hinged hydraulic cover, all joints to services and drains, plugging and screwing as necessary to the structure and make good the same, complete in all respect as per specifications and drawings. | No | 3.00 |  |  |
| 27 | Providing and fixing Local Made ceramics ware coupled water closet, white color with built-in 3 gallons cistern, P/S trap, C.P tee stop cock with wall cups, connection pipes, hinged hydraulic cover, all joints to services and drains, plugging and screwing as necessary to the structure and make good the same, complete in all respect as per specifications and drawings. | No | 2.00 |  |  |
| 28 | Providing and fixing Wash hand Basin white color with waste coupling, plug with C.P brass chain, 1.5” dia. P.V.C bottle trap connections to sewerage lines, tee stop cock for cold and hot water inlet connector with nuts and fitting, waste pipe waste coupling, plugs with chain other ancillary material C.P grating, testing etc. complete in all respect and as directed by the Engineer. | Nos. | 3.00 |  |  |
| 29 | Provide & fix approved quality chromium plated towel rails /ring with brackets and C.P screws. (China make) | Nos. | 5.00 |  |  |
| 30 | Provide and fix approved quality C.P toilet paper holders in 304 grade steel | Nos. | 5.00 |  |  |
| 31 | SS Coat hook. | Nos. | 5.00 |  |  |
| 32 | Provide & fix SS soap dispenser of approved quality make 'Pakistan Standard' complete with mounting accessories | Nil |  |  |  |
| 33 | Provide and fix C.P Muslim Showers with double bib cock manufactured by Master/Sonex or equivalent, complete with double bib cock and controlled spray head. | Nos. | 5.00 |  |  |
| 34 | Providing and fixing 15 mm dia C.P. mixer with C.P pipe 15 mm dia, of Master, Sonix or approved equal complete including pipe connections, all fittings, testing etc. | Nos. | 5.00 |  |  |
| 35 | Hand Dryer (Siemens) including all fittings for complete installation of approved make and shape. | Nos. | 3.00 |  |  |
| **TOTAL OF PLUMBING WORKS** | |  |  |  | **-** |
| **HVAC WORKS** | |  |  |  |  |
| 36 | Refrigerant piping, UPVC Drain, chizzling etc. Installation of indoor and outdoor units. Complete in all respect. | Nos | 10.00 |  | **-** |
| **ADDITIONAL FEATURE WORKS** | |  |  |  |  |
| 37 | Features added in conference room walls and corners |  | LUMP SUM |  |  |
| **FIRE ALARM SYSTEM** | |  |  |  |  |
| 38 | Providing and installation fire alarm system including Panel, smoke and heat detectors, sounder etc. Complete in all respect. | Job | 1.00 |  |  |
| **Total** | | | |  | **-** |
| **Project expected time** | | | | | |
| No of weeks required to complete the work | |  | | | |
|  | |  | | | |

All price must be inclusive of all taxes.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ENGINEERING ESTIMATE OF** | |  |  |  |  |
| **OFFICE BLUE AREA ISB** | |  |  |  |  |
|  |  |  |  |  |  |
| **S.NO.** | **DESCRIPTION** | **QTY** | **Unit** | **Rate** | **Amount** |
|  | **SECTION - 01** |  |  |  |  |
|  | **WIRING** |  |  |  |  |
| 1 | Providing Wiring of Light Circuits of RAW/UPS Power Wired with 3 x 2.5 mm sq S/C Copper Conductor Cable make Pakistan/Fast/New Age Cables or as Approved Equivalent in and including PVC pipe make adamjee or approved Equivalent from Distribution Board to Switch Board and Between Switch Boards Recess in Ceiling, Walls Columns or on Surface in PVC Pipe Above False Ceiling and Under in Adamjee Dura Duct Complete in all Respects. | 13 | EACH |  |  |
| 2(a) | Same as Item No.1 Above but Wiring of Light Points, Fan Points / Exhaust fan Points etc from Switch to Point with 3 X 1.5 mm sq Copper Conductor Cable and including PVC Pipe Recess in Ceiling, Walls, Columns or on Surface in Adamjee Dura Duct,10 A Philips Chines (Decided by Client) Series or as Approved Equivalent Make Single Pole Switch on 16 SWG Sheet Steel Powder Coated Box, Pvc Back Box in Ceiling/Slab, Cable from ON/OFF Switch to Light Fixture, Flexible pipe from Slab to Light Fixture and PVC Connector Complete in all Respects.... | 90 | EACH |  |  |
| 2(b) | Same as Item No.2 above but wiring of Light Point to Point with 3 X1.5 mm sq Copper Conductor cable recess in Ceiling, Walls, Columns or on Surface in Adamjee dura Duct, Cable from light fixture to Light fixture, Flexible Pipe from slab to Light Fixture and Pvc Connector, Complete in all Respects.... | 70 | EACH |  |  |
| 3 | Wiring of 5/13/16 A Switch Socket RAW/UPS Power Switch Socket Away from Distribution Board and Wired with 3 X 2.5 sq Copper Conductor Cable make Pakistan Cables or Approved Equivalent from Distribution Board to Switch Socket of Clipsal C-Vivace Series in and including PVC Conduit make Adam jee or Approved Equivalent Recess in Ceiling, Walls, Cloums or on Surface in Adamjee Dura Duct complete in all Respects... | 27 | EACH |  |  |
| 4 | Same as item No 6 above but Wiring from Switch Socket to Switch Socket with 3 X 2.5 mm sq cable,Adjacent and Back to Back Sockets Shall be Counted as one point…. | 20 | EACH |  |  |
| a) | 5 /13 A Multi Socket | 65 | EACH |  |  |
|  |  |  |  |  |  |
| b) | 15 A Flat / Round 3 Pin Switch Socket | 10 | EACH |  |  |
|  |  |  |  |  |  |
| c) | 1 X 20 A Power Plug For A.C | 11 | EACH |  |  |
|  |  |  |  |  |  |
| 6 | Wiring of Single Phase A/C Units Wired with 3 X 4 mm sq Copper Conductor Cable make Pakistan Cables or Approved Equivalent from Distribution Board to A.C Switch Socket in and including PVC Conduit make TF/ADAM JEE or Approved Equivalent Recess in Ceiling, Walls, Columns or on Surface in Adamjee dura duct complete in all respects | 10 | EACH |  |  |
| 6 | Wiring of 3 Phase A/C Units Wired with 5 X 4 mm sq Copper Conductor Cable make Pakistan Cables or Approved Equivalent from Distribution Board to A.C Switch Socket in and including PVC Conduit make TF/ADAM JEE or Approved Equivalent Recess in Ceiling, Walls, Columns or on Surface in Adamjee dura duct complete in all respects | 1 | EACH |  |  |
|  | **TOTAL OF SECTION - 01** |  |  |  | **-** |
|  | **SECTION - 02** |  |  |  |  |
|  | **LIGHT FIXTURES** |  |  |  |  |
|  | All LED/SMD Lights Must be With 0.9 Power Factor. |  |  |  |  |
| 1 | Supply, Installation, Testing and Commissioning of LED Light Ceiling Mounting Round/Square 12 W With 0.9 Power Factor LED/SMD Make Osaka (Decided by Client) Complete in all Respects….. | 15 | EACH |  |  |
| 2 | Supply, Installation, Testing and Commissioning of 7 W LED Light Ceiling Mounting Round Type LED/SMD make Osaka (Decided by Client) Complete in all Respects….. | 105 | EACH |  |  |
| 3 | Providing, Fixing, Testing and Commissioning of Mirror light Fixture Surface Mounting with 9 Watt Warm White with Sun Light Glass Cover or Illuminium Louver Make Osaka (Decided by Client) with all Respect. | 4 | EACH |  |  |
| 4 | Providing, Fixing, Testing and Commissioning of Wall Exhaust Fans 12" dia Make Pak/Millat Fan complete in all Respects… | 7 | EACH |  |  |
| 6 | Supply, Installation, Testing and Commissioning of Wall Light Fixtures Wall Mounting with 1 X 10 W LED Osaka (Decided by Client) Complete in all respects…. | 5 | EACH |  |  |
| 8 | Supply, Installation, Testing and Commissioning of Rope Light LED/SMD White Warm Make Phillips/Areebah/Techorium or as Approved by the Architect Complete in all Respects…….. | 160 | RM |  |  |
| 9 | Supply, Installation, Testing and Commissioning of Strip Light LED/SMD White Warm Make Phillips/Sunlight or as Approved by the Architect Complete in all Respects…….. | 35 | RM |  |  |
|  | **TOTAL OF SECTION - 02** |  |  |  | **-** |
|  | **SECTION - 03** |  |  |  |  |
|  | **TELEPHONE/NETWORKING** |  |  |  |  |
|  |  |  |  |  |  |
| 1 | Wiring for Telephone Points with 4 pair CAT 5 Telephone Cable From Work Station to Server Room in Mezzanine Floor and including PVC Conduit Recess in Ceiling, Walls ,Steel Back Box, including 16SWG Sheet Steel Back Box, complete in all Respects… | 26 | EACH |  |  |
|  |  |  |  |  |  |
| 3 | Providing, Fixing, Testing and Commissioning of 100 pair Telephone Cable From Telephone Exchange To Telephone Junction Box in 1 1/2" Dia GI Pipe Including Excavation Back Fill, Warning Tap Complete in all Respects. | 10 | RM |  |  |
| 4 | Providing, Fixing, Testing and Commissioning of Single Shutter Face plates with 1 X RJ-11 I/O (Philips Chines Complete in all Respects… | 26 | EACH |  |  |
| 5 | Wiring for Computer Net Working Points with UTP 4 pair CAT-6 Computer Cable From Work Station to Server Room in Mezzanine Floor in and Including PVC Conduit Recess in Ceiling, Walls, Columns or on Surface in Adamjee Dura Duct including 16SWG Sheet Steel Back box as per site Requirements Complete in all Respects. | 19 | EACH |  |  |
| 6 | Providing, Fixing, Testing and Commissioning of Philips Chines Make (Decided by Client) Single Shutter Face Plates with Cat-6 1 X RJ-45 I/O Complete in all respects | 19 | EACH |  |  |
|  |  |  |  |  |  |
| 8 | Wiring of Up-link Cable From Main Data Rack in Server Room To Floor Wall Mounted Data Rack with 4 pair CAT-6 Cable as Per Specification and Including PVC Conduit Recess in Ceiling, Walls. Columns or on surface in Adamjee Dura Duct as per site Requirements make 3M/Schneider Complete in all Respects..... | 25 | RM |  |  |
| 9 | Providing, Fixing, Testing and Commissioning of Philips Chines make (Decided by Client) Face Plates with I/O for TV Complete in all Respects… | 4 | EACH |  |  |
| 10 | Providing, Laying, Testing and Commissioning of Wiring for TV Point With Co Axial Cable RG-6 CLIPSAL Make from TV Point to T.v Splitter Complete in all Respects… | 4 | EACH |  |  |
| 11 | Providing, Testing and Commissioning of 1 Incoming and 06 Outgoing T.V Splitter Complete in all Respects… | 1 | EACH |  |  |
|  | **TOTAL OF SECTION - 03** |  |  |  | **-** |
|  | **SECTION - 04** |  |  |  |  |
|  | **CABLE, CONDUITS** |  |  |  |  |
| a)) | 4 core 16 mm sq + 1 x 16 mm sq For UPS DB | 15 | RM |  |  |
|  |  |  |  |  |  |
| b) | 4 core 35 mm sq + 1 x 35 mm sq For Light, Power and A.C DBs | 70 | RM |  |  |
| a) | 2'' dia Pvc Conduit for Main Cables | 70 | RM |  |  |
|  | **TOTAL OF SECTION - 04** |  |  |  | **-** |
|  | **SECTION - 05** |  |  |  |  |
|  | **DISTRIBUTION BOARDS** |  |  |  |  |
|  | D.B. Light, Power & A.C |  |  |  |  |
| a) | Testing and Commissioning of Main Distribution Boards as per site Requirements & Detail given in Drawing Complete in all Respects…. | 1 | Job |  |  |
| b) | D.B. UPS | 1 | RM |  |  |
|  | TOTAL OF SECTION - 05 |  |  |  | **-** |
|  |  |  |  |  |  |
| a) | For Electric DB And I.T | 1 | Job |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **GRAND TOTAL** |  |  |  | **-** |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SUMMARY OF WORKS** | | | |
|  |  |  |  |
| S# | DESCRIPTION |  | Amount |
| 1 | CIVIL WORKS |  | - |
| 2 | FLOORING AND TILES WORKS |  | - |
| 3 | FEATURE WALL WORKS |  | - |
| 4 | PAINT WORKS |  | - |
| 5 | CEILING WORKS |  | - |
| 6 | ALUMINIUM, MS AND SS WORKS |  | - |
| 7 | GLASS WORKS |  | - |
| 8 | WOOD WORKS |  | - |
| 9 | PLUMBING WORKS |  | - |
| 10 | HVAC WORKS |  | - |
| 11 | ADDITIONAL FEATURE WORKS |  | - |
| 12 | FIRE ALARM WORKS |  | - |
| 13 | Electric Works |  | - |
| Total |  |  | - |
|  |  |  |  |

**OFFICE LAYOUT DESIGN**



**PROPOSAL SUBMISSION FORM**

Dear Sir/Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, “THE FIRM NAME” undersigned, offer to provide consulting for “INSERT REFERENCE NUMBER” to Karandaaz Pakistan in accordance with the Price Schedule attached herewith and made part of this proposal. “THE FIRM NAME” undertake, if our proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

“THE FIRM NAME” agree to abide by this proposal for a period of 90 days from date fixed for opening of proposal in the invitation for proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept any proposal you may receive.

Dated: this------day of -------2019

**Name, Designation and Signature of the “firm Representative”**