

**Tender Fee: Rs. 2,000/-  
(Non-Refundable)**

## **TENDER FORM**

**Tender # CW/08/22-23**

**Floor Rehabilitation Work**

**Date of Issue : October 31, 2022**  
**Last Date of Submission : November 16, 2022 (3:00 pm)**  
**Date of Opening : November 16, 2022 (3:30 pm)**

**Company Name:** \_\_\_\_\_

**NTN:** \_\_\_\_\_

**SRB / GST Registration Number:** \_\_\_\_\_

**Pay Order / Demand Draft # \_\_\_\_\_, Drawn on Bank \_\_\_\_\_**

**Amount of Rs. \_\_\_\_\_, Dated: \_\_\_\_\_**

**Notice Invitation Tender (NIT)****Tender Notice**

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayers of civil work contractors registered with relevant tax authorities for the following tender.

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
Floor Rehabilitation Work (CW/08/22-23)	Single Stage One Envelope	2%
<b>Tender Fee &amp; Dates</b>		
Fee: Rs.2,000/-		
Issuance start date: October 31, 2022 at 9 AM		
Issuance end date & time: November 16, 2022 at 3 PM		
Submission date & time: October 31, 2022 to November 16, 2022 from 9 AM to 3 PM		
Opening date & time: November 16, 2022 at 3:30 PM		

Tender Document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue in the presence of the bidders representatives who may wish to attend. In case of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favour of **"IBA Karachi"** along with the Financial Proposal.

Kindly mention "Tender Number" at top right corner of the envelope.

**N.B.** IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to relevant provision of SPP Rules 2010.

**REGISTRAR**

IBA, Main Campus, Univeristy Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Executive Purchase on 38104700 ext: 2150

Email [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk)

Website <https://www.iba.edu.pk/tenders/>

SPPRA Website: <https://ppms.pprasinhd.gov.pk/PPMS/public/portal/notice-inviting-tender>

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## 1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated on IBA & SSPRA websites and leading newspapers on October 31, 2022 to Floor Rehabilitation Work.

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Sr Executive Purchase on 38104700 ext: 2150 for any information and query

Thank you.

-sd-  
**Registrar**

## 2. Instructions

- i) All works shall be measured by standard instruments according to the rules.
- ii) Bidders shall provide evidence of their eligibility as and when requested by the Procuring Agency.
- iii) Any bid received by the Agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.
- iv) Prior to the detailed evaluation of bids, the Procuring Agency will determine whether the bidder fulfills all codal requirements of eligibility criteria given in the tender notice such as registration with tax authorities, turnover statement, experience statement, and any other condition mentioned in the NIT and bidding document. If the bidder does not fulfill any of these conditions, it shall not be evaluated further.
- v) Tender(s) without Bid Security of required amount and prescribed form shall be rejected.
- vi) Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on the following basis;
  - (a) In case of schedule rates, the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.
  - (b) In case of item rates, if there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevail and the total cost will be corrected unless in the opinion of the Agency there is an obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.
- vii) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- viii) The Institute of Business Administration, Karachi (IBA) expects that aspirant contractor should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.

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- ix) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column unanswered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- x) Tender Document can be collected from the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi from October 31, 2022 to November 16, 2022 during working 9:00 AM to 3 PM.
- xi) Last date for tender submission is November 16, 2022 up to 3 PM, at the Office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- xii) Site visit will be held on November 11, 2022 at IBA Main Campus at 11 AM with Manager Transport & General Maintenance for understanding the exact nature of the job.
- xiii) Tender will be opened on November 16, 2022 on 3:30 PM at the office of Head of Procurement, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Enclave, Karachi.
- xiv) Successful bidder should provide 5% Performance Security / guarantee of total value of Work Order in the form of Pay Order or bank guarantee prior to signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- xv) Please mention "Tender Number" at top right corner of the envelopes. IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 and may cancel the bidding Process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules.
- xvi) Tender Document available at the Office of Head of Procurement, IBA Main Campus, University Enclave, Karachi.

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### 3. **BIDDING DATA**

- (a) **Name of Procuring Agency:** Institute of Business Administration, Main Campus, University Enclave, Karachi
- (b) **Brief Description of Works:** Floor Rehabilitation Work
- (c) **Procuring Agency's address:-**Main Campus, University Enclave, Karachi
- (d) **Amount of Bid Security:-** Bid Security of 2% of total amount/cost will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (e) **Period of Bid Validity (days):** Ninety Days
- (f) **Performance Security Deposit:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee prior to signing of the Contract. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) **Deadline for Submission of Bids along with time:** The last date of submit the Tender Document in sealed envelope in November 16, 2022 by 3pm in the Office of Security Office, Gate # 4, IBA Main Campus University Enclave Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (h) **Venue, Time, and Date of Bid Opening:** Tender will be opened on November 16, 2022 on 3:30 PM at IBA, Main Campus, University Enclave, Karachi.
- (i) **Time for Completion from written order of commence:** 60 days
- (j) **Liquidated damages:** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.
- (k) **Deposit Receipt No: Date: Amount:(in words and figures) Pay Order / Demand Draft # \_\_\_\_\_, Amount Rs \_\_\_\_\_ Drawn on Bank \_\_\_\_\_ Dated \_\_\_\_\_**

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#### 4. BIDDER QUALIFICATION CRITERIA

S. No	Mandatory Eligibility Criteria (Attach Supporting Document)	Remarks Yes / No
1	Last 3 years (at least) relevant experience.	
2	Last 3 years' turn over with minimum 3 million (per year) as bank statement or financial statement.	
3	"Sales tax registration certificate both FBR and SRB" and NTN certificates.	

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## **5. Conditions of Contract**

**Clause - 1: Commencement & Completion Dates of work.** The contractor shall not enter upon or commence any portion or work except with the written authority and instructions of the Head of Procurement. However BoQ and execution of work shall be performed with due approval & supervision of Manager Transport & General Maintenance of in subordinate-in-charge of the work. Failing such authorities the contractor shall have no claim to ask for measurements of or payment for work.

The contractor shall proceed with the works with due expedition and without delay and complete the works in the time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall reckoned from the date on which the order to commence work is given to the contractor. And further to ensure good progress during the execution of the work, contractor shall be bound, in all in which the time allowed for completion of any work exceeds one month, to achieve progress on the prorated basis.

**Clause - 2: Liquidated Damages.** 2% liquidated damages of the total amount will be imposed per month for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.

**Clause-3: Termination of the Contract.**

“IBA” may terminate this contract if the job is not executed according to the requirement at any time after issuing a 15 days’ notice. IBA reserve the right to accept or reject any or all contract(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified by SPPRA.

**Clause 4: Possession of the site and claims for compensation for delay.** The Engineer shall give possession of all parts of the site to the contractor. If possession of site is not given by the date stated in the contract data, no compensation shall be allowed for any delay caused in starting of the work on account of any acquisition of land, water standing in borrow pits/ compartments or in according sanction to estimates. In such case, either date of commencement will be changed or period of completion is to be extended accordingly.

**Clause –5: Extension of Intended Completion Date.** The IBA, Karachi either at its own initiatives before the date of completion or on desire of the contractor may extend the intended completion date, if an event (which hinders the execution of contract) occurs or a variation order is issued which makes it impossible to complete the work by the intended completion date for such period as he may think necessary or proper. The decision of the Executive Engineer in this matter shall be final; where time has been extended under this or any other clause of this agreement, the date for completion of the work shall be the date fixed by the order giving the extension or by the aggregate of all such orders, made under this agreement. When time has been extended as aforesaid, it shall continue to be the essence of the contract and all clauses of the contract shall continue to be operative during the extended period.

**Clause –6: Specifications.** The contractor shall execute the whole and every part of the work in the most substantial and work-man-like manner and both as regards materials and all other matters in strict accordance with the specifications lodged in the office of the Manager Transport & General Maintenance and initialed by the parties, the said specification being a part of the contract.

**Clause–7: Payments.** Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance from Manager Transport & General Maintenance is required before process of bill/invoice.

**Clause–8: Reduced Rates.** In cases where the items of work are not accepted as so completed, the Manager Transport & General Maintenance may make payment on account of such items at such reduced rates as may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

**Clause–9: Issuance of Variation and Repeat Orders.** Any cumulative variation, beyond the 15% of initial contract amount, shall be subject of another contract to be tendered out if the works are separable from the original contract.

**Clause-10: Quality Control.**

**(a) Identifying Defects:** If at any time before the security deposit is refunded to the contractor/during defect liability period mentioned in bid data the IBA authorities may instruct the contractor to uncover and test any part of the works which he consider may have a defect due to use of unsound materials or unskillful workmanship and the contractor has to carry out a test at his own cost irrespective of work already approved or paid.

**(b) Correction of Defects:** The contractor shall be bound forthwith to rectify or remove and reconstruct the work so specified in whole or in part, as the case may require. The contractor shall correct the notified defect within the Defects Correction Period mentioned in notice.

**Clause–11: Inspection of Operations.** Manager Transport & General Maintenance and his subordinates, shall at all reasonable times have access to the site for supervision and inspection of works under or in course of execution in pursuance of the contract and the contractor shall afford every facility for and every assistance in obtaining the right to such access.

**Clause–12: Risks.** The contractor shall be responsible for all risks of loss of or damage to physical property or facilities or related services at the premises which arise during and in consequence of its performance of the contract. if any damage is caused while the work is in progress or become apparent within three months of the grant of the certificate of completion, final or otherwise, the contractor shall make good the same at his own expense.

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**Clause-13: Measures for prevention of fire and safety measures.** The contractor shall not set fire to any standing jungle, trees, bush-wood or grass. The contractor is responsible for the safety of all its activities including protection of the environment on and off the site. Compensation of all damage done intentionally or unintentionally on or off the site by the contractor's labour shall be paid by him. All staff must have CNIC and clearly mentioned to discourage work through child labor. IBA is no smoking zone. Life Insurance / Security of worker will be the responsibility of contractor. IBA will not be responsible for any mishap.

**Clause-14:Sub-contracting.** The contractor shall not subcontract the whole of the works, except where otherwise provided by the contract. The contractor shall not subcontract any part of the works without the prior consent of the Manager Transport & General Maintenance. Any such consent shall not relieve the contractor from any liability or obligation under the contract and he shall be responsible for the acts, defaults and neglects of any subcontractor, his agents, servants or workmen as if these acts, defaults or neglects were those of the contractor, his agents' servants or workmen. The provisions of this contract shall apply to such subcontractor or his employees as if he or it were employees of the contractor.

**Clause-15: Disputes.** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the "THE CONTRACTOR" for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

**Clause-16: Site Clearance.** On completion of the work, it will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, clearance will be required from Manager Transport & General Maintenance.

**Clause -17: Financial Assistance /Advance Payment.**

**(a) Mobilization advance** is not allowed.

**Clause-18: Performance Security.** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee after acceptance of the Work Order. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.

**Clause-19: Receiving/Acceptance of Work Order:** The contractor will sign the copy of the Work Order as acknowledgement.

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**Clause-20: Place of Execution:** As specified in the Work Order.

**Clause-21: Quantity Delivered:** Competent Authority reserves the right to remove any item or work as per rules.

**Clause-22: Condition of Works:** All works must meet in all respects with the BoQ of the Order and must be in good condition otherwise they will be liable to reject.

**Clause-23: Delivery of Works:** All the works must be executed to the specified site of the IBA.

**Clause-24: Rejection of Works:** IBA, Karachi reserve the right to cancel any or all the items if works is not in accordance with our specification or if delayed occurred.

**Clause-25: Price / Rate/Charges/Cost:** Rate / charges / cost must be quoted on Tender Form only and submitted in sealed envelope. The quoted rate/charges/cost will be final and no change will be accepted after opening of tenders, unless or otherwise if change in specs occurred.

**Clause-26: Bid Security:** 2% Bid Security should be on Total Amount submitted/attached along with the tender form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.

**Clause-27: Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.

**Clause-28: Rights:** IBA, Karachi may reject any bid subject to relevant provision of SPP Rules 2010 any may cancel the bidding process at any time prior to acceptance of bid or proposal as per Rule-25(i) of said rules. IBA, also reserve the right to issue Work Order for any part of project to different lowest responsive bidders or issue Work Order for all the project to any lowest responsive bidder.

**Clause-29: IBA, Priorities:** IBA reserves the right to award contract in phases accommodation wise as per IBA priorities.

**Clause-30: Government tax(es), levi(es) and charges(s):** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per SRO and as per applicable rates / denomination of Purchase / Work Order.

**Clause-31: Stamp Duty:** Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.

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**Clause-32: Measurement Book:** Entry & Endorsement in Measurement Book for all jobs completed is mandatory. The Measurement Book is to be countersigned by Manager Transport & General Maintenance on each occurrence / daily basis.

**Clause-33: Blacklisted:** Contractor is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.

**Clause-34: Envelops:** The contractor must submit Original + One copy of the complete bid document in separate envelops along with BoQ. These two envelops further enclosed in one envelop.

**Clause-35: Defect Liability Period:** All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for work actually done and completed, and shall not preclude the Engineer-in-charge from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period. Defect Liability Period at least 3 months after completion of the work.

**Clause-36: Site Visit:** The bidders are advised to visit and examine the Site of the works and its surroundings and obtain for themselves all information that maybe necessary for preparing the bid and entering into a contract for the Works.

**Clause-37: Bid Price:** The bidders shall fill in rates and prices for all items of the Works describe in the Bill of Quantities (BoQ). The cost of items against which the contractor will have failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the bill of Quantities.

**Clause-38: Verbal Instruction(s):** No verbal instruction(s) / order(s) will consider valid. Any alteration/deletion/addition will only be consider if provided in writing by Manager Transport & General Maintenance.

**Clause-39: Limit of Retention Money:** Limit of retention money shall be 5% of the contract price stated in the Letter of Award.

**Clause-40: Bid Evaluation:** The bid that after meeting the bidder eligibility criteria, is found substantially responsive to the terms and conditions as set out in the bidding documents.

**Clause-41: Completion Time:** 60 days from issuance of Work Order.

**Clause-42: Conditional /Optional / Alternate Bids:** Such bids will not be accepted.

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6. Bill of Quantity

**SCOPE OF WORK**  
**Floor Rehabilitation Work**

S#	Description	Unit	Quantity	Rate	Amount
<b>A</b>	<b>Section A: <u>Civil Works</u></b>				
	<u>Room No: 01</u>				
	Removal of existing two shutter door	nos	1		
	Providing and laying 1:3:6 cement concrete solid block masonry wall 6" and below in thickness set in 1:6 cement mortar in ground floor Super Structure including raking out joints and curing etc. complete.	cft	11		
	Provide and apply 1/2" thick Plaster (1:6)	sft	42		
1	Preparing the surface and painting with matt finish Enamel including rubbing the surface with bathy (silicon carbide rubbing brick) filling the voids with zink / chalk / plaster of paris mixture, applying first coat premix, making the surface smooth and then painting 3 coats with matt finish of approved make etc. complete	sft	42		
	Adjust and Fixing of Already available of Aluminum frame and wood single shutter door (3' x 7') in position.	nos	1		
	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	24		
<b>Total Amount</b>					
	<u>Room No: 02</u>				
2	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	33		
	<u>Room No: 03</u>				
	Removal of existing two shutter door	nos	1		
3	Adjust and Fixing of Already available of Aluminum frame and wood single shutter door (3' x 7') in position.	nos	1		
	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	33		

	Providing and laying 1:3:6 cement concrete solid block masonry wall 6" and below in thickness set in 1:6 cement mortar in ground floor Super Structure including raking out joints and curing etc. complete.	cft	11		
	Provide and apply 1/2" thick Plaster (1:6)	sft	42		
	Preparing the surface and painting with matt finish Enamel including rubbing the surface with bathy (silicon carbide rubbing brick) filling the voids with zink / chalk / plaster of paris mixture, applying first coat premix, making the surface smooth and then painting 3 coats with matt finish of approved make etc. complete	sft	42		
	<b>Total Amount</b>				
	<u>Room No: 04</u>				
	Removal of Existing Aluminum glass 3' x 7'	nos	1		
	Providing and fixing in position doors of first class deodar wood frames, and 1-3/4" thick commercial ply veneer shutters of first class deodar skeleton (Solid Door) and commercial ply wood (3 ply) on both sides including hold fasts, hinges, iron tower bolts, handles and cleats with cord and one Mortice lock and hooks.	sft	21		
4	Providing and laying 1:3:6 cement concrete solid block masonry wall 6" and below in thickness set in 1:6 cement mortar in ground floor Super Structure including raking out joints and curing etc. complete.	cft	50		
	Provide and apply 1/2" thick Plaster (1:6)	sft	200		
	Preparing the surface and painting with matt finish Enamel including rubbing the surface with bathy (silicon carbide rubbing brick) filling the voids with zink / chalk / plaster of paris mixture, applying first coat premix, making the surface smooth and then painting 3 coats with matt finish of approved make etc. complete	sft	200		
	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	15		

	Dismantling of cement block masonry for Aluminum window (3' x 2')	cft	3		
	Provide and apply 1/2" thick Plaster (1:6) for proper base of Window	sft	5		
	Preparing the surface and painting with matt finish Enamel including rubbing the surface with bathy (silicon carbide rubbing brick) filling the voids with zink / chalk / plaster of paris mixture, applying first coat premix, making the surface smooth and then painting 3 coats with matt finish of approved make etc. complete	sft	5		
	Supplying and fixing in position Aluminum Channels framing for sliding windows of Alcop made with 5mm thick tinted glazing (Belgium) & Aluminum fly screen including handles, stoppers & locking arrangement etc. complete Deluxe Model (Size - 3' x 2')	sft	6		
	<b>Total Amount</b>				
5	<u>Room No: 05</u>				
	Removal of Existing Ventilation fan	nos	1		
	Dismantling of cement block masonry for Aluminum window (3' x 2')	cft	3		
	Provide and apply 1/2" thick Plaster (1:6) for proper base of Window	sft	5		
	Preparing the surface and painting with matt finish Enamel including rubbing the surface with bathy (silicon carbide rubbing brick) filling the voids with zink / chalk / plaster of paris mixture, applying first coat premix, making the surface smooth and then painting 3 coats with matt finish of approved make etc. complete	sft	5		
	Supplying and fixing in position Aluminum Channels framing for sliding windows of Alcop or equivalent made with 5mm thick tinted glazing (Belgium) & Aluminum fly screen including handles, stoppers & locking arrangement etc. complete Deluxe Model (Size - 3' x 2')	sft	6		
	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	15		



		<b>Total Amount</b>		
6	<u>Room No: 06</u>			
	Removal of existing two shutter door	nos	1	
	Adjust and Fixing of Already available of Aluminum frame and wood single shutter door (3' x 7') in position.	nos	1	
	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	33	
	Providing and laying 1:3:6 cement concrete solid block masonry wall 6" and below in thickness set in 1:6 cement mortar in ground floor Super Structure including raking out joints and curing etc. complete.	cft	11	
	Provide and apply 1/2" thick Plaster (1:6)	sft	42	
	Preparing the surface and painting with matt finish Enamel including rubbing the surface with bathy (silicon carbide rubbing brick) filling the voids with zink / chalk / plaster of paris mixture, applying first coat premix, making the surface smooth and then painting 3 coats with matt finish of approved make etc. complete	sft	42	
<b>Total Amount</b>				
7	<u>Room No: 07</u>			
	Providing and fixing in position doors of first class deodar wood frames, and 1-3/4" thick commercial ply veneer shutters of first class deodar skeleton (Solid Door) and commercial ply wood (3 ply) on both sides including hold fasts, hinges, iron tower bolts, handles and cleats with cord and one Mortice lock and hooks.	sft	21	
	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	17	
<b>Total Amount</b>				
8	<u>Room No: 08</u>			

	Providing and fixing in position doors of first class deodar wood frames, and 1-3/4" thick commercial ply veneer shutters of first class deodar skeleton (Solid Door) and commercial ply wood (3 ply) on both sides including hold fasts, hinges, iron tower bolts, handles and cleats with cord and one Mortice lock and hooks.	sft	21		
	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	15		
	<b>Total Amount</b>				
	<u>Room No: 09</u>				
	Removal of existing two shutter door	nos	1		
	Adjust and Fixing of Already available of Aluminum frame and wood single shutter door (3' x 7') in position.	nos	1		
	Providing and laying 1:3:6 cement concrete solid block masonry wall 6" and below in thickness set in 1:6 cement mortar in ground floor Super Structure including raking out joints and curing etc. complete.	cft	11		
9	Provide and apply 1/2" thick Plaster (1:6)	sft	42		
	Preparing the surface and painting with matt finish Enamel including rubbing the surface with bathy (silicon carbide rubbing brick) filling the voids with zink / chalk / plaster of paris mixture, applying first coat premix, making the surface smooth and then painting 3 coats with matt finish of approved make etc. complete	sft	42		
	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	24		
	<b>Total Amount</b>				
	<u>Pantry</u>				
10	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	8		
11	<u>I.T Room</u>				

	Providing and fixing in position doors of first class deodar wood frames, and 1-3/4" thick commercial ply veneer shutters of first class deodar skeleton (Solid Door) and commercial ply wood (3 ply) on both sides including hold fasts, hinges, iron tower bolts, handles and cleats with cord and one Mortice lock and hooks.	sft	35		
	Removal of Aluminium strip from Window. Provide and install Aluminum fly screen	sft	8		
	<b>Total Amount</b>				
12	<u>Electric Board Portion</u>				
	Provide and laying 4" 1:4:8 c.c bed for Wooden Partition wall	cft	6		
	Provide and fixing Plywood sheet	sft	60		
	<b>Total Amount</b>				
13	<b><u>Ladies Toilet (10' x 11')</u></b>				
	Providing and laying 1:3:6 cement concrete solid block masonry wall 6" and below in thickness set in 1:6 cement mortar in ground floor Super Structure including raking out joints and curing etc. complete.	cft	190		
	Provide and Fixing Precast 3" thick RCC Slabs in Position precast Conc. Slab in roof, litols etc lift upto 10'-0" including all charges	cft	35		
	1:2:4 screed in required slope minimum 2-1/2" thick (Average) laid in Panel using 5mm thick glass strip , including curing, making ridges, valleys, chamfered edges, hacking of existing surface for bond where necessary etc.	sft	110		
	Providing and installing 2'-0"x2'-0" Gypsum Board Moisture Resistant Ceiling Tiles including GI suspension system, attachment devices, hanger edge moulding, trim clip and trimming, including making provision for light fixture, A/C diffusers, smoke detectors etc. Complete in the respect and confirming to the requirements of drawings, specification.	sft	110		

Provide and laying Porcelain tile 1/4" thick in white cement pigment on a bed of 3/4" thick cement mortar 1:2	sft	600		
Provide and fixing 3/4" thick mm laminated high density Plywood partition wall (5'x7')	sft	105		
Providing and fixing in position doors of first class deodar wood frames, and 1-3/4" thick commercial ply veneer shutters of first class deodar skeleton (Solid Door) and commercial ply wood (3 ply) on both sides including hold fasts, hinges, iron tower bolts, handles and cleats with cord and one Mortice lock and hooks.	sft	21		
Supply, install and commission Soil & Waste piping uPVC Non Pressure pipes & fittings confirming to BSS 3505/ BS 3506 PSI 3051-91 ASTM D 1785-94 DIN 8061-8062 standards, including all special accessories, and hangers as per drawings & specifications for drainage systems. (4 inch / 100mm Diameter )	Rft	50		
Supply, install and commission PP-R ( PN 20) 1" piping for Cold Water Supply system complete in all respects with all fittings & accessories as per drawings and specifications.	Rft	100		
Supply, install and commission PP-R (PN 20) 1" piping for Hot Water Supply system complete in all respects with all fittings & accessories as per drawings and specifications.	Rft	100		
Water Closet Western Floor Mounted with Flush tank operated.	nos	2		
Provide and install Eastern W.C with flush tank operated, complete fitting etc	nos	2		
Provide and install Wash basin with Mixer and complete fitting etc	nos	2		
Provide and install in position, mirror in toilet consisting of 6mm thick Belgium mirror, double polished front and rear of approved quality with 12mm thick commercial ply backing fixed with 30x6 mm thick imported (European) SS clip, fix on wall including wastage, fixing and accessories etc. complete in all respect as per drawing, specifications.	Sft	20		

	Providing and installing light and fan point wiring with 3 x 1.5sq.mm single core PVC insulated 450/750V grade copper wires in 1" dia. PVC conduit surface/concealed mounted including all accessories, connectors switches with specified cover plates, sheet steel back boxes with brass earth terminal, 1.0 sq.mm 3-core PVC/PVC cable in flexible PVC conduit for final connection complete in all respect.Light point controlled by one switch.	nos	8		
	Down light recessed ceiling mounted with 18 watts.	nos	8		
	Supply, Installation and Commissioning of Exhaust Fans 18" for toilet, and other necessary fittings.	nos	2		
	Supplying and fixing in position Aluminum Channels framing for sliding windows of Alcop or equivalent made with 5mm thick tinted glazing (Belgium) & Aluminum fly screen including handles, stoppers & locking arrangement etc. complete Deluxe Model (Size - 3' x 4')	sft	12		
	<b>Total Amount</b>				
14	<b><u>Gents Toilet (10' x 11')</u></b>				
	Providing and laying 1:3:6 cement concrete solid block masonry wall 6" and below in thickness set in 1:6 cement mortar in ground floor Super Structure including raking out joints and curing etc. complete.	cft	190		
	Provide and Fixing Precast 3" thick RCC Slabs in Position precast Conc. Slab in roof, lintels etc lift upto 10'-0" including all charges	cft	35		
	1:2:4 screed in required slope minimum 2-1/2" thick (Average) laid in Panel using 5mm thick glass strip , including curing, making ridges, valleys, chamfered edges, hacking of existing surface for bond where necessary etc.	sft	110		

Providing and installing 2'-0"x2'-0" Gypsum Board Moisture Resistant Ceiling Tiles including GI suspension system, attachment devices, hanger edge molding, trim clip and trimming, including making provision for light fixture, A/C diffusers, smoke detectors etc. Complete in the respect and confirming to the requirements of drawings, specification.	sft	110		
Provide and laying Porcelain tile 1/4" thick in white cement pigment on a bed of 3/4" thick cement mortar 1:2	sft	600		
Provide and fixing 3/4" thick mm laminated high density Plywood partition wall (5'x7')	sft	105		
Providing and fixing in position doors of first class deodar wood frames, and 1-3/4" thick commercial ply veneer shutters of first class deodar skeleton (Solid Door) and commercial ply wood (3 ply) on both sides including hold fasts, hinges, iron tower bolts, handles and cleats with cord and one Mortice lock and hooks.	sft	21		
Supply, install and commission Soil & Waste piping uPVC Non Pressure pipes & fittings confirming to BSS 3505/ BS 3506 PSI 3051-91 ASTM D 1785-94 DIN 8061-8062 standards, including all special accessories, and hangers as per drawings & specifications for drainage systems. (4 inch / 100mm Diameter )	Rft	50		
Supply, install and commission PP-R ( PN 20) 1" piping for Cold Water Supply system complete in all respects with all fittings & accessories as per drawings and specifications.	Rft	100		
Supply, install and commission PP-R (PN 20) 1" piping for Hot Water Supply system complete in all respects with all fittings & accessories as per drawings and specifications.	Rft	100		
Water Closet Western Floor Mounted with Flush tank operated.	nos	2		
Provide and install Eastern W.C with complete fitting etc	nos	2		
Wall Mounted Urinal	nos	1		
Provide and install Wash basin with Mixer and complete fitting etc	nos	2		

Provide and install in position, mirror in toilet consisting of 6mm thick Belgium mirror, double polished front and rear of approved quality with 12mm thick commercial ply backing fixed with 30x6 mm thick imported (European) SS clip, fix on wall including wastage, fixing and accessories etc. complete in all respect as per drawing, specifications.	Sft	20		
Providing and installing light and fan point wiring with 3 x 1.5sq.mm single core PVC insulated 450/750V grade copper wires in 1" dia. PVC conduit surface/concealed mounted including all accessories, connectors switches with specified cover plates, sheet steel back boxes with brass earth terminal, 1.0 sq.mm 3-core PVC/PVC cable in flexible PVC conduit for final connection complete in all respect. Light point controlled by one switch.	nos	8		
Down light recessed ceiling mounted with 18 watts.	nos	8		
Supply, Installation and Commissioning of Exhaust Fans 18" for toilet, and other necessary fittings.	nos	2		
Supplying and fixing in position Aluminum Channels framing for sliding windows of Alcop or equivalent made with 5mm thick tinted glazing (Belgium) & Aluminum fly screen including handles, stoppers & locking arrangement etc. complete Deluxe Model (Size – 3' x 4')	sft	12		
<b>Total Amount</b>				
<b>13% SST</b>				
<b>Grand Total Amount</b>				

**Grand Total Amount Rupees in Words: Rs. \_\_\_\_\_**

\_\_\_\_\_

**Additional Note:**

- I. Material / quantities of this order is subject to final inspection at the time of delivery and calculations by IBA Maintenance / Project Department.
- II. IBA reserve the right to cancel any or all the above items if work / material is not in accordance with our specifications or if the delivery is delayed / job is not completed.
- III. Competent Authority reserves the right to change / alter / remove any item or article reduce / enhance quantity.
- IV. No subletting in any case / items / form will be allowed.
- V. That upon termination of this agreement the contractor shall be permitted to remove all its devices and equipment which may have been placed at premises from the time to time.
- VI. All equipment, ladders / scaffoldings / platforms for any heights, plungers, brushes, application Rollers, buckets etc. will be brought by the vendors.
- VII. The vendor will be responsible for taking all safety measures during working of his staff at any height / surfaces.
- VIII. All surfaces where work was carried out required to be cleaned from stains through related equipment / tools / materials etc.

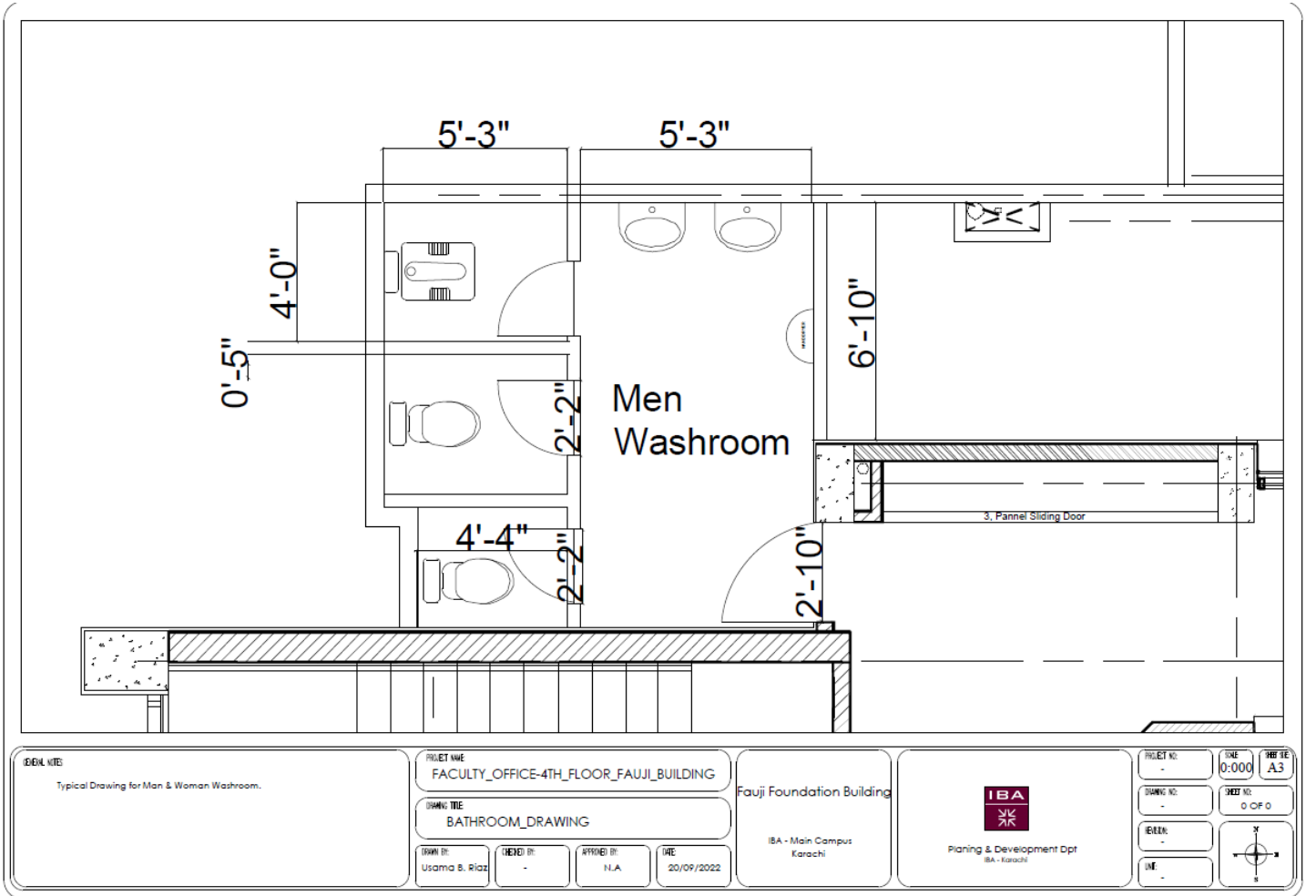
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Stamp & Signature

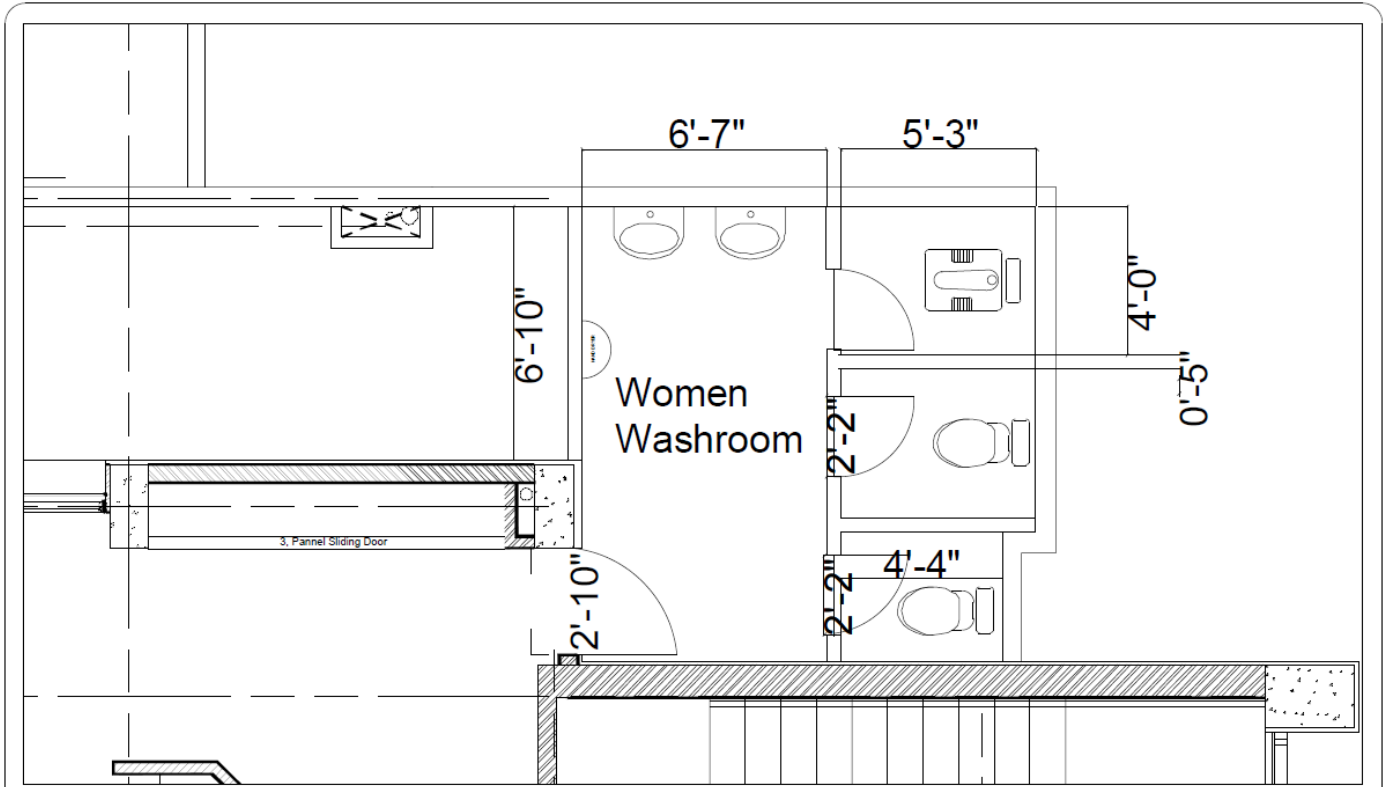




7. Drawing

Men Bathroom

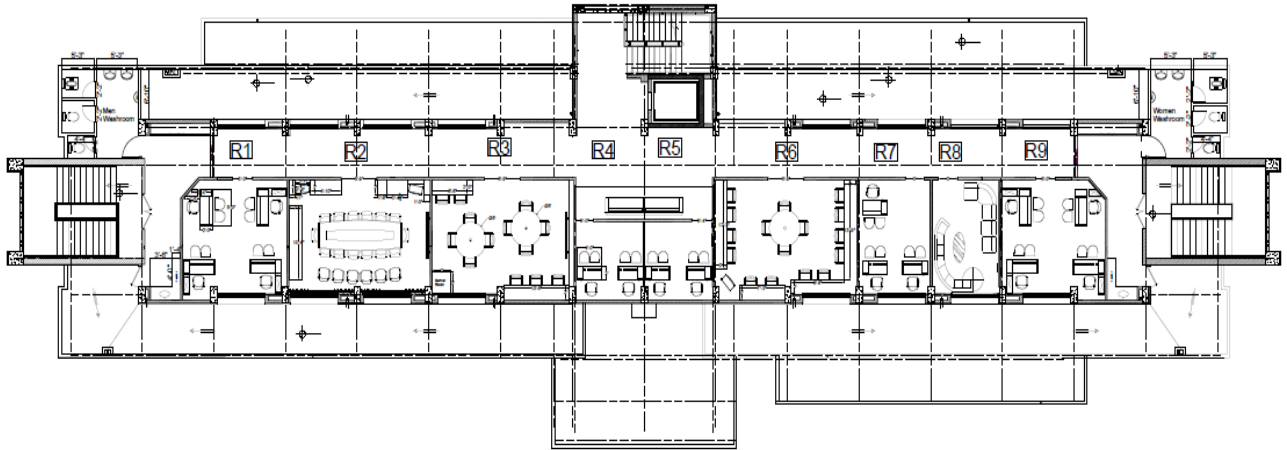


## Women Bathroom



<b>IBBA NOTE</b> Typical Drawing for Man & Woman Washroom.	<b>PROJECT NAME</b> FACULTY_OFFICE-4TH_FLOOR_FAUJI_BUILDING	Fauji Foundation Building  IBA - Main Campus Karachi	 Planning & Development Dept IBA - Karachi	<b>PROJECT NO.</b> -	<b>SHEET NO.</b> 0-000	<b>SHEET SIZE</b> A3
	<b>DRAWING TITLE</b> BATHROOM_DRAWING			<b>DRAWN BY</b> Usama B. Rizvi	<b>CHECKED BY</b> -	<b>APPROVED BY</b> N.A.
				<b>IBBA</b> -		

**Proposal**



EE4.ITE



PROJECT NAME  
4TH\_FLOOR\_FAUJI\_FOUNDATION\_BUILDING

DRAWING TITLE  
PROPOSAL\_DRAWING

DESIGNER	DATE	SCALE	DATE
Usama S. Riz	-	N/A	20/09/2022

FAUJI FOUNDATION

ADMINISTRATOR  
IBA - Main Campus  
Karachi



Planing & Development Dpt  
IBA - Karachi

TITLE NO	SCALE	DATE
-	0:000	A3
DRAWING NO	NO OF SHEETS	
-	0 OF 0	
DATE		
-		

Stamp & Signature

## **8. Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the contractor;

M/s \_\_\_\_\_, the contract hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the contractor represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The contractor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, contractor agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the contractor as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

### **Note:**

**This integrity pact is mandatory requirement other than auxiliary services / works.**

\_\_\_\_\_  
Stamp & Signature

## **GENERAL CONDITION OF CONTRACT**

THIS AGREEMENT is executed at KARACHI, on this day \_\_\_\_\_ of 2022.

### **BETWEEN**

M/s Institute of Business Administration, Karachi through its Registrar, located at Main Campus, University Enclave, Karachi, hereinafter called and referred to as "IBA" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

### **AND**

M/s \_\_\_\_\_, having its office at \_\_\_\_\_, hereinafter referred to as "THE CONTRACTOR" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assigns), through its proprietor \_\_\_\_\_, holding CNIC No. \_\_\_\_\_ on the SECOND PART.

**WHEREAS** "IBA" intends to obtain Floor Rehabilitation Work related jobs/works as assigned in accordance to the tender vide # CW/08/22-23 at the cost of Rs. \_\_\_\_\_ **Inclusive all taxes.** The basis with the works/jobs of items as per tender vide # CW/08/22-23 (IBA requirement) discussions in respect of the same as per determination of scope of works will be held with Manage Transport & General Maintenance and "THE CONTRACTOR" have offered to render all kind of works/jobs (including but not limited to the "works/jobs mentioned in Work Order") of the proposed works up to the satisfaction & handing over the project to the "IBA" having accepted the offer in finished form complete in all respect.

**NOW IT IS HEREBY AGREED & DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:**

### **WITNESSETH**

"IBA" hereby offer to appoint "THE CONTRACTOR" as their official work executor for the specific purpose of "Floor Rehabilitation Work" in respect of the same with "IBA" as per the determination of scope of works/jobs on suitable scale with any/all other relevant details for Floor Rehabilitation Work. "THE CONTRACTOR" hereby agree to the offer the "IBA" in acceptance of the terms & conditions here in below forth. However, the terms and conditions of the tender document vide # CW/08/22-23 would be integral part of this agreement.

#### **Article I**

## **DUTIES & SCOPE OF WORK & AGREEMENT**

- 1.1 This Agreement includes, the “services & works”, discussions with “IBA” as per determination of scope of services, schedule of work & time line to suitable scale with any/all other relevant details to “IBA”.
- 1.2 “THE CONTRACTOR” agrees to provide any/all kind of services related to execution of work/job to “IBA” whenever and wherever is required as per the terms & conditions of this Agreement.
- 1.3 “THE CONTRACTOR” will coordinate for required/assigned works/jobs/project with Manager Transport & General Maintenance, of the “IBA” who will advise “THE CONTRACTOR” in supervision of proposed works/jobs related.
- 1.4 “THE CONTRACTOR” is bound to provide items including machineries, equipment, goods material, gadget and manpower according to the Work Order.
- 1.5 It will be responsibility of the Contractor to remove debris/sludge/garbage/waste material/left over material, machineries, equipment and manpower from the site at their own cost after completion of works/jobs/project. However, Clearance Note / Certificate will be required from Manager Transport & General Maintenance.
- 1.6 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.
- 1.7 Floor Rehabilitation Work, as assigned in accordance to the tender vide # CW/08/22-23.
- 1.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.
- 1.9 The Contract will require to obtain Entry Pass of their employee / labour / manpower etc from IBA, Security Office.
- 1.10 Any alteration/deletion/addition will only be considered if provided in writing by Manager Transport & General Maintenance. No verbal instruction(s) / order(s) will consider valid.

### **Article II**

## **SCOPE OF PROFESSIONAL SERVICES & WORKS**

- 2.1 “THE CONTRACTOR” hereby agree and acknowledge for the periodic supervision of the works and to check the execution of works in accordance with the Description & Specification mentioned in BoQ vide Tender # CW/08/22-23.

- 2.2 "THE CONTRACTOR" hereby agree and acknowledge the acceptance of attending the meetings with the Manager Transport & General Maintenance "IBA" as & when required.
- 2.3 Completion of work/job/project within 45 days from issuance of work order.
- 2.4 Physical inspection will be carried out by IBA authority. Ordered material is subject to final inspection at the time of delivery.
- 2.5 All staff must have CNIC and clearly mentioned to discourage work through child labor.

### **Article III** **REMUNERATION**

- 3.1 The cost offered by the Contractor is Rs. \_\_\_\_\_ (inclusive of all taxes) vide tender # CW/08/22-23.
- 3.2 This Agreement includes, the "Floor Rehabilitation Work", as per "IBA" requirement mentioned in Tender BoQ.
- 3.3 Payment will be made after completion of works/jobs/project and submission of bill/invoice. Clearance Note / Certificate from Manager Transport & General Maintenance is required before process of bill/invoice.
- 3.4 Performance Security 5% of total amount of Work Order must be deposited to the IBA prior to signing of the Contract. Security Deposit will be released after clearance of invoice which will be submit after completion of satisfactory work.
- 3.5 All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- 3.6 Stamp duty 0.35% for Services against total value of Work Order will be levied accordingly.
- 3.7 All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- 3.8 Tax(es)/Challan(s)/Levy(ies), if any or additional will be paid/borne by Contractor as per SRO/Notification.
- 3.9 2% liquidated damages of the total amount will be imposed per week for which the company/firm/agency failed to complete work within the delivery/execution period and maximum upto 10%.
- 3.91 IBA will not pay any charges(s) regarding cartage / carriage / transportation / food / wages / accidental etc.

### **Article IV**

### **ARBITRATION**

4.1 In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the "THE CONTRACTOR" for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties. The Arbitration proceedings will be governed by the Arbitration Act, 1940 and the Substantive and procedural law of Pakistan. The venue shall be Karachi.

### **Article V**

### **TERMINATION**

- 5.1 "IBA" may terminate this agreement if the job is not executed according to the requirement at anytime after issuing a 15 day's notice.
- 5.2 IBA reserve the right to accept or reject any or all agreement(s) or terminate proceedings at any stage in accordance to the rules & regulations in the relevant SBD notified framed by SPPRA.

### **Article VI**

### **INDEMNITY**

6.1 "THE CONTRACTOR" in its individual capacity shall indemnify and keep IBA and any person claiming through IBA fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE CONTRACTOR", as a result of any defect in the title of IBA or any fault, neglect or omission by the "THE CONTRACTOR" which disturbs or damage the reputation, quality or the standard of services & works provided by "IBA" and any person claiming through the IBA.

### **Article VII**

### **NOTICE**

7.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

### **Article VIII**

### **INTEGRITY PACT**

- 8.1 Its intention not to obtain the work of any contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- 8.2 Without limiting the generality of the forgoing the contractor/ manufacturer / supplier / distributor represents and warrants that it has fully declared the charges,



fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.

- 8.3 The contractor/ manufacturer/supplier/distributor accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- 8.4 Notwithstanding any right and remedies exercised by the IBA in this regard, manufacturer/supplier/distributor agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the contractor / company / firm / supplier / agency / service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

**Article IX**  
**MISCELLANEOUS**

- 8.1 Works/job/project will be handed over by the "IBA" or vet the cost with authentic stamp and signature.
- 8.2 Competent Authority reserves the right to change / alter / remove any item or reduce / enhance quantity without assigning any reason.
- 8.4 The terms and conditions of the AGREEMENT have been read over to the parties which they admit to be correct and abide by the same.
- 8.5 The validity of the contract will be effective from the date of issue of Work Order.
- 8.6 All terms and conditions of tender vide # CW/08/22-23 will be the integral part of this agreement and can't be revoked.
- 8.7 Any additional work/job, if required / necessary etc over and above/extra the Work Order, will be executed on the basis of Variation Order.

8.8 Entry & Endorsement in Measurement Book for all jobs done is mandatory. The Measurement Book is to be countersigned by Maintenance & Project Department Supervisor on each occurrence / daily basis.

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax # \_\_\_\_\_

Mobile # \_\_\_\_\_ CNIC # \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature