Bidders are directed to comply the following checklist along with the sealed envelope of bidding documents while participating the quotation as per schedule date and time.

SR. NO	BIDDER DOCUMENTS	MENTIONED PAGE NO. (To Filled By the Tenderer)
Required Documents to Participate in Bidding for F.Y 2021-22:-		
1	**<u>Written Application</u>* on Firm's Letter Head Pad for the Work you are going to participate under this bidding document.**	
2	**License of Pakistan Engineering Council** A. Valid License Copy is mandatory from the PEC Registered contractors for the said PEC- Class as per prescribed guidelines **<u>"Can be provided on request / published for Pre-Qualification of Contractors for related PEC Category for F.Y. 2021-22 and 2022-23."</u>** B. Copy of the Prequalification Certificate/Notification with ECD, UAF for the current Financial Year Dully issued by the Executive Engineer (M)/(P)	
3	**Copy of Registration Certificate, (Active NTN Certificate) with Federal Board of Revenue.**	
4	**Copy of Registration Certificate, (Active PNTN Certificate) with Punjab Revenue Authority Punjab**	
	Save Paper. Save Trees. Save the World.	

***** ***Not required for the Downloaded Tendering Documents***

<u>Note:</u> **Bidders may be directed to provide forth said information prior to the opening the Quotation** if the Executive Engineer ECD-M deems necessary.

Contractor

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UNIVERSITY OF AGRICULTURE, FAISALABAD

Item Rate (Details Notice of Inviting DNIQ) / Percentage Age Rate Quotation & Contract for Works

Name of the Firm:	(To Whom the Quotation is Issued)			
Sr.#	**Name of Work**	**Amount (Rs.)**	**Quotation Fee**	**Time Limit***
1	**Providing and Installation of LED Lights in Campus UAF**	**199,454/-**	**100/-**	**Two Weeks**
2	**Replacement of Roof of room No. 4-D at Ayesha Sidiqa Hall, Main Campus, UAF**	**183,400/-**	**100/-**	**Two Weeks**
3	**Replacement G.I Ceiling Sheets in Department of Horticulture Experiment LABS, UAF**	**170,120/-**	**100/-**	**Two Weeks**
4	**Repair and Maintenance work to House NO, 13 University Villas Rajawala, UAF**	**99,700/-**	**100/-**	**One Week**

* **Note: - Time Extension** (if any) should not be more than original completion time mentioned in the W.O. In case of any contradiction, this provision will prevail. However, this can be right off with the prior approval of the Competent Authority, UAF any time during the execution of the work under specific circumstances.

Dead Line for submission of Quotation:	---02-06-2022----------
Opening of Quotation :	---02-06-2022----------

Issued by:

Executive Engineer (ECD-M)
University of Agriculture,
Faisalabad.

Signature: ----------
(OFFICE STAMP)

Date: ----------

Note:

The officer / Quotation Opening committee is competent to reject the Quotation which does not bear the stamp and signature of the officially issued bidding documents and which is not submitted by the same contractor to whom the quotation documents was issued against prescribed fee (Non-Refundable). However, the quotation documents can be downloaded Free of Cost from UAF website, The Quotations must be reached to Executive Engineer (ECD-M), UAF in sealed envelope up to schedule of closing.

GENERAL DIRECTIONS

FOR

THE GUIDANCE OF THE QUOTATIONER

1. These directions are provided to assist the quotationer in preparing and submitting his quotation. The quotation shall contain all information and data required to be furnished and shall be prepared and submitted in accordance with the instructions set forth herein.
2. All necessary documents, such as copies of specifications (excluding standard specification books, MRS, 1st Bi-Annual 2022 District Faisalabad), contract documents, including bill of quantities, estimated scheduled rates and any other documents required in connection with the preparation of quotation or execution of works, signed by the engineer-in-charge will accompany the quotation form and the cost of such annexed documents will be reflected in the cost of the quotation

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form.

3. The quotationer will not be reimbursed for any costs of any kind, whatsoever, incurred in connection with the preparation and submission of his quotation.
4. No single quotation shall include more than one work. A quotationer who wishes to quotation for two or more works shall submit quotation for each work, separately.
5. The memorandum of work quotation for, and the schedule of materials and equipment to be supplied by the engineer-in-charge and the rates at which they are to be charged for (annexed hereto) shall be filled in the office of the engineer-in-charge before the quotation form is issued. At this stage the quotationer should ensure that the quotation form so issued is complete in all respects.
6. The quotationer shall note that the ultimate responsibility for the quality of work and its conformity with the specifications and drawings rests solely with the successful bidder whose quotation is accepted.
7. The quotationer shall, at his own expense, inspect and examine the site and surroundings and obtain for himself, on his own responsibility, all information that may be necessary for preparing the quotation and entering into contract, and shall determine and satisfy himself by such means as he may consider necessary or desirable as to all matters pertaining to the quotation. The quotationer shall also satisfy himself before submitting his quotation as to the nature of grounds, hydrological and climatic conditions, the form and nature of the site, the nature and lay out of the terrain, the availability of labour, water, electric power and transportation facilities in the area. The quotationer shall specially investigate into the sources of materials to be used for the works and satisfy himself about the quality and quantities of materials available for the completion of the work and the means of access to the site, the accommodation he may require and, in general, shall himself obtain all necessary information, as to the risks, contingencies and other circumstances which may influence or affect his quotation. The engineer-in-charge shall not assume any responsibility regarding information gathered interpretation or deduction, which the quotationer may arrive at, from the date that may be furnished with the contract documents.
8. (a) The quotationer shall fill up the Bill of Quantities and indicate the percentage rate above or below the MRS of rates for the "MRS items" on which he is willing to undertake each item of work. No premium will be quoted by the contractor against non-MRS/item rates, for which the rate and amount has already been filled in by the engineer-in-charge in the bid schedule. (b) In case quotations are called on item rate basis (DNIT), the quotationer shall quote his own unit rate in the Bill of quantities on which he is willing to undertake each item of work.
9. i. The quotation shall work out the amount against each item of work in the Bill of Quantities and will indicate the total amount of his quotation (including the cost of Non-MRS items rates for which the rate and amount has already been filled in by the engineer-in-charge in the Bill of Quantities) on which he is willing to complete the works. The total amount worked out in the Bill of Quantities shall be entered by the quotationer in his quotation as his quotation price for the work. In case of discrepancy between amounts in figures and in words, the amount in words shall prevail.
   ii. Should any discrepancy be found in the amount of pay items or if a column of amount is found blank after filling in a unit rate, the unit rate filled by the quotationer will be extended in working out of the amount of the quotation and the total amount of the bid schedule will be adjusted accordingly.
   iii. If a unit rate is left blank, but the amount against the item is filled, the unit rate will be worked out on the basis of the amount divided by the quantity of the item shown in the bid schedule.
   iv. If it is found that the quotationer has not entered any unit rate and amount against any of the pay items of the bid schedule, the engineer-in-charge shall fill in the blanks by noting the word "NIL" In such blanks at the time of opening of the quotation. Such pay items shall be deemed to be covered by the rates of other items.
   v. If the quotationer does not accept the adjusted/corrected amount of quotation according to the above provision, his quotation shall be rejected, and the earnest money forfeited.

10. The quotation, which proposes any alteration in the works specified in the Bill of quantities or in the time allowed for carrying out the works or any other condition mentioned by the Engineer-in-charge, will be liable to rejection. The quotationer shall sign each and every page of the quotation and contract documents, without making any alteration. All enclosures issued with the contract documents, shall be attached with the quotation duly signed by the quotationer. Any addition or alteration made after filing the forms shall duly have attested by the quotationer. Non-compliance of this condition shall render the quotation liable to rejection.

11. The quotationer shall fill in the quotation documents, in ink. Errors, if any, shall be scored out, and corrections re-written legibly and attested by the quotationer. Any addition or alteration made after filling the form shall be duly attested by the quotationer. Non-compliance of this condition shall render the quotation liable to rejection. Any quotation with unattested correction shall be attested by the quotationer in the presence of other quotationers at the time of opening of the quotation except that no correction shall be permissible in the rate or amount of the bid schedule or in the quoted price after the opening of the quotation.

12. Additional Clause (s) for a particular work shall be typed on separate sheet(s) by the Engineer-in-charge, which will be annexed to the contract documents specifying the number of sheets. The quotationer shall not add or delete any additional clause(s) in the additional clauses sheet (s), provided by the Engineer-in-charge.

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13. The quantities mentioned in the Bill of Quantities are estimated quantities, to be used for preparing quotations, and the Engineer-in-charge does not expressly nor by implication agree that the actual amount of works to be performed will correspond therewith. No payment will be made on account of anticipated profits for work covered by the contract which is not performed, nor will any adjustment in the unit rates set forth in the bid schedule be made because of an increase or decrease in the actual quantities from the estimated quantities indicated therein, except as determined in accordance with the provisions of Clause 42 of the general conditions of contract.

14. (i) The quotation shall be signed by the person (s) duly authorized to do so. In the event of the quotation being submitted by a firm, it shall be signed separately by each member thereof, or in the event of the absence of any partner, it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney should be produced with the quotation and it must disclose that the firm is duly registered under the Partnership Act, 1932, or any other law in force.

    (ii) The quotation submitted by a joint venture of two or more firms shall be accompanied by a document of formation of the joint venture, duly registered and authenticated by competent court, in which shall be stated precisely, the conditions under which it shall function, its period of validity, the person (s) authorized to represent it and accept it obligate, the participation of several firms forming the joint venture and any other information of necessary to permit a full appraisal of its function.
    (iii) A quotation submitted by a corporation must bear the seal of the corporation and be attested by its Secretary.
    (iv) In all cases, the quotation must be signed by an individual or individuals having powers to legally bind the firm, joint venture, corporation or companies on whose behalf they are signing.

15. Each quotationer shall be deemed to have satisfied himself before quotation as to the correctness and sufficiency of his quotation and of the rates and prices stated in the bid schedule which rates and prices shall, except in so far as it is otherwise expressly provided in the contract, cover all obligations under the contract and all matters and things necessary for the proper completion and maintenance of the works.

16. The quotationer may modify or withdraw his quotation after submission, provided that the modification or notice of withdrawal is received in writing by the engineer-m-charge prior to the prescribed deadline for submission of quotations. The quotationer's modification or notice of withdrawal shall be prepared, sealed, marked and delivered, with the inner envelopes additionally marked "MODIFICATION or WITHDRAWAL as appropriate. No quotation may be modified subsequent to the deadline for submission of quotation. Withdrawal of a quotation during the interval between the deadline for submission of quotations and the expiration of the period of quotation validity i.e. sixty (60) days as specified by the quotationer in the Form of Quotation may result in the forfeiture of the quotation security.

17. The quotationer shall submit the original Quotation Documents complete in all respects and keep a copy of the quotation for his own record. The original should be sealed in an inner ant an outer envelope, duly marking the envelops as “ORIGINAL”. The sealed envelope shall (a) be addressed to engineer-in-charge (b) and bear the following identification: Quotation for (Name of Contract), (Reference Number of Quotation), and the words “DO NOT OPEN BEFORE (Time and Date, set for opening)”. The envelops shall indicate the name and address of the quotationer to enable the quotation to be returned unopened in case it is declared to have been received late or is otherwise unacceptable. If the envelope is not sealed the Engineer-in-charge will assume no responsibility for the misplacement or premature opening of the quotation submitted. A quotation opened prematurely because of improper identification will be rejected.

18. The quotationer shall indicate in the space provided in the quotation his full and proper address at which notice may be legally served on him and to which all correspondence in connection with his quotation and the contract is to be sent.

19. The presentation of a quotation implies full acceptance on the part of the quotationer of these instructions and all other conditions set forth in the contract document.

20. Any quotation received by the Executive Engineer (Engineer-in-charge) after the deadline for submission offenders prescribed in the Notice Inviting Quotations will be returned unopened to the quotationer.

21. The Engineer-in-charge or his duly authorized officer (not below the rank of Assistant Engineer) will open quotations in the presence of intending quotationers or their authorized agents, who may be present at the time. The officer opening the quotation will announce the names of the quotationer, quotation rates and the presence of requisite quotation security.

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22. Promptly after the opening of Quotations, the Engineer-in-charge will undertake a detailed evaluation of quotations. The Engineer-in-charge will determine whether each quotation is substantially responsive to the requirements of the quotation documents and conforms to all the terms, conditions and specifications of the quotation documents without material deviation or reservation. If a quotation is not substantially responsive to the requirements of the quotation documents, it will be rejected by the engineer-in-charge and may not subsequently be made responsive by the quotationer having corrected or withdrawn the non-confirming deviation or reservation.

23. Except for information to be read out by the Engineer-in-charge at the time of opening quotations in accordance with Para 21 above, no information relating to the examination, clarification, evaluation and comparison of quotations and recommendations concerning the award of contract shall not be disclosed to quotationers or other persons not officially concerned with such process. Any effort by the quotationer to influence the process of examination, clarification, evaluation and comparison of quotations, and in decisions concerning award of contact/work, may-result in the rejection of his quotation.

24. The Engineer-in-charge shall have the right of the rejecting all or any of the quotations without assigning any reason thereof.

    The Engineer-in-charge will not be bound to award the contract to the lowest or to any other quotationer.

I/We.....

(Name of the contractor)

The undersigned Quotationer, having examined the GENERAL DIRECTIONS for work of …….
……
……... *(Name of the work)*
and the works associated therewith, and having examined the site of the above named works, or having caused the site to be visited OR our behalf by my/our competent and reliable agent, and having satisfied myself/ourselves as to all conditions under which the above named work must be performed, hereby offer to execute, complete and maintain the whole of the above mentioned work including its ancillary works associated therewith, in accordance with entire satisfaction of the Executive Engineer /Assistant Executive Engineer & I/We understand that you are not bound to accept the lowest or any quotation you may receive, and you will not defray any expenses incurred by me/us in bidding.

Yours faithfully,

(Signature of Quotationer)/Seal

Dated this ……. Day of ……. 2022

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BID SCHEDULE

1. Schedule of item (MRS & Input Rates) **Name of work: _____**

(To be filled in by the quotationer)

Sr. No.	Items in schedule of rates		Description	Estimated quantity	Unit of Rates	Schedule of rates		Amount (Rs….
	Page No.	Serial No.				Labour	Composite	
1	2	3	4	5	6	7	8	9

Mandatory to Write in Words: (Urdu/English)

Total cost of MRS Items Rs. _____

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BID SCHEDULE

1. Schedule of item (N.S. Items) **Name of work _____**

(To be filled in by the quotationer)

Sr. No	Pay item No. of reference to special specification supplied	Description of item	Estimated quantity	Unit of Rates	Unit rate To be filled in the contractors where not already filled by the Executive Engineer		Amount (To be filled in by the contractor when not already filled in by the project director for items against which the unit rate have already been filled in by him
					In figure	In Words	
1	2	3	4	5	6	7	8

Mandatory to Write in Words: (Urdu/English)

Total cost of item rates Rs. _____

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DETAILED NOTICE INVITING QUOTATION (*DNIT) QUOTATION. 40/2022 Sr. No. 01*

Name of Work:	**PROVIDING AND INSTALLATION OF LED LIGHTS IN CAMPUS UAF**

Sr. No	Item Details/ Description of works	Qty	Unit	To be filled by the Bidder	
				Rate Quoted	Amount (PKR)
Public Health Work					
1	**S/E of LED lights 30 watt BVP 150 (Philips)**	**12**	**No**		
2	**S/E of SMD down light recessed type**	**3**	**No**		
3	**supply and erection of copper conductor cables for service connection, in prelaid pipe/G.I. wire/trenches, etc (ii) (7/029) s/core**	**610.00**	**rft**		
4	**S/E of cable connector 30 Amp**	**120.00**	**No**		
5	**S/E of LED miniature circuit (copper made leads)**	**120.00**	**No**		
6	**S/E of LED Flood lights 100 watt BVP-150**	**3.00**	**No**		
7	**S/E of LED Bulb 15 watt**	**15.00**	**No**		
				TOTAL:	
				PST@_____	
				G. TOTAL:	

Mandatory to Write in Words: (Urdu/English)

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DETAILED NOTICE INVITING QUOTATION (*DNIT) QUOTATION. 40/2022 Sr. No. 02*

Name of Work:	**REPLACEMENT OF ROOF OF ROOM.4-D AT AYSHA SADIQA HALL AT MAIN CAMPUS UAF**

Sr. No	Item Details/ Description of works	Qty	Unit	To be filled by the Bidder	
				Rate Quoted	Amount (PKR)
Public Health Work					
1	**Removing cement or lime plaster**	**61.00**	**%sft**		
2	**Dismantling brick work in lime or cement mortar.**	**55.48**	**%cft**		
3	**Dismantling 2nd class tile roofing**	**222.00**	**%sft**		
4	**Pacca brick work in ground floor:-i) cement, sand mortar Ratio 1:5**	**55.48**	**%cft**		
5	**Fabrication of heavy steel work, with angle, tees, flat iron round iron and sheet iron for making trusses, girders, tanks, etc., including cutting, drilling, revitting, handling, assembling and fixing, but excluding erection in position**	**329.90**	**%kg**		
6	**First class tile roofing, consisting of 4" (100 mm) eart and 1" (25 mm) mud plaster with Gobri leeping over ½" 13mm) thick cement plaster 1:6 with 34 lbs. per %Sft or 1.72 Kg/sq.m hot bitumen coating sand blinded, provided over 2 layers of tiles 12"x6"x1¼" (300x150x30 mm) laid in 1:6 cement mortar with ½" (13 mm) thick sand wiched layer of 1:6 cement mortar, including 1:2 cement pointing underside of tiles, complete, including curing, etc. i/c poly theen sheet**	**222.00**	**%sft**		
7	**cement plaster 1:4 ratio upto 20 ft height ½" thickness**	**91.50**	**%sft**		
8	**cement plaster 1:4 ratio upto 20 ft height ¾" thickness**	**98.63**	**%sft**		
9	**color wash old surface 2 coats**	**854.75**	**%sft**		
10	**Distempering 3 coats on new surface**	**732.00**	**%sft**		
11	**painting door and window any typ 2 coats on old surface**	**206.00**	**%sft**		
				TOTAL:	
				GST@_____	
				G. TOTAL:	

Mandatory to Write in Words: (Urdu/English)

Contractor **Executive Engineer**
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DETAILED NOTICE INVITING QUOTATION (*DNIT) QUOTATION. 40/2022 Sr. No. 03*					
Name of Work:	**REPLACEMENT G.I CEILING SHEETS IN DEPARTMENT OF HORTICULTURE EXPERIMENT LABS UAF**				
Sr. No	Item Details/ Description of works	Qty	Unit	To be filled by the Bidder	
				Rate Quoted	Amount (PKR)
Civil work					
1	**Stripping and stacking C.I. sheet roof.**	**241.50**	**%sft**		
2	**Plain wood work sawn, wrought, planed and fixed imposition, including cost of nails and screws etc b)Deodar wood**	**9.37**	**cft**		
3	**Plain galvanized iron sheet flashing, 22 gauge.**	**241.50**	**%sft**		
4	**Preparing surface and painting guard bars, gates of iron bars, gratings, railing (including standards, braces, etc.) and in similar open work:**	**782.64**	**%sft**		
				TOTAL:	
				PST@_____	
				G. TOTAL:	
Mandatory to Write in Words: (Urdu/English)					

Contractor **Executive Engineer**

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DETAILED NOTICE INVITING QUOTATION (*DNIT) QUOTATION. 40/2022 Sr. No. 04*					
Name of Work:	**REPAIR &MAINTENANCE WORK TO HOUSE NO.13 UNIVERSITY VILLAS RAJAWALA UAF**				
Sr. No	Item Details/ Description of works	Qty	Unit	To be filled by the Bidder	
				Rate Quoted	Amount (PKR)
Electric work					
1	**Distempering 2 coat on old surface**	**8717**	**%sft**		
2	**Scraping old distemper or paint on wall**	**3487**	**%sft**		
3	**painting door and window any type 2 coats on old surace**	**1202**	**%sft**		
4	**Painting Saches fanlight wire guazed or glazed door and window 2 coats on old surface**	**465**	**%sft**		
5	**color wash 2 coats on old surface**	**1357**	**%sft**		
6	**Removing cement or lime plaster + cement plaster 1:4 cement sand plaster 1/2" thick to 20 ft height**	**287**	**%sft**		
7	**cement struck pointing with 1:2 cement sand ratio**	**222**	**%sft**		
				TOTAL:	
				PST@_____	
				G. TOTAL:	
Mandatory to Write in Words: (Urdu/English)					

Contractor **Executive Engineer**
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