

**TENDER DOCUMENTS
LEGAL AID SOCIETY- LAS**

ADVERTISEMENT

TENDER DOCUMENT

REF# Tender/LAS/KHI/10/10/24/0005

**RENOVATION WORK AT BAHAWAL
VICTORIA HOSPITAL(BVH)
BAHAWALPUR- LAS**

10TH OCTOBER-2024

TENDER DOCUMENTS LEGAL AID SOCIETY- LAS

CONTENTS

Sr. No	Description	Page No.
01	Advertisement	03
02	Bid Details	04
03	Introduction of Legal Aid Society-LAS	05
04	The Objective	05
05	The Scope of Work	05
06	Instructions / Focus	07
07	Submission of Bid	08
08	Eligibility of Bidder	09
09	Submission of Bid and Required Documents	09
10	Evaluation criteria of Bid	09
11	Document to be submitted for Delivery	10
12	Bidding Document	10
13	General Terms and Conditions	10
14	Rejection of the Bid	10
15	Modification and withdrawal of bids	11
16	Bid Opening and Evaluation	11
17	Clarification of Bids	11
18	Governing Laws and Disputes	11
19	Placement of order and acceptance	12
20	Authorized Signatory	12
21	Appeals	13
22	Annex A(Declaration of Eligibility)	14
23	Annex B (Conflict of Interest)	15
24	Declaration	16

TENDER DOCUMENTS LEGAL AID SOCIETY- LAS

ADVERTISEMENT:

INVITATION FOR SEALED BIDS

Legal Aid Society-LAS invites sealed financial & technical proposals from well-reputed national-wide Contractors against civil/Renovation, Electrical and other maintenance work. Companies that have the relevant professional skills, experience, and technical resources to provide complete services related to civil and renovation work.

Eligibility: Those can apply who have valid registration with relevant tax authorities NTN, SST, GST & companies valid bank accounts. Details of the above requirements can be download from the LAS website <https://www.las.org.pk/contact/tenders/>.

Deadline for submissions:

- The LAS date for the submission of sealed & signed bids (HARD COPY) with Request for Proposal & Quotation documents is **17th October 2024 at 3:00 pm (PST)** to the undersigned office.
- All bids will be opened on the same day at **4:00 pm (PST)** in the presence of the bidders who wish to be present.
- In case of holiday or any unforeseen circumstances, the schedule of submission & opening shall be on the next working day.
- LAS reserves the right to accept or reject any /all bids.

**Procurement Department, Legal Aid Society, Block C, First Floor,
FTC Building, Shahrah-e-Faisal, Karachi (Pakistan).**

TENDER DOCUMENTS LEGAL AID SOCIETY- LAS

BID DETAILS:

<u>NO</u>	<u>DETAILS</u>	<u>DATES & TIMINGS</u>
1.	Date of republication of Tender/Auction (Available on LAS website) https://www.las.org.pk/contact/tenders/ .	10 th October 2024
2.	LAS date and time for receipt of Tender Documents.	17 th October 2024 03:00 pm(PST)
3.	Date and Time of Tender Opening	17 th October 2024 04:00pm (PST)
4.	Place of opening of Tenders/ Decisions by procurement committee of LAS.	LAS -Head Office Karachi
5.	Contact for any queries	Interested companies can contact for any queries at ghufran.hameed@las.org.pk/ Contact Person: Ghufuran Hameed Cell # 0332-5687847
6.	Tentative Date of Award	To Be Decided
7.	Payment Terms & Conditions:	Mutual Agreement
8.	Effective Date of Services.	To Be Decided

Note: Bids will be opened in presence of the companies' representative who is authorized to attend.

TENDER DOCUMENTS LEGAL AID SOCIETY- LAS

INTRODUCTION OF LAS:

The Legal Aid Society is a not-for-profit non-governmental organization that was registered on the 19th day of November 2013 under the Societies Registration Act, XXI of 1860. It is providing free legal advisory services through its Sindh Legal Advisory Call Center based in Karachi. Over the last Ten years of operations, LAS has spread its operations across Sindh, Islamabad and Gilgit Baltistan. The head office is situated in Karachi and operations are conducted through 09 regional offices located in Karachi, Hyderabad, Sukkur, Larkana, Khairpur, Sanghar, Dadu, Shaheed Benazirabad and Islamabad. In the short span since its inception, it has gained recognition regionally and internationally as one of the key professional organizations working in the domains of law, justice, and development.

THE OBJECTIVE:

Legal Aid Society-LAS is looking for sealed financial & technical proposals from well-reputed national-wide Contractors against renovation/ civil/electrical and other maintenance work to be carried out in the premises of BVH (Bahawal Victoria Hospital).

THE SCOPE OF WORK:

LAS is looking for sealed proposals highly reputed contractors / firms / companies for renovation and other work for one of its projects to be executed in Bahawal Victoria Hospital (BVH) Bahawalpur-Punjab, Pakistan

The detail of civil, electrical and other work is as follows:

Civil and Renovation Work:

S.Nr	Description	Quantity / sqft
01	<u>Whitewash Water Mat</u> Complete whitewash, water matt (Gobies/ equaling) three rooms & roof false ceiling including washrooms.	1924
02	<u>Wooden cabinet for IT room 12x8x1.5</u> Lamination ply wood lassani (Patex/ Nu board) with handles, hinges & locks.	96
03	<u>Roller Blinds 11'x6' (Qty= 04 Windows)</u> Roller Blinds (good quality fabric/ Jacord) Supplies & installation roller blinds	264

TENDER DOCUMENTS

LEGAL AID SOCIETY- LAS

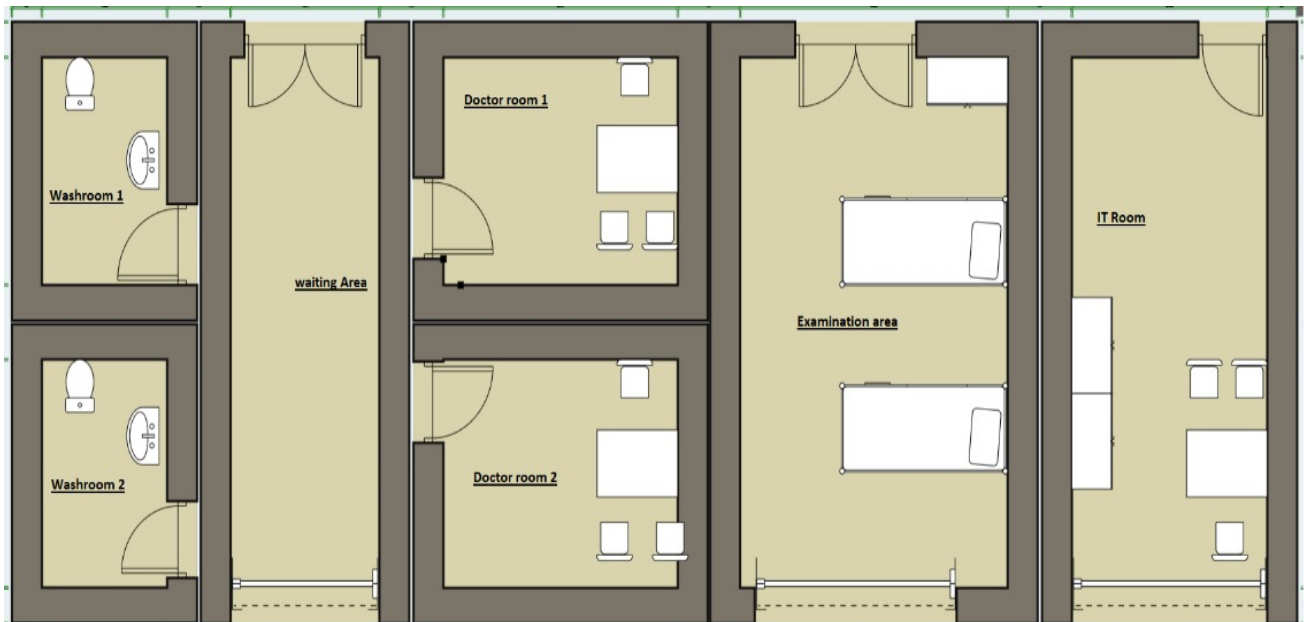
04	<p><u>Washrooms 5'x9'x7' two unit's renovation/ floor @ 3500sqft & walls @ 2000sqft</u> Commodes, wash basin, fitting, sanitary, drainage, tiles @ 1700sqft.</p>	02
05	<p><u>Wooden Solid doors (Kail wood) for entrance dual side work with installation</u> One side door 2 ½ x 3 ½ 4units Kail wood solid with handle, door closers & fitting.</p>	04
06	<p><u>Wooden Partition for Doctors room 7'x21' with doors 3' x 7' two units</u> Wooden partition both side ply wood 12mm, wooden frame installation, with doors & locks</p>	245
07	<p><u>Washrooms false ceiling</u> 2'x2' tiles gypsum United/ equaling 20x6</p>	260
08	<p><u>Washrooms wooden doors</u> Wooden doors 2 ½ x 7 two units ply pasting with frame, locks, hinges tower bolt & oil paint.</p>	02
09	<p><u>IT room false ceiling 21'x 10'</u> Gypsum false ceiling 2x2 united/ equaling complete fitting</p>	260

ELECTRICAL APLLIANCES, FURNITURE AND OTHER EQUIPMENT REQUIREMENTS:

S.Nr	Description	Quantity / sqft
01	<p><u>Haier DC inverter 1.5 Ton</u> Air conditioner DC inverter Haier 1.5 ton with installation, drain connections & heavy gage brackets.</p>	03
02	<p><u>Haier DC Inverter AC 1 Ton</u> Air Conditioner DC Inverter Haier 1 Ton with complete installation & drainage system.</p>	01
03	<p><u>Office Tables</u> Tables Lamination 2'x4' with drawer & lock (dark brown texture)</p>	03

TENDER DOCUMENTS LEGAL AID SOCIETY- LAS

04	<u>Executive Chairs low back</u> Mash back executive chairs revolving with dual lever function.	03
05	<u>Visitors Chairs</u> Mash back visitors chairs with fix frame .	06
06	<u>Three seater SS bench</u> Steel three seater bench with arm rest	03
07	<u>Plastic Tables & chairs</u> Small chairs 04units & tables 02units for child	02
09	<u>Electricals supplies & fitting</u> False ceiling fan 2units, lights 2x2 14units, drop lights for washrooms 6 units, 4 gang switch 6 units, multi sockets 6 units, complete wiring & fitting.	01



TENDER DOCUMENTS

LEGAL AID SOCIETY- LAS

INSTRUCTIONS /FOCUS:

1. The sealed proposal complies with all of the specifications listed above and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected.
2. The service provider will be responsible for all expenses incurred in performing services.
3. Any offer that does not meet the above requirements may be not considered.
4. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by LAS.
5. The unit price shall prevail and the total price shall be corrected.
6. If the service provider does not accept the final price based on LAS's re-computation and correction of errors, its Proposals will be rejected.
7. After LAS has identified the lowest price offer, LAS reserves the right to award the contract based only on the prices.
8. At any time during the validity of the proposal, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by LAS after it has received the Proposal.
9. At the time of award of Contract or work Order, LAS reserves the right to vary (increase or decrease) the quantity of work & services, without any change in the unit price or other terms and conditions.
10. At the time of award of contract, stamp duty will be paid by the Service Provider
11. LAS encourages every prospective Company /firm/agency to avoid and prevent conflicts of interest, by disclosing to LAS if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.

"LAS reserves the right not to award the contract to the lowest priced offer, if the second-lowest price among the responsive offer is found to be significantly more superior, and the price is higher than the lowest-priced compliant offer, and the budget can sufficiently cover the price difference. The term "more superior" as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the specifications."

TENDER DOCUMENTS

LEGAL AID SOCIETY- LAS

SUBMISSION OF BIDS:

- i. Bids with detailed specifications, a list, and the price quoted for the offered services should be submitted in one single sealed envelope with this tender document.
- ii. This tender document should be signed and stamped by the Bidder on every page; this tender document is not allowed to be printed on your letterhead.
- iii. Bids should be submitted with the profile of the company and major client list.
- iv. LAS date for submission of quires is 17th October 2024 till 3:00 pm.
- v. Prices shall include all Govt. taxes if applicable.
- vi. The Bidders should take care in submitting the bid and ensure that enclosed papers are not found loose and should be properly numbered and submitted in a file properly so that the papers do not bulge out and tear during scrutiny.
- vii. Electronic/unsealed or open proposals will not be entertained.
- viii. Any proposals delivered after the due date and time will be considered non-responsive and disqualified from further consideration. The title of the Tender/Sealed bid should be marked on the right side of the envelope. **“RENOVATION WORK AT BVH BAHAWALPUR-LAS”**
- ix. The sealed bids should be addressed to:

**Procurement Department,
Legal Aid Society-LAS (LAS)
First Floor, Block-C, FTC Building, Shahrah-e-Faisal, Karachi, Pakistan**
- x. The offer should remain **valid for 60 days** from the closing date of the Commercial Bid. Any offer falling short of the validity period is liable for rejection. If a Bidder extends the bid validity period.
- xi. **The alternative option**, if there is an alternate option then it should be mentioned separately in the bid.
- xii. Selected Bidder must undertake to provide the LAS, the consignment note number(s) by which the ordered had been dispatched from their site, to have online /web access to the tracking system of physical movement of the consignments sent through courier.
- xiii. The Bidder may withdraw its offer after its submission, provided that written notice of withdrawal is received by the LAS before the closing date and time prescribed for submission of tender documents. No offer can be withdrawn by the Bidder after the closing date and time for submission of offers.

TENDER DOCUMENTS

LEGAL AID SOCIETY- LAS

ELIGIBILITY OF THE BIDDER

Registered Bidders having valid NTN, Official Bank accounts, GST, official letterhead, official stamp and company profiles than they can apply, General order bidder or organizations or company are also not eligible to participate in this tender. However, the companies/firms are dealing with Group with Civil/Renovation expertise are eligible for the required services.

SUBMISSION OF BID AND REQUIRED DOCUMENTS:

- i. The Bid should comply with the details required for Civil/Renovation Work as specified in the Scope of work. The offer should be complete in all respects and contain all information asked for, with prices The Technical Bid must be organized neatly and securely in the following manner.
- ii. Declaration of eligibility as per Annexure A (on Bidder letterhead)
- iii. Financial proposal with technical details with terms and conditions. (On Bidder letterhead)
- iv. Copy of NTN Certificate must be attached.
- v. If tax exemption is applicable then a copy of Tax exemption certificate is required.
- vi. If the bid is not submitted in the prescribed formats or any of the items mentioned above, the Bid is liable for outright rejection. All the required documents must be attached/ provided.
- vii. Once the bid is submitted in a sealed cover by the bidder, the LAS will not accept any addition/alterations/deletions of the bid. However, the LAS reserves the right to seek clarification or call for supporting documents from any of the bidders, for which the concerned bidder will need to submit the documentary evidence(s) as required by the LAS.
- viii. Any bid, submitted with incorrect information will be liable for rejection. Further, if any bidder is found to have submitted incorrect information at any time, he may be debarred from participation in the future tendering processes.

EVALUATION CRITERIA FOR SEALED BIDS:

- i. The **Legal Aid Society-LAS** will scrutinize the offers to determine whether it is complete, whether errors have been made in the offer, whether required technical documentation has been furnished and whether the documents have been properly signed. Offers with incorrect information or not supported by documentary evidence, wherever called for, would be summarily rejected. However, the LAS, at its sole discretion, may waive any minor non-conformity or any

TENDER DOCUMENTS

LEGAL AID SOCIETY- LAS

minor irregularity in an offer. The LAS reserves the right for such waivers and this shall be binding on all bidders.

- ii. LAS has the right to split the order between two or more bidders.
- iii. For proper scrutiny, evaluation, and comparison of offers, the LAS may, at its discretion, ask some or all bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.
- iv. The financial bid should be quoted both in figures and words along with Sales Tax if any. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tenderer. Sales Tax shall be borne by the tenderer.

FOLLOWING DOCUMENTS ARE TO BE SUBMITTED WITH QUOTATIONS:

- i. Quotation on letterhead with stamp and CNIC copy of owner/registration certificate of company/firm/agency accordingly.
- ii. Pictures for all items/services with quoted rates if applicable.

BIDDING DOCUMENT:

The bidder is expected to examine all instructions, forms, Terms and Conditions, and Specifications in the bidding document. Submission of a bid not responsive to the bidding document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

GENERAL TERMS & CONDITIONS:

- i. The LAS does not bind itself to accept the lowest or any Bid and reserves the right to reject any or all bids at any point of time before the issuance of the purchase order without assigning any reasons whatsoever.
- ii. The LAS reserves the right to resort to re-tendering without providing any reason whatsoever.
- iii. The LAS shall not incur any liability on account of such rejection.
- iv. The LAS reserves the right to modify any terms, conditions, or specifications for submission of an offer and to obtain revised bids from the bidders due to such changes if any.
- v. Canvassing of any kind will be a disqualification and the LAS may decide to cancel the bidder from its empanelment.

REJECTION OF THE BID:

The bid is liable to be rejected if:

- i. The document doesn't bear the signature of an authorized person and an official stamp.
- ii. It is received through Telegram/Fax/E-mail.
- iii. If the bid is submitted without this Tender document with signature and stamp.

TENDER DOCUMENTS

LEGAL AID SOCIETY- LAS

- iv. If the bid is received without the Declaration of eligibility as per Annexure A.
- v. It is received after the expiry of the due date and time stipulated for bid submission.
- vi. Incomplete bids, including non-submission or non-furnishing of requisite documents / Conditional bids/bids not conforming to the terms and conditions stipulated in this tender document, are liable for rejection by the Legal Aid Society-LAS.

MODIFICATIONS AND WITHDRAWAL OF BIDS:

- i. Bids once submitted will be treated, as final and no further correspondence will be entertained.
- ii. No bid will be modified after the deadline for submission of bids.
- iii. No bidder shall be allowed to withdraw the bid if the bidder happens to be a successful bidder.

BID OPENING AND EVALUATION:

- i. The LAS will open the bids, in the presence of the bidder's representative(s) who choose/are authorized to attend, at the time and date mentioned in the bid document at the address mentioned in the bidding details.
- ii. The Bidder's representatives who are present shall sign the sheet evidencing their attendance. In the event of the specified date of bid opening at LAS, the bids shall be opened at the appointed time and place.
- iii. Bidders satisfying the technical requirements as determined by the LAS and accepting the Terms and Conditions of this document shall be short-listed.
- iv. The decision of the LAS in this regard shall be final and binding on the bidders.
- v. The contract will be awarded only to the successful responsive bidder.
- vi. Legal Aid Society-LAS- reserves the right to negotiate with the Second, third bidder for replacement or selling, etc.

CLARIFICATIONS OF BIDS:

To assist in the examination, evaluation, and comparison of bids the LAS may, at its discretion, ask the bidder for clarification. The response shall be in writing and no change in the substance or price of the bid shall be sought, offered, or permitted.

GOVERNING LAWS AND DISPUTES:

All disputes or differences whatsoever arising between the parties out of or concerning the meaning and operation or effect of these Tender Documents or the breach thereof shall be settled amicably. If however, the parties are not able to solve them amicably, the same shall be settled by arbitration under the

TENDER DOCUMENTS

LEGAL AID SOCIETY- LAS

applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

PLACEMENT OF ORDER AND ACCEPTANCE:

The bidder shall give the acceptance of the order placed on it within 05 working days from the date of order, failing which, the LAS shall have the right to cancel the order.

AUTHORIZED SIGNATORY:

The bidder should indicate the authorized officials from their organization who can discuss, correspond, sign agreements/contracts, raise an invoice and accept payments, and also correspond. The bidders should furnish proof of the signature of the authorized personnel for the above purposes as required by the Legal Aid Society-LAS.

APPEALS:

Bidders believing that they have been harmed by an error or irregularity during the award process may file a complaint to LAS at complaints at hr@lao.org.pk

TENDER DOCUMENTS LEGAL AID SOCIETY- LAS

ANNEXURE A:

Date:

Declaration of Eligibility
To whom it may concern
(To be submitted to company's letterhead)

I, the undersigned representative of M/s..... having its office at..... Do hereby affirms that our company/firm/organization is eligible because we;

- i. Are registered company/firm/organization.
- ii. Are registered with NTN.
- iii. Are not bankrupt or in the process of going bankrupt.
- iv. Have not been convicted for an offense concerning professional conduct.
- v. Have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- vi. Have fulfilled obligations related to payment of taxes.
- vii. Are not guilty of serious misinterpretation in supplying information.
- viii. Are not in situations of conflict of interest (with prior relationship to project or family or business relationship to parties in LAS)
- ix. are not declared at the serious fault of implementation owing to a breach of their contractual obligations
- x. Have no relation, direct or indirect, with any terrorist or banned organizations.
- xi. Are not on any list of sanctioned parties issued by the Pakistan Government, DIFD, USAID, UN agencies, European Union, and others.
- xii. Are not blacklisted by any Local/International organization, Government/semi-Government department, NGO, or any other company/organization.
- xiii. Have not been reported for/under litigation for child abuse.
- xiv. Have read the tender documents Tender of LAS **Reference # Tender/LAS/KHI/10/10/24/0004**, and fully understand and agree with the terms and conditions.

Declared By:

(Signature):

Witness by: -----

(Name & Designation)

Signature: -----

(Name & Address of Company/firm)

Name: -----

TENDER DOCUMENTS LEGAL AID SOCIETY- LAS

ANNEX B:

CONFLICT OF INTEREST - TENDERING ORGANISATION

Please indicate whether any of your Officers or officers of proposed partners or relatives.			
Sr.	Question for Declaration	YES	NO
01	Is or has ever been an employee of LAS?		
02	Has a relative who is, or has ever been, an employee of LAS		
03	Has any involvement as an Officer or has a relative who is an Officer in any Organizations that currently provide Services to LAS?		
04	Has any involvement as an Officer or has a relative who is an Officer, in any other Organizations that are responding to this Tender?		
05	Has any financial, political, personal, or other interest that is or may be perceived to be a conflict of interest?		
If you have answered yes to any of '1' to '5' above, please give detail.			
06	Are there any issues (in addition to those addressed in '1 to 5' above), current or likely; about your organization or proposed partners that may give rise to any conflict of interest?		
If you have answered yes to '2.6.' above, please provide details:			
<p>Declaration to be completed by the Tenderer's Authorized Representative:</p> <p>I declare that the answers given to questions '1' to '6' above are entirely accurate, complete, and true and that should any circumstance arise that would cause the answers given above to be no longer entirely accurate, complete and true I will immediately inform the person nominated as Senior Responsible Officer.</p> <p>Full Name: _____ Position _____</p> <p>Company Name: _____</p> <p>Signature: _____ Date: _____</p>			

TENDER DOCUMENTS

LEGAL AID SOCIETY- LAS

Declaration to be completed by the Tenderer's Authorized Representative:

I declare that the answers given to questions '1' to '6' above are entirely accurate, complete, and true and that should any circumstance arise that would cause the answers given above to be no longer entirely accurate, complete and true I will immediately inform the person nominated as Senior responsible Officer.

Full Name: _____ Position _____

Company Name: _____

Signature: _____ Date: _____