



**Tender Documents**  
Tender No. No. 02/2024

Provision and Laying of Badminton Court Mat

**Ataturk Avenue (East), G-5/1, Islamabad**  
Ph: +92 51 2013 200 Fax: +92 51 9210 215



**Tender for the Provision and Laying of Badminton Court Mat**

Name of Firm to whom Tender is issued: \_\_\_\_\_

SIGNATURE  
OF TENDER ISSUING OFFICER

**Enclosures:**

1. NEPRA Advertisement
2. General Instructions to Bidders
3. Special Instructions to Bidders
4. General / Special Conditions of Contract
5. Technical Bid Evaluation Criteria
6. Technical Specifications
7. Financial Proposals





**NATIONAL ELECTRIC POWER REGULATORY AUTHORITY  
(NEPRA)**

**NEPRA Tender No. 02/2024**

**INVITATION TO BIDS  
Provision and Laying of Badminton Court Mat**

National Electric Power Regulatory Authority (NEPRA), a statutory body constituted under Act of Parliament (XL of 1997) to regulate the provisions of electric power sector, invites applications from the Distributors/ Retailers/ Companies for provision and laying of badminton court mat through single-stage two envelop bidding procedure, having a office at Rawalpindi/Islamabad and are:-

- i)- Registered with Income Tax /Sales Tax Departments;
- ii)- in active taxpayers' list of the FBR;
- iii)- Having Minimum three years of relevant experience

2. Tender documents, containing detailed terms and conditions are available for the interested parties at the office of the Assistant Director (Administration), NEPRA Tower, G-5/1 Islamabad.

3. Bids, prepared in accordance with the instructions in the tender documents, must be submitted through E-Pak acquisition and Disposal System i.e. e-PAD on or before 16<sup>th</sup> day of April, 2024 @ 1400 hours. Technical proposals will be opened on the same day at 1430 hours. This advertisement and necessary tender documents are also available on NEPRA & PPRA websites at [www.nepra.org.pk/tenders](http://www.nepra.org.pk/tenders) and [www.ppra.org.pk](http://www.ppra.org.pk) respectively and may be downloaded free of cost.

**Director General (Administration/HR)**

NEPRA Tower, Ataturk Avenue (East)  
G-5/1, Islamabad

Ph: 051-2013200, Fax: 051-9210215

[www.nepra.org.pk](http://www.nepra.org.pk), [info@nepra.org.pk](mailto:info@nepra.org.pk)



## SECTION – I

### General Instructions to Bidders

Sr. #	Description	Details
1	Name of Purchaser/client	National Electric Power Regulatory Authority (NEPRA)
2	Purchaser's Address	Ataturk Avenue (East), G-5/1, Islamabad
3	Collection of Bidding Documents from	Office of the Assistant Director (Admin), NEPRA Tower, Ataturk Avenue (East), G-5/1, Islamabad.
4	Communication/ Correspondence	To be addressed to the Director General (Administration).
5	Bid Submission Format	The bids and prices must be submitted on the formats set out in this bidding document under cover letter provided at Performa 01. The bids submitted on different formats may be considered non-responsive and may be rejected.
6	Submission of Bids & Bid Security	Bids are to be submitted through E-pak acquisition and Disposal System i.e. e-PADS. However the bid security in hard form must be submitted with AD(Admin) in sealed envelope on or before the date of opening of technical bids by-hand or through courier addressed as under: Director General (Administration), National Electric Power Regulatory Authority, Ataturk Avenue (East), G-5/1, Islamabad.
7	Non-Eligible Bidders	This Invitation for Bids is open to all eligible bidders, except as provided hereinafter. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
8	The Price Quoted shall be	Delivered Duty Paid (DDP) in Pak Rupees i.e., inclusive of all applicable taxes & transportation charges, if any. If there is no mention of taxes, the offered/quoted price(s) will be considered as inclusive of all prevailing taxes/duties.
9	Amount of Bid Security	Rs. 60,000 (Rupees Sixty Thousand only) in favor of "National Electric Power Regulatory Authority (NEPRA), Islamabad".

Sr. #	Description	Details
10	Form of Bid Security	<p>a. The bid security shall be in the form of irrevocable, encashable Call-Deposit / Bank Draft / Pay Order in the name of the Purchaser.</p> <p>b. No personal cheque will be acceptable at any cost.</p> <p>c. The previous bid security (if any) will not be considered or carried forward.</p> <p>d. The bidding documents found deficient of the amount as bid security compared to total bid price will not be considered.</p> <p>e. The bid security of un-successful bidders will be released / returned as promptly as possible.</p> <p>f. The successful bidder's bid security will be retained as <b>performance security</b> and will be release one week after completion of works.</p>
11	Bid Validity Period	Bid should remain valid for 120 days from the closing date
12	Criteria for Financial Bid Evaluation	<p>a. Delivered Duty Paid (inclusive of all applicable taxes &amp; transportation charges, if any) price only.</p> <p>b. Moreover, bidders cannot bid for selective items and (or) partial quantities of an item.</p> <p>c. The bidder has to quote only one rate for each item as per tender specifications, no separate accessories will be accepted.</p> <p>d. The most advantageous bid shall be awarded the contract.</p>
13	Technical Bids Evaluation	The Purchases & Disposal (P&D) Committee of NEPRA shall carry out the evaluation as per the criteria given in the tender documents.
14	Percentage of Quantity Increase or Decrease	The quantity can be increased up to maximum of 15% as per purchaser's requirements for first order. However, the decrease of the scope of work will be the prerogative of NEPRA
15	Execution	The Work Order (as per attached format) will be issued to the bidder, who shall sign for its acceptance. The formal contract will be signed within one week of the submission of the acceptance by the contractor.



Sr. #	Description	Details
16	Arbitration	The contract shall be construed according to the laws of Pakistan. Any difference of opinion or disputes arising between the parties in relation to this contract shall be settled amicably by the parties. In case of any difference/dispute arising between the parties the matter shall be referred to the Chairman NEPRA Islamabad as arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be agitated in any Court of Law.
17	Liquidated Damages	1% of the cost of entire order of such items as remained not executed for every day up to maximum of 10 days. If execution is not made even after penalty for 10 consecutive days, the Authority has the right to cancel Purchase/Work Order and get it done from next lowest bidder on risk and expense of the firm.
18	Any Other Condition	Any other condition specific to this procurement/service order not included in this tender document can be included or communicated through purchase order (to be served before concluding the contract), the format for which is given in bidding document.

## SECTION – II

### Special Instructions to Bidders

Sr. #	Attribute	Details
1	Name of the Project	Provision and Laying of Badminton Court Mat
2	Tender Published on	24/03/2024
3	Medium	PPRA / NEPRA websites and Daily newspapers
4	Source of Funds	NEPRA's Revenue
5	Deadline for proposal Submission	16/04/2024 at 1400 hrs
6	Time, Date and Place for Proposals Opening	16/04/2024 at 1430 hrs. Only Technical Proposals will be opened for technical scrutiny. On receipt of Technical Evaluation Report from the Purchase & Disposal Committee of NEPRA, Financial Proposal(s) of short-listed firm(s) will be opened.  Date and time of Financial Proposal opening will be intimated through letter/phone. The Proposals will be opened in the Office of the Director General (Administration), NEPRA Tower G-5/1, Islamabad.
7	Bidding Procedure	Single Stage-Two Envelop Bidding Procedure shall apply.
8	Qualification of Bidders	The bidder must meet the following criteria and also submit documentary evidence wherever applicable, failing which its bid will not be considered for further evaluation (technical/financial): -  <b>a.</b> At least three years of experience as a contractor in private/government sector. <b>b.</b> At least 01 year or more experience of similar or high value projects. <b>c.</b> Must have capability of technical infrastructure/setup comprising of technical staff, machines and other associated facilities. <b>d.</b> The bidder must submit National Tax, Sales Tax Registration Certificates and shall be on active taxpayer list of FBR.
9	Acceptance of Works	Director (Administration) shall inspect the work executed as & when required. However, the payment would be made on production of acceptance certificate issued by the O&M).
10	Pre-bid Meeting	While preparing bids, interested parties may visit NEPRA any time before the closing date for bid submission, to seek any further information. Authority is open till 1500 Hrs each day except Saturday/Sunday or public holidays.

**Section III**  
**General / Special Conditions of Contract**

1. The Contractor/bidder should be a registered GST / Sales tax firm to carry out the requisite civil works/items mentioned in the tender document.
2. The Contractor should follow all the procedural rules and regulations as per PPRA Rules, Government of Pakistan.
3. The bidder shall submit the bid in a single package containing two separate envelopes clearly marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL”. Initially, only the envelop marked “TECHNICAL PROPOSAL” shall be opened, whereas, the envelop marked as “FINANCIAL PROPOSAL” shall remain in the custody of NEPRA without being opened.
4. NEPRA shall evaluate the Technical Proposal in a manner prescribed in advance, without reference to the price, and reject any Proposal which doesn't conform to the specified requirements.
5. Procuring body shall evaluate the bids in the manner of prescribed data so that only fully technically qualified bidder shall be qualified for the opening of financial proposals, and, the bidder who has quoted the lowest rate would be awarded the contract. If two or more bidders quoted the same price in Financial Proposals, the bidder/firm which has obtained highest marks in the Technical Proposal among same will be awarded the contract.
6. Final payment would be made after the entire completion of the assigned works to the satisfaction of NEPRA after retaining 5% of the total bill as retention money.
7. The contractor may visit NEPRA's Head Office where the required work will be executed, at his own expense for actual requirement of end user and space available in light of BoQs.
8. The contractor is liable for repair/remedying all defects occur during Defects Liability Perion (DLP) i.e., six (6) Months.
9. The Contractor is bound to follow all the safety precautions while executing of works.
10. The cost for removal and stacking of old badminton court mat and underlay at given location will be the responsibility of contractor and should also be included in quoted rate, no extra payment will be made for this activity. The removal work must be executed with due care to avoid any damage to mat.
11. The item of poly vinyl sheet underlay will be executed if the old one found damaged after removal of old court mat
12. The cleaning of surface must be done for the pasting of new underlay and mat for proper bonding
13. The joints of the badminton court mat must be properly welded/jointed with heat gun or any other recommended material/tool.
14. Accreditation certificate from Badminton World Federation (BWF) for the manufacturer of court mat is mandatory

## SECTION – IV

### Technical Bid Evaluation Criteria

The bid will be evaluated by the NEPRA's Purchase & Disposal Committee in the light of prescribed conditions listed in this document and the bidders securing 60% score as per technical evaluation sheet, will be qualified for financial bid, rest will be disqualified on technical grounds and their sealed/unopened financial proposal shall be returned back to them.

#### 1). Registration/Experience Record

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
i)	Past performance/similar projects, worth Rs. 0.80 million or more, completed in the last three years.	30	Six marks for each completed project subject to provision of purchase order(s) and successful completion certificate(s).
ii)	Similar projects, worth Rs. 0.8 million or more, in hand.	15	Five marks for each project in hand Purchase order(s) must be provided
<b>Total Marks Allocated:</b>			<b>45</b>

#### 2)- Personnel Capabilities

Credit Marks shall be awarded under this category using the following criteria:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
i)	No. of technical staff presently on payroll of the Contractor/ Firm	25	3 marks will be given for each resource on the payroll of the Contractor. The client reserves the right to demand proof.
<b>Total Marks Allocated:</b>			<b>25</b>

#### 3)- Equipment Capability

Credit Marks shall be granted on the basis of the following criteria for basic kinds of equipment relevant for the contract:

Sr. No.	Description	Marks Assigned	Explanation for Marks Obtained
i)	Equipment for the works	15	Full marks will be given to those who have equipment for the laying, cutting and jointing of underlay and mat
<b>Total Marks Allocated:</b>			<b>15</b>

4)- **Financial Soundness**

<b>Sr. No.</b>	<b>Description</b>	<b>Marks Assigned</b>	<b>Criteria for Marks Obtained</b>
i)	Monthly average bank balance of the firm for the last 12 months	10	Rs 300,000/- <b>5 marks</b> Between Rs 300,001/- to Rs 500,000/- <b>8 marks</b> More than Rs 500,001/- to Rs 800,000/- <b>10 marks</b>
ii)	Affidavit	5	An affidavit of "Non-Black listed Company from any semi or Government department must be furnished on non-judicial stamp paper. If company is found black listed after winning the tender, Authority will have the right to disqualify the said firm and cancel the contract at any stage
<b>Total Marks Allocated:</b>			<b>15</b>



**SECTION – V**  
**Bill of Quantity**  
**(Financial Bid)**

## SECTION – V

### Bill of Quantity with Technical Specifications

Sr. No.	Description	Units	Qty	Rate	Amount (PKR)
1	Laying/pasting of Poly vinyl sheet floor (2.5 to 3mm), pasted with adhesives after cleaning/preparation of the old concrete surface after removal of old underlay (payment will be made as per actual).	Sft	1500-		
2	Provision Laying and pasting of (100% pure virgin PVC material) new customized badminton court mat 4.5mm thick in sand finish (green/approved colour) BWF (Badminton World Federation) approved with side clearance (all sides). The mat should be bubble free pasted on underlay and jointed. (The removal and stacking of old badminton court mat and underlay at given location will be the responsibility of contractor, no extra payment will be made)	Job	1-		
3	Providing and fixing of End strip/profile made/moulded with 2" wide brass sheet 16SWG fixed on floor with brass/stainless minimum 2½" steel screws (payment will be made as per actual)	Rft	95-		
4	Laying and pasting of old badminton court mat at new location on cemented surface with fresh adhesives including cutting of the mat to required sizes after cleaning of the surface suitable for the job, complete in all respects	Job	1-		
	<b>Total Cost</b>				



Section – VI

**Proformas**

**Covering letter for submission of bid by the bidder**

The Director General (Administration),  
NEPRA Tower, Ataturk Avenue (East),  
G-5/1, Islamabad

Subject: **Submission of Bid required by NEPRA vide Tender Captioned 'Provision and Laying of Badminton Court Mat'**

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the subject works in conformity with the said bidding documents for the sum as provided in our financial proposal.

2. We undertake, if our bid is accepted, to deliver the services in accordance with the schedule specified in the tender document.

3. If our bid is accepted, we hereby agree that client (NEPRA) may hold our bid security against performance security till completion of the whole works.

4. We also agree to abide by this bid for period of (90) days from the closing date, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. The formal work order as attached with tender documents, this bid, together with your written acceptance thereof and your notification of award, shall be a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(in the capacity of)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**Contract / Work / Supply Order**

No.

Date:

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

\_\_\_\_\_,

\_\_\_\_\_.

Ph:

Fax:

Subject: **Work Order for Provision and Laying of Badminton Court Mat**

Ref: Your quotation No. \_\_\_\_\_ dated \_\_\_\_\_ 2024.

We are pleased to inform you that your quotation No. \_\_\_\_\_ dated \_\_\_\_\_ 2024 has been accepted for the execution of civil works by NEPRA with specifications and prices given therein accepted:

Description	Unit Rate (with all applicable taxes & transportation charges etc.)	Total Price Rs.
As per BOQ		

(Rupees \_\_\_\_\_)

2. Terms &amp; Conditions are as under:

**Completion of Work / Civil works as per BOQ:** Within 90 days after issuance of purchase/work order. Partial / Part of completion not allowed.

**Delay in Completion of Work:** The NEPRA shall charge a penalty for delay in completion of work beyond completion period. After expiry of completion period, the penalty (Liquidated Damages - LD) @ 1% of balance work per day upto 10 days maximum or 10%. In case the work is not completed after due date of said period, NEPRA has the right to cancel the work order at firm's risk and expense.

**Specifications:**

(i) All items are to be carried out in accordance with the specification given in BOQ. Materials used for should be brand new.

(ii) None of the terms and conditions set forth in the vender's quotation should be in conflict with the above condition.

**Inspection:** All the items / work will be inspected by the O&M department.

**Rate:** Rate quoted by your firm, shall be final, inclusive of all taxes and irrevocable, thus no escalation or changes whatsoever will be allowed.

**Payment:** 95% payment will be made on completion of job/work through crossed cheque in the name of M/s \_\_\_\_\_ within 45 days after completion of work. 5% retention will be held for 6 months defect liability period which will be released on completion of the same.

**Tax Deduction:** All taxes will be applicable as per the Government Rules.

**Arbitration:** The supplier / contractor shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to this purchase order shall be settled amicably by both the parties. In case of any difference /dispute arising between the parties, the matter shall be referred to Chairman NEPRA as arbitrator whose decision shall be final and binding upon both the parties. No dispute, once decided by the arbitrator shall be agitated in any Court of law.

3. **Force Majeure:**

(i) Neither the Purchaser nor the Supplier shall be responsible for each other in any manner whatsoever in the event of the performance of the contract being delayed by causes beyond his or its control like strikes, act of God, Civil commotions, restraints of ruler, flood, riots, fire, storms, war or similar occurrence. As soon as the supplier starts suffering a disruption of work or any delay, due to Force Majeure, he shall forthwith notify the Purchaser in writing of the cause of the delay and take possible steps to curtail it.

(ii) The supplier shall provide the purchaser with all the necessary proof of the occurrence of the events and its effects on the contract performance within 10 days from the start to Force Majeure event.

(iii) The purchaser shall be entitled to conduct investigation into the cause of delay reported by the Supplier.

(iv) Where the delay was due to genuine Force Majeure event it shall extend the delivery for a period equal to the period in which such Force Majeure remains operative.

(v) Such extension in delivery period, due to Force Majeure, shall not entitle the supplier any claim(s) of extra cost from the purchaser.

4. If the contents of this work order are acceptable to you then kindly return the enclosed duplicate copy duly signed and stamped as a token of your acceptance.

5. Prompt execution of work will be appreciated.

Director General (Administration)  
or his Nominee

**Copy to:**

Addl. Director General (Finance), NEPRA

M/s \_\_\_\_\_ have read and understood the terms & conditions and we accept every aspect of the same.