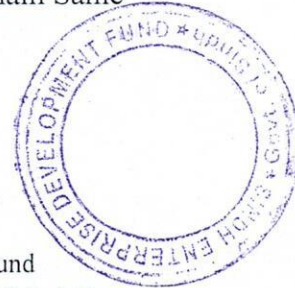


CORRIGENDUM

FOR

**“TENDER FOR THE DESIGN, RENOVATION AND FURNITURE
INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE”.**
REFERENCE No. INF-KRY:2855/25 DAWN

1. In reference to the Notice Inviting Tender (NIT) **TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE”.**
REFERENCE No. INF-KRY:2855/25 DAWN please be advised of the following amendment:
2. **Original Bid Opening Date & Time:** 30th September 2025 (Tuesday) at 02:00 PM
3. **Revised Bid Opening Date & Time:** 30th September 2025 (Tuesday) at 12:30 PM
4. All other terms and conditions of the Published NIT will remain Same



Manager Admin

Sindh Enterprise Development Fund
1st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021 99221584 - 86
Email: info@sedf.gos.pk
URL: <https://www.sedf.gos.pk>

DAWN TUESDAY SEPTEMBER 16, 2025



**Sindh Enterprise
Development Fund**
Investment Department
Government of Sindh

Block-B, 1st Floor, F.T.C Building, Shahra-e- Faisal, Karachi

Tel: 021-99225186-88, Fax: 021-99207515, E-mail: info@sedf.gos.pk,

Web: www.sedf.gos.pk



NOTICE INVITING TENDER

FOR

"TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION / PROCUREMENT FOR NEW SEDF OFFICE".

1. Sindh Enterprise Development Fund (SEDF) invites applications from reputed firms for "TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION / PROCUREMENT FOR NEW SEDF OFFICE".
2. Availability of Tender Documents: Tender documents containing detailed Terms of Reference (TORS), evaluation criteria, and scope of services can be downloaded from SPPRA website <https://portalsindh.eprocure.gov.pk> and SEDF website www.sedf.gos.pk through the EPAD (E Procurement) System from 16th September 2025 (Tuesday) till 30th September 2025 (Tuesday) on or before 12:00 PM. Interested bidders are required to submit a Pay Order / Demand Draft of Rs. 5,000/- (nonrefundable) in favor of "Sindh Enterprise Development Fund" (NTN: 3774678) as the cost of tender documents.
3. Method of Procurement: will be carried out through Single Stage — One Envelope procedure under Least Cost Selection Method (LCSM) for open competitive bidding. All interested bidders must upload their proposals through the SPPRA EPADs portal at <https://portalsindh.eprocure.gov.pk>. Note: A printed copy of the uploaded documents, along with the required bid security in sealed envelope, must also be submitted to the procuring agency at the address mentioned in the tender.
4. Bid Security: proposals must be accompanied by a bid security of 2% of the total bid amount (refundable) in the form of a Pay Order / Bank Draft / Bank Guarantee issued by a scheduled bank in Pakistan. The bid security should remain valid for at least 90 days beyond the bid validity date and be made in Favor of "Sindh Enterprise Development Fund. (NTN: 3774678)
5. Submission of Proposals: One hard copy of proposals (in sealed envelope along with required bid security), identical to the documents uploaded on SPPRA EPADs, must be submitted along with the required bid security at the address of the procuring agency is mandatory.
6. Deadline for Submission: Bids must be submitted via the SPPRA E-Procurement Portal on or before 30th September 2025 (Tuesday) at 12:00 PM.
7. Bid Opening Date & Time: 30th September 2025 (Tuesday) at 02:00 PM through the SPPRA EPADs portal.
 - i. All bidding activities, including submission and evaluation of submitted proposals, will be conducted through the SPPRA EPADs portal.
 - ii. All required documents must be uploaded before the deadline.
 - iii. One hard copy of proposal (same as uploaded) along with the bid security is mandatory.
8. Disqualification: Any false or misleading information submitted by a firm/company/agency will result in immediate disqualification at any stage of the process.
9. Right to Accept or Reject Bids: The procuring agency reserves the right to reject any or all bids as per the relevant provisions of SPPRA Rules 2010, specifically Rule 25(1).
10. Other Conditions:
 - (a) Under the following conditions the bid will be rejected:
 - Conditional and telegraphic bids/tenders.
 - Bids are not accompanied by bid security of required amount and form.
 - Bids received after the specified date and time / Blacklisted firms.
 - (b) Bidders must submit an affidavit mentioning that the agency/firm has never been blacklisted notarized by the notary public.

Manager Admin

Sindh Enterprise Development Fund
1st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021 99221584 - 86, Email: info@sedf.gos.pk URL: <https://www.sedf.gos.pk>

INF-KRY: 2855/25

WORK FOR SINDH
WWW.WORK4SINDH.COM
JOB PORTAL BY
INFORMATION DEPARTMENT



Tender Documents

For

**“TENDER FOR THE DESIGN, RENOVATION AND FURNITURE
INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE”**

From



Sindh Enterprise Development Fund (SEDF)
1st Floor ,Block B, FTC Building, Sharah-e-Faisal,
Karachi Cantonment, Karachi City, Sindh, Pakistan
Tel: 021 99221584 - 88

www.info@sedf.gos.pk
www.sedf.gos.pk

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NOTICE INVITING TENDER (NIT)
FOR
“TENDER FOR THE DESIGN, RENOVATION AND FURNITURE
INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE”.

1. Sindh Enterprise Development Fund (SEDF) invites applications from reputed firms for **“TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE”**.
2. **Availability of Tender Documents:** Tender documents containing detailed Terms of Reference (TORs), evaluation criteria, and scope of services can be downloaded from **SPPRA website <https://portalsindh.eprocure.gov.pk>** and **SEDF website www.sedf.gos.pk** through the **EPAD (E Procurement) System** from **16th September 2025 (Tuesday)** till **30th September 2025 (Tuesday)** on or before **12:00 PM**. Interested bidders are required to submit a **Pay Order / Demand Draft** of **Rs. 5,000/- (nonrefundable)** in favor of **“Sindh Enterprise Development Fund”(NTN: 3774678)** as the cost of tender documents.
3. **Method of Procurement:** will be carried out through **Single Stage – One Envelope** procedure under **Least Cost Selection Method (LCSM)** for open competitive bidding. All interested bidders must upload their proposals through the **SPPRA EPADs portal** at **<https://portalsindh.eprocure.gov.pk>**.
4. **Note:** *A printed copy of the uploaded documents, along with the required bid security in sealed envelope, must also be submitted to the procuring agency at the address mentioned in the tender.*
5. **Bid Security:** proposals must be accompanied by a **bid security of 2%** of the total bid amount (refundable) in the form of a **Pay Order / Bank Draft / Bank Guarantee** issued by a scheduled bank in Pakistan. The bid security should remain valid for at least **90 days beyond the bid validity date** and be made in Favor of **“Sindh Enterprise Development Fund. (NTN: 3774678)**
6. **Submission of Proposals:** One hard copy of proposals (in sealed envelope along with required bid security), identical to the documents uploaded on **SPPRA EPADs**, must be submitted along with the required bid security at the address of the procuring agency is **mandatory**.
7. **Deadline for Submission:** Bids must be submitted via the **SPPRA E-Procurement Portal** on or before **30th September 2025 (Tuesday)** at **12:00 PM**.
8. **Bid Opening Date & Time:** **30th September 2025 (Tuesday)** at **02:00 PM** through the **SPPRA EPADs portal**.
 - i. All bidding activities, including submission and evaluation of submitted proposals, will be conducted through the **SPPRA EPADs portal**.
 - ii. All required documents must be uploaded before the deadline.
 - iii. One hard copy of proposal (same as uploaded) along with the bid security is **mandatory**.
9. **Disqualification:** Any false or misleading information submitted by a firm/company/agency will result in immediate disqualification at any stage of the process.



10. Right to Accept or Reject Bids: The procuring agency reserves the right to reject any or all bids as per the relevant provisions of **SPPRA Rules 2010**, specifically **Rule 25(1)**.

11. Other Conditions:

- (a) Under the following conditions the bid will be rejected:
 - (i) Conditional and telegraphic bids/tenders.
 - (ii) Bids are not accompanied by bid security of required amount and form.
 - (iii) Bids received after the specified date and time. Blacklisted firms.
- (b) Bidders must submit an affidavit mentioning that the agency/firm has never been blacklisted.

Manager Admin

Sindh Enterprise Development Fund
1st Floor, Block B, FTC Building, Shahrah-e-Faisal, Karachi

Tel: 021 99221584 - 86

Email: info@sedf.gos.pk

URL: <https://www.sedf.gos.pk>



Foreword

This tender document ('Tender') does not constitute a binding agreement or an offer or invitation by the Sindh Enterprise Development Fund Investment Department Government of Sindh to any party other than the qualified bidders to submit the Bids. The principal purpose of this Tender is to provide the bidders with information that shall form the basis of their proposals or bids. This Tender contains the minimum requirements and information desired by the Sindh Enterprise Development Fund Government of Sindh. The contents hereof may be supplemented by SEDF Office Government of Sindh as it deems appropriate. Each bidder may conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information given in this Tender to its satisfaction. SEDF office, Government of Sindh makes no representation or warranty and shall incur no liability under any law, rules or regulations as to the accuracy, reliability or completeness of the Tender. SEDF office, Government of Sindh may, at its sole discretion but without being under any obligation to do so, update, improve or supplement the information in this Tender. This Standard Request for Proposals is applicable to consultant assignments by the procuring agencies of Sindh province whose legal agreement makes reference to the Sindh Public Procurement Rules, 2010

BID EVALUATION / ELIGIBILITY CRITERIA

- a) **Bid Evaluation Criteria:** The bids, which closely conform to the BOQs & Technical Specification given in bidding documents and are substantially responsive to the bidding documents, will be compared on the basis of their evaluated costs. The bid with the lowest evaluated cost, which may not necessarily be the lowest priced bid, shall be selected for award of contract.

b) **Eligibility Criteria**

Prior to detailed evaluation, the Procurement Committee shall perform pre-screening on the Yes / No basis to determine the substantial responsiveness of each bid to the bidding documents and under following conditions bid will be rejected.

| Sr. No | Mandatory Eligibility | Compliance / Proof (Attached) | |
|--------|--|----------------------------------|----|
| | | Yes | NO |
| 01 | At least minimum 03 years' experience in business in the relevant field (please provide at least 03 clients job completion or satisfactory certificates from each year/ 03 preceding years from previous clients) | | |
| 02 | Registration with FB0R for Income Tax, Sales Tax, and Registration with Sindh Revenue Board (SRB) (please provide incorporation / Registration certificates for mentioned above requirements) | | |
| 03 | The firm(s) must submit the last year audited reports / FBR Tax returns or bank statements of last year. (Provide last audited accounts/ FBR tax returns/ Bank statements) | | |
| 04 | At least One project with any Government organization in Pakistan. (Provide work order / Contract / Job Completion certificate) | | |
| 05 | Original affidavit (not older than one month) on Stamp Paper(s) worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by SPPRA, Government, Semi-Government, Private, Autonomous body, or any other international organization. (provide original affidavit Notarized by notary public) | | |
| 06 | Bid Security Money at the rate of 2% of the quoted value in the shape of Pay Order from a SBP scheduled bank drawn in Favor of " Sindh Enterprise Development Fund " NTN No. 3774678 Bid Security Pay order must be submitted otherwise the firms submitted proposal will be rejected | | |
| 07 | Bidder should submit the proposals on SPPRA EPADs (E-Procurement System & well as in Hard form along with the bid security pay order before the deadline mentioned in the NIT is Mandatory) | | |
| 08 | All the bidders are hereby informed to submit the proposals in a proper manner (binded) and include index, all required by the SEDF duly signed by the authorized representative with firm's stamp | | |
| 09 | If Part D (II): Tender Form is properly filled and signed, in case of missing information or not fill accordingly bidder will be considered as disqualified | | |

Section 1. Letter of Invitation

Letter of Invitation

Insert: Invitation/File No

[Insert: Location and Date]

[Insert: Name and Address of Consultant]

Dear Mr. /Ms.:

1. The Sindh Enterprise Development Fund Department, Government of Sindh has an allocation from Public Fund in Pak rupees towards the cost of **“TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE**. It is intended that part of the proceeds of this allocation will be applied to eligible payments under the contract for the **TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE** 2. The Sindh Enterprise Development Fund Department, Government of Sindh now invites sealed bids from the interested recognized Companies / Firms and Authorized Distributors / Dealers/Resellers and experienced suppliers in specific services & items under Sales Tax for the supply of equipment's & accessories listed below:

| Sr # | Description | Bid Security | Tender Fee | Period of completion |
|------|---|----------------------------|-----------------------|----------------------|
| 1 | “TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE”. | 2% of the total quoted bid | Rs. 5,000/- amount | within 30 days |

- The firm should be registered with the Income Tax & Sales Tax Departments.
- The procedure for open competitive bidding shall be **Single Stage - One Envelope Procedure** Rule No. 46 (1) SPPRA Rules 2010 (Amended).
- Bidding/Tender Documents availability schedule:

(a) *Issuance: Documents will be issued from 16th September 2025 till 30th September 2025 12:00PM (during office working hours) on the payment of Rs. 5,000/- as tender fee.*
- Complete details regarding bid evaluation criteria and other terms & conditions have been mentioned in tender bidding document.
- The interested bidders can either obtain the bidding document from the SEDF's Head Office or download it from SPPRA (www.ppraSindh.gov.pk) and/or SEDF's websites: (<https://sedf.gos.pk/tenders/>) against the pay order of Rs. 5,000/- (non-refundable) drawn in favour of SEDF Office, Government of Sindh from any SBP scheduled bank (to be submitted along with the Pay Order of the amount aforementioned

[Insert: Signature, name, and title of head of the department/ PA's representative]

Section 2. Instructions to Bidders & Data Sheet

1. Instructions for Bidder

- i. Name of Procuring Agency is "Sindh Enterprise Development Fund (SEDF), Investment Department, Government of Sindh".

Name of Contract is **"TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE"**.

- ii. Address of procuring agency correspondence is as under:

Manger Admin

Sindh Enterprise Development Fund (SEDF)

1st Floor ,Block B, FTC Building,

Sharah-e-Faisal, Karachi Cantonment,

Karachi City, Sindh, Pakistan

Tel: 021 99221584 – 86

- iii. The bid prepared by the Bidder, as well as all correspondences and documents relating to the bid exchanged by the Bidder and the Procurement or Admin Department, SEDF, GoS, shall be written in English. Supporting documents furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, the translation shall govern.

2. BID PRICE & CURRENCY

- i. Bids are invited in Pak Rupees Currency.
- ii. Price shall be written in figures as well as in words.
- iii. The price shall be fixed and final and shall include all applicable government taxes, duties and other levies as of the date of Bid opening. In case of any change in rates due to imposition of new taxes by the federal or provincial government, change in existing tax rates on the Contract goods, the rate differential shall be payable by the Bidder.
- iv. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- v. All the incidental services like installation/commissioning of equipment till its working condition and training to the concerned staff will also the responsibility of bidder; therefore, the cost impact of all those activities should be included in the bid price.
- vi. All other provincial taxes will be borne by the Supplier.
- vii. Transportation including loading/ unloading shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the Contract price.
- viii. Price offered for any item should be for the entire quantity demanded; partial quantity offers shall straightaway be rejected. Conditional offer will also be considered as non-responsive Bidder.

3. VALIDITY PERIOD FOR BID

Bids shall remain valid for the period of ninety (90) days after the date of opening of bids. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

4. BID SECURITY MONEY

- i. Bid Security Money at the rate of 2% of the quoted value, should accompany the tender in the shape of Pay Order from a SBP scheduled bank drawn in favor of Sindh Enterprise Development Fund, Government of Sindh. The Tenders received without Bid Security will stand **rejected**.
- ii. Bid Security Money shall remain valid for a period of 90 days beyond the validity period for bids.

5. DATE & PLACE FOR BID DOCUMENTS ISSUANCE & SUBMISSION

Bidding documents will be issued from & submitted to **Manger Admin & Procurement** Sindh Enterprise Development Fund (SEDF) 1st Floor, Block B, FTC Building, Sharah-e-Faisal, Karachi Cantonment, Karachi latest by **30th September 2025 at 12:00 PM**. The tender received late will not be entertained.

6. DATE & PLACE OF BID OPENING

Tender will be opened by the notified Procurement Committee in the presence of bidders/ representative of bidders in the Sindh Enterprise Development Fund (SEDF) 1st Floor, Block B, FTC Building, Sharah-e-Faisal, Karachi office on by **30th September 2025 at 2 PM**.

7. BID SUBMISSION & OPENING GUIDELINES

- i. No Fax, e-mail or telegraphic bid offers will be entertained by the Procurement Committee or Manager Admin, SEDF, Investment Department, GoS.
- ii. Bidder firm / company profile should provide following information as per Part: D(II):
 - a) Details of the firm with name, address, status of the firm (whether Sole proprietorship, partnership or limited company) phone numbers, e-mail and/or website URL.
 - b) Registration documents: Sales tax registration certificate, NTN, etc.
- iii. A Single Stage-One-Envelope Procedure shall be adopted in ranking of bids. The Tender shall be typed or written in indelible black ink and shall be numbered, signed and stamped by the person or persons duly authorized to sign on behalf of the Bidder. Bid shall be submitted in a sealed, opaque envelope.
- iv. Bid envelope should be inscribed with Name of the firm, title of the tender date & time: Date: Time: Address as follows: the Sindh Enterprise Development Fund (SEDF) 1st Floor, Block B, FTC Building, Sharah-e-Faisal, Karachi.
- v. Envelope shall be marked by name of the assignment and sealed. If the bid is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the bid as nonresponsive.
- vi. Bids submission on SPPRA EPADs and in hard copy as well same as uploaded on SPPRA EPADs portal along with required original documents.

8. ACCEPTANCE OF OFFERS

The Sindh Enterprise development Fund, GoS reserves the right to accept or reject part or whole bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder.

9. INSPECTION & ACCEPTANCE

- i. All the Renovation Service & Furniture/Fixture items shall be acceptable only after physical inspection/ examination to be carried out by the Sindh Enterprise development fund.
- ii. The Sindh Enterprise development fund reserves the right to reject Renovation Service and Furniture/Fixture items that do not conform to the provided **BOQ**, and specification given in bidding documents.

10. PAYMENT

- iii. An initial payment of **25%** will be required upon the signing of the contract agreement, ensuring that both parties are committed to the terms outlined. This upfront payment serves as a deposit to initiate the project and facilitate the procurement of necessary materials.
- iv. Partial payments will be permitted based on the delivery of goods/services, allowing for flexibility in financial transactions as supplies are received. To process these payments, the Supplier must submit original invoices in triplicate, which must include applicable SST charges and be fully completed. Additionally, a **Goods Receiving & Inspection Report (GRIR)** must be signed by the designated inspection team to confirm that the works meet the specified standards.
- v. The remaining balance will be settled upon receipt of a valid inspection certificate issued by the SEDF inspection team. This final payment will constitute **100%** of the total amount due, contingent upon the successful completion of the inspection process, thereby ensuring that all delivered goods/services comply with the agreed-upon specifications and quality standards.

11. GENERAL TERMS & CONDITIONS

- i. The bid shall be properly signed, named & stamped by the Contractor / Supplier / Proprietor / Partners thereof, in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing to do so (if the bidder is applying as JV the JV agreement is required).
- ii. Form of Price Schedule is to be filled in very carefully, preferably typed. Any alteration/ correction must be initiated. Every page is to be signed and stamped at the bottom. Serial number of the quoted item may be marked with red/yellow marker. Any interlineations, erasures, or overwriting shall be valid only if they are initiated by the person or persons signing the bid.
- iii. The work order/ contract will be issued subject to availability of funds.
- iv. The Bidder should examine all the instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.
- v. Procurement Committee reserves the right to obtain clarifications from any bidder in respect of items quoted by them. The replies of bidder will be recorded and will form part of bid documents.
- vi. The required quantity of furniture/fixture & renovation work may be increased / decreased or dropped by Procuring Agency (PA) without giving any reason or notice.
- vii. Stamp duties will be paid by the successful bidder on the total value of awarded contract.
- viii. The Bidder shall bear all costs associated with the preparation and submission of its bid, and Sindh Enterprise Development fund, GoS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- ix. Any effort by a Bidder to influence the Sindh Enterprise Development Fund, GoS in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.
- x. The Bidder/Supplier shall indemnify the Sindh enterprise development fund, GoS against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Pakistan

Your faithfully,

Authorized signatory
Official Stamp

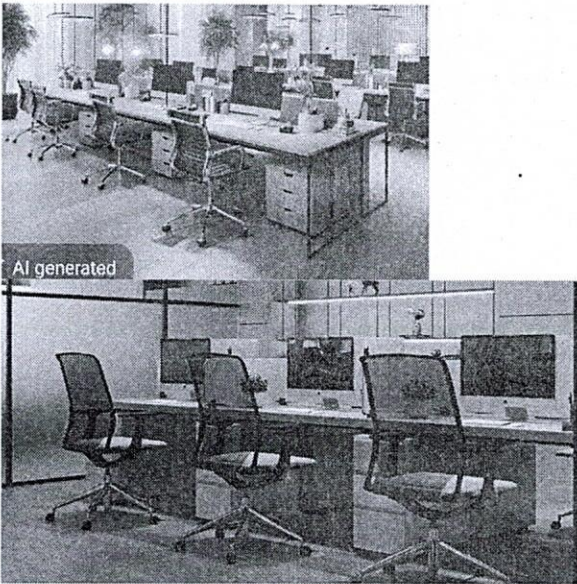



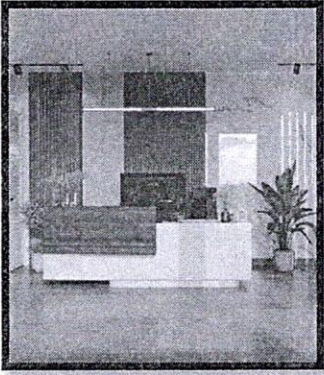
Part B: Schedule of Requirement


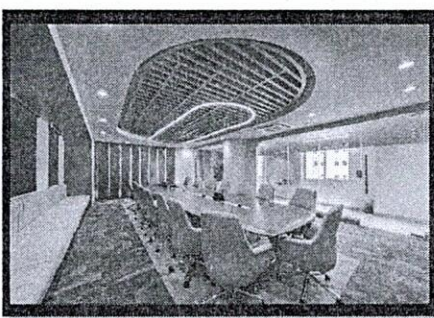
| Sr # | Description | BOQ/Qty | Delivery Schedule |
|------|---------------------------------|---|---|
| 1 | Renovation SEDF office | BOQ detail is given in Part "C" of bidding documents | renovation of project office should complete within 30 Days from the day of signing/awarding of contract agreement. |
| 2 | Furniture & Fixtures | Detail of items is given in Part "C" Specification of bidding documents | Within one Month time period. Delivery of Furniture/Fixture/Installation items shall be as per supply order subject to availability of funds. |


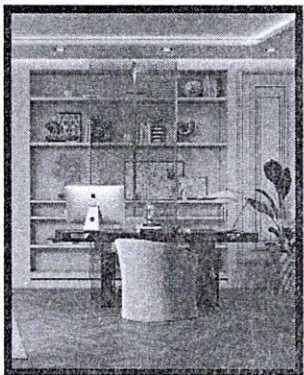
PART C: BILL OF QUANTITY(s)

**SINDH ENTERPRISE DEVELOPMENT FUND (SEDF), BILL OF QUANTITIES (BOQS) /
TECHNICAL SPECIFICATIONS FOR “TENDER FOR THE DESIGN, RENOVATION AND
FURNITURE INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE”.**

| SNO | DESCRIPTION | RATE/SQFT | AMOUNT |
|-----|--|-----------|--------|
| A | WOODWORK (FURNITURE) | | |
| 1. | <ul style="list-style-type: none"> Workstations Nos: 35 (as Per Layout) 2’-0”x4’-0” Black Metal powder-coated frame Laminate top Alnoor, Laminated  | | |
| 2. | <ul style="list-style-type: none"> File cabinet 35 Nos (as Per Layout) One drawer and cabinetry 15”x15”x22”  | | |

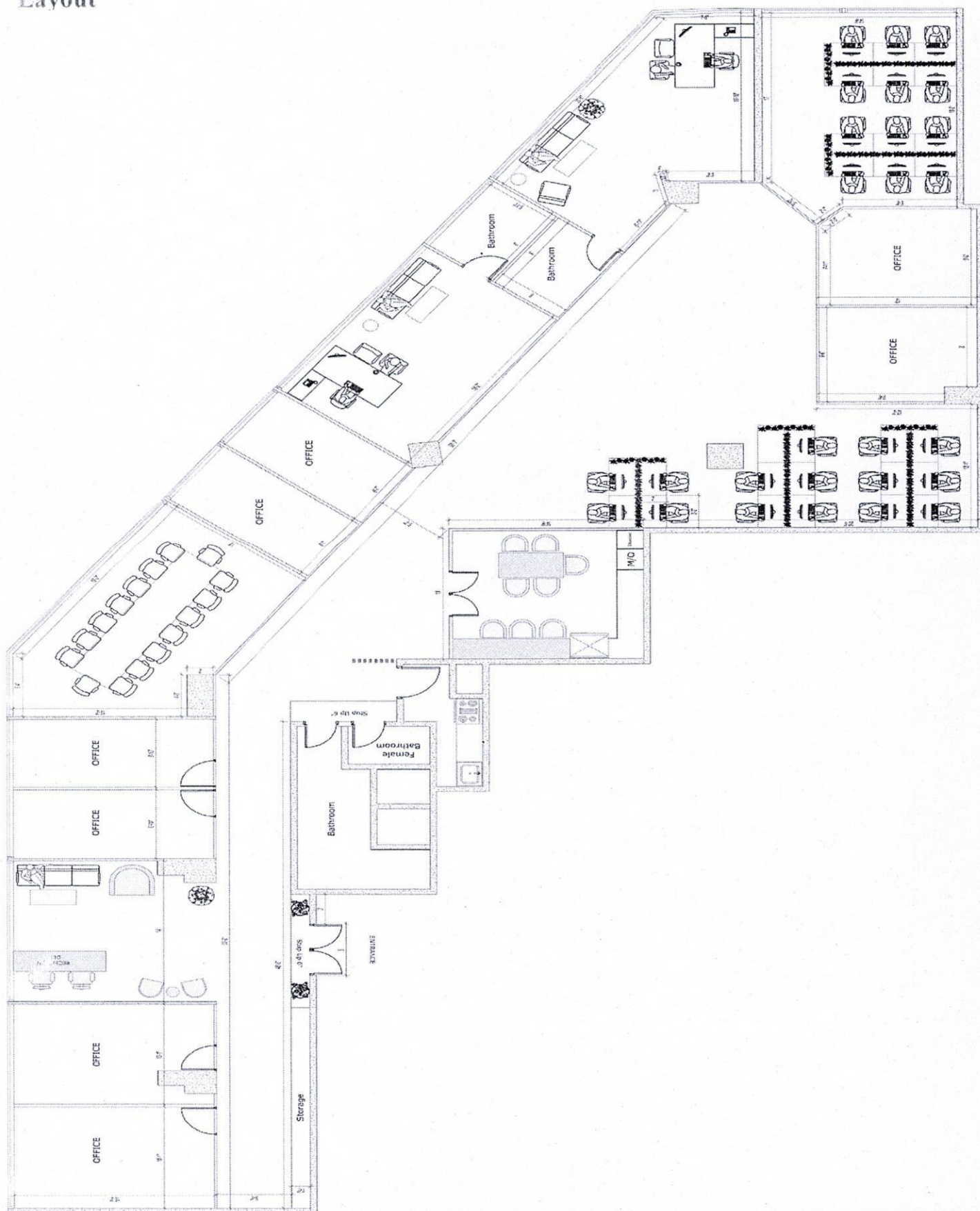
| | | | |
|----|---|---|--|
| 3. | <ul style="list-style-type: none"> • Reception Table • Laminate finish • Marble top, glass top, and deco/polish as per design. |  | |
|----|---|---|--|

| | | | |
|----|--|--------------|--|
| 4. | <ul style="list-style-type: none"> • Partition wall • MDF with patural wood framing • 0'-4" to 0' -6" thick as per Design • Partition walls as per the layout approved  | 1,500/SQFT | |
| | | TOTAL | |
| B | All Wall Partition Plywood Change | | |
| | <ul style="list-style-type: none"> • Partition wall • Plywood with patural wood framing • 0'-0.6" to 0' -0.6" thick as per Design • Partition walls as per the layout approved | 3,000/SQFT | |
| | | TOTAL | |
| C | Furniture Work ADD | | |
| | <ul style="list-style-type: none"> • Waiting area sofa, Chair, Table (as Per Layout) • Dining Table / Chair (as Per Layout) | | |
| D | OFFICE CHAIRS | | |
| | • Office chairs Nos: 56 (as Per Layout) | | |
| E | Civil Work | | |
| | • Repair the existing washroom. | | |
| F | Conference Room | | |
| | <ul style="list-style-type: none"> • Conference Table • Laminate finish • Marble top, glass top, and deco/polish as per design.  | | |

| | | | |
|---|---|--------------|--|
| G | MINISTER OFFICE ROOM | | |
| | <ul style="list-style-type: none"> • Office Table / Chairs • Sofa / Table • Wall Treatments • Minister Staff Room Treatment  | | |
| H | CEO OFFICE | | |
| | <ul style="list-style-type: none"> • Office Table / Chairs • Sofa / Table • Wall Treatment  | | |
| | | TOTAL | |
| I | Admin OFFICE | | |
| | <ul style="list-style-type: none"> • Office Table / Chairs • Sofa / Table • Wall Treatment | | |
| J | KITCHEN / DINING ROOM | | |
| | <ul style="list-style-type: none"> • L Shape Counter and Wall Counter • Dining table • Chairs | | |

| | | | |
|---|---|---------------------|--|
| K | ELECTRICAL WORK | | |
| | <ul style="list-style-type: none"> Adding network (for Wi-Fi switches) & power points as per the requirement New wiring in all the spaces as per the requirement Cylinder lights in the ceiling Hanging lights on workstations as per design LED strip light in the ceiling Track light in conference/workstation area No. 01 Gypsum Ceiling as Per Design Adding power sockets in the workstation area, 3 sockets in each workstation with 2 network points. SCHNEIDER button sheets included Pakistan Cable Complete I.T. Work (including Server Room with switches) and CCTV CAMERAS. | | |
| L | PAINT WORK | | |
| | <ul style="list-style-type: none"> ICI DULUX Roof paint work opens the ceiling Feature wall as per the design Material and labor are included in the cost | LUMPSUM | |
| M | Floor Tile & Wood Floor | | |
| | <ul style="list-style-type: none"> Floor Tile as Per Design 2' x 4' | 4,850/SQFT | |
| N | Glass Work | | |
| | <ul style="list-style-type: none"> 12mm tempered glass doors 3'-0"X7'-0" 04 doors 01 for the Office Entrance 03 for offices | | |
| O | GLASS PARTITIONS | | |
| | <ul style="list-style-type: none"> 12mm tempered Glass partitions 400 sqft and Workstation partitions | 1,500/ sq.ft | |
| P | Office Entrance Wall with Logo | | |
| | <ul style="list-style-type: none"> Metal and grass screens as per design 01 NOS as per design | | |
| Q | METAL AND GLASS SCREENS | | |
| | <ul style="list-style-type: none"> Metal and glass screens as per design 03 NOS | | |
| | | Grand Total | |

Layout



Note: if any firm has better layout, bidder can also attach their own layouts.

Important Note: Quoted amount should be inclusive of all applicable taxes.

Important Note: The evaluation of the proposals will be based on BOQ rates.

PROJECT TERMS & CONDITIONS

Site Inspection:

A comprehensive site visit and measurement should be conducted prior to the commencement of any work to ensure accuracy in execution.

Materials & Samples:

All materials, including tiles, taps, fixtures, and other relevant items should be presented to the client for approval before procurement and execution.

Scope Variation:

Any additions, changes, or modifications to the initially agreed-upon scope of work will result in a variation of the final project cost. All such changes will be communicated to and approved by the client in advance.

Advance Payment:

A 25% advance payment shall be paid to the successful bidder on initiating the project. This advance will cover the procurement of materials and initial mobilization.

Taxation:

The quoted price is inclusive of all applicable taxes. Taxes, including but not limited to SST/GST and Service Tax, WHT (withholding tax), in accordance with prevailing government regulations.

Timeline:

The estimated project duration shall be not more than 30 days from paying the advance payment and enlisting the successful bidder for the commencement of the project.

Part D (I): Bid Security Submission Letter

Date # -----

NIT No# -----/Tender No _____ Tender title: _____

To
Manager Admin/Procurement
Sindh Enterprise Development Fund (SEDF)
1st floor, Block-B, FTC Building, Shahrah e Faisal
Karachi

Gentleman,

We, the undersigned, offer to provide the consulting services for **“TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE”**.

in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes technical & financial proposal along with required bid security.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the RFP/Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Having examined the bidding documents we, the undersigned, offer to Renovation of project office [description of services] and supply / deliver [description of goods] in conformity with the said **bidding documents for the sum of [total bid amount in words and figures]** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We (**Name of the bidding firm**) Pay Order (refundable) from SBP scheduled banks in favor of Sindh Enterprise Development fund in a sum equivalent to **2%** of the Contract Price for the due performance of the Contract

We agree to abide by this Bid for a period of ninety [90] days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute 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 _____ 2025.

[signature] [in the capacity of] _____

Duly authorized to

sign Bid for and on behalf of _____

Address: _____

NTN _____ GST No. _____

Part D (II): Tender Form

| | | | |
|--|------------------------|--|--|
| Name of Firm | | | |
| Status of the Firm | Sole proprietorship | | |
| | Partnership / JV | | |
| | Limited Company | | |
| Date of Firm Registration | | | |
| Postal address | | | |
| Telephone No (s) | | | |
| Fax No | | | |
| Email | | | |
| Authorized Person | Owner / Representative | | |
| | Name | | |
| | Designation | | |
| | Signature | | |
| | Contact No | | |
| GST No of the Firm | | | |
| FBR NTN No of the Firm | | | |
| SRB No of the Firm | | | |
| PSEB Registration No. & Date (if any) | | | |
| Total Quoted Amount | | | |
| Validity of Quotation (Date) | | | |
| Amount of Earnest Money* Pay Order / Demand Draft (Attached) | No | | |
| | Date | | |
| | Amount in Rs | | |
| | Bank Branch | | |

Signature of Contractor (s)

(OFFICIAL STAMP)

Part D (III):

Price Schedule in Pak Rs. _____

Name of Bidder: _____

NTN No. _____ Karachi,

Opening Date: _____

Date: _____

Name of Items, Quantity & Specifications

| Sr. No# | Renovation Service / Item Description | BOQ/ Specification | Qty | Unit Cost (Including Taxes) | Total Amount | Delivery period | Place of Delivery |
|---------|---------------------------------------|--|-----|-----------------------------|--------------|-----------------|---|
| 1 | Renovation of SEDF Office | BOQ detail as per Part "C" of bidding documents | | | | | SEDF Office FTC Sharah-e-Faisal, Karachi, |
| 2 | Furniture & Fixtures | Specification as per Part "C" of bidding documents | | | | | |

Please Note:

- The tenderer shall quote for items in the format of quotation attached.
- All duties, taxes and other levies payable by the tenderer (Sales tax/VAT) on the finished goods/services, withholding tax etc) shall be included in the item rate.
- The rates quoted for each item shall be fixed for the duration of the contract and shall not subject to any adjustment.
- Rates for partial Renovation service and supply of partial quantity of items are not acceptable. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidder/ Supplier do not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- Corrections if any shall be made by crossing out, initialling, dating and rewriting.

[signature] [in the capacity of]

Duly authorized to sign Bid for and on behalf of

Address: _____

GST No. _____

PART E: Contract Form

THIS AGREEMENT made the day of _____ 2025 between Sindh Enterprise Development Fund (SEDF), Investment Department, GoS (hereinafter called "the Procuring agency" - PA) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.
 - (a) the Bid Form and the Price Schedule submitted by the Bidder.
 - (b) the Schedule of Requirements.
 - (c) the BOQ and Technical Specifications.
 - (d) the terms & Conditions of Contract; and
 - (f) the Procuring agency's Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein; the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by the----- (for the Procuring agency)

Signed, sealed, delivered by the----- (for the Supplier)

INTEGRITY PACT

DECLARATION OF FEES, COMMISSIONS AND BROKERAGE ETC. PAYABLE BY THE SERVICE PROVIDERS/CONTRACTORS OF SERVICES, SERVICES & WORKS

Contract/Tender No. _____ Dated: _____

Contract Value: _____ Contract Title: _____

The **(Name of Bidder / Contractor)** _____, hereby declares its intention not to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit from the Government of Sindh or any administrative subdivision or agency thereof or any other entity owned or controlled by it through any corrupt business practice.

Without limiting the generality of the foregoing, **(Name of Bidder / Contractor)** _____, represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOS, except that which has been expressly declared pursuant hereto.

(Name of Bidder / Contractor) _____, certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction With GOS and has not taken any action or will not take any action to circumvent the above declaration, representation, or warranty.

(Name of Bidder / Contractor) _____, accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts, or taking any action likely to defeat the purpose of this declaration, representation, and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as previously mentioned shall, without prejudice to any other right and remedies available to GOS under any law, contract, or other instrument, be voidable at the option of GOS.

Notwithstanding any rights and remedies exercised by GOS in this regard, **(Name of Bidder / Contractor)** _____, agrees to indemnify GOS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GOS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Service Provider/Contractor as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOS.

Name of Buyer: Sindh Enterprise Development Fund Signature: _____ (Seal)

Name of Seller/Supplier: _____ Signature: _____ (Seal)

PART F: Terms & Conditions of Contract

1. Basic Information

- i. The Procuring agency is Sindh Enterprise Development Fund Department, Government of Sindh, Karachi.
- ii. The Procuring agency's country is Pakistan.
- iii. The Supplier is: _____
- iv. Name of Contract is " **TENDER FOR THE DESIGN, RENOVATION AND FURNITURE INSTALLATION AND PROCUREMENT FOR THE NEW SEDF OFFICE**". The Governing Language shall be English.
- v. All disputes shall be settled amicably.
- vi. The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan. viii. The address for notice & other communication are as under:
Procuring Agency's address for notice purposes: Sindh Enterprise Development Fund (SEDF), 1st Floor ,Block B, FTC Building, Sharah-e-Faisal, Karachi, Tel: 021 99221584 – 86.

Supplier's address for notice purposes:

Supplier: _____
Attention: _____
Facsimile: _____
E-mail: _____

2. Renovation Service & Furniture/Fixture Delivery Locations

Delivery of the Renovation Service & Furniture/Fixtures shall be made by the Supplier in accordance with the Schedule of Requirements and the specified terms & conditions mentioned in bidding documents.

3. Inspections and Tests

All the Renovation service / Furniture & Fixtures will be accepted only after physical inspection/ examination & clearance by the Inspection Team nominated by the Sindh Enterprise Development Fund (SEDF), Investment Department Government of Sindh.

4. Payment for Renovation Services /Goods supplied

- i. An initial payment of **25%** will be required upon the signing of the contract agreement, ensuring that both parties are committed to the terms outlined. This upfront payment serves as a deposit to initiate the project and facilitate the procurement of necessary materials.
- ii. Partial payments will be permitted based on the delivery of goods, allowing for flexibility in financial transactions as supplies are received. To process these payments, the Supplier must submit original invoices in triplicate, which must include applicable GST charges and be fully completed. Additionally, a **Goods Receiving & Inspection Report (GRIR)** must be signed by the designated inspection team to confirm that the goods meet the specified standards.

- iii. The remaining balance will be settled upon receipt of a valid inspection certificate issued by the SEDF inspection team. This final payment will constitute **100%** of the total amount due, contingent upon the successful completion of the inspection process, thereby ensuring that all delivered goods comply with the agreed-upon specifications and quality standards.

5. Prices

Prices charged by the Supplier for Furniture/Fixture delivered and Renovation Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

6. Taxes and Duties

Supplier shall be entirely responsible for all taxes, levies/duties, license fees, etc., incurred in the delivery of the contracted Services to the Procuring agency.