



## SHORT TENDER DOCUMENT

### Construction / Renovation of Cafeteria

Interior Designing of Cafeteria | Shifting of Sewage Line | Supply and Installation of  
Fiber Glass Sheet | Flooring | False Ceiling | Furniture & Fixture | Marble Counter |  
Electrical Works | AC / HVAC | Paint Works

Name of Contractor : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

#### Submission Deadline

September 21, 2024

#### UIT University

ST-13, Block 7, Gulshan-e-Iqbal, Abul Hasan Isphahani Road, Karachi

Phone No. (92-21) 111-978-275, 3497 8274

Email: admin@uit.edu | URL: www.uitu.edu.pk

# Contents

Contents .....	2
Tender Advertisement.....	3
Brief Introduction of the Contractor / Company.....	4
Financial Bid, Timelines and Payment Schedule .....	6
Financial Bid .....	6
Timelines / Work Schedule .....	6
Payment Schedule .....	7
Financial Proposal (BOQ).....	8
List of Major Clients with Contact Details .....	11
List of Major Works Completed.....	12
List of Engineering Staff.....	13
Terms and Conditions.....	14
Illustration through Pictures.....	15
Cafeteria Layout.....	15
Cafeteria Layout Picture 2 .....	15
Existing Cafeteria Snaps .....	16
Student Chairs Sample.....	18
Faculty Chairs Sample .....	19
Table Rectangle Sample 1 .....	19
Table Rectangle Sample 2 .....	20
Table Rectangle Sample 3 .....	20
Table Round Sample 1 .....	21

# Tender Advertisement



## Construction / Renovation of Cafeteria

The UIT University (UITU) was established vide The UIT University Act, 2017 [Sindh Act No. XXXIV of 2018] of Government of Sindh and published vide Notification in The Sindh Government Gazette on May 28, 2018. The University after due charter inspections by HEC, granted NOC whereby UITU has been initially allowed to start undergraduate programs in four departments namely, Electrical Engineering, Management Sciences, Computer Science and Social Sciences. The UIT University is managed by Usman Memorial Foundation (UMF).

It intends to invite “**Request for Proposal**” (RFP) from registered firms / contractors from Karachi or any other city (subject to delivery and availability of support in Karachi) for the Construction / Renovation of Cafeteria at UIT University, Karachi. All taxes shall be applicable as per government rules. In order to inspect the area of Canteen and to ascertain the nature of work the bidder can visit the University on working days (Mon to Sat) from September 12 to 20, 2024 between 9:00 to 5:00 pm.

The proposals are required to be submitted in one envelope (single stage single envelope procedure) with the title “**Technical Bid**” and “**Financial Bid**” as per Performa. All proposals shall be opened and evaluated by the Procurement Committee.

The RFP can be obtained from UIT University, Karachi (ST-13, Block 7, Gulshan-e-Iqbal, Abul Hasan Isphahani Road, Karachi) office from Wednesday, September 11, 2024 onwards during working days and between office hours from 09:00 am to 5:00 pm OR from UIT University’s website, [www.uitu.edu.pk](http://www.uitu.edu.pk).

The duly filled-in **RFP shall be submitted by or before Sat, 21-Sep-2024 at 5:00 pm**. The RFP will be opened on Mon, 23-Sep-2024 at 11:00 am on the above-mentioned address in the presence of supplier’s representatives who care to attend.

All proposals must be accompanied by earnest money @ 1% (in the form of cheque / PO in favor of UIT University) of total bid value quoted in the Financial Bid.

UITU reserves the right to accept / reject any or all bids without assigning any reason. For further information / details, **please contact Senior Officer Administration, Mr. Abid Ali on 0311-5087336**.

Issued by

**Director Administration**

ST-13, Block 7, Gulshan-e-Iqbal, Abul Hasan Isphahani Road, Khi.

Phone No. (92-21) 111-978-275, 3497 8274

Email: [admin@uit.edu](mailto:admin@uit.edu) | URL: [www.uitu.edu.pk](http://www.uitu.edu.pk)

## Brief Introduction of the Contractor / Company

Sr.	TE	Factors	Description
1	✓	Company's Name	:
2	✓	Corporate Status	:
3		Date of Establishment	:
4	✓	Years of Service	:
5	✓	NTN No.	:
	✓	GST No. (if any)	:
6		Owner / Proprietor CE Name	:
7		CNIC No.	:
8		Mailing Address	:
9		Contact / Focal Person Name	:
10		Contact / Cell No(s). of Focal Person	:
11		Fax No(s).	:
12		Email Address	:
13	✓	Practicing Association / Alliance, if any	:
14	✓	Practicing License No., if any	:
15	✓	Government Recognition (name of authority) , if any	:
16	✓	International Alliance (name of organization), if any	:
17	✓	Professional Local Association (name of organization), if any	:
18	✓	Professional International Association (name of organization), if any	:
19	✓	Local / International Quality Certification (ISO, etc), if any	:
20	✓	Local & International Recognition / Award Winning (no. of times) in last 5 years	:
21	✓	Existence in Cities	:
22	✓	No. of Departments	:
23	✓	No. of Employees	:
24	✓	No. of Clients (as of now)	:
25	✓	No. of Clients served in last one year	:
26		Testing Machines, if applicable	: <input type="checkbox"/> Own <input type="checkbox"/> Outsourced
27	✓	Annual Turnover (2023-24)	:
28	✓	Accounts are audited by auditing firm (Yes/No)	: <input type="checkbox"/> Yes <input type="checkbox"/> No
30	✓	Annual Report is published (Yes /No)	: <input type="checkbox"/> Yes <input type="checkbox"/> No
31	✓	<b>Attachments</b>	: a) Copy of Company Registration Certificate; b) Copy of valid NTN Certificate; c) Copy of valid M/ship of Pakistan Engineering Council and / or Local / International recognized Association of Architect; d) Affidavit that company had never been black-listed; e) Copy of 'Bank Statement' of last 6 months or copy of 'Financial Soundness' certificate f) Copy of valid Sales Tax Registration Certificate (if applicable);

32      **Note**

33    ✓      **Deadline for Submission**

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g) Copy of ISO 9001 / 2000 Certificates (if any);

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h) List of major clients with contact person  
(regular and occasional);

i) List of major works completed in last 2 years;

j) List of management and technical staff;

k) Proposed Work schedule for each option;

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: All RFP Pages need to be stamped and signed by  
company

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: 5 PM on September 21, 2024

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TE: Tick marked will be considered for Technical Evaluation (TE)

Note: Both the sheets need to be stamped if submitted in hard copy.

<b>Company's Stamp</b>		<b>Signature</b>

## Financial Bid, Timelines and Payment Schedule

### Financial Bid

Write amount from excel sheet.

Sr.	Description of Activities	Unit	Qty	Rate	Amount (in PKR)	Remarks
1	Interior Designing of Cafeteria	-	-	-		
2	Shifting of Sewage Line	-	-	-		
3	Supply and Installation of Fiber Glass Sheet	-	-	-		
4	Flooring	-	-	-		
5	False Ceiling	-	-	-		
6	Furniture & Fixture	-	-	-		
7	Marble Counter	-	-	-		
8	Electrical Works	-	-	-		
9	AC / HVAC	-	-	-		
10	Paint Works	-	-	-		
11						
12						
13						
14						
15						
<b>TOTAL AMOUNT</b>						

### Timelines / Work Schedule

Sr.	Phases of Project	Expected Time	Approval Required (Client / Contractor)	Dependent / Parallel	Serial (in case of dependency)
1	Interior Designing of Cafeteria				
2	Shifting of Sewage Line				
3	Supply and Installation of Fiber Glass Sheet				
4	Flooring				
5	False Ceiling				
6	Furniture & Fixture				
7	Marble Counter				
8	Electrical Works				
9	AC / HVAC				
10	Paint Works				
11					
12					
13					
14					
15					

Gantt Chart for Construction works will be provided after approval and signing contract.

Payment Schedule

Sr.	Phases of Project	% Completion	Amount	Remarks
1	On Approval / Signing Contract			
2				
3				
4				
5				
6				
7				
8				
9				
10				

Other Terms (if any)

Company

NTN

Contact Person

Contact No.

Sr.	Description of Items	Nature	Unit	Qty	Rates	Amount	Remarks
<b>1</b>	<b>Interior Designing of Cafeteria</b>	<b>Desgin</b>					
1.1	Design consultation with drawings including color scheme, furniture layout, and product selection for the Cafeteria		Sft	2,926		0	
	Development of two initial designs		Job	1		0	
1.2	Complete set of 2D drawings (Plans, Sections and Elevations) with details of civil, electrical and plumbing works will be provided in electronic print via email/whatsapp and print of the same will be given to contractors.		Job	1		0	
1.3	Material selection/ Mood board		Job	1		0	
1.4	Selection only (if any) of movable furniture, blinds, lights, wall paintings, art pieces.		Job	1		0	
1.5	Complete in all respect as per site requirement and satisfaction of the University's management		Job	1		0	
<b>2</b>	<b>Shifting of Sewage Line</b>	<b>Civil Works</b>					
2.1	Removal of existing drain lines from the Cafeteria and covering all manholes		Job	1		0	
2.2	Shifting existing drainage lines of the main building to main holes in the open area		Job	1		0	
2.3	Supply, fixing and installation of drain pipes		Rft	50		0	
2.4	Supply, fixing and installation of joints, etc		Job	1		0	
2.5	Construction of main holes		No.	5		0	
2.6	Supply and installation of fiber / rubber / plastic manhole covers of 2'x2'		No.	5		0	
2.7	Repair and maintenance of existing pipes if damaged		Job	1		0	
2.8	Ensuring flow of drain waters		Job	1		0	
2.9	Complete in all respect as per site requirement and satisfaction of the University's management		Job	1		0	
<b>3</b>	<b>Supply and Installation of Fiber Glass Sheet</b>	<b>Civil Works</b>					
3.1	Removal of existing false ceiling		Job	1		0	
3.2	Removal of existing corrugated sheet		Job	1		0	
3.3	Repair and maintenance of steel structure supporting corrugated sheet and iron galvanized poles by applying red oxide and paint		Job	1		0	
3.4	Supply and installation of fiber glass sheet of 12 mm for the area size (Lxw): 133' x 22' maintaining slope towards open area with prior approval of the sample		Sft	2,926		0	
3.5	Complete in all respect as per site requirement and satisfaction of the University's management		Job	1		0	
<b>4</b>	<b>Flooring</b>	<b>Civil Works</b>					
4.1	Repairing the existing floor		Job	1		0	
4.2	Supply and laying porcelain tiles with bond on CC Floor of good brand with the base price of PKR 2000 per sq. meter		Sft	2,640		0	
4.3	Tile Skirting of good brand with the base price of PKR 2000 per sq. meter		Rft	284		0	
4.4	Complete in all respect as per site requirement and satisfaction of the University		Job	1		0	
						0	
<b>5</b>	<b>False Ceiling</b>	<b>Fixture</b>					
5.1	Supply and Installation of Gypsum board material of 2'-0" x 2'-0"		Sft	2,640		0	
5.2	Complete in all respect as per site requirement and satisfaction of the University's management		Job	1		0	
<b>6</b>	<b>Furniture &amp; Fixture</b>	<b>Furniture</b>					
6.1	Supply and delivery of rectangle shape 3/4" MDF lamination tables of 4'-0" x 3'-6" (LxW) with patex top and MS 1"x 2" section base rectangle shape legs with paint finish and as per approved color (sample attached)		No.	20		0	Sample Attached
6.2	Supply and delivery of round shape 3/4" MDF lamination tables of 4'-0" dia with patex top and MS 1"x 2" section base round shape legs with paint finish and as per approved color (sample attached)		No.	10		0	Sample Attached



Company

NTN

Contact Person

Contact No.

Sr.	Description of Items	Nature	Unit
6.3	Supply of metal base fiber / plastic top dining chairs for students as per approved sample (picture attached)		No.
6.4	Supply of 20 metal base fabric cushion top dining chairs for faculty / Staff as per approved sample (picture attached)		No.
6.5	Complete in all respect as per site requirement and satisfaction of the University's management		Job

7	Marble Counter	Civil Works
7.1	L-shape brick masonry counter wall of 22' x 3' (LxWxH) with blocks size of 12" x 6" x 6" (LxWXH) with plaster/ paint finish	Sft
7.2	Counter wall plaster/ paint	Sft
7.3	Granite marble top in L-shape of size 22' x 4' (LxW)	Sft
7.4	Complete in all respect as per site requirement and satisfaction of the University's management	

8	Electrical Works	Electrical
8.1	Prepare the electrical layout and distribution system at site, calculate the load requirements, and design the distribution board system to ensure proper distribution and protection of electrical circuits.	Job
8.2	Make a list of required materials such as the distribution board, circuit breakers, cables, conduits, connectors, busbars, terminal blocks, etc.	Job
8.3	Aligning the existing running electric lines in route and tied up by ties where required including labour for allignment with girders, concealed in repair and plaster work and in masory and material includes ties and tapes conduit and patch work with wire where required (Labour L/sump, ties clip)	Job
8.4	Providing, laying, & pulling of following size of wiring for Electric and A/C work. Providing & laying of following size PVC conduit for electric wires and Internet cat -6 including pipes,socket,bend, buried in ground as per route suggested also include cutting of floor and on ceiling for fans,lights and for main line connction varring dia of pipe (3/4", 1")	
8.4.1	a) 3/29	Job
8.4.2	b) 7/29	Job
8.4.3	c) 7/44	Job
8.4.4	d) 110/76	Job
8.4.5	e) 23/76	Job
8.5	Providing and Laying for Data cable Cat-6 separate wire for each PC till server room at least 50 internet connctions and 14 internet face plates	
8.6	Supply and installation of multi light switches / sockets of CLIPSAL or good quality brand	No.
8.7	Concealed wiring on the wall to provide supply to all sockets	Rft
8.8	Supplying and installation of the distribution board securely on the wall or designated location. Providing supply to new DB from existing building main DB	Job
8.9	Supply, install, wire and commission the circuit breakers based on the design and electrical load distribution	Job
8.10	Terminate the power cables and load circuits to the distribution board.	Job
8.11	Install the busbars and connect them to the circuit breakers as per the electrical design and requirements	Job
8.12	Tests and commission the lines to ensure the distribution board is functioning correctly and safely.	Job
8.13	Supply and installation of electrical floor boxes as per requirement	Job
8.14	Supply and installation of ceiling LED lights of 2'x2'	No.
8.15	Supply and installation of Exhaust Fan 20" for exhaust of kitchen	No.
8.16	Supply and installation of power plug / electric switch for A/Cs	No.
8.17	Supply and installation of Ceiling Fans of 2'x2'	No.
8.18	Removal / dismantling existing electrical works	Job

Qty	Rates	Amount	Remarks
120		0	Sample Attached
20		0	Sample Attached
1		0	
66		0	Sample Attached
66		0	
96		0	Sample Attached
		0	
1		0	
1		0	
1		0	
As per req.			Survey required
As per req.			Survey required
As per req.			Survey required
As per req.			Survey required
As per req.			Survey required
20		0	
150		0	
1		0	
1		0	
1		0	
1		0	
1		0	
30		0	
1		0	
6		0	
20		0	
1		0	

Company

NTN

Contact Person

Contact No.

Sr.	Description of Items	Nature	Unit	Qty	Rates	Amount	Remarks
8.19	Complete in all respect as per site requirement and satisfaction of the University's management		Job	1		0	
9	AC / HVAC	Electrical					
9.1	Supply & installation of UPVC conduit Pipe including cutting and repair with insulation of 3/4"		Rft	200		0	
9.2	Supply and installation of UPVC pipes for AC's copper and inner to outer main wire of 2"/3" dia include joint,elbow socket join with solution and laying as per route suggested also include cutting of floor		Rft	200		0	
9.3	Supply and Installation of 06 iron angles for ACs outers		No.	6		0	
9.4	Supply and installation of MS structure walkway of size 30'-0" x 3'-0"convenient for walking with safety rods and undertaking repair works for cleaning purposes		Sft	90		0	
9.5	Complete in all respect as per site requirement and satisfaction of the University's management		Job	1		0	
10	Paint Works	Civil Works					
10.1	Closer of all cavities by appling mortar of ratio 1:4 (cement and sand), plaster patch work, roof blockage removal where rain water will trap and patch wrok at roof where requireCloser of all cavities in labs by appling mortar of ratio 1:4 (cement and sand)		Job	1		0	
10.2	Providing and applying prep-paint Hard Filling of ICI / Berger/Daimond or approved on existing graphy of walls in order to make it smooth it has been done by using said material		Job	1		0	
10.3	Paint work Provide and apply 3 coats of paint to internal exisitng walls after filling on un plastered surface and paint on exisitng ceiling including grinding, cleaning, rubbing, sanding, filling after preparing base with primer coat; all to be done in strict accordance with the ( ICI / Berger/Dulex/Daimond ) manufacturer's specification etc		Sft	2,840		0	
10.4	Complete in all respect as per site requirement and satisfaction of the University's management		Job	1		0	
Total				0			
Pricing & Taxes (in PKR)							
Price							
WHT				5.50%	0.00	Or included	
Total Price				0			
GST				0.00%	0		
Gross Price after GST				0			
Discount				0			
Total Cost				0			
Validity, Warranty & Completion							
Quote Validity							
Completion / Delivery Time							
Workmanship Warranty							
Guarantee							
Payment Terms							
Advance							
During Construction							
On Completion						90%	
Retention (for 3 months)						10%	

Company Stamp

## List of Major Clients with Contact Details

(Specify page no. of introductory booklet in case it is not specified here)

[illegible]

Use extra sheet in the same format if required.

## List of Major Works Completed

(Specify page no. of introductory booklet in case it is not specified here)

[illegible]

Use extra sheet in the same format if required.

## List of Engineering Staff

(Specify page no. of introductory booklet in case it is not specified here)

[illegible]

Use extra sheet in the same format if required.

# Terms and Conditions

## Pre-submission / selection Terms

1. The Contractor may visit UITU and meet relevant officer for any kind of information or clarification before the submission of RFP otherwise no submissions or excuse or condition will be considered after submission or before awarding the contract or after that during the project;
2. There is no RFP participation and processing fee;
3. During evaluation of proposals, 60% and 40% weightages will be given to company's technical and financial proposals respectively;
4. Required information be submitted on prescribed format or specify page in introductory booklet whereas all RFP pages shall be stamped and signed for the assurance that bidder has gone and understood information provided and sought;
5. The participating Contractor shall meet necessary documentation requirement for technical and financial evaluation;
6. Quotation / rates should be valid for the whole project from the issuance of work order and mobilization advance and there shall not be any escalation during the project and the client will not be liable to consider any request of the selected Contractor or to amend work order due to any inflationary impact / escalation in the cost / or any other factor which may affect the cost except taxes for which proof need to be provided;
7. The selected Contractor shall not use any influence (political or otherwise) for pre-qualification or selection otherwise, if found, the client has full right to reject the proposal without specifying any reason or justification in this regard;
8. There is no security money for submission of RFP;
9. In case of seeking mobilization advance, the selection bidder / contractor needs to submit mobilization advance bank or insurance guarantee or security cheque;
10. Incomplete proposal or those received after deadline date and time will not be entertained;
11. The RFP will be first assessed by Administration followed by submission to the Procurement Committee for necessary consideration and decision about the selection of Contractor;
- 12. The quote / rates shall be inclusive of income and others applicable taxes;**
13. Incomplete or incorrect or misinterpreted or false information, if found now or later stage, will result in immediate rejection before or during or after pre-qualification;
14. UITU reserves the right to accept or reject any or all RFPs either on the basis of technical grounds or any other reason(s) without informing to the participants / bidders / Contractor.

## Technical Pre-Qualification Requirements

15. In the section of Company / Contractor Information, the tick mark factors will be considered for technical evaluation.
16. The participating Contractor should have construction experience;
17. The participation Contractor should have internal expertise to depute its own resources and experts required for completing the project;
18. The Contractor should have its own team of professionals;
19. The Contractor should have at-least 5 years' professional experience in above-mentioned areas for working with reputable clients;
20. The Contractor should not be blacklisted by the authorities or any professional organization or by the client in the past for any project completed or undertaken;

For further information and clarification, please contact:

**Mr. Abid Ali,**

Senior Officer Administration

ST-13, Block 7, Gulshan-e-Iqbal, Abul Hasan Isphahani Road, Karachi

Phone No. (92-21) 111-978-275, 3497 8274

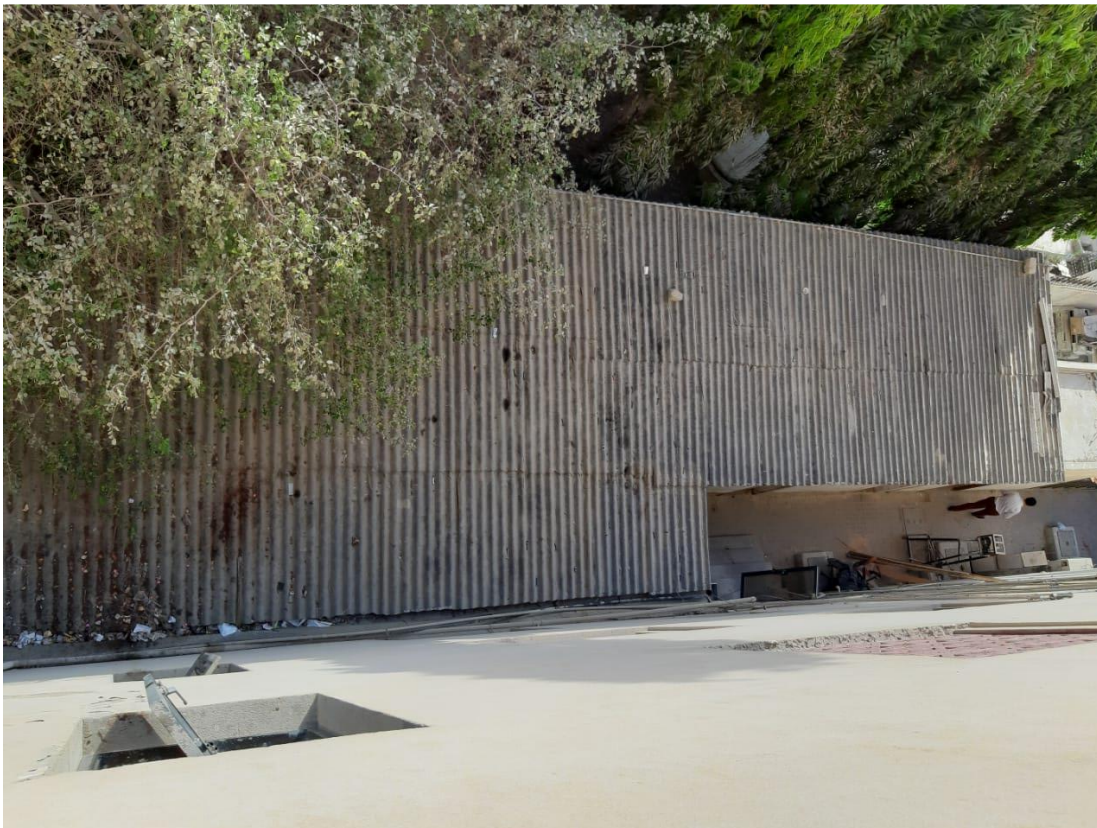
Email: [admin@uit.edu](mailto:admin@uit.edu) | URL: [www.uitu.edu.pk](http://www.uitu.edu.pk)

# Illustration through Pictures

## Cafeteria Layout



## Cafeteria Layout Picture 2





## Existing Cafeteria Snaps







## Student Chairs Sample



## Faculty Chairs Sample



## Table Rectangle Sample 1



**Table Rectangle Sample 2**



**Table Rectangle Sample 3**





**Table Round Sample 1**



**Marble Counter Sample**

