



Higher Education Commission, Pakistan

TENDER NOTICE

Supply and Installation of Window Blinds and Curtains

Tenders are invited by the Higher Education Commission (HEC), Pakistan from reputable firms/contractors having relevant experience and are registered with Income Tax & GST Department for execution of the following work:

1	Name of Procuring Agency	Higher Education Commission, H-9, Islamabad
2	Tender Number	08/HEC/RE/2020-21
3	Procurement Title	Tender for Supply and Installation of Window Blinds and Curtains at HEC Offices, Sectors H-8 and H-9 Premises, Islamabad (Annual Contract 2021-2022)
4	Last date for obtaining Tender Documents and its price	June 8, 2021 @ Rs. 1000/- (non-refundable) as Tender Documents Fee
5	Closing time and date of bid submission	1330 hours on June 8, 2021 at Engineering Section HEC, Sector H-9, Islamabad
6	Time and place of public opening of bids (on the closing date)	1400 hours on June 8, 2021 at Auditorium Block, HEC, Sector H-9, Islamabad
7	Amount of bid security/earnest money	2 % of bid value in shape of Pay Order/Bank Draft in favour of Director (Finance), HEC
8	Time period for performance of contract	As per work order(s)

Note:

- i. Tender Documents, costing Rs. 1000/- (cash, non-refundable) each to be deposited in HEC Account No.17427900133401 of Habib Bank Limited, SRC Branch, Sector H-9, Islamabad (via online or physically), can be downloaded from HEC/PPRA website for ease. However, no bid will be accepted without evidence of tender fee submission and attachment of below documents with submitted bid on submission date/time.
 - a. Full name, permanent address, telephone and fax numbers
 - b. Type of firm whether it is a sole enterprise or a joint firm
 - c. Details of similar work completed during the last 10 years with completion certificates from organisations (at least three similar nature works)
 - d. Income Tax, Sales Tax Registration Certificate (must be on active list of Federal Board of Revenue)
 - e. Affidavit that the firm has not been blacklisted nor involved in litigation with any Government/Semi-Government, autonomous body

- f. HEC reserves the right to accept or reject any or all the tenders as per PPRA rules.
- g. This tender notice is available on PPRA and HEC websites.

A-XEN
Engineering Section, HEC,
H-9, Islamabad
Tele # 051-90401525, 1526

Higher Education Commission



TENDER DOCUMENTS

**Tender for Supply and Installation of Window Blinds and
Curtains at HEC Offices, H-8 and H-9 Premises, Islamabad
(Annual Contract 2021-2022)**

Issued To: _____

Issued By: _____

Dated: _____

1.0 Introduction

Tender for Supply and Installation of Window Blinds and Curtains at HEC Offices, H-8 and H-9 Premises, Islamabad- Annual Contract (2021-2022)

2.0 Instruction to Tenderers

- 1) Tenders shall be delivered to: A-XEN, HEC, H-9, Islamabad, on or before the specified date & time.
- 2) Any tenderer who may have any doubt or enquiry as to true meaning of any part of the tender documents should deliver to HEC a written request for a clarification or answer thereof, prior to **Five (05) days** of the date set for opening of the tenders.
- 3) Before quoting, the Tenderer in his own interest shall carry out site visits to know the site conditions and full implications of the assignment. This will also help him in proper assessment of the work. Failure to do so will not absolve the contractor of his responsibility to carry out the work as specified in the Tender Documents. The cost of visiting the site shall be borne by the Tenderer and shall be at his own responsibility and risk.
- 4) Proposal received by HEC after the deadline for submission of proposal prescribed in the document will be returned unopened to such applicant. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the applicant's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail.
- 5) The tenderer must provide at-least 03 completion reports/satisfactory work certificates from organizations where he/she has done the work of Installation of various blinds.

3.0 Terms and Conditions

1. All prices should be in PAK Rupee inclusive of all applicable government taxes i.e. GST and all other taxes.
2. Tender must be accompanied by a Bank draft/Pay order for the earnest money equal to 2 % of the bid amount in the name of Director (Finance), HEC, which will be refunded after successful completion of work. Earnest money of the unsuccessful bidders will be released / returned once the tender award process is completed.
3. **Least Cost based selection** method will be adopted for this tender. In this regard,

- lowest rate against each item will be considered** and awarded to the vendor concerned.
4. **Rates quoted on BOQ shall remain valid till 30 June, 2022** from the date of commencement of the contract without amending specifications and subject to satisfactory performance.
 5. The contract may be extended for a period of one year with mutual consent on existing terms / conditions and contract rates depending upon performance, quality of work, price and level of service. Price in the tender cannot be increased during the currency of the contract. Similarly, terms and conditions cannot be altered. In case of changed specifications, the Commission reserves right not to consider in competition.
 6. Withdrawal or any modification in the original offer within the validity period shall entitle the Client to forfeit the earnest money in favour of HEC or putting a ban on the future enquiries or taking any other suitable action against the bidder.
 7. Required Job against each work order (s) issued under this tender from time to time as required by HEC is to be completed within time mentioned in work order from the date of receipt of Work order in the HEC premises.
 8. In case of failure to comply with the work order, penalty will be imposed on defaulting contractor / vendor as under:-
 - a) 1% of the cost of entire order or of such work as remains uncompleted for every day upto maximum of 10% for 10 days exceeding the completion period.
 - b) If the job is not done even after payment of penalty for 10 consecutive days, the Commission reserves the right to cancel the work order and to obtain the required job from elsewhere at risk & cost of the defaulting Contractor.
 - c) If the firm failed to execute the required work within extended period, the Commission has the right to forfeit the amount of earnest money and black list the firm, for which no appeal will be entertained.
 9. The Commission reserves the right to increase or decrease the quantity or may cancel any or all items shown in the schedule of requirement without assigning any reason thereto.
 10. No visit charges will be paid separately.
 11. No tender shall be considered if:-
 - a. Received without earnest money
 - b. Received later than the date and time fixed for tender
 - c. The tender is un-signed and not stamped. Each page should be signed & stamped.
 - d. The offer is ambiguous
 - e. The offer is conditional

- f. The offer from a firm which is black listed, by any Govt. Office.
 - g. The offer is received by telephone / telex / fax / telegram
 - h. Any erasing, cutting / overwriting etc, if unattested, shall not be accepted.
 - i. Received without GST and NTN certificate.
12. Deduction of 10% will be made from the payment of the bills of the successful bidders as **security deposit**, which shall be retained by HEC, for a period of one year from the date of final completion.
 13. The maintenance period shall be 12 months from final completion of work against each work order.
 14. Income Tax shall be deducted by HEC at source as per Govt. rules.
 15. No escalation on any material, Labour, POL shall be payable to contractor during the currency of contract.
 16. Procurement shall be done as per PPRA rule 36(a) single stage single envelope bidding procedure.
 17. The works will be done to the complete satisfaction of the Executive Director as well as the authorized Engineer by the HEC, whose judgment with regard to quality of material and workmanship will be final and binding. In case the contractor fails to complete the work in the stipulated period, the HEC shall be free to award the balance incomplete work to another contractor at his risk and cost.
 18. It is the sole responsibility of the tenderer to comply with local, national, and international laws.
 19. The contractor shall sign the agreement within 07 days of acceptance of bid from the Employer, failure to sign the contract agreement shall result in annulment of award of work and forfeiture of bid security and accordingly the tender will be considered for award to second lowest bidder.
 20. Payment will be released on completion of work satisfactorily against each work order and 10 % amount may be retained which will be released on successful completion of maintenance period.
 21. No advance payment will be made to the Contractor.
 22. **CLEARANCE OF SITE ON COMPLETION**
On the completion of the works, the contractor shall clear away and remove from the site all constructional plant, temporary works, surplus materials, wreckage and rubbish of every kind and shall leave the whole of the site and the works clean and in workmanlike condition and in a state satisfactory to the Engineer in charge.
 23. **Examination of work before covering-up**

The contractor shall uncover any part of the works or make openings in or through the works or search for the cause of any defect, imperfection or fault in the works as HEC Engineer may from time to time direct and shall reinstate and make good such part or parts after such uncovering, opening or searching to the satisfaction of the Resident Engineer.

24. **COMMENCEMENT OF WORKS**

The contractor shall commence the works within (07) ten days of the date of receipt of the Employer's written order to commence the works and shall proceed with due expedition and without delay except as may be expressly sanctioned or ordered in writing by the Employer.

25. **VARIATION ORDER**

The Employer may from time to time make any variation in the form quality or quantity of the job or any part thereof that may in his opinion be desirable shall have power by a written variation order to order the contractor to do and the contractor shall do any of the following:

1. Increase or decrease the quantity of any item included in the contract.
2. Omit any such item.
3. Change the character or quality or kind of any such item.
4. Execute additional or substituted item of any kind necessary for the completion of the job.

26. **VALUATION OF VARIATIONS**

The Employer shall determine what adjustment (if any) of the contract price shall be made in respect of item or added pursuant to a variation order. All such items shall be valued at the rates and prices set out in the bill of quantities if in the opinion of the Employer the same shall be applicable. If the bill of quantities does not contain any rate or price which in the opinion of the Engineer is applicable then suitable rates or prices shall be worked out by the Engineer of Employer and the Contractor and shall be finally fixed by the Employer.

27. **ARBITRATION**

In case of any dispute between the two parties of any matter arising out of this contract, the case shall be referred to the Executive Director, HEC whose

decision shall be final and binding on both the parties.

28. HEC reserves the right to accept or reject any or all bids as per PPRA rules.
29. In case of public holiday on bid opening date, bids will be opened on next working day.
30. Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
 - (a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
 - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
31. The amount stated in the BOQ will be adjusted by the Employer in accordance with the above procedure for the correction of errors and with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected Bid Price, his Bid will be rejected, and the Bid Security shall be forfeited.
32. The work /Job will conform to Pak PWD Govt. Standards and specifications.
33. Having examined, we agree to abide by the above terms & conditions of the tender.

For & on behalf of
Higher Education Commission

Name of the Vendor.....
Authorized Person
Authorized Signature.....
Stamp.....
Office Address.....
.....
Tel No.....
Fax No.....

Technical Specifications

1. Vertical Blinds

(A) Metal Part

(1) Head Rail: Head rail is of 25mm high and 47mm wide extruded High strength aluminum alloy section with minimum wall thickness of 0.9mm. The section is anodized for smooth operations and has the provision of fabric valance matching with louvers fabric.

(2) End Control Unit (Reduction Gear Box): End Control unit (reduction gear box) having the reduction ratio of 3.5:1 for a very smooth operation of the blind. This unit consists of a planetary gear in the outer housing, four small transmission gears fitted in the middle assemble and an end receiving gear attached to central sprocket unit.

(3) Tilt Rod: It is made of extruded aluminium having three keyways. The tilt rod is fixed in the end control unit and drives the carrier gear mechanism to rotate the louvers. The average diameter is 5.8mm to achieve minimum torsional deflection.

(4) Tilt Chain: This is made of 4.5mm plastic beads moulded on 1.5mm thick polyester cord. The pitch of the beads is 6mm. The chain drives the sprocket fixed in the end control unit to rotate the louvers by 180 degrees. The pitch of the chain corresponds to the sprocket in perfect match for trouble free operation.

(5) Carrier (Runner): This is moulded component having anti friction additive. It consists of polymer housing with wheels mounted on sides and has a gear and worm mechanism with vertical worm fixed a tongued poly carbonate stem to hold the louvers. The worm and gear mechanism are driven by tilt rod fixed to end control unit to rotate louvers by 180 degrees. The mounted wheels on sides of casing move on rails of head rail section for resistance free stacking of louvers.

(6) Spacer: This is made of molded High Polymer ABS, having anti friction additive. It maintains proper spacing of the runners and ensures overlapping of louvers for perfect light control (100 mm).

(7) Installation Bracket: This is made of galvanized steel “L” bracket of thickness 3mm, which is fitted with pressure clip made of spring steel to hold the head-rail.

(8) Cord Weight: This is made of ABS material hollow casing with a steel weight inside.

(9) Cord: It is 2.2 mm in diameter, Nylon braided high strength cord having maximum abrasion resistance and minimum elongation.

(10) Bottom Mechanism (Weight and Chain):

(i) The bottom weight is powder coated galvanized steel strip of 1.6mm thickness.

(ii) Bottom weight is fixed with U-type of clips attached at equal distance on cord having 0.8mm dia. With moulded plastic beads on it.

(B) Fabric Part

(i) The Fabric of Blind should be 100% polyester having glazed Acrylic Coating on both sides. The weight of fabric should be more than 400 gm/sq Mtrs and thickness should be more than 0.8mm. The fabric should be available in 10-12 shades & designs.-

(ii) It shall be of width 100mm and treated with chemicals for dust repellency (Dust Guard Series of Vista, Marvel, Mac or equivalent).

2. Standard Roller Blinds

1. Window Shade System shall be a chain operated roller system utilizing a bidirectional, wrap spring clutch. The system must be capable of smoothly raising and lowering the blind to any desired height, and maintaining that height with no slippage. Clutch size is adjusted based on the weight of fabric.

2. Clutch must not require any adjustment after installation. Clutch may be mounted in either end of the roller tube. The clutch shall be nylon construction and available in Black or White.

3. Operating loop may be #10 plastic bead chain or qualified #10 plated steel ball chain, with upper and lower stops. Plastic chain shall coordinate with the clutch colour selected.

4. Child safety device shall be attached to the control chain by the manufacturer and installed properly on site. Safety device colour shall coordinate with the clutch colour selected.

5. End plug shall be a spring loaded for easier installation. They shall be available in black or white and fit tightly into the tube.

6. Universal mounting brackets must be capable of mounting inside, outside, or to the ceiling, with the clutch on either the right or left end of the roller. All brackets shall be made of 0.060" plated steel.

7. Roller tube shall be extruded aluminium, made with alloy 6063-T5. Wall thickness to be .060". Tube diameter to correspond with clutch size, and provided in the correct diameter as per the manufacturer's recommendations. Tubes shall be available in 1 1/8", 1 1/4", 1 1/2" and 2" sizes.

8. Fabric shall be attached to the tube with an adhesive strip. A minimum of one turn of fabric must be placed on the roller before the working section of fabric starts.

9. Bottom options shall include both internal and external bottom bars. External bottom bars shall be extruded aluminum in a oval shape, and be available in white, black, anodized, bronze, and ivory.

3. Horizontal Blinds (Wooden)

2" MINI HORIZONTAL WOODEN BLINDS

MATERIALS:

1. SLATS: 2" wide x .008" thick, heat-treated and spring tempered with eased corners and manufacturing burrs removed. Product to have a minimum of 95% pre-consumer recycled content. Furnish not less than nominal 7.2 slats per foot to ensure tight closure and light control. Finish with manufacturer's standard baked-on finish in colors selected by architect from manufacturer's available contract colors utilizing Dust Shield finish to inhibit dust build-up for easier maintenance.

2. SLAT SUPPORT: Vinyl tapes constructed of one-piece vinyl with 1 1/2" wide twin or single-ladders and uniform spacing of 16 ladders to 26" of tape (42mm). Tapes and ladders exceed commercial specification No. 1029-86 and provide a maximum 34" distance between tapes.

3. HEADRAIL: U-shaped profile with rolled edges, measuring 1 1/2" x 2 1/4" x .024" constructed of corrosion resistant steel. Internally fit with components required for specified performance and designed for smooth, quiet, trouble-free operation. Head rail finish to be standard baked-on polyester and to match slats. Ends fitted with zinc coated steel end lock with adjustable tab for centering blinds.

4. BOTTOM RAIL: .019" steel, with corrosion-resistant finish formed with double-lock seam into closed oval shape for optimum beam and torsional strength. Ends fitted with color-coordinated engineered polymer caps. Color-coordinated engineered polymer tape buttons secure the ladder and cord. Bottom Rail finish to be standard baked-on polyester color coordinated to slats.

5. LIFTING MECHANISM: Crash proof steel cordlocks with corrosion-resistant finish, steel locking dogs, hexagon pulley, and polyester 2.2mm lift cords, and Break-Thru safety tassel. Located on either side of individual blind unit as per architect's request.

6. TILTING MECHANISM: Cord tilter consisting of zinc die-cast helical gear type driven by a worm in enclosed polymer housing, 2.2mm polyester cord, and solid steel corrosion resistant tilt rod.

7. TILT CONTROL CORD: 2.2mm polyester cord. Located on either side of individual blind unit as per architect's request.

8. MOUNTING HARDWARE: Manufacturer's standard .030" steel box brackets with baked-on polyester finish to match headrail with additional support brackets for blinds over 84" wide.

FABRICATION

A. Blind measurements shall be accurate to within + 1/8" or as recommended in writing by manufacturer.

BILL OF QUANTITIES

Provision of Window Blinds and Curtains at HEC, H-8 and H-9 Premises, Islamabad – Annual Contract (2020-2021)

Sr.#	Description	Unit	Qty	Rate	Amount (RS)
1	Providing and fixing of Roller blinds of approved shade, quality and design including the cost of accessories etc. complete as per direction of the Engineer-in-charge and specifications.	Sft	1500		
2	Providing and fixing of Vertical blinds of approved shade, quality and design including the cost of accessories etc. complete as per direction of the Engineer-in-charge and specifications.	Sft	1500		
3	Providing and fixing of 2" Wooden Horizontal Blinds of approved shade, quality and design including the cost of accessories etc. complete as per direction of the Engineer-in-charge and specifications.	Sft	800		
4	Providing and fixing of Zebra blinds of approved shade, quality and design including the cost of accessories etc. complete as per direction of the Engineer-in-charge and specifications.	Sft	500		
5	Providing and fixing window curtains (02 piece) consisting of best quality velvet cloth with net / chiffon cloth along with all accessories (rod etc) all as per design and directions of Engineer in Charge	Sft	750		
6	Providing and fixing window curtain consisting of best quality silk cloth with lining along with all accessories (rod etc) all as per design and directions of Engineer in Charge	Sft	750		
7	Repair/Maintenance of Existing Vertical Blinds (Replacement of Fabric Strips, Hooks, Wires, Channel, Tilt Chain, Cord weight etc.) as and where required as directed by the Engineer In-charge.	Sft	1500		
				Total	

Total Amount in words: _____

Contractor's Seal & Signature