

**BIDS DOCUMENTS****Government of the Punjab****LG&CD, DEPARTMENT**

CIVIL DIVISION GUJRANWALA  
 CIVIL SUB DIVISION GUJRANWALA  
 CIVIL SUB DIVISION GUJRAT  
 CIVIL SUB DIVISION SIALKOT  
 CIVIL SUB DIVISION NAROWAL  
 CIVIL SUB DIVISION HAFIZABAD  
 CIVIL SUB DIVISION M.B.DIN

**PERCENTAGE/ITEMRATE TENDER AND CONTRACTOR FOR WORKS.**

1. Name of Work .....  
 .....  
 .....
2. Estimate Cost Rs. ....  
 (Both in figure and words)
3. Time for Completion .....
4. Amount of earnest money Rs. ....  
 (In figure)  
 Rupees .....
5. Issue to .....  
 (Name of the contractor)
6. On payment of Rs. ....  
 (Both in figures and words)

Signature .....  
 (Official issuing the form)

Office Stamp .....

Date.....

Note: The officer open the tender shall reject the tender which does not hear the stamp and signature of the issuing official and which is not submitted but the same contractor to whom the tender form was issued.  
 (This page is to filled in by the issuing official).

Contractor

Witness

Witness

Executive Engineer

## TENDER FOR THE WORK

To

The Executive Engineer  
LG&CD, Civil Division Work,  
Gujranwala

Dear Sir,

I/We

\_\_\_\_\_

(Name of the contractor)

the undersigned tenderer, having examined the conditions of contract, specifications, drawings, bid schedule and addenda Nos. \_\_\_\_\_ thereto, for the work of

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Name of work)

And the works associated therewith, and having examined the site of the above named works, or having caused the site to be visited on our behalf by my/our competent and reliable agent, and having satisfied myself/ourselves as to all conditions under which the above named work must be performed, hereby offer to execute, complete and maintain the whole of the above mentioned work including its ancillary works associated herewith, in accordance with the said contract documents, including the addenda indicated above, a tender price of Rs. \_\_\_\_\_ Rupees)

Or such other sums as may be ascertained in accordance with the said conditions of contract and the rates, and the prices set forth in the bid schedule.

2. As security for the due performance of the undertaking and obligations of this tender I/We submit herewith a deposit at call receipt No. \_\_\_\_\_ Dated \_\_\_\_\_ in the amount of Rs. \_\_\_\_\_ (Rupees)

From the \_\_\_\_\_ Bank \_\_\_\_\_ Branch \_\_\_\_\_ drawn in your favour or made payable to you as earnest money, the full value of which will be absolutely forfeited to Government without prejudice to any other rights or remedies of the said Government, Should I/We withdraw or modify the tender within its validity period of sixty (60) days, following the date of receipt of tender.

3. I/We understand that if my/our tender is accepted, the full value of the earnest money as attached with the tender shall be detained by Government towards the amount of security deposit specified in clause 48 of the said conditions of contract and item (d) of the memorandum of work.

Contractor

Executive Engineer

- 4 Should this tender be accepted by I/We hereby undertake:-
- a) To sign all the necessary documents for entering in to a contract agreement in the form set out in the contract document with in fifteen (15) days following your notification of such acceptance.
  - b) The commence the work within the stipulated time named in item(f) of memorandum hereto annexed following the date of issuance of your order to proceed with or the handing over of the site, whichever is later and in the event of my/our failure to do so, the entire amount of earnest money deposited by me/us for which deposit at call receipt is enclosed herewith is to be absolutely forfeited to the Government. On the commencement of the work, I/We hereby also agree to abide by and fulfill all the terms or provisions of the said conditions of the contract annexed hereto so far as sums of money mentioned in the said conditions.
  - c) To complete and deliver the whole of the work comprised in the contract within the time stipulated in item No. (g) of the memorandum hereto annexed, subject to such extension in the time limit as may be granted under the conditions of contract.
  - d) The furnishing of performance security under item (h) of the memorandum annexed hereto, in the sum equal to 5(five) percent of the cost of the work in the same form and on the same conditions as are prescribed by and to the satisfaction of the Engineer-in-charge.
5. I/We also agree that when materials and /or equipment for the work are provided by the Government the rates to be paid for them shall be as provided in appendices annexed hereto.
6. I/We agree to abide by this tender for the period of sixty (60) days following the date set for receiving of tenders and it shall remain binding upon me/us and may be accepted by you at any time before the expiration of that period.
7. Unless and until a formal agreement is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us, and shall be deemed for all purposes to be the contract agreement.

8 I/We understand that you are not bound to accept the lowest or any tender you may receive, and that you will not defray any expenses incurred by me/us in tendering.

Thanking you,

Yours Faithfully,

\_\_\_\_\_

(Signature of tenderer)

Name

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Dated this \_\_\_\_\_ day

Of \_\_\_\_\_ 201

The above tender is hereby accepted by me on behalf of Government.

Signature of \_\_\_\_\_

Executive Engineer  
LG&CD, Civil Division Work, Gujranwala

In case the above address is changed, the contractor will immediately notify in writing to the Executive Engineer \_\_\_\_\_ his new address.

Contractor

Executive Engineer

## Memorandum of work

(To be filled in by the Government Department)

- (a) General Description \_\_\_\_\_  
(If several sub works are included, they should be detailed in a separate sheet)
- (b) Estimate cost Rs. \_\_\_\_\_  
\_\_\_\_\_
- (c) Amount of earnest money to  
Accompany the tender Rs. \_\_\_\_\_  
(to be furnished by the tenderer in the  
Shape of deposit at call from a scheduled  
Bank of Pakistan)
- (d) Percentage of security deposit to be retained from the bills.
- i. On the amount of work done upto  
Rs.5 million = Ten (10) percent.
- ii. On the amount of work done beyond  
Rs. 5 million = Five (5) percent.
- (e) Minimum amount of interim running bills Rs.  
\_\_\_\_\_
- (f) Mobilization period \_\_\_\_\_ days
- (g) Time allowed to complete the work after the expiry  
of mobilization period \_\_\_\_\_ days
- (h) Amount of performance security.  
Rs. \_\_\_\_\_ 5% of bid price in the case of bid price exceeding Rs. 50 million  
as per General Directions for the guidance of tenderer 26 (B) read with General Conditions  
of contract clause (7) and amount of additional performance security Rs. \_\_\_\_\_  
as per General Directions for the guidance of tenderer 26 (A) (Amended vide Notification  
No.RO (Tech)FD1-2/2010 dated 2012.
- (i) Period of maintenance.  
(after the date of issuance of  
Certificate of completion)

Contractor

Executive Engineer

## BID SCHEDULE

Name of Work

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Sr. No.	Description	Estimated quantity	Unit of Rates	Amount (Rs)
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1. Standardized Rates for the \_\_\_\_\_ Quarter \_\_\_\_\_
2. Non Standardized Rates.

Contractor

Executive Engineer

## BID SCHEDULE

Name of Work

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Sr. No.	Pay item No. or reference to special specification supplied	Description of item	Estimated Quantity	Unit of Rates	Unit Rate (to be filled in by the contractor)		Amount (to be filled in by the contractor)
						In words	

Total cost of item rates Rs. \_\_\_\_\_

Contractor

Executive Engineer

**BID SCHEDULE** (Cont)

Name of Work \_\_\_\_\_

Total tendered amount of the work  
(To be filled in by the Tenderer)

Grand Total Rs. \_\_\_\_\_

\_\_\_\_\_

Rs. \_\_\_\_\_

(In words) Rupees \_\_\_\_\_

Contractor

Executive Engineer