

## **Government Holdings (Private) Limited**

### **Invitation to Bid for Renovation of 5th Floor Reception Area of GHPL Office**

Government Holdings Private Limited is inviting the potential bidders/contractors to bid as described hereinafter;

1. Government Holdings (Private) Limited hereby invites sealed bids for Renovation of 5th Floor Reception Area in this Invitation to Bid.
2. Two stage two envelope bidding process will be followed as per the PPRA Rules. Bidders should submit a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and technical proposal. The envelopes should be marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters. Technical bids should contain the design layout, list of items with approved samples, description and BOQ along with clear identification of delivery timelines. The technical proposal shall be discussed with bidders with reference to procuring agency's technical requirements and those bidders willing to meet the requirements of procuring agency shall be allowed to revise their technical proposals and submit revised technical proposal along with original financial proposal and supplementary financial proposal shall be opened publically at a time and date announced and communicated in advanced. The bid found to be lowest in price shall be accepted.
3. The bidders who are not willing to conform their technical proposal to the revised requirements of procuring agency shall be allowed to withdraw their respective bids without forfeiture of their bid security.
4. The bidder may purchase the Bid Document from GHPL Office, Administration Department, 7<sup>th</sup> floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad, by paying amount of Rs. 500 in the form of pay order/ demand draft in favor of "*Government Holdings (Private) Limited*".
5. Interested bidders may visit the office of GHPL for further information until November 14, 2019 at the following address:  
  
"Administration Department, 7<sup>th</sup> floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad".
6. Technical Bids must reach on or before **November 15, 2019 ('Closing Date') at 03:00 PM** at GHPL's office, Administration Department. Technical Bids will be opened at 03:30 PM on same day at GHPL's office and bidders' authorized representative(s) will be allowed to attend the bid opening who choose to attend.
7. Bidders are requested to go through "Bid Data Sheet" to acquaint themselves with the details on the bidding process including company's correspondence details, bid submission deadline, bid opening date, bid validity, deviations. Bids will be submitted in accordance with the procedure as set out in the Bid Documents.

8. The Bidder must be registered with FBR for the sales and Income tax, if applicable. In addition, the bidder with valid license from relevant authorities will be given preference.
9. The Bidder must provide the information of its postal address, telephone numbers, fax number, NTN number, sales tax registration number, email address and names of the key person(s) in their organization.
10. Interested Bidders may obtain further information until November 14, 2019 at the following address: [procurement@ghpl.com.pk](mailto:procurement@ghpl.com.pk)
11. Bidding is open to all firms and persons meeting the following requirements:
  - I. Detailed Company Profile
  - II. Copy of NTN and Sales Tax Certificates
  - III. Minimum of three years' experience of office renovation
  - IV. Affidavit on stamp paper that the firm is not blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.
  - V. Works of Similar Nature (Attach at-least three references)
12. This letter is not to be construed in any way as an offer of contract. Your bid could, however, form the basis for a contract between Bidder and GHPL.
13. Bidders are requested to acknowledge receipt of this BID DOCUMENT by e-mail to [procurement@ghpl.com.pk](mailto:procurement@ghpl.com.pk) and confirm their intent to bid. This will allow GHPL to send technical clarifications if needed.

Sincerely,  
Admin Department  
GHPL Pakistan  
[procurement@ghpl.com.pk](mailto:procurement@ghpl.com.pk)