A General

1. Description of Work

The COMSATS Institute of Information Technology, Islamabad intends to install the ‘Vertical Transportation Systems’ in their buildings in the shape of Elevators on turn key basis. The work includes the supply and installation of Elevators and maintenance thereof for a period of 12 (twelve) months free of cost. The description of these works i.e., General* and* Particular* Condition of Contract, Form of Agreement, Technical Specification and Bill of Quantities is given in the following Chapters.

2. Location of Work

The Campus of COMSATS Institute of Information Technology is located at Park Road, Chak Shahzad, Islamabad.

3. Eligibility and Qualification Requirement

3.1. The invitation to bid is open to bidders having past experience of similar works.

3.2. To be eligible for issue of tender documents, only private firm, having provided evidence satisfactory to the employer of their eligibility and of their capability and adequacy of resources to carry out the contract effectively.

3.2.1. Copies of Original documents defining the construction of legal status, place of registration and principal place of business of the company or firm or partnership or, if a joint venture, of each party thereto constituting the bidder.

3.2.2. Details of the experience and past performance of the bidder (or of each party to a joint venture) on works of similar nature within the past ten years, and details of current work in hand and other contractual commitments.

3.2.3. The qualification and experience of key personnel proposed for administration and execution of the contract, both on and off site.

3.2.4. Major items of constructional plant proposed for use in carrying out the Contract.

3.2.5. Proposals if any for sub-contracting elements of the work amounting to more than 10% of the bid price for each element.

3.2.6. Report on the financial standing of the bidder (or of each party to a joint venture) such profit and loss statement, balance sheets and auditor’s reports for the past five years, and an authority from the bidder (or authorized representative of a joint venture) to seek reference from the bidder’s bankers.
3.2.7. Information regarding past and current litigation in which the bidder is involved.

3.3. Bids submitted by a joint venture of two or more firms as partners shall comply with the following requirements:

3.3.1. The bids, and in case of a successful bid, the form of agreement, shall be signed so as to be legally binding on all partners.

3.3.2. One of the partners shall be nominated as being in charge and this authorized partner shall be evidenced by submitting a power of attorney signed by legal authorities/signatories of all the partners.

3.3.3. The partner in charge shall be authorized to incur liabilities and receive instructions for and on behalf of any and all partners of the joint ventures and entire execution of the Contract including payment shall be done exclusively with the partner in charge.

3.3.4. All partners of the joint venture shall be liable jointly for the execution of the Contract in accordance with the terms and conditions of Contract, and a relevant statement to this effect shall be included in the form of Bid and the form of agreement (in case of a successful bid).

3.3.5. A copy of the agreement entered into the joint venture partners shall be submitted with the bid.

4. Cost of bidding:

The bidder shall bear all the cost associated with the purchase, preparation and submission of his bid and or subsequent visit to the office of employer and site of work. "The Employer", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

5. Site Visit:

5.1. The bidder is advised to visit and examine the site of works and its surrounding and obtain for himself on his own responsibility, all information that may be necessary for preparing the bid and entering into a contract. The cost of visiting the site shall be at bidder’s own expense.

5.2. The bidder and any of his personnel or agents will be granted permission by the Employer to enter upon his premises and lands for purpose of such inspection, but only upon the express condition that the bidder, his personnel or agents, will release and indemnify the employer and his personnel and agent and will be responsible for personal injury (Whether fatal or otherwise), loss of or damage to property and any