



GOVERNMENT OF PAKISTAN

PAKISTAN ELECTRONIC MEDIA REGULATORY AUTHORITY

TENDER FOR HIRING OF SERVICES OF ARCHITECT/INTERIOR DESIGNER

Applications are invited from reputed firms/architects/companies experienced in the interior designing / Architect for interior designing of complete 1st Floor PEMRA HQs Building situated at Sector G-8/1, Mauve Area, Islamabad. Interested firms/architects/companies having experience in office designing are required to submit their rates in sealed envelopes (financial & technical) including all taxes/charges and other terms & conditions.

The firms/architects/Interior Designers will have to deposit a bid security equivalent to 2% of project cost in shape of pay order. In case of breach of terms & conditions bid security will be forfeited. The details/selection criteria /TORs can be obtained from the undersigned or downloaded from the following websites.

www.ppra.org.pk

www.pemra.gov.pk

The single stage (01 envelope) procedure will be adopted. One envelope containing technical details etc. of tenders shall clearly be marked "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL". The financial bids of tenders, who fail to qualify, shall be returned unopened. However, the financial bids/proposals of qualified tenders will be opened on the date & time to be intimated in due course of time.

The offers should reach this office latest by **14 March, 2017** up to 11:00 am. The technical proposals will be opened on the same day at 12:00 noon in the presence of firm/architect/company's representatives, who wish to be present. Incomplete applications received after due date will not be entertained/considered.

The Authority reserves the right to accept or reject any or all bids prior to the acceptance as per PPRA rules, or increase or decrease the quantity of work.

General Manager (Admin)

2nd Floor, Mauve Area, G-8/1, Islamabad

Phone No. 051-9107148

Fax No. 051-9107168

TERMS & CONDITIONS

- i. Pakistan Electronic Media Regulatory Authority (PEMRA) intends to hire the service of Architect/Architectural & Interior Designing firm for its office at Islamabad. In this regard Architect/Architectural & Interior Designing firms having their office or proper setup in Islamabad are invited to submit their proposals as per scope of services described hereafter.
- ii. The Architect/Architectural & Interior Designing firms will have to provide services of Interior Designing of an area of complete 1st Floor and redesigning of 5th Floor. The scope of work will include designing of cabin / workstations for staff, partitioned room for executives, file cabinets furniture & other allied works.
- iii. **Documents/Detail to be submitted by Architect/Architectural & Interior Designing Firms**
 - a. Applications must be submitted on Official letter head.
 - b. Full Name Address of Registered Offices and office receiving the correspondence.
 - c. Detail of Branches /sub offices across the country.
 - d. Name and signature of Authorized person for dealing with PEMRA and making correspondence on behalf of Firm/Architect / Interior Designer.
 - e. Particulars of registration with Government, Semi-Government and Autonomous Bodies.
 - f. Memorandum and Articles of Association of the Firm/company/Partnership Deed in case of Partnership Firm.
 - g. Registration with Pakistan Council of Architects & Town Planners and Pakistan Engineering Council.
 - h. Details of Major Project work carried out during the last three years, having the experience of Interior Designing Works of Banks Financial Institutions, etc.
 - i. List of major projects under progress.
 - j. List of key Technical personnel with their qualification.
 - k. Bank statement along with Bank Certificate.
 - l. Income Tax and Sales Tax certificate for the last three years with NTN Number
 - m. Affidavit that the firm has never been blacklisted from any Government Semi-Government and Autonomous Bodies.
 - n. Any additional information, which may help to establish selection.
- iv. **Design Phase**
 - a. Collection of project requirements and information for the PEMRA and their review.

- b. Preparation of detailed Architectural & Engineering Design pertaining to Architecture, Structure, Electrical, plumbing & other services along with 3 D Presentation.
- c. Preparation of Tender Documents based on Standard PEC Format along with Engineer's Cost Estimates. Tender Documents include Instruction to Tenders, conditions of contract tender drawing bill of quantities. Technical specification and appendices etc.
- d. Invite Tenders from Pre-Qualified Contractor Firms Scrutiny of Bids & Submission of Evaluation Report to the PEMRA.
- e. Preparation of Working Drawings for issuance to successful bidder for execution of works.

v. **Constructions Supervision**

- a. Construction Supervision of the Project shall also be carried out by CONSULTANTS till Completion Period & CONSULTANTS shall deploy fully competent qualified & experienced staff at Site with prior approval of the PEMRA.
- b. Any redeployments of above staff, if required shall also be carried out with prior approval of the PEMRA with similar credentials.

vi. **Services to be provided during the Construction Period**

- a. To supervise the construction of offices in accordance with the Working Drawings and contract Documents.
- b. To undertake quality Assurance of entire Construction work.
- c. To check the quality control procedures of the contractor and ensure the selection and use of building materials in accordance with the Project specifications.
- d. To check all the work according to the drawing.
- e. To monitor and report to the PEMRA about the status of the progress with reference to the scheduled progress of works.
- f. To review the monthly progress report to be prepared and submitted by the contractor.
- g. To give written intimation to the contractor about defects and deficiencies found in the work observed during its supervision.
- h. To review and approve drawings and other submissions of the Contractors.
- i. To issue certificate of a satisfactory completion of work in consultation with PEMRA as per the provision of the contract.