



**Bidding Document**  
**Renovation of ICAP Faisalabad Office**  
**December 20, 2025**

**Tender Fee: PKR 2,000/- (Non-Refundable)**  
**Earnest Money: 2% of Total Bid Amount**

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## **1. Introduction**

The Institute of Chartered Accountants of Pakistan (ICAP) is committed to providing a modern, efficient, and professional working environment across all its regional offices. As part of this commitment, ICAP intends to undertake comprehensive renovation works at its Faisalabad Office. The existing infrastructure requires upgrading to meet current operational needs, enhance functionality, and ensure better service delivery to members, students, and stakeholders.

This tender aims to engage reputable, financially sound, and technically capable firms for the execution of civil, electrical, and plumbing works. The selected contractor will be responsible for completing the renovation in accordance with ICAP's specifications, quality standards, and timelines.

## **2. Objective**

The objective of this renovation project is to upgrade and modernize the ICAP Faisalabad Office by improving its civil, electrical, and plumbing infrastructure in line with contemporary standards. The renovation aims to enhance the overall functionality, safety, and aesthetic quality of the workspace, ensuring a more efficient and comfortable environment for staff, members, students, and visitors. Through this initiative, ICAP seeks to replace outdated systems, optimize space utilization, strengthen operational workflows, and ensure full compliance with relevant safety and regulatory requirements. The project is intended to provide a reliable, durable, and professional office setup that supports ICAP's commitment to delivering high-quality services.

## **3. Scope of Work**

The scope includes complete renovation works comprising civil, electrical, plumbing, HVAC coordination, safety compliance, documentation, and commissioning as per approved drawings, specifications, and the Bill of Quantities (BOQ), which shall form an integral part of this tender.

## **4. Visiting Site**

The Site of the Works is situated at Faisalabad, Punjab. The address is:

65-Z, Green Belt Rd#103, Block Z Madina Town, Faisalabad

Phone: (041) 8401110

Contact Person: Shahbaz Fareed

Contact Number: 0300-7967215

The Tenderer is advised to visit the Site of Works and obtain at his own risk and cost the information he may deem necessary for tendering and for the proper execution of Works under the Contract. All expenses and costs in this respect shall be borne by the Tenderer.

The Employer shall not be responsible for the information, interpretations and conclusions to which the Contractor may come from the data supplied by the Employer.

Wrong arrangements or other difficulties due to erroneous information cannot change the contractual conditions and obligations and not entitle the Contractor to request additional payment and/or to extension of time.

## 5. Technical / Eligibility Criteria

Technical proposals shall be evaluated on a basis of below mentioned criteria: -

S.No	Evaluation Criteria	Description/ Focus
1.	Relevant Experience	Relevant and similar projects with different organizations ((preferably in public sector, education, or regulatory bodies)
2.	Financial Soundness	Evidence of stable financial performance and capacity to sustain project operations.
3.	Project Management Capability	Demonstrated ability to manage timelines, communication, milestones and details of personnel & staff.

## 6. Date of Commencement

The date of commencement of the construction period shall be the fifteenth day after the letter of acceptance of the Tender has been posted to the Contractor by the Employer. If the Tenderer whose Tender is accepted does not mobilize and take proper steps under intimation to the Engineer to commence the work within 07 days of receipt of the orders from the Employer to commence the work, the Performance Guarantee will stand forfeited to the Employer as liquidated damages.

## 7. Technical Compliance Requirement

### 7.1. Relevant Experience

The bidder shall demonstrate relevant experience in renovation, refurbishment, or construction of office/commercial buildings during the last five (05) years.

Documents Required for Compliance
Similar renovation projects (office/commercial)
Experience with operational/occupied buildings
Client references / completion certificates

**Note:** Documentary evidence such as completion certificates or work orders must be provided.

### 7.2. Financial Soundness

The bidder shall demonstrate financial capacity to execute the project without risk of delay or abandonment.

Documents Required for Compliance
Bank statement
Unaudited/ Audited financial statements (last 3 years)

### 7.3. Project Management and Methodology

The bidder shall submit a comprehensive project execution plan outlining approach, methodology, timelines, and quality control.

Documents Required for Compliance
Work methodology & sequencing
Project schedule & completion timeline
Quality assurance & safety measures
Risk mitigation & coordination plan
Project Manager / Site In-Charge experience
Technical staff (engineers, supervisors)
Availability of skilled workforce

## 8. Financial Evaluation

Technical proposals shall be evaluated on a **pass/fail basis** to determine compliance with eligibility, experience, and submission requirements.

## 9. Tender Fee

A non-refundable Tender Fee of **PKR 2,000/-** shall be submitted in the form of Pay Order/Demand Draft in favor of "**The Institute of Chartered Accountants of Pakistan**", enclosed in the Technical Proposal envelope. Bids without tender fee shall be rejected.

## 10. Earnest Money (Bid Security)

Each bidder shall submit Earnest Money equivalent to **2% of the total bid amount** in the form of Pay Order/Demand Draft/Bank Guarantee in favor of "**The Institute of Chartered Accountants of Pakistan**", enclosed in the Financial Proposal envelope. Non-submission shall render the bid non-responsive.

## 11. Performance Security

The successful bidder shall submit Performance Security equal to **5% of contract value** in the form of a Bank Guarantee/ Insurance Guarantee within **7 days** of issuance of Letter of Award. Failure shall result in cancellation of award and forfeiture of Earnest Money.

## 12. Deliverables

The contractor shall be responsible for completing all renovation works in accordance with ICAP's specifications, drawings, and quality standards. The following deliverables are required as part of this project:

### 1. Civil Works Deliverables:

- Site preparation, protection of existing structure, and safe dismantling where required
- Repair and treatment of walls, including plastering, patchwork, and leveling
- Complete interior painting (primer + two finishing coats) using approved brands
- Installation or replacement of flooring (tiles, vinyl, carpet, or as specified in BOQ)

- False ceiling installation/repair (gypsum, grid, or acoustic ceiling as applicable)
- Construction and finishing of wooden or glass partitions
- Installation of internal doors, frames, and hardware
- Upgradation of reception area, workspaces, meeting rooms, and corridors as per layout
- Finishing works including skirting, edge trims, and surface polishing
- Ensuring clean, safe, and debris-free site throughout project execution

## 2. **Electrical Works Deliverables**

- Replacement of outdated wiring and conduits with new, code-compliant systems
- Installation of distribution boards (DBs), breakers, and safety devices
- Supply and installation of lighting fixtures (LED panels, spotlights, downlights)
- Installation of switches, sockets, and panels using approved brands
- Provision of backup wiring for UPS/generator as required
- Proper grounding/earthing system installation
- Testing, commissioning, and certification of the entire electrical system
- Updated single-line diagrams (SLD) after completion

## 3. **Plumbing & Sanitary Works Deliverables**

- Replacement/repair of water supply lines and drainage pipes
- Installation of new sanitary fixtures (WC, washbasin, taps, floor traps, etc.)
- Fixing leakages, water pressure issues, and drainage blockages
- Installation of new plumbing fittings as per approved materials list
- Testing of all water supply and drainage systems
- Final commissioning of bathrooms

## 4. **Safety & Compliance Deliverables**

- Implementation of site safety protocols during the project
- Ensuring all materials meet quality and safety standards
- Fire safety compliance for electrical works
- Protection of ICAP assets and furniture during renovation
- Waste removal as per environmental guidelines

## 5. **Documentation Deliverables**

- Approved work schedule and execution plan
- Material submittals and samples for ICAP approval
- Daily/weekly progress reports
- Inspection reports for civil, electrical, and plumbing works
- As-built drawings for all upgraded systems
- Testing and commissioning certificates

## 6. **Final Handover Deliverables**

- Snag-list rectification and final finishing
- Deep cleaning of the entire premises

- Final inspection and handover report
- Warranty certificates for materials, equipment, and workmanship
- Fully operational and ready-to-use office space

## 13. Financial Proposal Submission Guidelines

All bidders are required to submit Envelopes as part of their response to this RFP:

### 1. Technical Proposal

The Technical Proposal must include:

- All documents related to eligibility, firm profile, relevant experience, project methodology, personnel details, and technical compliance with the renovation scope.
- Material specifications, execution plan, timelines, and any supporting documentation required by ICAP.

### 2. Financial Proposal

The Financial Proposal must adhere to the following guidelines:

- All quoted amounts must be in PKR, inclusive of all applicable taxes.
- Must be submitted on the firm's official letterhead, duly signed and stamped by the head of the firm or an authorized representative.
- Must follow the provided Bill of Quantities (BOQ) format without any alteration.
- Must include a validity period of at least **120 calendar days** from the date of submission.
- Quoted amounts must be mentioned in both words and figures clearly.
- Warranty details (where applicable) should be clearly stated and highlighted in bold.
- No overwriting, cutting, erasing, or conditional pricing is allowed.

The contract shall be awarded to the **lowest priced responsive and compliant bidder**, as determined after evaluation of technical compliance and financial completeness.

### 3. Additional Compliance Requirements

The vendor must fulfill the following requirements:

- Must be registered with Income Tax (FBR) and Sales Tax.
- Must be an active taxpayer, with valid NTN and Sales Tax registration in the firm/company's name (not in an individual's name).
- Proposals containing conditional, partial, or optional items shall be rejected.
- All applicable Government taxes shall be deducted at source as per prevailing laws.
- A PRA-compliant Sales Tax invoice must be submitted with the bill.
- The quoted price must be all-inclusive, covering complete supply, delivery, installation, execution, testing, and commissioning of all renovation works at:  
ICAP Faisalabad Office (address to be specified).
- The Purchaser (ICAP) reserves the right to accept, reject, or cancel any or all bids, wholly or partially, without assigning any reason, in accordance with applicable procurement rules and ICAP policies.

#### 4. Eligibility Criteria

Below mentioned are the mandatory requirements. The vendor(s) should comply with all the mentioned requirements along with documentary evidence. In case the answer is “No” OR not compliant OR partially compliant, Bidder response shall be considered as non-responsive, and the bid will be rejected.

**Note: Failure to meet minimum financial eligibility requirements shall render the bid non-responsive, irrespective of technical compliance status.**

S.No	Requirement	Full Compliant (Yes/ No)	Documentary Evidence (Yes/No)
2	Company/Firm Name, Address, and Contact Details.		
3	Company Profile including relevant experience.		
4	NTN Certificate with active taxpayer status.		
5	Valid PRA Registration Certificate with active status.		
6	Affidavit on non-judicial stamp paper stating that the firm is not blacklisted by any Government / Semi-Government / Autonomous body.		
7	CNIC copy of owner/ authorized signatory		
8	Bank Statement of the last six (06) months		

### 14. Clarification and Interpretation of the Document

Bidders are advised to thoroughly review all sections of the Tender Document, including the Scope of Work, Technical Requirements, BOQ, Terms & Conditions, and Submission Guidelines. In case any bidder requires clarification, interpretation, or additional information regarding any part of this document, the following procedure shall apply:

#### 1. Request for Clarification

- All requests for clarification must be submitted in writing via email to the stated address or email at [ahmed.arbani@icap.org.pk](mailto:ahmed.arbani@icap.org.pk) / [faisalabad@icap.org.pk](mailto:faisalabad@icap.org.pk). Such queries should refer to the Section, Subsection, and page number of the document.
- Requests must be submitted at least **four (04) working days** before the proposal submission deadline.
- ICAP shall not entertain any verbal requests for clarification.

#### 2. Response to Clarifications

- ICAP will review all clarification requests and provide written responses to all bidders.
- Clarifications may be shared as:  
Direct written replies to the requesting bidder, or  
An official addendum or corrigendum issued to all bidders (if the clarification affects the interpretation of the document or scope).

#### 3. Interpretation of the Document

- In case of any discrepancy, conflict, or ambiguity within the tender document or between the tender document and the BOQ, the interpretation provided by ICAP shall be considered final

and binding.

- It is the bidder's responsibility to seek clarification before submitting the proposal.
- Submission of a proposal will be deemed as the bidder's acceptance and understanding of all terms, specifications, and requirements.
- Supplementary Information / Addendum
- ICAP reserves the right to issue amendments, modifications, or supplementary instructions to the tender document at any time before the submission deadline.
- Any such addendum shall become an integral part of the tender and must be acknowledged and complied with by all bidders.

## 5. No Claim for Misinterpretation

- Failure of the bidder to request clarification shall not entitle them to claim any modification, additional cost, or revision in the scope of work on the grounds of misunderstanding or misinterpretation of the tender requirements.

## 15. Bid Document

**Caution:** All Vendors are requested to read this document carefully and must fulfill the mentioned requirements otherwise they will not be allowed to participate.

1. ICAP Lahore, (hereinafter referred to as "the Purchaser") invites / requests Proposals (hereinafter referred to as "the Bidders") for Renovation of ICAP Faisalabad Office.
2. Queries of the Bidders seeking clarifications must be received in writing to the Purchaser within stipulated timeline. Any query received after deadline will not be entertained. ICAP Lahore may host a Q&A session, if required, at ICAP Office (ICAP House | 155-156 West Wood Colony, Thokhar Niaz Baig, Main Raiwind Road. All Bidders shall be informed of the date and time in advance.
3. The Contact for all correspondence in relation to this bid is as follows:

### Primary Contact

[ahmed.arbani@icap.org.pk](mailto:ahmed.arbani@icap.org.pk), 111-000-422-Ext:162

ICAP, Lahore

### Secondary Contact

[faisalabad@icap.org.pk](mailto:faisalabad@icap.org.pk), +92 41 8531028

ICAP Faisalabad

4. Bidders should note that during the period from the receipt of the bid and until further notice from Primary Contact, all queries should be communicated via Primary Contact and in writing (e-mail) only. In the case of an urgent situation where Primary Contact cannot be contacted, the bidder may alternatively direct their enquiries through the Secondary Contact.
5. In accordance with these rules, interested Bidders applying for bids should submit sealed bids/envelopes.

6. Bidders will be solely responsible to deliver all required items/materials as well as to complete the project within the decided timeframe from all aspects.

The proposed schedule for the procurement process is as follows.

<b>Description</b>	<b>Date</b>
RFQ Advertisement	20 December 2025
Prospective bidders may submit questions and comments regarding RFP document by	01 January 2026
ICAP responds to questions and comments via email to all Bidder (s)	02 January 2026
Bid Submission	05 January 2026 latest by 01:00 PM
Bid Opening	06 January 2026 (11:00 AM)

## **16. Project Execution Model**

- Mobilization and kickoff
- Phased execution with ICAP coordination
- Weekly progress reporting
- Testing, commissioning, and snag clearance
- Final handover

## **17. Payment Schedule**

Milestone	Payment (%)
Mobilization	10%
40% completion	30%
70% completion	30%
Provisional handover	20%
Final acceptance	10%

## **18. Mode of Payment**

Payments shall be made through crossed cheque or bank transfer, subject to tax deductions.