



Biafo Industries Limited

Biafo Industries Limited

TENDER DOCUMENT

FOR

**CIVIL WORK ANFO BUILDING
RENOVATION & ADDITIONAL TUFF
PAVER WORK**

At

**Biafo Industries Limited Plant, Hattar
Industrial Estate, KPK-Pakistan**

Issued By

**Procurement Department, Biafo Industries Limited
1st Floor, Biafo House, Plot No. 23, St No. 38-40, I&T Centre
G-10/4, Islamabad – Pakistan**



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1. Objective of the Proposal:

Biafo Industries Limited, (hereinafter designated as Company) requires the services of reputable Contractor's to provide Civil Work Services at our Plant in Hattar, KPK. The Company shall be responsible for developing complete plan as per requirement mentioned in Scope of Services.

2. Submission Guidelines & Requirements.

The following submission guidelines & requirements apply to this Request for Proposal.

- 2.1. Only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this Request for Proposal.
- 2.2. Bidder's intent on submitting a proposal should so notify the representative identified on the cover email no later than 15th Aug 2025.
- 2.3. Bidders must list at least 05 projects that are substantially like this proposal as part of their response, including references for each.
- 2.4. Bidders must submit below required documents with proposal.
 - i. Registration: NTN / Sales Tax / Etc.
 - ii. Undertaking: Firm not been blacklisted & litigation record (if any)
 - iii. Financial status, average annual turn-over, income-tax return and sales tax deposit detail.
- 2.5. Financial & Services proposal must provide an overview of the proposed solution as well as resumes of all key personnel performing the work. In addition, the technical proposal should provide a proposed schedule and milestones, as applicable.
- 2.6. Proposals must be signed by a representative that is authorized to commit bidder's company
- 2.7. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.

3. General Instructions:

- 3.1 **Confidentiality:** The information that is provided in this document shall be treated as confidential to the Company, its subsidiaries, and affiliates. No unauthorized circulation, distribution, sharing, disclosure and/or dissemination of the contents of this Request in any form or manner whatsoever to any third parties is permitted without the express written consent of the Company.
- 3.2 **Costs:** All costs associated with the preparation or submission of the TENDER Response, or if the Contractor is successfully shortlisted, for participation in the eventual Tender process, shall be borne solely by the Contractor. The same shall apply in the event the Contractor is required to make on-site formal presentations or proof-of-concepts as part of or conditional to it being shortlisted, whether or not a final contract is concluded.
- 3.3 **Validity of the TENDER Response:** The TENDER Response shall be valid and binding for **60 days** from the date of the TENDER Response. The TENDER Response may be partially or fully accepted by the Company at any time during the validity of the quotation. If this would be the case it shall constitute an agreement for the respective terms between the Company and the Contractor, whether the parties have entered or completed negotiations or not. The Contractor undertakes to enter into a purchase agreement based on the Company's proposal



- 3.4 Conflict of interest:** If a conflict of interest arises at any stage during the TENDER Process or over the course of the Contractor's proposed appointment, such conflict must be communicated immediately to the Company, which shall have the right to take whatever steps it considers appropriate at its sole discretion.
- 3.5 Compliances:** It shall be the Contractor's responsibility to ensure adherence to and compliance with all and any prescribed processes, formats, conditions, times, dates and/or deadlines whatsoever in this Request. In addition, the Contractor shall be solely responsible for complying with all applicable legal and regulatory provisions (including such directives or similar instruments having the force of law) in the preparation, submission, implementation and execution of all matters related to this Request and to any items arising in relation to the same
- 3.6 Indemnifications:** The Contractor will fully indemnify and keep the Company indemnified against any breach or violation of any applicable laws, regulations, directives whatsoever, including any breach of third-party intellectual property rights by the Contractor, its employees, Contractors, representatives and/or agents.
- 3.7 Evaluation Criteria:** TENDER Responses will be evaluated 70/30 ratio and eventually shortlisted based on such factors as may be solely determined by the Company.
- 3.8 Decisions Final:** The decision of the Company shall be final, without recourse to appeal or dispute.
- 3.9 Bid Security:** The Contractor will submit cross cheque of equivalent to 1% of bid price as bid Security with Tender Submission.
- 3.10 Performance Bond/Warranty:** The Company may require the placement of a security or performance bond in such form and amount as it may deem appropriate within the context of the Subject Matter and the Scope of Services. If such security for performance is required, notice will be given to the participating Contractor. One of the below retention money clauses will be applicable
- a) 20% on issuance of Provisional Acceptance Certificate (PAC)
 - b) 20% on issuance of Final Acceptance Certificate (FAC)
- 3.11 Acceptance and Rejection:** The Company reserves the right to accept or reject any or all TENDER Responses and/or proposals received as a result of this Request, to negotiate all terms and conditions with any qualified source, or to cancel or amend in part or entirety, this Request. The Company is not obliged to give any reason for the non-acceptance or rejection of any TENDER Response. The Company also reserves the right to accept the total or part of any TENDER Response at the Company's privilege.
- 3.12 Variations and Changes:** The Company also reserves the right at any time, and without providing reasons, and without incurring any costs or liabilities:
- i. To change the basis of, or the procedures and processes relating to this TENDER, including without limitation any requirements relating to specifications, scope, and timelines whatsoever.
 - ii. To reject any or all the tender Responses.
 - iii. Not to invite a Contractor to proceed further.
 - iv. Not to furnish a Contractor with additional information.
 - v. Not to negotiate with a Contractor in respect of the TENDER Response; and
 - vi. To discontinue the TENDER process in general if the Company deems it is necessary to do so and for whatever reason known to the Company.



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3.13 Bid Opening: Bids will be opened at the address mentioned in “Submission Address”. The Price bid shall be opened on the date and time, which will be intimated later to the technically qualified bidders. Biafo Industries Limited will not be responsible for any postal delay or loss of communication.

- i. Information relating to evaluation, comparison of bids, and recommendations for bid shall not be disclosed to bidders or any other persons not officially concerned with such process until the process is finalised.
- ii. Prior to bid opening day all pre-requisite documents (stated below) must be submitted 07-days earlier.in hard/soft form.

Sr No	Documents Required	Sets
1	Company Profile	1
2	NTN	1
3	Pakistan Engineering Council Valid Registration under Category A/B/C	1
4	Undertaking: Firm not been blacklisted & litigation record (if any)	1
6	Income Tax Return	1
7	Sales Tax Deposit Detail	1
8	CVs of Project Team Members	1
9	Customer Reference List	1
10	Similar Completed Projects (05 projects)	1
11	Other Civil Work Projects (05 Projects) & Minimum 10 years' experience	1

3.13 Mode of Submission: The tender should be submitted in Two Stage- two envelope system, at first stage the bid will comprise a single package containing two separate envelopes, each envelope shall contain separately the financial proposal and the technical proposal;

- iii. The envelopes shall be marked as “**FINANCIAL/COST PROPOSAL**” and “**TECHNICAL/SERIVCE PROPOSAL**”
- iv. On opening day only, the envelope marked “**TECHNICAL/SERIVCE PROPOSAL**” shall be opened the envelope marked as “**FINANCIAL/COST PROPOSAL**” shall be retained in the custody of the procurement dept. without being opened.
- v. The technical proposal shall be discussed with the bidders related to required scope of services, & those bidders willing to meet the requirements shall be allowed to revise their technical proposals following these discussions.
- vi. At second stage, after complete negotiation & understanding on required scope of services, bidders will submit revised technical/service proposal and additional financial/cost proposal.
- vii. The revised technical/service proposal along with the original financial proposal and additional financial proposal shall be opened at a date, time and venue announced by Biafo Procurement Dept.

DETAILED PARTICULARS OF THIS TENDER

NO	ITEM	PARTICULARS
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1.	Subject-Matter of Request	CIVIL WORK ANFO BUILDING RENOVATION & ADDITIONAL TUFF PAVER WORK	
2.	Issuance Date of Request	08th Aug, 2025	
3.	Submission Period	15 Days	
4.	Closing Deadline	22nd Aug, 2025	
5.	TENDER Key Dates (Tentative)	a) TENDER Initiation	08th Aug, 2025
		b) TENDER Technical Evaluation	25th Aug 2025 to 29th Aug,2025
		c) Commercial Negotiation	05 th Sep 2025 to 12th Sep ,2025
		d) Contractor Appointment	20 th Sept ,2025 (Expected)
6.	Term of Engagement	01 Year Contract	
7.	Submission address	1st Floor, Biafo House, Plot No. 23, St No. 38-40, I&T Centre, G-10/4, Islamabad- Pakistan	
8.	Email address for delivery of TENDER Response.	Purchase@biafo.com	

4. General Guidelines:

Biafo Industries Limited, (hereinafter designated as Company) requires the services of a competent Service Provides (hereinafter designated as Contractor) to undertake the Civil Work at Biafo Plant, Hattar. The Contractor selected in this procurement will comply with the terms and conditions set forth herein. The scope covers complete job at Biafo Industries Plant in Hattar, KPK through the main Services included in Scope are as follows:

- i. Contractor/Bidder shall take into consideration the scope of work detailed in separate Scope of Work/Services along with the bidding documents related to existing configuration, set up, equipment, existing building structure and Biafo proposed up gradation design in order to achieve its goal of reliability, Integrity, maintainability for future power demands.
- ii. Contractor/Bidder must have minimum 10 years of experience in Civil Work projects
- iii. The contractor scope includes supply of all material, equipment, pre-installation testing, installation, commission and whatever is required for successful completion of the project.
- iv. Ensuring all deliverables are produced to the Standard of Performance, at a rate that meets or exceeds the requirements of the applicable schedule established under the Contract and this Scope of Services.
- v. Job shall be carried out on turnkey basis. Contractor shall be responsible for the design, material supply, transport, erection, and commissioning, assuming full responsibility to hand over building in operational mode within the agreed schedule timeline
- vi. Providing complete execution plan and reporting complete deliverables report with timelines.



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- vii. Contractor shall review carefully; all the project related information provided by Biafo and highlight any further assistance or information required before the award of the contract.
- viii. If Bidder find any discrepancies, omissions or conflict in the provided specifications, data and information by the Company or from the other documents, or should there be in any doubt as to be their meaning, Contractor should contact the Company for interpretation, clarifications or correction thereof before submitting the Bid.
- ix. Ensuring detailed cost estimates and schedules for all Project phases.
- x. All Contractors' Manpower / Workers must prove their identity by submitting their Original CNIC / National Identity Cards at the time of entry into Plant / Factory Gate
- xi. Contractor(s) will ensure that manpower / workers for the Biafo Project is engaged from Settled Areas of Pakistan, preferably local labourers.
- xii. Contractor (s)' manpower / workers / labour would not be allowed to carry mobile phones, cigarette, and match boxes
- xiii. Contractor(s) would inform and submit a list of workers and labour one (1) day in advance to the Security Office.
- xiv. Police verification of any worker / labour may be required if deemed necessary by Plant Security
- xv. Contractor will provide suitably qualified and experienced personnel to work on company sites. Certificates of work training and competency shall be provided by contractor for workers involved in specialized jobs like electrician, welders etc.
- xvi. Company is ISO 14001 and OHSAS 18001 certified and we work very hard to maintain our certification. All Contractors are expected to buy in to our vision and philosophy on Environmental Management and work with us on achieving the goals.
- xvii. Contractor shall conduct the provision of SERVICES in a manner that will prevent any pollution or damage to the environment. Contractor and subcontractors shall adhere to existing national statutory regulations concerning environmental damage resulting from the performance of the Work and any specific environmental requirements which may apply to the site and its surroundings.
- xviii. Electrical Safety is of prime importance. Temporary job sites / project areas are most vulnerable and extra precautions must be taken for making these places safe for working. It has been observed that due care is not taken when temporary electrical connections are made.

4.1. Service Proposal:

Information to be provided with submission:

Timelines for completion of project. Indicating the following milestones:

- Material procurement.
- Pre installation testing and test report submission.
- Mobilization at site.
- Site execution.
- Pre commissioning, testing.
- Commissioning.
- Performance testing.

Project related information:

- Execution methodology to be adopted.
- Project schedule as per given timeline



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- Project Quality plan
- Proposed design.
- Organization/ personnel proposed for the project.
- CVs of the key personnel.
- Proposed performance acceptance criteria.
- Reference list of electrical jobs carried out.
- Reference list of identical jobs

4.2. Cost Proposal:

- All interested parties must submit a detailed price proposal along with documentation that demonstrates previous successful completion of services described in this Request for Proposal; this could include letters of recommendations, appreciation or other evidence of Contractor capability from previous customers. Quoted price must be in Pak Rs.
- All rates and prices shall be fully fixed for the duration of the Agreement and no fluctuations shall be permitted for any changes of the Contractor's costs or inclusions, currency variations or any other reason unless expressly provided for elsewhere according to signed Agreement.
- The rates and prices, unless otherwise indicated, are deemed to include for all mobilisations and demobilisations including all fares and time required.
- The rates and prices are deemed to be fully inclusive of all overheads, profits, duties, charges, costs, and expenses howsoever caused to carry out the Services in accordance with the signed Agreement.
- Items not priced by Contractor shall be deemed to be included elsewhere.
- The rates inserted by Contractor for the various items in the Pricing Schedule shall, where deemed applicable by the Company, be used for the evaluation of interim payments and authorised variation orders, in accordance with the requirements of the signed Agreement.
- Contractor shall, as and when directed by Company, submit detailed additional schedules breaking down the rates for composite units of works in the Pricing Schedule into their component elements in such detail as shall be required by Company.

4.3. Payment Terms:

The Contractor will submit its invoice monthly and all credit days are tied up with forty-five (45) days from the date of invoice acceptance at COMPANY's finance department. All payments shall be made subject to withholding tax (as per taxation rules) and other deductions required to be made under the law, which shall be to the account of the Contractor. Toll taxes and levies, if any, will be payable by the Contractor.

5. Roles & Responsibilities:

- i. The Contractor shall perform all scheduled service subject to Biafo Industries operating standards for Service performance.
- ii. Service shall be provided as requested or according to any adjusted schedule established by Biafo Industries Limited, including design modifications required because of a declared emergency.
- iii. Labours needs are the responsibility of the successful Contractor and shall not disrupt the continuity of service
- iv. If a major disruption in service occurs, the successful Contractor shall notify Biafo Industries Limited immediately.



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- v. If the successful Contractor should be unable to provide alternate service, Biafo Industries may then select to secure the necessary services. Should Biafo Industries elect to secure such service from other sources, the successful Contractors shall be liable for all such costs incurred.
- vi. All services to be rendered by the successful Contractor under this Agreement shall be as specified by Biafo Industries Limited.
- vii. The successful Contractor shall advise Biafo Industries Limited matters of importance and make recommendations when appropriate; however, final authorization concerning service parameters shall rest with Biafo Industries Limited.
- viii. The successful Contractor may propose ways to improve design; however, such recommendations should minimize modifications to the existing services.
- ix. The successful Contractor is required to have a means of communication with all in-service labours including intra-vehicle communication. All means of communication shall be the sole responsibility of the successful Propose.
- x. Concrete, rubble, and other materials shall not be disposed of in the river, except where approved for use as riprap.
- xi. The successful Contractor will coordinate with Plant Team for timely execution of services.
- xii. The successful Contractor will designate and plan complete civil work project with timelines.
- xiii. The successful Contractor will sign a Contract for execution of Services.
- xiv. All work shall be performed in accordance with all applicable local, state, and federal codes, regulations, laws and standard.
- xv. If any temporary/ permanent structure is encountered or safety of such structure in the vicinity is endangered due to execution of the project, the contractor has to protect the structures by any means as per the directions of the Engineer - in – Charge. If any damage caused to any temporary or permanent structure(s) in the vicinity is caused due to execution of the project, the contractor has to make good the same by any means as per directions of the Engineer - in – Charge.
- xvi. No unauthorized buildings, construction of structures should be put up by the contractor anywhere on the project site, neither any building built by him shall be un-authorized occupied by him or his staff.
- xvii. The contractor shall be responsible for the true and proper setting out of the works and for the correctness of the position, levels, dimensions, and alignment of all parts of the works
- xviii. The register of material shall be kept at site in the safe custody of Biafo Industries Limited Engineer during progress of the work. This provision will not, however, absolve the contractor from the quality of the final product.
- xix. The contractor shall produce receipted vouchers showing quantities of the materials to satisfy Engineer-in-Charge that the materials comply with the specifications. These vouchers shall be endorsed, dated and initialled by Engineer-in-Charge giving the contract number and name of work and a certified copy of each such voucher signed both by Biafo and the Contractor shall be kept on record.
- xx. Unless specified otherwise, all the material required for the job will be supplied by the Contractor. The Contractor shall be allowed to proceed with the job only after material has been inspected and approved by the Company/authorized representative of the Company. The inspection of both the work and material shall progress till the completion of the job.
- xxi. Electricity, and water to be provided by COMPANY free of cost, as and when available (Maximum of 70 kW). However, cables, Hosepipes, distribution Board and other fittings required are to be provided by the contractor. Storage of water at site is the responsibility of the contractor.
- xxii. Diesel generator sets, cable and all accessories including fuel to be provided by the Contractor, as and when required.
- xxiii. All tools/equipment required for the execution of the said job to be provided by the Contractor.



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- xxiv. All equipment/material, consumable or other required for the welding operation i.e., welding rods, helmets/visors, goggles, grinder wheels/machines etc. to be provided by the Contractor. All protective apparel/gear/canopies required during/before or after the welding operation also to be provided by the Contractor.
- xxv. It is the responsibility of the Contractor to clear away all rubbish and surplus materials from the site at his own expenses on completion of the work and shall leave the site clean and tidy. The debris shall be removed from Site and should be disposed of in an environmentally friendly way.
- xxvi. Any usable surplus items redundant from site which are the property of the COMPANY shall be delivered to the General Stores by the Contractor against a Credit Delivery Order duly authorized by a representative of the COMPANY. However, in case of material supplied by the Contractor, the surplus material can be taken out of site by the Contractor after thorough inspection and approval by the Representative of the Company.
- xxvii. A high standard of workmanship shall be maintained by the Contractor as per Specifications.
- xxviii. All work shall be guaranteed for a period of one year after issuance of Provisional Completion Certificate. Should any defect develop during this period, due to bad workmanship or faulty material supplied by the Contractor, he shall rectify the same at his own cost to the satisfaction of the Company's authorized representative.
- xxix. The Contractor will be responsible for corrections of all errors and omissions related to their work including resolution of all issues related to their work to the satisfaction of COMPANY at no additional cost for a period of one year starting from the date of issuance of Provisional Completion Certificate. Previous approval by the Company shall not relieve Contractor of the responsibility of rectifying any short-comings or discrepancies.
- xxx. The contractor shall be responsible for obtaining and keeping in force at his cost an appropriate Contractors All Risk/ Comprehensive Insurance Policy, in a manner and to an extent and only from an Insurance Company to be approved in writing, by the Company, valid during the entire period of execution, completion and maintenance of the works. Contractor shall be able to invoke it when required.
- xxxi. The Contractor ALL RISK policy shall, inter alia, cover the following risks:
 - Third party risk
 - Accident or injury to workman
 - All loss or damage from whatever cause arising for which the contractor is responsible under the contract

6. General Labour Roles:

- i. The successful Contractor will furnish and maintain all necessary support documents to ensure smooth operations.
- ii. The successful Contractor is responsible for maintenance of site.
- iii. Successful Contractor's must ensure labours are physically fit to carry out their duties and are verified through health certificate covering all vital test including eyesight.
- iv. Successful Contractor & labours must know about Material Safety Details prior to services.
- v. Successful Contractor must ensure labours are presentable and well mannered
- vi. The Contractor shall be bound to obtain comprehensive insurance of all labours, from a reputable Insurance Company
- vii. Successful Contractor must ensure labours have no prior criminal record/police case against them.
- viii. The Contractor shall be bound to have its staff/employees insured against accidents resulting in injury or death in accordance with the Workmen's Compensation Act, 1923 or any other relevant applicable law



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- ix. The Contractor undertakes to fully indemnify and hold harmless COMPANY its directors, members, officers, employees and other personnel against any claims, losses, damages, or expenses in relation to injury or death to any persons or loss or damage to property arising out of the performance of Services hereunder
- x. The Contractor represents and warrants that it has obtained all the requisite approvals, consents, government and regulatory authorizations, licenses and permits etc. required to provide the Services.
- xi. It is mandatory for the contractor to provide safety equipment's and gadgets to its all workers; supervisory and technical staff engaged in the execution of the work while working.

7. TENDER and Bid Queries:

Contractors are encouraged to submit clarification of any queries by e-mail to the Procurement Department purchase@biafo.com. Both Financial & Services Proposal are to be submitted in hard copy, by hand or post, as well as a soft copy in PDF addressed to:

TENDER No: Biafo/Civil Work/ CW-01

**Procurement Department
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*****END*****