

Consulate General of Pakistan  
Toronto


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TRT-03 1/8

The Consulate General of Pakistan, Toronto, intends to float a tender for "Repair & Maintenance Works" for the Chancery and Residence of Consul General. As per Rule-12 of Public Procurement Rules 2004 as notified by the Finance Division vide SRO No. 432(1)/2004 dated June 8, 2008 and SRO No. 59(1)/2022 dated 10 May 2022, we are required to float the tender notice and bidding documents on PPRA's website ([www.ppra.gov.pk](http://www.ppra.gov.pk)).

2. The PPRA is, therefore, requested to make necessary arrangements for uploading the tender notice alongwith complete set of bidding documents (comprising 06 pages) on the PPRA website at the earliest. The copy of tender notice and bidding documents is attached.

Encl: As above

  
(Yasir Iqbal Butt)  
Deputy Consul General

**PPRA (Mr. Rizwan Mahmood, Director-MIS), Islamabad**

Consulate General of Pakistan, Toronto, u.o. No. 3(3)/Admin/2023 dated 4 April 2024 Email: [info@ppra.org.pk](mailto:info@ppra.org.pk)

Consulate General of Pakistan  
Toronto  
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Subject: Repair & Renovation Works at the Chancery & Residence

Miscellaneous repair & renovation works are required to be done at the Chancery for the convenience of the community members and for the upkeep of the government owned official residence as per details attached herewith. All works have been grouped together to minimize the cost of advertising.

2. The same please be publicized/ advertised to complete the codal formalities as per PPRA Rules.



(Khalil Ahmed Bajwa)  
Consul General  
03 April 2024

Deputy Consul General

*Pl send it to PPRA for uploading on their website.  
Accountant will make arrangements for publishing in  
the newspapers and Consulate's website.*

Accountant  
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**BIDDING DOCUMENTS**

**FOR**

**REPAIR & MAINTENANCE WORKS**

**Head of Chancery  
Consulate General of Pakistan,  
7880 - Keele Street, Unit 14, Vaughan, Ontario, L4K 4G7,  
Toronto (Canada)**

**Phone: +1-905 532-0042**  
**Email: [pareptoronto@mofa.gov.pk](mailto:pareptoronto@mofa.gov.pk)  
[pakconsulate@pakmission.ca](mailto:pakconsulate@pakmission.ca)**

**03 April, 2024**

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## Section-I: Invitation to Bid

**Consulate General of Pakistan  
Toronto**

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### TENDER NOTICE

Consulate General of Pakistan Toronto (Canada) invites bids from experienced and well reputed firms for repair & maintenance works at Chancery and Residence as per details given in the bidding document.

2. The bidding document containing relevant details can be obtained from the address mentioned below on any working day during office hours. Alternately, the same can be downloaded from the website of the Public Procurement Regulatory Authority: [www.ppra.org.pk](http://www.ppra.org.pk).
3. Single stage – One envelope procedure will be followed. All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.
4. Bids must reach the Consulate General of Pakistan, Toronto, at the address given below, on or before 1100 hours (Toronto Time) on 22 April 2024 either through personal delivery or registered post/courier and will be opened the same day at 1130 hours in the presence of bidders or their authorized representatives who may choose to attend the same physically.
5. The Consulate General of Pakistan Toronto reserves the right to accept or reject any bid in accordance with PPRA Rules.

Head of Chancery,  
Consulate General of Pakistan,  
7880 - Keele Street, Unit 14 Vaughan, Ontario, L4K 4G7,  
Toronto (Canada)  
Phone: +1-905 532-0042  
Email: [pareptoronto@mofa.gov.pk](mailto:pareptoronto@mofa.gov.pk)  
[pakconsulate@pakmission.ca](mailto:pakconsulate@pakmission.ca)

**SECTION-II: Terms & Conditions**

- 1) The bids will be governed by Single stage – One envelope procedure as defined in PPRA Rules.
- 2) The last date for submission of bids is on or before **22 April 2024, 1100 hours** (Toronto Time) either through personal delivery or registered post/courier.
- 3) The Bid Opening Committee will open the bids on **22 April, 2024 at 1130 hours** in the presence of bidders or their representatives, who may choose to be present.
- 4) The proposal shall be evaluated in a manner prescribed in these bidding documents, and the bids not conforming to specified requirements will be rejected. No amendment will be allowed in the proposal after opening.
- 5) The bids will be evaluated on the basis of “**Least Cost Method**” applied on “**PER ITEM/JOB**” calculated on the basis of quoted price, provided other technical specifications are equivalent.
- 6) The Bid validity period shall be **30 days** from the date of bid opening, and the firm will ensure completion of work within a period of **90 days** from the issuance of the work order.
- 7) Bidders shall quote the rates in Canadian Dollars with all applicable taxes.
- 8) The successful bidder may discharge its obligations itself or through its authorized agent, duly notified in writing.
- 9) The Consulate General reserves the rights to accept or reject any or all bids in accordance with existing PPRA-Rules.

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**Section-III: Instructions to Bidders**

- 1. All bidders should understand and know the exact nature, type and quantum of work before submitting their bids.
- 2. If the bidder(s) need(s) any clarification / information, he/she should contact the Consulate General before the date of opening of bids at the contact details provided in Section-I.
- 3. Quoted prices must be mentioned in words and figures both. In case of any error, price quoted in words will govern. Any proposals with over-writing or cutting will not be accepted and the bid will be rejected.

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**SECTION-IV: BID EVALUATION CRITERIA**

The bids will be evaluated on the basis of "LEAST COST METHOD" applied on "PER ITEM/JOB" calculated on the basis of quoted price, provided other technical specifications are equivalent. Each Item/Job will be evaluated independently for the purpose of determining the successful bidder in each category of Item or Job. Hence each bidder can quote price for any one or more than one or all items/jobs mentioned in tender documents.

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**SECTION-V: SCOPE OF WORK**

| Item/Job No. | Description                                                                                                         | Specifications                                                                                                                                       |
|--------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.           | Procurement of Vinyl Flooring Material alongwith Base Board Material for Consular Hall Waiting Area of the Chancery | - Vinyl: 7mm +/-10% Thickness<br>- Baseboard: 4 to 6 inch<br>- Quantity: 2500 +/-10% SFT                                                             |
| 2.           | Labour Charges for Installation of Vinyl, Baseboard at the Chancery                                                 | - 2500 +/- 10% SFT<br>- Installation of Vinyl Floor<br>- Installation of Baseboard<br>- Removal of Existing Carpet if required                       |
| 3.           | Construction of Wooden Deck in the Back Yard of the Residence for Reception Purposes                                | - Material: Composite/ Treated Wood<br>- Size: 12ft X 16 ft                                                                                          |
| 4.           | Construction of Gazebo at the Residence Backyard for the Reception Purposes                                         | - Material: Wood & Metal<br>- Roof: Hard Top<br>- Size: 12 ft X15 ft                                                                                 |
| 5.           | Repair and staining of the existing Fence at the Residence                                                          | - Pillars: 12 (Replacement)<br>- Repair of Broken Parts<br>- Staining: 230 RFT                                                                       |
| 6.           | Construction of Walk-Way from the Main Entrance to Back Yard at the Residence                                       | - Footsteps (12 No) made of Concrete/ Precast Slab                                                                                                   |
| 7.           | Civil works related to Re-Modelling of Flower Beds at the Residence                                                 | - 04 No. (16 ft X 03 ft, 08 ft X 02 ft, 14 ft X 09 ft, 14 ft X 09 ft)<br>- Concrete/Wooden retaining Walls                                           |
| 8.           | Renovation of 03 Bathrooms at Residence                                                                             | - Sizes: 50 sft, 65 sft, 80 sft<br>- Replacement of Bath Tubs with Bath Cabins<br>- Replacement of Vanities & Fixtures<br>- Tiling of Floors & Walls |

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**SECTION-VI: FORM OF BID**

| Item/Job No.                   | Description                                                                                                         | Specifications                                                                                                                                       | Cost (CAD) |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 1.                             | Procurement of Vinyl Flooring Material alongwith Base Board Material for Consular Hall Waiting Area of the Chancery | - Vinyl: 7mm +/-10% Thickness<br>- Baseboard: 4 to 6 inch high<br>- Quantity: 2500 +/-10% SFT                                                        |            |
| 2.                             | Labour Charges for Installation of Vinyl, Baseboard at the Chancery                                                 | - 2500 +/- 10% SFT<br>- Installation of Vinyl<br>- Installation of Baseboard<br>- Removal of Existing Carpet, if required                            |            |
| 3.                             | Construction of Wooden Deck in the Back Yard of the Residence for Reception Purposes                                | - Material: Composite/ Treated Wood<br>- Size: 12ft X 16 ft                                                                                          |            |
| 4.                             | Construction of Gazebo at the Residence Backyard for the Reception Purposes                                         | - Material: Wood & Metal<br>- Roof: Hard Top<br>- Size: 12 ft X14 ft                                                                                 |            |
| 5.                             | Repair and staining of the existing Fence at the Residence                                                          | - Pillars: 12 (Replacement)<br>- Repair of Broken Parts<br>- Staining: 230 RFT                                                                       |            |
| 6.                             | Construction of Walk-Way from the Main Entrance to Back Yard at the Residence                                       | - Footsteps (12 No) made of Concrete/ Precast Slab with gravel                                                                                       |            |
| 7.                             | Civil Works related to Re-Modelling of Flower Beds at the Residence                                                 | - 04 No. (16ft X 03ft, 08ft X02ft, 14ft X09ft, 14ft X09ft)<br>- Concrete/Wooden retaining Walls                                                      |            |
| 8.                             | Renovation of 03 Bathrooms at Residence                                                                             | - Sizes: 50 sft, 65 sft, 80 sft<br>- Replacement of Bath Tubs with Bath Cabins<br>- Replacement of Vanities & Fixtures<br>- Tiling of Floors & Walls |            |
| Total Price of Goods/ Services |                                                                                                                     |                                                                                                                                                      |            |
| Total Taxes                    |                                                                                                                     |                                                                                                                                                      |            |
| <b>Grand Total</b>             |                                                                                                                     |                                                                                                                                                      |            |
| <b>Grand Total in Words:</b>   |                                                                                                                     |                                                                                                                                                      |            |

Signature: \_\_\_\_\_  
 Stamp: \_\_\_\_\_  
 Date: \_\_\_\_\_

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