BIDDING DOCUMENT

PROVISION OF SERVICES FOR OPERATION & MAINTENANCE OF HORTICULTURE WORKS AT GREEN BELTS, PARKS, PLAYGROUNDS, GREEN AREAS AND OPEN PLOTS ETC AT SECTOR G-13 & G-14, ISLAMABAD

BIDDING PROCEDURE

SINGLE STAGE-SINGLE ENVELOP

Directorate of Maintenance

FEDERAL GOVERRNMENT EMPLOYEES HOUSING AUTHORITY
ISLAMABAD

FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY
Directorate of Maintenance
Bazar No. 5, Street No. 13, Sector G-13/3, Islamabad
www.fgeha.gov.pk, Contact No.051-9334306

NOTICE FOR
E-BIDS INVITATION

"FOR PROVISION OF SERVICES FOR OPERATION & MAINTENANCE OF HORTICULTURE WORKS AT GREEN BELTS, PARKS, PLAYGROUNDS, GREEN AREAS AND OPEN PLOTS ETC. AT SECTOR G-13 & G-14, ISLAMABAD"

The Federal Government Employees Housing Authority invites e-bids through the E-Pak Acquisition and Disposal System (E-PADS) under Single Stage One Envelope (SSOE) for provision of horticulture services at Sector G-13 & G-14, Islamabad from firms registered with PPRA, FBR & SECP and fulfilling the eligibility criteria outlined in the bidding document.

2. Bidding document is available free of cost for registered bidders on E-PADS at https://eprocure.gov.pk, www.ppra.gov.pk and www.fgeha.gov.pk

3. E-bids, prepared in accordance with the instructions provided in the bidding document, along with bid security and required documents, must be submitted via E-PADS **on or before 3rd February, 2026 till 10:30 am**. E-bids will be opened on the **same day at 11:00 am**.

4. Scan copies of all required documents provided in the Section-3 of the bidding document shall be uploaded through E-PADS. Additionally, hard copies (attested) of required documents, along with the original bid security instrument and affidavit, must be submitted to the office of the Deputy Director (Maintenance), FGEHA Enquiry Office, Street No.137, Sector G-13/4, Islamabad, before the e-bid closing time.

i. **Bid Security:** Bid security/CDR amounting to Rs. 2,000,000/- (Rupees two million only) in the shape of Demand Draft / Pay Order / CDR in favour of FGEHA.
ii. **Affidavit:** Rs.100/- stamp paper declaring that the firm is not blacklisted at the time of submitting the e-bid.

5. A pre-bid meeting for clarifications will be held on **22nd January 2026, 11:00 am** at the office of Deputy Director (Maintenance), FGEHA

6. FGEHA reserves the right to reject all bids or proposals at any time prior to acceptance, as provided under Rule 33 of the Public Procurement Rules, 2004 (as amended).

DEPUTY DIRECTOR (MAINTENANCE)
051-9334306

FEDERAL GOVERNMENT EMPLOYEES HOUSING AUTHORITY
Directorate of Maintenance
*****

Subject: **BIDDING DOCUMENT FOR PROVISION OF SERVICES FOR OPERATION & MAINTENANCE OF HORTICULTURE WORKS AT GREEN BELTS, PARKS, PLAYGROUNDS, GREEN AREAS AND OPEN PLOTS ETC. AT SECTOR G-13 & G-14, ISLAMABAD**

1. INTRODUCTION: Federal Government Employees Housing Authority, herein after called the Procuring Agency, intends to invites single stage–one envelope (SSOE) e-bids through the E-Pak Acquisition and Disposal System (E-PADS) from eligible firms registered with PPRA, FBR, SECP and fulfilling the eligibility criteria specified in the bidding document for the provision of horticulture and landscaping services in Sector G-13 & G-14, Islamabad from financially sound, and technically capable firms.

2. SCOPE OF WORK:

i. General Maintenance

- Regular upkeep of all landscaped areas, including, green area, flower beds, shrubs, hedges, trees, and seasonal plantations.
- Removal of weeds, wild growth, and unwanted plants.
- Trimming and shaping of hedges, shrubs, and trees as required.
- Mowing, edging, and aeration of green area to maintain healthy turf.

ii. **Plantation & Landscaping**

- Plantation of seasonal flowers, ornamental plants, shrubs, and trees.
- Replacement of damaged or dead plants/trees with new ones of approved species.
- Soil preparation, fertilization, and mulching to enhance plant growth.
- Landscaping improvements including leveling, planting beds, and aesthetic enhancement works.

iii. **Irrigation & Watering**

- Regular watering of trees, shrubs, flowerbeds, and green belts.
- Ensuring optimal water usage and avoiding wastage.

iv. **Fertilization & Pest Control**

- Application of organic and inorganic fertilizers at prescribed intervals.
- Integrated Pest Management (IPM) including spraying of pesticides, fungicides, and herbicides as per requirement.
- Protection of plants from insects, diseases, and environmental stress.

v. **Cleanliness & Waste Management**

- Collection and disposal of garden waste, dried leaves, cut grass, and pruning debris.
- Removal of litter, and other non-biodegradable materials from green belts, vacant plots, parks, and playgrounds.

vi. **Playground & Parks.**

- Regular maintenance of grass surfaces, jogging tracks, and plantation in parks/playgrounds, green belts.
- Upkeep of ornamental features such as fountains, rockeries, and decorative landscaping (if existing).

vii. **Tree Care & Arboriculture**

- Maintenance of existing trees.
- Protection of trees from termite attacks and environmental damage.
- Support for weak or newly planted trees (staking, tying, mulching).

viii. **Special Services**

- Seasonal beautification for national events, festivals, and public occasions.
- Emergency response for storm damage, fallen trees, or other horticulture-related hazards.
- Coordination with relevant authorities for plantation drives and community participation programs.

ix. **Manpower & Equipment**

- Deployment of trained gardeners, supervisors, and support staff.
- Provision of required horticulture machinery and tools (lawn mowers, hedge cutters, sprinklers, etc.).
- Wearing of approved Jackets, safety gear, and identity badges for all workers.

x. **Reporting & Monitoring**

- Bi-monthly progress reports covering maintenance activities, plantation drives, and issues faced.
- Submission of plantation survival reports and maintenance checklists.
- Regular inspections and compliance with standards provided in the Scope of Work.

3. ELIGIBILITY CRITERIA (QUALIFYING MARKS: 60 OUT OF TOTAL 80 MARKS): Each of the criterions at **S.No.i to viii** given below carries a maximum of 10 marks each — in total 80 marks, at least 60 marks will be required to the firm(s) to qualify for the evaluation of their bid. The criterion at ix & x are mandatory compliance requirements and do not carry marks, firms/bidders who will not qualify this mandatory criterion will be disqualified from the bidding process. Procurement (Evaluation) Committee of FGEHA will assign the marks between 1 to 10 to each criterions at S.No.i to viii based on documentary evidence submitted by the firm(s). Firm(s) who will not meet the minimum standard of 60 marks out of 80 marks, shall be disqualified from the bidding process:

S.No.	Criteria	Description / Weightage for Grant of Marks	Max. Marks
i	**Tax Registration (compulsory)**	Valid registration with **NTN, GST, and Active Taxpayer status (ATL).** None active tax status = 0 marks	10

S.No.	Criteria	Description / Weightage for Grant of Marks	Max. Marks
ii.	**Registration with SECP (Compulsory)**	Valid registration with **SECP** = **10 marks** No proof of registration = 0 marks	10
iii	**Company / Firm Profile**	Complete profile including **office address of the firm in Islamabad/Rawalpindi, landline phone number, mobile & whatsapp contact numbers, email with particulars of focal person of company / firm:** • Address of firm(s) office in commercial building at Islamabad with landline number along with copy of lease agreement / ownership proof of office and last paid telephone bill = **10 marks** • Address of firm(s) office in commercial building at Rawalpindi with landline number with copy of the lease agreement / ownership proof of office and last paid telephone bill = **5 marks** • No office in commercial building at Islamabad / Rawalpindi = **0 marks**	10
iv	**Relevant Experience (Compulsory)**	Documentary evidence of relevant experience **(attested copies)** in horticulture / landscaping maintenance / gardening for government / semi-government / autonomous bodies / well reputed organization: • 3 years & above = **10 marks** • Above 2 years but less than 3 years = **5 marks** • Above 1 year but less than 2 years = **3 marks** • less than 1 year = **0 marks**	10
v	**Availability of Trained Staff**	Proof of skilled/unskilled staff with the company/firm with their profiles: • 75 or more skilled/unskilled staff = **10 marks** • 50–74 skilled/unskilled staff = **5 marks** • Less than 50 skilled/unskilled staff = **0 marks**	10
vi	**Proof of Payment of EOBI & ESSI charges (Compulsory)**	Proof of deposit of EOBI & ESSI charges (attested copies) of last six months of staff/labour. • Deposit of EOBI = **5 marks** • Deposit of ESSI = **5 marks** • No proof of deposit of EOBI & ESSI = **0 marks**	10
vii	**Strong Financial Stability**	Proof through **bank statement (1 year), income tax return (2024-2025), or audit report to prove sound turnover in a year.** • Turnover Rs.20 million or more = **10 marks** • Turnover Rs.10 million or more = **5 marks** • Turnover less than Rs.10 million = **0 marks**	10
viii	**Performance Certificates**	Performance certificates (attested copies) from **govt./ semi-govt./autonomous bodies/well reputed organization** confirming satisfactory service delivery by the firm. • Three Clients = **10 marks** • Two Clients = **5 marks** • One Client = **3 marks**	10

S.No.	Criteria	Description / Weightage for Grant of Marks	Max. Marks
ix	**Affidavit (Compulsory)**	Affidavit on **Rs.100 stamp paper** (shall be issued on the name of firm) declaring that the company / firm is **not blacklisted** by any government/semi-government/autonomous body/organization at the time of submission of bid.	**Mandatory**
x	**Bid Security (Compulsory)**	Bid security/CDR amounting to Rs. 2,000,000/- (Rupees two million only) in the shape of Demand Draft / Pay Order / CDR /Bankers Cheque in favour of **Federal Government Employees Housing Authority.**	**Mandatory**

4. COST OF BID: All costs associated with the preparation and submission of the proposal shall be borne by the bidder. FGEHA is not liable for any costs incurred during the bidding process.

5. BID PRICE:

5.1 CURRENCY AND TAXES: The bid price must be quoted in Pakistani Rupees (PKR) and must be inclusive of all applicable taxes.

5.2 INFORMATION ON REQUIREMENTS: The bidder is deemed to have obtained all necessary information related to the scope of work, site conditions, and any other factors that may affect the bid price. No claim for additional costs arising from a lack of information shall be entertained.

5.3 PRICING: Price of service charges must be quoted in accordance with scope of work provided in the bidding document. Partial, conditional, or ambiguous pricing may lead to bid rejection. The bidders shall quote the price of bids on the basis of number of manpower requirement, machinery & equipment required for the project, utilization of fuel, various spray required at sites, seasonal plantation charges, flowers, EOBI, ESSI and FBR applicable taxes etc. on per month basis on the bid submission form provided at the last section of this bidding document.

5.4 MARKET CONDITIONS AND INFLATION: The bidder must take into account current market conditions and inflation while preparing the bid. No request for price escalation or adjustment shall be accepted at any stage during the contract period, due to fluctuations in the cost of goods or services. However, in case of increase in the minimum rates of wages of the daily wage workers fixed by Directorate of Industries & Labour Welfare, Government of Pakistan, ICT, Islamabad, the only difference of increase in the rates of wages shall bear by the Procuring Agency (Federal Government Employees Housing Authority), without any change in other terms & conditions of the contract agreement. The increase of wages shall apply automatically in the monthly bill of the firm as and when Directorate of Industries & Labour Welfare, Government of Pakistan, ICT, Islamabad will notify any change in the wages of daily wage workers.

6. FORM OF BID(S):

i. **Submission of E-Bid:** Proposals must be submitted through E-PADS at https://eprocure.gov.pk

ii. **Language of Documents:** All documents must be in English.

7. DEADLINE FOR SUBMISSION OF PROPOSAL: Proposals must be submitted via E-PADS by **3rd February, 2026 till 10:30 am**.

8. OPENING AND EVALUATION OF PROPOSALS:

i. **Opening of Proposals:** Proposals shall be opened through E-PADS on **3rd February, 2026 at 11:00 am.**

ii. **Evaluation of Proposal:** Proposals shall be evaluated based on the criterion outlined at Section 3 of this bidding document.

9. VALIDITY OF PROPOSAL: Up to 30th June, 2026, subject to extension through mutual agreement in accordance with PPR 2004.

10. AMENDMENT IN THE BIDDING DOCUMENT:

i. **Modification or Amendment:** FGEHA may, at any time prior to the last closing day for submission of bid, modify or amend the documents by issuing a corrigendum for any reason, as provided under **Rule 23(3) of the Public Procurement Rules, 2004**.

ii. **Extension of Submission Deadline:** FGEHA may, at its discretion, extend the deadline for the submission of bid, as provided under **Rule 27 of the Public Procurement Rules, 2004**.

11. CLARIFICATION ON BIDDING DOCUMENT: Companies / firms requiring any clarifications regarding the bidding document may submit a query through **E-PADS**, in accordance with the **E-Pak Procurement Regulations, 2023**, within the specified timelines on **E-PADS**.

12. REJECTION OF BID: As provided under Rule 33(1) of Public Procurement Rules 2004, FGEHA shall reserve the right to reject all bids or proposals at any time prior to acceptance of contract, without thereby incurring any liability to the affected Bidder or Bidders. The procuring agency may upon request, communicate to any bidder the grounds for rejection of Bids, but is not required to justify those grounds.

13. RIGHT TO BLACKLISTING: The Procuring Agency, at any stage can blacklist a firm/bidder who consistently fails to provide satisfactory service or is found to be indulging in corrupt or fraudulent practices as per Rule-19 of PPR-2004 (as amended). However, the procuring agency shall be provided with an opportunity of hearing and record reasons before such orders.

14. NON- RESPONSIVENESS OF THE BIDS: A bid shall be considered as non-responsive for not being generally in order if;

i. The e-bid is not found accompanied with required bid security.
ii. In case of non-provision of compulsory requirements/criteria given at Section-3 of bidding document bid will be treated as non-responsive.
iii. The e-bid price is not inclusive of all taxes etc.
iv. Unable to provide the required experience.

v. Unable to provide the bank statement, income tax return or audit report to prove the financial soundness of the firm.
vi. Unable to provide the attested copies of valid NTN and GST certificate.
vii. Unable to provide attested copies of active income tax / GST status.
viii. Unable to provide the certificate of registration with SECP.
ix. Unable to provide the attested copy of lease agreement / proof of ownership document of office of the firm in commercial building in Islamabad/Rawalpindi.
x. Unable to provide the copy of the bill of the landline phone number installed in the firm office at Islamabad/Rawalpindi.
xi. The bid is found to be in contravention of any clause of bidding document.
xii. Unable to provide two performance certificates from Govt. / Semi Govt. / autonomous bodies / well known reputed organization.
xiii. Unable to provide proof of submission of amount of EOBI and ESSI to respective institutions.
xiv. Unable to provide the list of skilled / unskilled staff with the firm.
xv. If the rate (s) are incomplete, unclear, conditional, altered or ambiguous multiple options etc.
xvi. The documents submitted through E-PADS, along with the hard-copy are not legible and cannot be reviewed.
xvii. Copy of this bidding document signed and stamp of the firm not uploaded with documents on e-pads and submitted with the hard copy of the documents.
xviii. The bidding document downloaded from E-PADS must be completed carefully, in accordance with the instructions provided therein. It should be duly signed and stamped, and then uploaded to E-PADS along with all the required documents. Additionally, a hard copy of the same must be submitted to the office of the Deputy Director (Maintenance) before the closing deadline, accompanied by all documents specified in the bidding document. However, please be advised to submit your hard copy of quoted rates on the bid submission form directly to the Procurement (Evaluation) Committee at the time of bid opening on E-PADS in order to prevent premature disclosure of your quoted rates / bid.
xix. Strict scrutiny of all conditions specified in the bidding document shall be conducted. Therefore, in your own interest, ensure that all required formalities are carefully completed prior to uploading the documents on E-PADS. The same documents must be submitted at the time of bid opening without any alteration or modification to avoid disqualification from the bidding process.

15. ANNOUNCEMENT OF FINAL EVALUATION REPORT: In accordance with Rule 35 of the Public Procurement Rules (PPR) 2004, as amended from time to time, the Final Evaluation Report will be published by the Federal Government Employees Housing Authority (FGEHA) on the E-PADS platform. The report will be made available at least ten (10) to fifteen (15) days prior to the issuance of the Letter of Intent (LoI) to the successful bidder who meets the eligibility criteria outlined in this bidding document. Stakeholders are encouraged to review the report within the given timeframe and submit their grievances (if any) to the Grievances Redressal Committee (GRC) through E-PADS.

16. AWARD OF CONTRACT: Prior to the formal award of the contract, FGEHA shall upload the Final Evaluation Report on the E-PADS portal, providing justification for the acceptance or rejection of bids. This report will remain available on E-PADS for a minimum period of 10 to 15 days. Following this period, a Letter of Intent (LoI) shall be issued through E-PADS to the most advantageous bidder. Upon acceptance of the LoI, a formal Contract Agreement shall be signed between the successful bidder/firm and the Director (Technical / Maintenance), representing FGEHA. The initial term of the contract shall be one (01) year, which may be extended, subject to satisfactory performance and service delivery for a maximum total duration of five (05) years, including the initial contract period. Any extension shall be based on mutual understanding between the Procuring Agency and the firm, without any alteration to the original terms and conditions of the agreement.

17. SIGNING OF CONTRACT:

i. Promptly after acceptance of Letter of Intent (LoI), lowest / most advantageous bidder (s) shall provide the stamp paper minimum worth Rs.100/- issued on the name of firm for preparation of contract agreement.

ii. Within 14 days of acceptance of LoI both the Procuring Agency and the successful most advantageous bidder (s) shall sign a contract agreement.

iii. If the successful Bidder, after completion of all codal formalities shows inability to sign the contract/refuse/accept the contract, then their Bid Security instrument shall be forfeited and the firm shall be blacklisted for a minimum period of six months, in such situation the procuring Agency may award the contract to next lowest evaluated Bidder.

18. PROVISION OF MOTORBIKES: The successful bidder shall **provide two (02) new 70cc motorbikes,** along with 150 litres of petrol per month for motorbike, to the Maintenance Directorate. These motorbikes will be used for efficient monitoring horticulture services at various sites. The firm shall also bear the maintenance costs of these motorbikes throughout the contract period.

19. PERFORMANCE SECURITY/GUARANTEE: After signing of contract agreement initially for a period of one year the successful bidder (s) within 30 days shall deliver the procuring agency a Performance Guarantee equivalent to 3 % of the cost of contract agreement in the shape of Banker's Cheque/Demand Draft from a schedule bank, the same will be kept with the FGEHA and will be released on expiry of the satisfactory contract agreement.

20. RETENTION MONEY: 5 % retention money shall be deducted on bill of the charges of **Sub Head B and C given in the BOQ at Section 24** of the bidding document, and the same shall be released after a period of three months on satisfactory work report of the activity by the Assistant Director (Horticulture / Maintenance) / Liaison Officer. Further, retention money will not be deducted on the monthly services operational cost/bills.

21. DEDUCTIONS/PENALTIES: If it is observed that the services at the site are not being carried out in accordance with the directions issued by the officers of the Directorate of Maintenance, or if the work is deemed unsatisfactory during any month—despite prior written notices served to the firm—the Procuring Agency reserves the right to deduct up to ten percent

(10%) from the firm's monthly Running bills. This deduction shall be in addition to any other actions or penalties applicable under the terms of the contract agreement and this bidding document.

22. LIAISON OFFICER: The Assistant Director (Horticulture / Maintenance), Maintenance Directorate of FGEHA, shall serve as the Liaison Officer between the Federal Government Employees Housing Authority and the firm. The Liaison Officer shall be responsible for:

i. Coordinating communication and operational matters between FGEHA and the firm
ii. Ensuring the firm adheres to the terms and conditions of the contract agreement
iii. Supervising the performance and service quality of the staff
iv. Addressing any complaints, feedback, or service-related issues during the contract period

23. GENERAL TERMS & CONDITIONS:

1. Bidding Procedure

a) The bidding will be carried out under **Single Stage – Single Envelope (SSOE)** procedure in accordance with PPRA Rules, 2004 (as amended).
b) E-bids must be submitted through the **E-Pak Acquisition and Disposal System (E-PADS)** portal.

2. Eligibility Requirements (Read of Section 3)

a) Firms must be registered with **PPRA, FBR (Active Taxpayer List), and SECP**.
b) At least **60 marks out of 80** are required in the technical evaluation to qualify, however, compulsory/mandatory requirements / criteria provided in the Section – 3 of the bidding document shall not be relaxed and in case of non-compliance bid shall be treated as non-responsive.
c) **Mandatory/Compulsory requirements include**:
   i. Valid NTN & GST Registration Certificates
   ii. SECP Registration
   iii. Relevant experience certificates
   iv. Proof of payment of **EOBI & ESSI** contributions of workers
   v. Affidavit on Rs.100 stamp paper (shall be issued on the name of firm) confirming that the firm is not blacklisted at the time of submission of bid.
   vii. Bid Security amounting to Rs.2,000,000/- (Rupees two million only) in the form of CDR/Demand Draft/Pay Order.

3. Bid Price

a) Prices must be quoted in **Pakistani Rupees (PKR)**.
b) Prices shall be **inclusive of all applicable taxes**.
c) Rates must be **firm and final** during the contract period; no escalation shall be entertained except statutory increase in minimum wages (ICT notification).

4. **Submission of Bids**

a) E-bids must be uploaded on **E-PADS** before the closing date and time.
b) Hard copies of attested documents as provided in Section 3 of bidding document, original bid security, and affidavit must be submitted to the **Deputy Director (Maintenance), FGEHA** before closing time of bid.

5. **Validity of Bids**

a) The bid shall remain valid up to **30th June 2026**, subject to extension on mutual agreement.

6. **Opening & Evaluation**

a) Bids will be opened through **E-PADS** at the specified time and date.
b) Evaluation will be based on eligibility criteria, technical scoring, and financial responsiveness.

7. **Performance Security**

a) The successful bidder shall submit a **Performance Guarantee 3%** of the contract value within **30 days** of signing the contract agreement.
b) Performance Guarantee must be in the shape of Demand Draft / Banker's Cheque in favour of Federal Government Employees Housing Authority issued from schedule bank.

8. **Contract Award & Duration**

a) The contract will initially be awarded for a period of **one (01) year**, further extendable annually for a period of **five (05) years** including the initial contract period based on satisfactory performance and approval of the Director General (FGEHA).
b) A **Letter of Intent (LoI)** will be issued via E-PADS to the successful most advantageous bidder prior to signing the contract agreement.

9. **Provision of Motorbikes, Desktop Personal Computer and LaserJet Printer:** The successful / most advantageous bidder shall provide the following items for supervision of the services and disposal of various reports of the project effectively, after completion of the project the same shall be the property of FGHEA:

a) **Two (02) 70cc motorbikes (new)** with **150 liters of petrol/month**, including maintenance during the contract period, for FGEHA field monitoring.
b) One desktop personal computer **(used / refurbished)**
c) One Laserjet Printer **(used / refurbished)**

10. **Deductions & Penalties**

a) If services are found unsatisfactory, up to 10% deduction may be applied to the monthly invoice after written notice.

b) Repeated unsatisfactory performance may result in contract termination or blacklisting under PPR 2004.

11. **Amendments & Clarifications**
    a) FGEHA reserves the right to issue **corrigendum or amendments** in the bidding documents prior to day of bid closing deadline.
    b) Queries/clarifications shall be submitted through **E-PADS** only.

12. **Rejection of Bids**
    a) FGEHA reserves the right to **reject any or all bids** prior to award, as per **Rule 33 of PPR 2004**.
    b) Non-compliance with any mandatory requirement shall result in disqualification.

13. **Blacklisting:** Firms may be blacklisted under **Rule 19 of PPR 2004** if found guilty of fraud, poor performance, or corrupt practices, after due process.

    a) **Non-Responsiveness of Bids:** A bid will be declared **non-responsive** if:
       i. Bid security not provided.
       ii. Bid price not inclusive of taxes.
       iii. Required documents (NTN, GST, SECP, EOBI, ESSI, Experience, Proof of office in Islamabad/Rawalpindi, Bill of Land Line Phone installed in the office of the frim, performance certificates, etc.) not submitted through E-PADS and hardcopy.
       iv. Conditional, incomplete, unclear, or ambiguous pricing is quoted.
       v. Documents submitted through E-PADS, along with the hard-copy, are not legible and cannot be reviewed.
       vi. Failure to comply with any clause of bidding document.

14. **Monitoring & Reporting:** The **Assistant Director (Horticulture)**, Maintenance Directorate, will act as **Liaison Officer** for monitoring of the service provided in the scope of work.

16. **Termination of Contract**
    a) In case of refusal or failure to sign the contract after award, the **Bid Security shall be forfeited** and firm blacklisted for at least six (06) months.
    b) FGEHA may then award the contract to the **next lowest evaluated bidder**.

24. A. BOQ / DETAIL OF WORK:

NAME OF WORK:	**PROVISION OF SERVICES FOR OPERATION & MAINTENANCE OF HORTICULTURE & LANDSCAPING WORKS AT GREEN BELTS, PARKS, PLAYGROUNDS, GREEN AREAS AND OPEN PLOTS ETC. AT SECTOR G-13 & G-14, ISLAMABAD.**

(A) MONTHLY OPERATIONAL SERVICE COST

Sr #	Description	Qty	Rate (Rs.)	Unit	Total (Rs.)
1	Qualified Manager Horticulture having degree in the field of Horticulture including cost of applicable taxes, EOBI / ESSI charges.	1	60,000	P.Head	60,000
2	Supervisor (Horticulture) including cost of applicable taxes, EOBI / ESSI charges.	2	49,000	P.Head	98,000
3	Gardner / Mali / Helper / Grass Cutter Machine Operator including cost of applicable taxes, EOBI / ESSI charges.	60	49,000	P.Head	2,940,000
4	Providing water through water tanker (5000 liters) for plants including cost of water carriage, sprinkling pipe, labour etc.	90	3,500	Each	315,000
5	Providing, machinery/equipment for cutting of bushes/grass, including the cost of, fuel, maintenance etc.	20	32,890	Each	657,800
6	Provision of tractor 375 HP for cleaning, leveling, dressing, disposal of surplus material including the cost of driver, fuel, labour, trolley blade , bucket , back fixing cutter, drill machine etc.	1	200,000	P.Job	200,000
	A. Grand Total of Monthly Bid Cost including all applicable taxes				**Rs. 4,270,800/-**

Assistant Director (Horticulture)

24. B. BOQ / DETAIL OF WORK:

NAME OF WORK:	PROVISION OF SERVICES FOR OPERATION & MAINTENANCE OF HORTICULTURE & LANDSCAPING WORKS AT GREEN BELTS, PARKS, PLAYGROUNDS, GREEN AREAS AND OPEN PLOTS ETC. AT SECTOR G-13 & G-14, ISLAMABAD.

(B) HORTICULTURE / LANDSCAPING WORKS ETC. (NEED BASIS) BASED ON PAK. PWD SCHEDULE OF RATES-2022

S #	Schedule Ref	Description	Qty	Rate (Rs)	Unit	Amount (Rs)
1	126/1	Rough dressing of area for lawn i/c picking stones , pebbles, stubbles, grass roots and other injurious matters and breaking of clods i/c disposal of rubbish within 300 ft (90m or 3 Chains)	200,000	325	%Sft	650,000
2	126/6	Supplying and stacking approval garden soil (sweet soil) free from salts, pebbles and grass etc. all leads and lift.	50,000	3456.3	%Cft	1,728,150
3	126/7	Spreading approved garden soil sweet soil in uniform thickness i/c mixing and breaking clods and dressing fine for grassing i/c disposal of rubbish within 300 Rft chains (90m) complete.	50,000	296.88	%Cft	148,440
4	126/2	Supplying and stacking well decayed cow dung manure from approved source including all leads and lifts.	15,000	6278.1	%Cft	941,715
5	126/3	Spreading cow dung manure and mixing the same up to any depth in the prepared bed including breaking clods, dressing fine for grassing, including, disposal of rubbish within 3 chains (92 m) complete .	15,000	343.75	%Cft	51,562
6	126/10	Dressing fine up to depth of 4 ″and preparing the bed for final finishing i/c rinkling water rocking and rolling complete.	75,000	612.5	%Sft	459,375
7	126/11	Supplying live (Local) grass in slabs with earth intact including all lead and lift	75,000	28.13	P.Sft	2,109,750
8	126/13	Grassing by dribbling grass roots 3" (75mm) apart including watering, weeding till such time the grass in set and becomes green and is fit for mowing	50,000	755	%Sft	377,500
				B. Grand Total of Schedule Items		**Rs.6,466,492/-**

Assistant Director (Horticulture)

24. C. BOQ / DETAIL OF WORK

NAME OF WORK:	**PROVISION OF SERVICES FOR OPERATION & MAINTENANCE OF HORTICULTURE & LANDSCAPING WORKS AT GREEN BELTS, PARKS, PLAYGROUNDS, GREEN AREAS AND OPEN PLOTS ETC. AT SECTOR G-13 & G-14, ISLAMABAD.**

C. SEASONAL PLANTATION ON (NEED BASIS) BASED ON NON SCHEDULE ITEMS

1	Market Rates	**PROVIDING/PLANTING OF PLANTS/TREES HAVING 5 TO 8 FEET HEIGHT**				
		Name of Plant	**Quantity**	**Rate (Rs.)**	**Unit**	**Total Rs.**
		Pine tree	200	4,500	Each	Rs.900,000
		Sukh Chain	200	550	Each	Rs.110,000
		Jacaranda	200	700	Each	Rs.140,000
		Amaltas	200	500	Each	Rs.100,000
		Neem	200	550	Each	Rs.110,000
2	Market Rates	**PROVIDING/PLANTING OF SEASONAL FLOWERS (15 TO 20 PLANTS PER POT)**				
		Mari Gold	200	300	Pots	Rs.60,000
		Pansy	200	350	Pots	Rs.70,000
		Carnation	200	350	Pots	Rs.70,000
		Gazania	200	250	Pots	Rs.50,000
		Calendula	200	350	Pots	Rs.70,000
		Zinnia	200	300	Pots	Rs.60,000
		Amaranths	200	300	Pots	Rs.60,000
				C. Grand Total including all applicable taxes		**Rs.1,800,000/-**

Assistant Director (Horticulture)

25. BID SUBMISSION FORM FOR THE WORK "PROVISION OF SERVICES FOR OPERATION & MAINTENANCE OF HORTICULTURE & LANDSCAPING WORKS AT GREEN BELTS, PARKS, PLAYGROUNDS, GREEN AREAS AND OPEN PLOTS ETC. AT SECTOR G-13 & G-14, ISLAMABAD"

BID SUBMISSION FORM

Note: Shall be handed over (in original) at the time of Bid Opening on E-PADS to the Procurement (Evaluation) Committee to avoid disclosure of quoted rates.

(A)	**NIT MONTHLY OPERATIONAL SERVICE COST (12 months)**	**Rs.51,249,600/-**
	ADD / LESS _____ % ABOVE / BELOW	**Rs.**
	Total Quoted Amount (A)	**Rs.**

(B)	**NIT HORTICULTURE / LANDSCAPING WORKS ETC. (NEED BASIS) BASED ON PAK. PWD SCHEDULE OF RATES-2022**	**Rs.6,466,492/-**
	ADD / LESS _____ % ABOVE / BELOW	**Rs.**
	Total Quoted Amount (B)	**Rs.**

(C)	**NIT SEASONAL PLANTATION ON (NEED BASIS) BASED ON NON SCHEDULE / MARKET RATES**	**Rs.1,800,000/-**
	ADD / LESS _____ % ABOVE / BELOW	**Rs.**
	Total Quoted Amount (C)	**Rs.**
	Grand Total Quoted Amount at (A) + (B) + (C)	**Rs.**
Grand Total of quoted amounted (A) + (B) + (C) in words (Rupees		

Signature of Firm / Company Representative	**Stamp of Firm / Company**