



GOVERNMENT OF PAKISTAN  
COLLECTORATE OF CUSTOMS ENFORCEMENT,  
PLOT # 24, MAUVE AREA G-9/1,  
ISLAMABAD



**DESIGN AND CONSTRUCTION SUPERVISION CONSULTANCY SERVICES FOR  
THE PROJECT "REVAMPING/RENOVATION OF THE CUSTOM HOUSE, G-9/1",  
ISLAMABAD.**

**REQUEST FOR PROPOSAL**

Collectorate of Customs Enforcement, Islamabad invites Electronic Proposal from the Consultant Firms/Individual Consultant, registered with income tax and sales tax department for the services of "DESIGN AND CONSTRUCTION SUPERVISION CONSULTANCY SERVICES FOR THE PROJECT "REVAMPING/RENOVATION OF THE CUSTOM HOUSE, G-9/1". Method of selection Least Cost will be used.

1. Electronic Request for Proposal containing detailed requirements, terms and conditions is available for the registered bidders on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).
2. The Electronic Proposal, prepared in accordance with the instructions in the RFP, must be submitted through EPADS on or before **09.12.2025 at 11:00 AM**. Manual bids, shall not be accepted. The electronic Proposals will be opened on the same day using EPADS at **11:30 AM**.
3. In terms of Rule 48 of PPRA, 2004, Grievance Redressal Committee (GRC) is constituted for the subject procurement. Notification of said GRC is provided on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk))

  
Collector,  
Collectorate of Custom Enforcement  
Mauve Area, G-9/1, Islamabad

**Requests of Proposal**  
**(RFP)**

**Hiring of Consultant**  
For

**DESIGN AND CONSTRUCTION SUPERVISION CONSULTANCY SERVICES FOR  
THE PROJECT "REVAMPING/RENOVATION OF THE CUSTOM HOUSE, G-9/1",  
ISLAMABAD.**



**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

## 1. Letter of Invitation

1. Consultants (Individual or firms) registered with PEC/PCATP for the year 2025/26 are invited to show their expression of interest for **Designing/Supervision consultancy services of "revamping/renovation" of Custom House Building at G-9/1, Islamabad.**

- I. Architectural, engineering design and construction supervision for the Renovation/Revamping of Eastern and Western Elevations of the building including water proofing/ sealing, establishment of lightweight steel structure on the top floor along with energy efficient roof treatments. Uplifting of offices/corridors.
- II. The selection process will be conducted under Rule 3-C i.e. Least Cost Based Selection of Procurement of Consultancy Services Regulations, 2010 of PPRA.

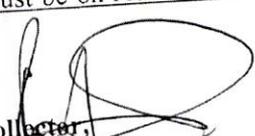
2. The major components of the consultancy include the following:

- I. Interior designing/Upgradation and renovation according to requirements to be indicated by the Collectorate.
- II. Interior designing/Renovation and up-gradation of offices and corridors and east side entrance lobby.
- III. Preparation of estimates for all interior/repair/renovation works.
- IV. Preparations of Detailed architectural and drawings, BOQs, technical specifications and Tender documents for hiring of Contractor as per PPRA/PEC bidding documents procedures.
- V. Supervision of works and verification of contractors' invoice and provision of completion certificate.

3. Information required for evaluation

Interested consultants are invited to apply for the services by sending following information as per specified format included in this document: -

- a. Name, Address, Phone, Email address of the firm.
- b. Certificate of registration as consultant in the relevant categories with PEC/PCATP for the 2025/2026.
- c. Registration with Tax Authorities for NTN, GST and must be on Active Tax payer List of both.

  
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Collectorate of Customs Enforcement  
Maue Area, G-9/1, Islamabad

## 2.0 Instructions to the Consultants

## 2.1 Submission of Applications

2.1.1 Electronic bids must be submitted through e-PADS only not later than 11:00 AM on 09.12.2025.

2.1.2 All the information to be provided in English Language.

2.1.3 The consultants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information or failure to comply with specified format of the document may result in disqualification of the consultant.

2.1.4 Clarification if required may be asked through e-PADS.

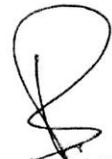
## 2.2 Evaluation Criteria

The services will be hired according to PPRA Single stage-One Envelope procedure:

- A) The method of selection of consultant will be the least cost as per 3(c) of the PPRA Consultancy Services Regulations 2010 i.e. the qualified consultant offering the total lowest bid shall be awarded the contract.

## 2.3 Mandatory Requirements(to be uploaded on e-PADS as well)

- A) Certificate of registration as consultant with PEC/PCATP for the year 2025/26  
B) Registration with Tax Authorities for NTN, GST and must be on active tax payer list of both.  
C) An affidavit on judicial paper of Rs. 100/- properly attested by oath commissioner to the effect that the firm has neither been blacklisted by any Government/Public Sector/Autonomous Body nor any contract rescinded in the past for non-fulfillment of contractual obligations.  
D) Bid security amounting to Rs. 25000/- in the shape of pay order/CDR and this should reach the office of Assistant Collector(HQ), Collectorate of Customs Enforcement, Islamabad, before closing date and time as per advertised ITB. A scanned copy of the bid security shall be attached on EPADS with financial proposal.

  
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Collector  
Collectorate of Customs Enforcement  
Islamabad

## 2.4 Scope of services/TOR of the provision of Consultancy Services/description of the Project

Collectorate of Customs Enforcement intends to upgrade/renovate the floors to the modern and up-to-date as well as they should be very functional and economical in cost. Salient features of the required works are as under:-

- Architectural/Interior designing of the facilities
- The design should be as per the modern concept and techniques.
- It should be well appealing and eye catching.
- Value for money

### Consultancy Services

- Preliminary Design and Planning After taking input from Custom Enforcement.
- Plan and design the architectural work as well as the interior decorating and designing of Floors/Lobbies.
- Upgradation and renovation according to requirements to be indicated by the client.
- Internal Architectural/Interior designing of the building.
- Preparation of engineering estimated for all repair/renovation works.
- Preparation of tender documents e.g. Detailed architectural and tender drawings, BoQs, technical specifications as per Pak PWD Schedule of Rates 2022, if possible.
- Assistance in Bid Evaluation.
- Execution and detailed supervision of works.

### Schedule of Activities and Payment

  
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 Collector  
 Directorate of Customs Enforcement  
 Islamabad

	Phase	Payment Percentage	Lumpsum Amount to be quoted by the prospective Bidder (In Rs. Only)
I.	Preliminary Design & Planning after taking input of Collectorate of Customs Enforcement.	80% of the services from serial no I to VII (to be quoted separately against each service).	
II.	Architectural/Interior, renovation/upgradation design;		
III.	Preparation of detailed estimates; (Lump sum)		
IV.	Drafting of technical specifications, drawings, BOQs, and bidding documents for construction contract(s); (Lump sum)		
V.	Assistance during the tendering process. (Lump sum)		
VI.	Bid evaluation support; (Lump sum)		
VII.	Construction Supervision (%age of each IPC)		
2. Project Closing		10%	

### 3.0 Bid Price

The Consultant shall quote the lumpsum price and percentage basis against each phase as given in the schedule of Activities and Payment.

### 4.0 Penalty

In case the design is not completed within stipulated time period due to reasons ascribed to the consultants in Para 2.4 above, a penalty of .25% per day of the total consultancy fee for the design phase will be imposed, till completion of the assignment max up to 40 days of the original timeline. In case, the work isn't completed within 40 days then penalty @ 0.5% per day shall be charged for further 20 days. If the work still not completed within extended time, the contract shall be terminated. Delay period due to reasons beyond the control of consultant will not be considered as delayed.

### 5.0 Force Majeure

a. For the purpose of this project, "Force Majeure" means an event which is beyond the reasonable control of a party and which makes a Party's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial actions (except where such strikes, lockouts or other industrial actions within the power of the Party invoking Force Majeure to prevent), confiscated or any other action by government agencies.

b. Force Majeure shall not include

- 1 Any event which is caused by the negligence or intentional action of a Party or such party's sub-consultants or agents or employees., nor
- 2 Any event which is diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this contract and to avoid or overcome in carrying out its litigations.

c. Force Majeure shall not include insufficiency of funds or failure to make any payment required.

d. Force Majeure period, whenever involved will be added in the given timelines of the project.

### 6.0 Cost of RFP

The Bidder shall bear all costs associated with the preparation and submission of its bid and this Collectorate will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the RFP process.

  
**RIZWAN SALABAT**  
Collector  
Directorate of Customs Enforcement  
Islamabad

## 6.0 Type of Contract

As per PEC , Standard Form Engineering consultancy contracts for smaller projects (cost up to 2.00 Million) on Lumpsum basis and supervision on Percentage basis will be used for contract drafting.



**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

COLLECTORATE OF CUSTOMS ENFORCEMENT, ISLAMABAD  
(Client)

**DESIGN AND CONSTRUCTION SUPERVISION CONSULTANCY SERVICES FOR  
THE PROJECT "REVAMPING/RENOVATION OF THE CUSTOM HOUSE, G-9/1",  
ISLAMABAD.**

**AGREEMENT FOR CONSULTANCY SERVICES**  
(For Smaller Projects with Consultancy Fee Not More Than Rs. 2,000,000)



**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

NOV, 2025  
(Month) (Year)

(Name and address of the Consultant/BIDDER)

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 Collector  
 Collectorate of Customs Enforcement  
 Islamabad

## AGREEMENT FOR CONSULTANCY SERVICES

**THIS AGREEMENT**, together with APPENDICES A to D which constitute an integral part thereof (herein referred to as the Agreement), is entered into on this -----

between

COLLECTOR, COLLECTORATE OF CUSTOMS ENFORCEMENT, ISLAMABAD  
(herein referred to as the "Client") of the first part;

and

----- (herein referred to as "Consultant"), of the second part.

The Parties hereto agree as under:-

1. **ARTICLE 1: THE PROJECT**

The Project for which Services are required to be performed under this Agreement is described in the attached Appendix A.

  
**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

2. **ARTICLE 2: SCOPE OF SERVICES**

2.1 The scope of consultancy and other professional services (herein referred to as "Services") to be performed by the Consultant for the Project under this Agreement are described in the attached Appendix A.

3. **ARTICLE 3: TIME SCHEDULE**

3.1 **Effective Date of Commencement**

Effective Date of Commencement of Services shall be as defined in the attached Appendix-B.

3.2 **Time Schedule of Services**

The time schedule of Services is given in the attached Appendix B.

3.3 **Extension of Time**

Extension of Time for completion of Services and the terms and conditions thereof shall be mutually agreed between the Client and the Consultant as and when required.

4. **ARTICLE 4: MODE OF OPERATION**

4.1 **Obligations of the Consultant**

- The Consultant shall perform Services as an independent consultant in accordance with recognized international standards, applicable laws and regulations.
- The Consultant shall appoint a Project Manager (professional engineer licensed by PEC) named in Appendix D who shall represent the Consultant for purposes of this Agreement and shall be responsible for the administration of the Agreement including performance of Services thereunder. He shall remain in contact with the representative of the Client to keep him fully informed on all matters relating to the provision of Services by the Consultant.
- The Consultant shall carry out the Services with due diligence and efficiency and in conformity with sound engineering practices.
- The Consultant shall act at all times so as to protect the interests of the Client and shall take all reasonable steps to keep all expenses to a minimum consistent with sound economic and engineering practices.
- The Consultant shall furnish the Client such information relating to the Services as the Client may from time-to-time reasonably request.
- Except with the prior written approval of the Client, the Consultant shall not assign or transfer the Agreement for Services or any part thereof nor engage any other independent consultant or sub-contractor to perform any part of the Services.
- The Consultant agrees that no proprietary and confidential information received by the Consultant from the Client shall be disclosed to a third party unless the Consultant receives a written permission from the Client to do so.

  
**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

4.2 **Obligations of the Client**

The Client shall provide to the Consultant:

- All necessary data/documents/reports, as listed in Appendix A, that may be required by the Consultant for performing the Services within the Time Schedule given in Appendix B.
- The Client shall designate a person named in Appendix D to act as its representative on all matters pertaining to this Agreement and to fully cooperate with the Project Manager of the Consultant.

- The Client shall take all necessary measures to make timely payments to the Consultant as stipulated in Article 5, hereof.

5. **ARTICLE 5: REMUNERATION FOR SERVICES AND SCHEDULE OF PAYMENT**

The remuneration for Services rendered by the Consultant and the mode of payment shall be as described in the attached Appendix-C.

6. **ARTICLE 6: ADDITIONAL SERVICES**

The Client may ask the Consultant to perform Additional Services during the currency of this Agreement. Such Additional Services shall be performed with the prior concurrence of both the Parties. The Consultant shall submit an estimate of the additional time (if any) and the additional remunerations for such Additional Services which shall be approved in writing by the Client before the commencement of the Additional Services.



**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

7. **ARTICLE 7: TERMINATION**

7.1 **End of Services**

The Agreement shall terminate when, pursuant to the provisions hereof, the Services have been completed and the payment of remunerations have been made.

7.2 **Termination by the Client**

The Client may, by a written notice of thirty (30) days to the Consultant, terminate this Agreement. All accounts between the Client and the Consultant shall be settled not later than sixty (60) days of the date of such termination.

7.3 **Termination by the Consultant**

The Consultant may suspend the Agreement by a written notice of thirty (30) days only if the Consultant does not receive payments due under this Agreement within thirty (30) days of submission of its invoice. If the payment is still not made to the Consultant after thirty (30) days of notice of suspension, the Consultant may terminate this Agreement in whole or in part by giving fifteen (15) days advance notice of intent to terminate. If the Agreement is terminated by the Consultant under such circumstances, the Client shall pay, within a period of thirty (30) days of the date of such notice of intent to terminate referred above, all payments due to the Consultant.

8. **ARTICLE 8: FORCE MAJEURE**

The term "Force Majeure" as employed herein shall mean acts of God, strikes, lock-out or other industrial disturbances, acts of public enemy, wars, blockades, insurrection, riots, epidemics, landslides, earthquakes, storms, lightning, floods, washouts, civil disturbances, explosions and any other similar events, not within the control of either Party and which by the exercise of due diligence neither Party is able to overcome.

If either Party is temporarily unable by reason of Force Majeure or the laws or regulations of Pakistan to meet any of its obligations under the Agreement, and if such Party gives to the other Party written notice, of the event within fifteen (15) days after its occurrence, such obligations of the Party, as it is unable to perform by reason of the event, shall be suspended for as long as the inability continues. Neither Party shall be liable to the other Party for loss or damage sustained by such other Party arising from any event referred to as Force Majeure or delays arising from such event. Force Majeure shall not include insufficiency of funds or failure to make any payment required under the Agreement.

9. **ARTICLE 9: RESOLUTION OF DISPUTES**

Any dispute or difference arising out of the Agreement which cannot be amicably settled between the Parties, shall be finally settled under the provisions of the Arbitration Act, 1940 (Act No. X of 1940) and Rules made thereunder as amended from time to time. The venue of arbitration shall be in Pakistan as given in Appendix D, Special Conditions.

**RIZWAN SALABAT**  
Collector

Collectorate of Customs Enforcement  
Islamabad

10. **ARTICLE 10: APPLICABLE LAWS**

This Agreement shall, in all respects, be read and construed and shall operate in conformity with the laws of Pakistan and the courts at the location indicated in Appendix D, Special Conditions shall have exclusive jurisdiction for adjudicating and interpreting the Agreement.

11. **ARTICLE 11: CONTRACT AMENDMENT**

No variation in or modifications to the terms of the Agreement shall be made, except by a written amendment signed by the Parties hereto.

12. **ARTICLE 12: NOTICES**

Any notice given by any of the Parties hereto shall be sufficient only if in writing and delivered in person or through registered mail as follows:

To: The Client - COLLECTOR, COLLECTORATE OF CUSTOMS  
ENFORCEMENT, ISLAMABAD

To: The Consultant Project Manager. -----  
-----

or to such other address as either of these Parties shall designate by notice given as required herein. Notices shall be effective when delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement, in two (2) identical counterparts, each of which shall be deemed as original, as of the day, month and year first above written.

FOR AND ON BEHALF OF  
(The Consultant)

Signed by: -----

Designation: -----

(Seal)

Witness:

Signed by: -----

FOR AND ON BEHALF OF  
(The Client)

Signed by: -----

Designation: -----

(Seal)

Witness:

Signed by: -----

## APPENDIX A

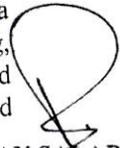
### THE PROJECT

&

### SCOPE OF SERVICES

A-1 THE PROJECT  
(Refer Article 1 hereof)

The Office of the Collector of Customs Enforcement, Islamabad situated at Mauve Area G-9/1, is a unit of the Federal Board of Revenue (FBR) of Pakistan. The building requires comprehensive renovation and maintenance, encompassing both civil and electrical/mechanical (E/M) components. To facilitate this, a qualified consultant is required to provide consultancy supervision from designing, engineering services, estimation, bidding document preparation, bid evaluation and throughout the execution phase to ensure quality and compliance with approved designs and specifications.

  
**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

A-2 SCOPE OF SERVICES  
(With reference to Article 2.1 give detailed scope of consultancy and other professional services to be performed by the Consultant under this Agreement including listing of deliverables such as reports, documents, drawings and number of copies thereof.)

The consultant shall be responsible for providing comprehensive services across the following key areas:

- I. Architectural/Interior and renovation design of Floors/Corridors and Building Elevations concepts, Preparation of detailed estimates;
- II. Drafting of technical specifications, drawings, BOQs, and bidding documents for construction contract(s);
- III. Assistance during the tendering process.
- IV. Bid evaluation support;
- V. Construction Supervision (%age of each IPC)

A-3 DATA/DOCUMENTS/REPORTS  
(With reference to Article 4.2 list the data, documents and reports which are to be provided by the Client and will be required by the Consultant for performing the Services.)

In order to enable the Consultant to perform the Services effectively and within the agreed timelines, the Client shall provide the following data, documents, and reports, as applicable:

1. Existing Building Drawings

- Architectural, structural, electrical, mechanical, and plumbing (MEP) layouts
2. **Utility Layouts and Service Records**  
Water supply, sewerage, electrical, HVAC, firefighting, and communication lines documentation
  3. **Site Access and Security Protocols**  
Site access letters, safety guidelines, and any entry clearance procedures
  4. **Communication Contact Points**  
Designated focal persons for coordination and approvals during the course of the consultancy
  5. **Provision of Construction contract and estimates**  
Bidding documents, MOMs (if any) and the contract documents.



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Collector  
Collectorate of Customs Enforcement  
Islamabad

## APPENDIX B

### TIME SCHEDULE

B-1 Effective Date of Commencement of Services.

(The date on which this Agreement shall come into effect is the date when the Agreement is signed by both the parties and the amount of advance payment due upon signing of the Agreement is received by the Consultant.)



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Collector  
Collectorate of Customs Enforcement  
Islamabad

B-2 Time Schedule of Services

(With reference to Article 3.2 give time schedule of Services taking into account data/documents required from the Client and the time of approval(s) by the Client.)

Phase	Duration
1. Design, estimation, engineering services, bidding documents preparation, bid evaluation and Supervision Phase	06 month
2. Project Closing	1 week post-work

APPENDIX C

REMUNERATION FOR SERVICES

&

SCHEDULE OF PAYMENT

(With reference to Article 5)

C-1 Total Remuneration  
(inclusive of all taxes)

Based on the Schedule of Payments given at C-3.

C-2 Advance Payment

10% of the total remuneration

C-3 Schedule of Payments

(Either in terms of time with respect to Date of Commencement or on submission of deliverables),

  
**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

Phase		Payment Percentage	
VIII.	Preliminary Design & Planning after taking input of Collectorate of Customs Enforcement, Islamabad.	80% of the services from serial no I to VII (to be quoted separately against each service).	
IX.	Architectural/Interior, renovation/upgradation design;		
X.	Preparation of detailed estimates; (Lump sum)		
XI.	Drafting of technical specifications, drawings, BOQs, and bidding documents for construction contract(s); (Lump sum)		
XII.	Assistance during the tendering process. (Lump sum)		
XIII.	Bid evaluation support; (Lump sum)		
XIV.	Construction Supervision (%age of each IPC)		
2. Project Closing			10%

C-4 Delayed Payment

(In case of delay in payment beyond the stipulated period, the Client shall pay to the Consultant, compensation at the rate of eight percent (8%) for the delayed amount)



**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

APPENDIX D

SPECIAL CONDITIONS

D-1 PROJECT MANAGER (Refer Article 4.1)

D-2 REPRESENTATIVE OF THE CLIENT (Refer Article 4.2)

Custom House representative as notified by the Employer.

D-3 VENUE OF ARBITRATION (Refer Article 9)

The Engineer at Islamabad.

  
**RIZWAN SALABAT**  
Collector  
Collectorate of Customs Enforcement  
Islamabad

D-4 LOCATION OF THE COURTS  
HAVING JURISDICTION (Refer Article 10)

Islamabad