

National Bank of Pakistan  
Engineering Wing (North) LCMG  
G-5/1 Building, Islamabad

(ORIGINAL SET) FOR  
OPERATION AND MAINTENANCE SERVICES

FOR OPERATION & MAINTENANCE OF TWO PASSENGER  
LIFTS INSTALLED AT NBP, REGIONAL OFFICE RAWALPINDI

"Original set must be submitted with a duplicate copy"

*DOWNLOADED BY.*

**Name of Contractor/ Firm:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Name of Authorized Contact Person:** .....

**Permanent Address & Contact Number:** .....

.....

**Sole Proprietor / CEO etc. Name:** .....

**Contact Number:** .....

**Mobile Number:** .....

**National Bank of Pakistan  
Engineering Wing (North) LCMG  
G-5/1 Building, Islamabad**

**OPERATION & MAINTENANCE OF TWO PASSENGER  
LIFTS INSTALLED AT NBP, REGIONAL OFFICE RAWALPINDI**

**TABLE OF CONTENTS**

<b>Sr. No.</b>	<b>Description</b>	<b>Page No.</b>
1.	Title Page	01
2.	Table of Contents	02
3.	Invitation for Bid	03
4.	Summary	04
5.	Bid Form	05
6.	Bidding Documents (Instruction to Bidder / Bidding Data / Contract Data).	06
7.	Bill of Quantities	07
8.	General Terms and Conditions	08-09
9.	Schedule No.1 (Scope of Work) Schedule No.2 (Staff Strength)	10

**National Bank of Pakistan  
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**INVITATION FOR BID**

**OPERATION & MAINTENANCE OF TWO PASSENGER  
LIFTS INSTALLED AT NBP, REGIONAL OFFICE RAWALPINDI**

**National Bank of Pakistan**, the leading Commercial Bank of the Country invites sealed bids for the procurements of services from Lifts Operation and Maintenance firms / vendors for aforesaid works with an active status on **FBR Active Taxpayer List and Provincial Revenue Board** and have vast experience of Operation & maintenance of Lifts may download tender documents. The Contract will be initially for One Year, which can be extended further with mutual consent. Eligibility criteria for bidding document consists of the following

1. A bidder should have a valid registration in **Pakistan Engineering Council** in financial category **C-6** or above along with **ME-03** specialties on bidding data.
2. Only firms who have successfully completed at least **03nos.** Lifts operation & maintenance contracts of similar nature of works (at least one year each) during last five years are eligible to bid.
3. An affidavit on e-stamp paper of **Rs.100/-** for undertaking that the firm have never been indulged in any litigation and have never been blacklisted by any department/organization.
4. Past performance of the firms / vendor who have previously worked with NBP shall also be considered while issuing the bidding document.

For Interested bidders: **Single Stage-One Envelope Bidding Documents as per PPRA Rule 36 (a)** containing details of bid, detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc., have been made available at NBP web site "<https://www.nbp.com.pk/TENDER>" which can be downloaded by interested contractors/ firms till business hours and within working days up till 20-03-2023.

All the interested bidders, who wish to participate in the bidding, must submit the documentary proof of above-mentioned eligibility criteria in the office "**Engineering Wing (North), National Bank of Pakistan, G-5/1 Building, Islamabad. Ph. +92-51-9203117**" for verification on or before 20-03-2023. In case of non-compliance/ineligibility, the contractor/firm will not be allowed to participate in the bidding process.

The bids, prepared in accordance with the instructions in the Bidding Documents along with RS.25,000/- Bid security in shape of Pay order in the name of "**Wing Head (North), National Bank of Pakistan**" must reach in the office of:

**" Wing Head, Engineering Wing (North), National Bank of Pakistan,  
G-5/1 Building, Islamabad. Ph. +92-51-9203117"**

On or before 11:00 am on 22-03-2023. Bids will be opened on the same day at 11:30 am in the presence of tender opening committee and contractors' who wish to be participated. If office remains closed on bidding date for some reasons, this work will be carried out on the consecutive working day. This advertisement is also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk) as well as on the National Bank of Pakistan website <https://www.nbp.com.pk/TENDER>.

**WING HEAD  
ENGINEERING WING (NORTH)  
NATIONAL BANK OF PAKISTAN  
G-5/1 BUILDING, ISLAMABAD  
PH: +92-51-9203117**

**National Bank of Pakistan  
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**OPERATION & MAINTENANCE OF TWO PASSENGER  
LIFTS INSTALLED AT NBP, REGIONAL OFFICE RAWALPINDI**

**SUMMARY**

1. O & M of above Two (2) Passenger Lifts for a Period of One Year.

Total Amount: -                      Rs.....

(RUPEES .....  
.....)

**Note: - All items' rates should be inclusive of all types of taxes (Federal & Provisional Govt), including income tax, PRA and any other applicable taxes.**

**CDR # ..... Bank Name: ..... Dated.....**

**Rs.....**

**CONTRACTOR (STAMP & SIGN)**

**National Bank of Pakistan  
Engineering Wing (North) LCMG  
G-5/1 Building, Islamabad**

**BID FORM  
(OFFER LETTER FROM BIDDER)**

Dated: \_\_\_\_\_

**Procuring Agency:** NATIONAL BANK OF PAKISTAN

**Invited By:** Wing Head, Engineering Wing (North), National Bank of Pakistan, G-5/1 Building, Islamabad

Name of works: **OPERATION & MAINTENANCE OF TWO PASSENGER LIFTS INSTALLED AT NBP, REGIONAL OFFICE RAWALPINDI**

Name of Bidder (in Block Capitals): \_\_\_\_\_

Bidder NTN No. \_\_\_\_\_ Bidder PEC Registration No. \_\_\_\_\_ / \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Bidder Address: \_\_\_\_\_

1. As a bidder we undertake to examine and to execute the works (subject to final selection) as contained and specified in conformity / compliance with the (Bidding Documents) Invitation to Bid, Bid Form, Bidding Data, Schedules of prices, Terms and Conditions of Contract and Standard Forms and are meant for in bidding documents as mentioned above.
2. The breakup of our **Bid Price** is given in Schedule of prices (Bill of Quantities) and total Bid Price comprises of Pak Rs. \_\_\_\_\_ (Pak Rupees \_\_\_\_\_) in accordance with the said Documents and we understand that all the bidding documents hereto form part of this Bid.
3. As an assurance obligation to this Bid, we have submitted a **Bid Security** (as per PPRA rules 25) amounting to Pak Rs. \_\_\_\_\_ (Pak Rupees \_\_\_\_\_) Only) in the form of Pay Order in the name of National Bank of Pakistan along with our Bid.
4. We agree to abide by **Bid Validity Period** (as per PPRA rules 26) as specified in **Bidding Data**. We understand that bid validity period starts from the date fixed for receiving of bids and our bid may be accepted at any time before the expiration of that period.
5. We undertake, if our Bid is accepted to commence the Works, we shall deliver and complete the Works comprised in the schedule within the specified period of time(s) as stated in the Contract Data.
6. Unless and until a **Contract** comes in existence, this Form of Bid along with all Bidding Documents shall constitute a Binding Memorandum between us and the National Bank of Pakistan.
7. We clearly understand that National Bank of Pakistan reserves the rights to reject all bids as per PPRA Rule 33 prior to acceptance thereof. The Bank is not bound to accept the lowest one or any bid which it has received and not responsive to requirements.
8. We do hereby declare that this Bid has been made without any collusion, comparison of figures or arrangement with any other bidder or persons making a bid for this particular works.

Signature \_\_\_\_\_

Name (In Block Capitals): \_\_\_\_\_

Designation \_\_\_\_\_

CNIC \_\_\_\_\_

Official Stamp / Seal

**WITNESS:**

Signature \_\_\_\_\_

Name (In Block Capitals): \_\_\_\_\_

CNIC \_\_\_\_\_

Address: \_\_\_\_\_

**National Bank of Pakistan  
Engineering Wing (North) LCMG  
G-5/1 Building, Islamabad**

**INSTRUCTIONS TO BIDDERS / BIDDING DATA / CONTRACT DATA**

Dated: \_\_\_\_\_

- Procuring Agency:** NATIONAL BANK OF PAKISTAN
- Invited By:** Wing Head, Engineering Wing (North), National Bank of Pakistan, G-5/1 Building, Islamabad
- Name of works:** OPERATION & MAINTENANCE OF TWO PASSENGER LIFTS INSTALLED AT NBP, REGIONAL OFFICE RAWALPINDI
- Scope & Applicability** : These bidding documents are applicable to the above-mentioned works as a project.
- Scope of Tender Works** : OPERATION & MAINTENANCE OF TWO PASSENGER LIFTS INSTALLED AT NBP, REGIONAL OFFICE RAWALPINDI
- Bid Security/Earnest Money** : Payment Order/CDR amounting to 0.025Mn in favor of National Bank of Pakistan enclosed with Sealed Bid. (In case of non- submission, Bid would be readily **rejected** at the time of Bid opening).
- Bid Submission Procedure** : Single Stage – Single envelope procedure as per rule 36 (a) of Public Procurement Rules 2004. The bid shall comprise a single package containing two separate envelopes shall contain separately the financial proposal and the technical proposal duly stamped & signed by authorized person of bidder, related technical details / brochures and earnest money Pay order in Single Sealed Envelope marked as “Original”.
- Bid Submission Date & Time** : 22 March 2023; 11:00 HRS
- Bid Opening Date & Time** : 22 March 2023; 11:30 HRS
- Bids Opening Place** : **Wing Head, Engineering Wing (North), National Bank of Pakistan, G-5/1 Building, Islamabad**
- Bid validity period** : 120 days from the date of Opening of Bid.
- Currency of Payment** : Pak Rupees
- O/M OF LIFTS** : This term wherever used in Tender Documents will mean Operation and Maintenance of Two Passenger Lifts Installed at NBP, Regional Office Rawalpindi
- Evaluation Criteria** : Lowest Financial Evaluated Bid
- Advance Payment** : Nil

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**OPERATION & MAINTENANCE OF TWO PASSENGER LIFTS INSTALLED  
AT NBP, REGIONAL OFFICE RAWALPINDI**

**BOQ**

Sr#	Description	Contract duration / Months	Rate In figure P. Month	Rate In words P. Month	Amount
1.	<p>Operations and maintenance of Two Passenger Lifts / of Nominal capacity of 450 Kg (05 Persons) each on monthly basis (for One year)</p> <p>These two passenger lifts contain Machine room control, electrical controls, control &amp; electrical panels, cabling network, control relays, intercom system, micro switches, guides, magnetic switches, control integrated electric cards, lights, push buttons etc. (complete in all respect). which require successful, smooth and trouble-free operation with deputation of full time one(1) experienced, professional lift technician /operator and including minor repair of parts &amp; PCB's.</p> <p>The salient features, technical specifications and general terms and conditions for operation of lifts / elevators are detailed in <b>Annexure-A</b>.</p> <p>The rates should include all applicable taxes imposed by Govt. of Punjab.</p>	12 Months	Rs.	Rupees	Rs.
<b>Total</b>					Rs.
<b>NOTE:-</b> The rates should inclusive all applicable taxes imposed by Govt. of Pakistan.					

**For Bidder (STAMP & SIGN)**

**National Bank of Pakistan  
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LIFTS INSTALLED AT NBP, REGIONAL OFFICE RAWALPINDI**

**ANNEXURE-A  
GENERAL TERMS AND CONDITIONS**

1. The contract shall be awarded for a period of one (01) year. The Contract will be initially for One Year, which can be extended further with mutual consent. The contract may be terminated by a written notice of the intention not to renew the agreement by either party with one month notice during the agreement period.
2. The employer will facilitate the working of the contractor by providing adequate facility particularly a telephone extension from the existing intercom system during working hours for easy communication by the contractor's official with the concerned officials of National Bank of Pakistan.
3. The contractor will operate the lifts smoothly as under: -

**Operations time of the following two vertical lifts with deputation of One (1) experienced and professional lift technician.**

- a) Lifts / of nominal capacity of 450 Kg (5 Persons) 02 Nos.

**Operation Time**

**30 minutes before & after Bank's Office Timing i.e.**

Monday to Friday	From 8:30 A.M.	To	06:00 P.M.
Saturday, Sunday and on public holiday	On call basis		

**Note:** The rates should include keeping in view above operations times of the two lifts.

- a) The contractor will submit a complete, list of material required for the operation and servicing of the lifts and for the annual maintenance and overhauling, time to the employer for their procurement for local material.
- b) In case the Employer instructs the contractor to supply such items, the contractor will charge 10% as handling charges plus 6% withholding tax to cover the procurement expenses. The bill of the contractor will be supported by the cash memos or bills of the suppliers for the purchased items.
4. The contractor will be required to physically check the engineering stores of the employer to determine the availability of imported and indigenous spare parts. If any additional spare parts are required, the contractor will submit a list of the same to the employer giving one year's time for procurement of imported spare parts and four months times for indigenous spare parts.
5. a) The contractor will engage experienced and qualified staff for the operation servicing and maintenance of the lifts that will work exclusively in the building and shall not be diverted to the contractor's other installations. The staff must remain at the site of work during the operation & maintenance of lifts.  
b) The contractor shall depute additional staff as required from his central workshop for carrying out the work of servicing and maintenance, particularly routine servicing, maintenance and overhauling without any extra cost.  
c) The contractor shall arrange periodic site visits of his senior Engineer from his Contractor Head Office to check the operation of the lifts and the servicing, maintenance and overhauling work carried out by his staff. The contractor will submit the inspection report to the Employer in first week of every month for the preceding month specifically pointing out any deficiency / shortcomings.
6. The contractor will ensure that the spare parts etc. are replaced only when it is considered essential. Maximum care would be exercised for economy and all efforts should be made to repair the old part for its reuse. New part should only be substituted when the old part cannot be satisfactorily repaired.
7. The contractor may carry out the servicing of the lifts on Sunday (after getting approval). The contractor's supervisor Engineer shall inform the employer's Representative on a Friday regarding the servicing work to be carried out on Sunday so that the Employer's representative can arrange necessary security and access for the contractor's staff.



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8. The contractor must ensure the proper functioning of the lifts. In case of unsatisfactory functioning or failure of the lifts on account of negligence of contractor of which the Employer shall be the sole judge, the employer shall have the right to terminate the Agreement by giving a written notice of one month.
9. In case any equipment or parts of the lifts are damaged or destroyed as a result of negligence on the parts of the contractor, his agent or employees, the contractor shall be liable to pay for rectification and making good of all such damages or losses.
10. The employer reserves the right to make deduction for the period of interrupted operation of the lifts on pro- rata basis where the cause of interruption is attributable to the negligence of the contractor, of which the employer shall be the sole judge.
11. For the execution of this contract, the Employer shall be represented by the VP-Head of Engineering Wing (North) of the employer (herein nominated by the employer for this purpose and notified in writing to the contractor for operation & maintenance of lifts).
12. The contractor must ensure good behavior by his staff and the contractor's supervisor Engineer should liaison with and follow the instructions of the Employer's Representative, particularly regarding the entry of the contractor's staff to the building occupied areas for operation & maintenance of lifts.
13. The employer's representative may instruct the contractor's supervisor Engineer to operate the lifts
  - (i) Beyond normal hours on a working day
  - (ii) On Sunday or public Holiday by giving notice two days before the holiday. Contractor's supervisor Engineer will take certificate in writing from the Employer's Representative regarding the date and the period of the additional operation.
14. The contractor should submit his bill to the Employer's representative during 1<sup>st</sup> week of every month for the work carried out during the preceding month, payments shall normally be made within 21 days of the submission of the Bill.

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**SCHEDULE NO.1**

**SCOPE OF WORK**

1. The contractor shall be responsible for the operation of the complete lifts, complete servicing and maintenance of all equipment, controls, components and accessories including minor repairs, monthly, weekly overhauling and servicing. Major repairs, when required are not included in the scope of works.
2. The employer shall be responsible for the followings
  - a. Electricity.
  - b. Spares and material required for operation, maintenance, servicing, minor repairs and overhauling.
3. The contractor shall be responsible for providing following staff & services,
  - a. One (1) experienced qualified technician full time.
  - b. Senior Engineers on call basis if required.
4. The contractor shall ensure that the lifts are operated, maintained and serviced efficiently to avoid breakdown during normal operation. The contractor shall also ensure economical consumption of the materials and spare parts supplied by the Employer (audit requirement).
5. Monthly Reports
  - (a) The supervisor Engineer of the contractor shall regularly submit a monthly report in triplicate to the Employer's representative by 5<sup>th</sup> of each month regarding overall performance of the complete lifts during the preceding month and pinpoint any action to be taken by the Employer.
  - (b) The contractor will carry out general overhauling lifts once in a month and as when require for smooth operation of lifts.
6. The contractor shall submit an estimate to the Employer for approval before carrying out any major repairs which become necessary in due course but not due to any negligence or default of the contractor his agents of which the Employer shall be the sole judge. The estimate shall be submitted expeditiously so as not to disrupt the lifts operation. The contractor shall under take the work on approval of the estimate by Employer.
7. The work of routine servicing and maintenance as required must be completed by the contractor's staff every day.
8. Lift Operation
  - a) Checking the working of all electrical and mechanical components of the equipment.
  - b) Any servicing or running repair required during the operation of the lift.

**SCHEDULE NO. 02**

**STAFF STRENGTH**

**Lift / Elevators Operator/Technician**

The lifts operator/technician available at site should be equipped with following expertise.

- A.** Qualified, experience and professional lift technician having at least 5 years' experience in operation and maintenance of lifts of multi-story building during whole operation timings.
- B-** In case of any major breakdown, the contractor shall depute his Senior Engineer from contractor H.O for rectification purpose (Urgent basis).
- C-** No TA/DA shall be paid by the Bank on account of obligations for rectification.

**For Bidder (STAMP & SIGN)**