

(ORIGINAL SET)

FOR

**REGULAR MAINTENANCE OF LAWN, LANDSCAPING AND PLANTATION OF GREEN AREA AT NBP G-/1
BUILDING ISLAMABAD**

"Original set must be submitted with a duplicate copy"

ISSUED TO/ DOWNLOADED BY.

Name of Contractor/ Firm._____

Mailing Address_____

For Bidder
(Sign & Seal)

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

INDEX

Sr. No.	Description	Page No.
1.	Title Page	01
2.	Index	02
3.	Invitation for Bids	03
4.	Bid Form	04
5.	Bidding Documents (Instruction to Bidder / Bidding Data / Contract Data).	05
6.	BOQ	06
7.	Schedule No.1 (Scope of Work) Schedule No.2 (Staff Strength)	07
8.	General Terms & Conditions (Annexure-A)	08

For Bidder
(Sign & Seal)

INVITATION FOR BIDS

REGULAR MAINTENANCE OF LAWN, LANDSCAPING AND PLANTATION OF GREEN AREA AT NBP G-5/1 BUILDING, ISLAMABAD

National Bank of Pakistan invite sealed bid for the procurement of aforesaid work with an active status on **FBR Active Taxpayer List & Provincial Revenue Board** and have vast experience of landscaping works and comply eligibility criteria may download tender documents. Eligibility criteria for bidding document consists of the following.

1. Interested firms for landscape works having offices or Banks' relevant experience of minimum five years in horticulture and plantation etc.
2. Past performance of bidders who have previously worked with NBP, shall also be considered for issuance of bidding documents.
3. Valid Income Tax registration certificate (NTN) & Registration Certificate of Provincial Sales Tax on services.
4. Affidavit that the firm has not been blacklisted in past by Govt./ Semi Govt./ Private Organizations.

All the interested bidders, who wish to participate in the bidding, must submit the documentary proof of above mentioned eligibility criteria in the office of The Wing Head, Engineering Wing (North), NBP, G-5/1 Building, Islamabad for verification on or before **24-10-2023**. In case of non compliance/ineligibility, the contractor/firm will not be allowed to participate in the bidding process.

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 etc., have been made available at NBP web site "<https://www.nbp.com.pk/TENDER>" which can be downloaded by interested contractors/ firms till **27-10-2023**.

The bids, prepared in accordance with the instructions in the Bidding Documents along with Bid security amounting to **PKR 0.075 Mn.** each work in shape of Pay order or Bank Guarantee in the name of "**Wing Head (N), National Bank of Pakistan**" must reach in the office of:

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

on or before 11:00 hours on **31-10-2023**. Bids will be opened on the same day at 11:30 hours in the presence of tender opening committee and contractors, who wish to be participated. If office remains closed on bidding date for some reason, this work will be carried out on the consecutive working day. This advertisement is also available on PPRA website at 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
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), LCMG
NATIONAL BANK OF PAKISTAN, G-5/1 BUILDING ISLAMABAD

Name of works: REGULAR MAINTENANCE OF LAWN, LANDSCAPING AND
PLANTATION OF GREEN AREA AT NBP, G-5/1 BUILDING, ISLAMABAD

Name of Bidder (in Block Capitals :) _____ Bidder NTN No. _____ Bidder PEC
Registration No. _____/_____ Tel: _____ 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, scope of work (Schedules No.1), Staff Strength (Schedules No.2), Schedule of prices (BOQ) and General Terms and Conditions of evaluation criteria etc. and are meant for in bidding documents as mentioned above.
2. The breakup of our **Bided 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 obligations 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

Procuring Agency	:	NATIONAL BANK OF PAKISTAN
Invited By	:	WING HEAD, ENGINEERING WING (NORTH), LCMG NATIONAL BANK OF PAKISTAN, G-5/1 BUILDING ISLAMABAD
Name of works:		REGULAR MAINTENANCE OF LAWN, LANDSCAPING AND PLANTATION OF GREEN AREA AT NBP, G-5/1 BUILDING, ISLAMABAD
Scope & Applicability		These bidding documents are applicable to the above mentioned works as a project only.
Scope of Tender Works	:	REGULAR MAINTENANCE OF LAWN, LANDSCAPING AND PLANTATION OF GREEN AREA AT NBP, G-5/1 BUILDING, ISLAMABAD
Bid Security/Earnest Money	:	Payment Order/CDR amounting to 75000 PKR of the total Bid Price 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	:	<u>Single Stage-One Envelope Bidding Documents as per PPRA Rule 36 (a)</u> 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 etc.
Bid Submission Date & Time	:	October 31 st , 2023; 11:00 AM
Bid Opening Date & Time	:	<u>October 31st, 2023; 11:30 AM</u>
Bids Opening Place	:	Wing Head, Engineering Wing (North), LCMG, NBP G-5/1 Building Islamabad
Bid validity period	:	180 days from the date of Opening of Bid.
Currency of Payment	:	Pak Rupees
Maintenance of Lawn	:	This term wherever used in Tender Documents will mean REGULAR MAINTENANCE OF LAWN, LANDSCAPING AND PLANTATION OF GREEN AREA OF NBP G-5/1 BUILDING ISLAMABAD.
Evaluation Criteria	:	Lowest Financial Evaluated Bid
Advance Payment	:	Nil

For Bidder
(Sign & Seal)

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

BOQ

Sr#	Description	Contract duration / Months	Rate In figure P. Month	Rate In words P. Month	Amount
1 -	<p>The regular & routine maintenance of lawn, landscaping and plantation of green area of NBP G-5/1 Building, Islamabad which briefly include following jobs.</p> <ol style="list-style-type: none"> 1. Maintenance / cutting of grass and plants in required shape, height etc as directed by Engineer. 2. Watering to grass and all plants etc. 3. Providing and applying fertilizer to plants/flowers etc whenever required. 4. Providing and applying spray to all plants/flowers against protection of insects. 5. Protection of plants against extreme weather conditions. 6. Providing of new Plants /Palms/ Flowers/ Vines as directed like lemon, Bismarcia Palm, Queens Palm, Magnolia, Cassia Nodosa, multicolor Bougainvillea, Golden Shower, Wistern, hybrid Marigold, Petunia, Pansy, Stock, Daisy, Carnation, Roses etc including steel frames for support where required or as directed . 7. Maintenance / cleaning of garden, grass, flowers, landscaping, plants beds, and creepers. 8. Replacement of old plants with new plants as and when required. 9. Providing of Pipe of requisite length for watering of plants/flowers etc. 10. Any other relevant job required at site. 	24 Months			
				Total	
	NOTE:- The rates should inclusive all applicable taxes imposed by Govt. of Pakistan.				

Total amount in words: _____

For Bidder
(Sign & Seal)

**SCHEDULE NO.1
SCOPE OF WORK**

The regular & routine maintenance of lawn, landscaping and plantation of Green area at NBP G-5/1 Building, Islamabad which briefly include following jobs.

1. Maintenance / cutting of grass and plants.
2. Watering to grass and plants.
3. Providing and applying fertilizer to plants whenever required.
4. Providing and applying spray to plants against protection of insects.
5. Protection pf plants against extreme weather conditions.
6. P/G Seasonal plants including steel frames for support where required.
7. Maintenance/cleaning of garden, grass, flowers, landscaping, plants beds, and creepers.
8. Replacement of old plants with new plants as and when required.
9. Providing of Pipe of requisite length for watering of plants/flowers etc.
10. Any other relevant job required at site.

**SCHEDULE NO. 02
STAFF STRENGTH**

Gardeners 02 Nos.

The gardeners should equipped with following expertise.

- A.** Experienced and professional gardeners having adequate experience in maintenance of lawn, landscaping and plantation of green area etc.
- B-** In case of leave or health issues the contractor shall arrange alternate & suitable experienced gardener for the purpose.
- C-** No TA/DA or transportation charges shall be paid by the Bank on account of carrying new plants for replacement, gardening tool & machinery, spraying, fertilizers etc.

For Bidder
(Sign & Seal)

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

GENERAL TERMS AND CONDITIONS (Annexure A)

1. The contract shall be awarded for a period of two (02) years. 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 work will be strictly executed as per terms, conditions & specifications outlined in the tender documents except as may be subsequently amended by the Wing Head (North) or any other Senior Executives.
3. The contractor will be responsible for carrying out the works in true and excellence workmanship.
4. Substandard and poor quality works shall not be accepted at any cost & under any circumstances.
5. During the execution of work, no minor/major discrepancies should be left otherwise no payment shall be release against respective items.
6. All tools and machinery required for works will be arranged by the contractor.
7. No bill of the contractor will be paid without proper standards works. The decision of the Wing Head (North)/Engineer incharges or Senior Executives will be final and binding.
8. The security measures will be managed by the contractor while execution of work, during working hours or beyond working hours.
9. The rates for works should be inclusive all kind of applicable Govt. taxes like sale tax, income tax, import duties/insurance, bank guarantee etc.
10. In case of any dispute arising during the execution of this contract the decision of the Wing Head/Divisional Head Engineering will be final and binding upon the Contract without appeal.
11. During executive of work contractor is responsible for the branch/office fixture, fittings, plants, grass etc and any damage to them is the responsibility of contractor to be indemnified to Bank at actual cost.
12. Any change in govt. taxes/duties and currency devaluation will be on contractor account. Bank shall not entertain any claim what so ever.
13. No previous quotation reference will be considered and accepted.
14. Fertilizer/compost/manure/chemical spray etc required for the green/ garden area will be provided by the contractor.
15. Petrol /oil required for machines is responsibly of contractor.
16. Water will be provided by the Bank. If water is arranged by the contractor, bank will make the payment.
17. Color for painting flower plants placed at site will be responsibility of contractor. However, Bank will advise proper color.
18. Cleaning of garden, flowers beds, plants beds and creepers.
19. That in the case vendor does not provide satisfactory services, the client may terminate the agreement at its own, by giving one-month notice to the contractor.
20. The contractor may visit the site for examining scope of work and location before, quoting rates.
21. The tender must be accompanied by a pay order or call deposit receipt (CDR) from scheduled Bank for an amount of **75000 PKR** of total tender price in favour of Wing Head (North), Engineering Wing, LCMG, National Bank of Pakistan, G-5/1 Building Islamabad.

For Bidder
(Sign & Seal)