



NATIONAL BANK OF PAKISTAN

Contract for Operation and Maintenance Services for HVAC Chiller Plant and Allied Equipment; including Wall Mounted and Floor Standing Air Conditioning Units; installed at NBP Head Office Building Karachi.

BIDDING AND CONTRACT DOCUMENTS VOLUME- II

LETTER OF FINANCIAL BID
SCHEDULE OF PRICES (BILL OF QUANTITIES)

(Volume-II to be submitted with Letter of Financial Bid in sealed envelope clearly marked as "Financial Bid")

December 2023

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NATIONAL BANK OF PAKISTAN

INVITATION FOR BIDS

“CONTRACT FOR OPERATION AND MAINTENANCE SERVICES FOR HVAC CHILLER PLANT AND ALLIED EQUIPMENT; INCLUDING WALL MOUNTED AND FLOOR STANDING AIR CONDITIONING UNITS; INSTALLED AT NBP HEAD OFFICE BUILDING KARACHI (CONTRACT TENURE – TWO YEARS)”

National Bank of Pakistan, a leading commercial bank of the country invites sealed bids from the experienced contractors/firm/companies for aforesaid services with an active status on **FBR Active Taxpayer List & Sindh Revenue Board** and possess valid Pakistan Engineering Council License in category: C5/O5 or above with Specialization Code: ME-01.

Bidding documents; containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, etc. have been made available at the **Office of Wing Head, Head Office Wing, Engineering Group, LCMG, 3rd Floor, NBP HO Building, I.I.Chundrigar Road Karachi** during Office Hours up to **21st December, 2023** after submission of written application on Bidder’s letter head for issuance of bidding documents, bidding documents Price (as per PPRA rule 23(5)) of Rs. 2000/- (Rupees Two Thousand Only) in a shape of Pay Order/Bank draft drawn in favor of National Bank of Pakistan. Bidding documents can also be downloaded from NBP Website <http://www.nbp.com.pk/TENDER> free of cost.

A pre-bid is also scheduled at 10:30 am on **12th December 2023** in the Auditorium at 1st Floor, NBP, Head Office Building, I.I.Chundrigar Road, Karachi.

The bids along with Bid Security, prepared in accordance with the instructions contained in the bidding documents, must reach at the **Office of Wing Head, Head Office Wing, Engineering Group, LCMG, 3rd Floor, NBP HO Building, I.I.Chundrigar Road, Karachi**, on or before **11:30 am** at **22nd December, 2023**. Bids will be opened; the same day publicly at **12:00 noon** at same address (where bids are received) in the presence of Tender Opening Committee and bidder’s representatives, who opt to attend. If office remains closed on bidding date for any reason, the bid will be opened on next working day at the same time and venue. This advertisement is also available on PPRA website at <https://www.ppra.org.pk>.

**Wing Head,
Head Office Wing, Engineering Group, LCMG
3rd Floor, National Bank of Pakistan, Head Office
I.I Chundrigarh Road, Karachi.
Tel. +92-21-99220854, Ext No. 021-99062853**



Form – B3 (Letter of Financial Bid)

INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT
Place this Letter of Bid – Financial Proposal in the second envelope marked “FINANCIAL PROPOSAL”.
(The Bidder must prepare this Letter of Bid - Financial Proposal on stationery with its letterhead clearly showing the Bidder's complete name and business address.)
(Note: All italicized text hereunder is to help Bidders in preparing this form and Bidders shall delete it from the final document.)

Date of this Bid submission: [insert date (as day, month and year) of Bid submission]

Bid Reference: PPRA Tender No: [insert identification] **NBP Tender ID:** [insert identification]

Project Title: **Contract for Operation and Maintenance Services for HVAC Chiller Plant and Allied Equipment; including Wall Mounted and Floor Standing Air Conditioning Units; installed at NBP Head Office Building Karachi**

To: National Bank of Pakistan:

Having examined the Bidding Documents including Addenda Nos. ___ for the execution of the above-named services, we, the undersigned, being a company/firm doing business under the name of _____ and address _____ and being duly incorporated established under the laws of Pakistan hereby offer to execute the subject services and remedy any defects therein in conformity with the said Bidding Documents including Addenda thereto as may be ascertained in accordance with the Technical Bid and Schedule of Prices attached herewith and made part of this Bid, for the Total Bid Price as stated hereunder:

We, the undersigned Bidder, hereby submit the second part of our Bid, the Financial Proposal

In submitting our Financial proposal/Bid, Bid we make the following additional declarations:

1. We agree to abide by this Bid for a period of 180 days from the date fixed for opening the same or if extended; if required by NBP; and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
2. The total price of the Bid i.e. the Contract Price is Rs. _____
(In Words: _____ only).
3. We undertake, if we qualify and our Bid is accepted, to take up the subject services for the Contract Duration as stated in Bid Data Sheet.
4. We undertake, if our Bid is accepted, to execute and abide by the Performance Guarantee referred to in Conditions of Contract for the due performance of the Services.
5. Unless and until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification for award, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the Most Advantageous or any bid you may receive.

Dated this _____ day of _____, 2023

Signature: _____

In the capacity of **Signatory of the Bid** duly authorized to sign the bid for and on behalf of the Bidder. A letter of authorization in respect of the Person who has signed the Bid Form, etc. is also attached.

(Name of Bidder in Block Capitals)(Sea
Address Witness:

(Signature) _____

Name: _____

Address: _____

C.N.I.C No: _____



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)

SCHEDULE OF PRICES / BILL OF QUANTITIES (BOQ)

The bidders must quote the rates for the complete Scope of Services specified in the Appendix –A to Bid of Section VII and in accordance to other terms and conditions mentioned in the Volume-I of the bidding documents.

Sr. No.	Description	Monthly Fee (Rs.) (a)	Annual Fee (Rs.) (b) = (a) x 12
Bid Price for the following Years:			
1.	For First (1 st) Year		
2.	For Second (2 nd) Year		
Total Bid Price for two (02) Years in (Rs.) =			

(In words: _____ only)

Note:

- All duties, taxes, liabilities including overheads, transportation charges etc. and other levies payable by the Bidder under the Contract, or for any other cause shall be included in the total Bid price submitted by the Bidder. (No variations in any context will be applicable during the Contract Duration).
- Bid shall be compliant with all the prevailing & applicable laws of Pakistan and any of the Provinces of Pakistan necessary for execution of these services.
- Since participating bidders are required to ensure compliance with relevant laws, therefore, NBP may ask any or all of the bidders whose financial bid will be opened for detailed breakup of financial bid in order to ascertain the economic viability.
- While assessing the economic viability, if NBP found that cost quoted by the any technically qualified bidder is not workable to comply with the provisions of contract, NBP reserves the right to reject such bid/s.



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)