

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

(ORIGINAL SET) FOR
OPERATION AND MAINTENANCE SERVICES

GENERATOR SET (100KVA) (100KVA), ELECTRIFICATION SYSTEM, PLUMBING
SYSTEM & TELECOMMUNICATION SYSTEM
INSTALLED AT
NBP, G-6 BUILDING, MELODY ISLAMABAD

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

INVITATION FOR BID

**OPERATION & MAINTENANCE OF
GENERATOR SET (100KVA), ELECTRIFICATION SYSTEM, PLUMBING SYSTEM &
TELECOMMUNICATION SYSTEM
INSTALLED AT
NBP, G-6 BUILDING, MELODY ISLAMABAD**

National Bank of Pakistan, the leading Commercial Bank of the Country invites sealed bids for the procurements of services from building 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 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 **EE-04, CE-09 & CE-10** specialties on bidding data.
2. Only firms who have successfully completed at least **03nos.** 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 10-04-2023.

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 10-04-2023. 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 11-04-2023. 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 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**

**OPERATION & MAINTENANCE OF
GENERATOR SET (100KVA), ELECTRIFICATION SYSTEM, PLUMBING SYSTEM
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NBP, G-6 BUILDING, MELODY ISLAMABAD**

SUMMARY

1. O & M of above systems 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 GENERATOR SET (100KVA), ELECTRIFICATION SYSTEM, PLUMBING SYSTEM & TELECOMUNICATION SYSTEM INSTALLED AT NBP, G-6 BUILDING MELODY ISLAMABAD**

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 GENERATOR SET (100KVA), ELECTRIFICATION SYSTEM, PLUMBING SYSTEM & TELECOMMUNICATION SYSTEM INSTALLED AT NBP, G-6 BUILDING MELODY ISLAMABAD**
- Scope & Applicability :** These bidding documents are applicable to the above-mentioned works as a project.
- Scope of Tender Works :** **OPERATION & MAINTENANCE OF GENERATOR SET, ELECTRIFICATION SYSTEM, PLUMBING SYSTEM & TELECOMMUNICATION SYSTEM INSTALLED AT NBP, G-6 BUILDING MELODY ISLAMABAD**
- 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 :** 11 April 2023; 11:00 HRS
- Bid Opening Date & Time :** 11 April 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 SYSTEMS :** This term wherever used in Tender Documents will mean Operation and Maintenance of GENERATOR SET (100KVA) (100KVA), electrification system, plumbing system & telecommunication system installed at NBP, G-6 Building Melody Islamabad
- Evaluation Criteria :** Lowest Financial Evaluated Bid
- Advance Payment :** Nil

**National Bank of Pakistan
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**OPERATION & MAINTENANCE OF GENERATOR SET (100KVA),
ELECTRIFICATION SYSTEM, PLUMBING SYSTEM
& TELECOMUNICATION SYSTEM INSTALLED AT NBP, G-6 BUILDING
MELODY ISLAMABAD**

BOQ

Sr#	Description	Contract duration / Months	Rate In figure P. Month	Rate In words P. Month	Amount
1.	<p>Execution of daily routine</p> <p>Operation & Maintenance of D.G set, Complete electrification system, Plumbing system Telecommunication System</p> <p>Minor repair & trouble shooting of above systems</p> <p>Installed at NBP, Main Branch Building (4 floors), G-6 Melody Islamabad to ensure its trouble-free operation of branch and offices during working hours strictly as per scope of work and terms & conditions attached herewith.</p> <p>The salient features, technical specifications and general terms and conditions for operation of lifts / elevators are detailed in Annexure-A.</p> <p>The rates should include all applicable taxes imposed by Govt. of Punjab</p>	12 Months	Rs.	Rupees	Rs.
				Total	Rs.
	NOTE:- The rates should inclusive all applicable taxes imposed by Govt. of Pakistan.				

For Bidder (STAMP & SIGN)

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ELECTRIFICATION SYSTEM, PLUMBING SYSTEM
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MELODY ISLAMABAD**

ANNEXURE-A

**GENERAL
TERMS & CONDITIONS**

1. The Contractor shall assure complete safety, perfection and best workmanship. The work shall be carried out by experienced / trained electrician and plumber. Contractor is also not responsible for wear and tear of the equipment's, however shall be responsible against any loss/injuries to his own staff.
2. All tools, meters, instruments required for service, testing and commissioning shall be arranged by Contractor.
3. Any dealing with Wapda / Electric Inspector or with any Govt. / Semi Govt. Department shall be the responsibility of the Bank and all taxes, fee etc, shall be paid by the Bank.
4. Electric supply shut down, if required shall be arranged by the Bank.
5. The Contractor shall report to the Manger Main Branch Islamabad regarding defective/faulty equipment or part of equipments. The same shall be arranged by the Bank. However, on the other hand if the contractor is asked to arrange, he shall arrange and produce the cash memo or bills of the material purchased and shall claim 20% over and above the cost of material for replacement.
6. The contract shall be based on the following.

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	From 8:30 A.M.	To	02:00 P.M
Sunday and on public holiday	On call basis		

Overall checking of the equipments, UPSs & generator for defects / faults and rectification of minor operational and running faults at site and bringing the system in operation.

7. Overall checking as detailed in scope of work. All the expenses shall be borne by the Bank for the replacement of parts modifications, defective equipments, painting and repair of defective parts/ equipments from outside including transportation.
8. Monthly bill shall be submitted and Bank shall release the payment within a week's time.
9. Seating space shall be provided by the Bank for safe custody of tools and instruments of the Contractor.
10. The Contractor shall have no concern with internal distribution and utilization network of the Main Branch Islamabad (wiring, wiring accessories, fixtures etc.)
11. The contractor shall submit an estimate to the Bank for approval before carrying out any major repair necessary for clear and healthy operation of the system.
12. Rates should be inclusive of all Govt. Duties, Taxes & Insurances.
13. Conditional tenders will not be accepted.
14. Any change in Govt. duties & taxes and currency devaluation will be on bidder's part and no escalation for bid amount shall be claimed by the Contractor.
15. In case of any dispute arises during the execution of this contract, the decision of the Wing Head (North) / Bank Engineer will be final and binding upon the Contractors and without appeal.
16. The rates quoted shall be binding on the bidders for a period of 90 days from the Date of Tender Opening and no fluctuation of any sort in material, labor, cartage etc. will be considered.

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17. It is understood that this set of bidding documents is issued to bidder after submission of requisite information / documents as mentioned in Tender Notice published in NBP & PPRA Websites.
18. If at any stage the information provided is found contradictory, Bank reserves the right to forfeit Bid Security Money and award the works to subsequent lowest responsive bidder who will then become the SUBSTANTIAL RESPONSIVE BIDDER, without making any payment against works accomplished at the Site.
19. The detail of terms & conditions related to subject works, as given in tender documents should be strictly followed.
20. The bidders are advised to read complete bidding documents and provide desired information and documents as mentioned there-in, otherwise their bids will be summarily rejected.
21. The successful bidder will have to execute Contract Agreement (as per specimen attached) on Stamp Papers of worth not less than Rs.1,200/-.
22. After execution of Contract Agreement, Substantial Responsive Bidder will be termed as “Contractor”.
23. The bidding documents should be submitted in similar form as being delivered to the bidders, without deduction or addition of any paper, otherwise the bid will be summarily rejected without any checking and consideration. Any additional information or document not required in bidding documents, which the bidder deemed necessary to suffice their proposal, should separately be enclosed with related proposals.
24. The Bank reserves the right to reject any bid or part thereof.

For Bidder (STAMP & SIGN)

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NBP G-6 BUILDING MELODY ISLAMABAD**

SCHEDULE NO.1

SCOPE OF WORK

The contractor should be responsible for the following Jobs.

1. Operation and monitoring of 100 KVA Diesel GENERATOR SET (100KVA) during working hours.
2. General monitoring will be done on daily basis of whole electrification system, generator set (100KVA), minor repair/maintenance of telecommunication system and plumbing system during working hours.
3. Overall checking Generator (100 KVA) including its parts complete like Engine, Alternator, Control panels, (Electrical & Mechanical) Radiators, fuel tanks, etc.
4. Inspection of overhead/underground water tanks and proper maintenance of water level in tanks.
5. Above generator shall be checked thoroughly once a month and the required maintenance shall be made for defective / faulty components on priority basis subject to prior approval from authorities.
6. Replacement of defective electrical/Plumbing components e.g. Energy savors, LED lights and faulty or short circuit point / circuit wiring cables, water taps, flush tanks, showers, sewerage lines and accessories.
7. Electric panels and D.Bs, TDB, s telephone lines, i/c replacement of defective safety gadgets / circuits breakers etc.
8. All switches, raw power and computer power boxes, face plates etc. should get maintain.
9. Co-ordination with vendors for repairing of UPS, fire alarm, CCTV camera systems etc.
10. Look after of Transformer L.T /H.T panel and cables installed/ lay at subject Building.
11. For any major maintenance beyond your skill the firm will intimate timely to Branch Manager and will get prior approval for execution of such jobs strictly in accordance with PPRA rules.
12. Maintain proper log sheet for activities of Genset running, diesel record and preventive maintenances of systems as per standard engineering practice.
13. Submit log sheet with reports every month with invoice.

**SCHEDULE NO. 02
STAFF STRENGTH**

Operator/Technician

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

- 1- Genset Operator /Electrician 01
- 2- Plumber / Pipe Fitter 01

A. Experienced and professional technician having at least 10 years' experience in operation and maintenance of Genset, Electrification, Plumbing and Telecommunication 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