



# 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 Trade Finance Processing Centre (Including Model Branch), Kehkashan Building, Clifton Karachi.**

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## BIDDING AND CONTRACT DOCUMENTS VOLUME- II

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

**(Volume-II to be submitted with Letter of Bid for Financial proposal in sealed envelope clearly marked "Financial Bid/Proposal")**

**MARCH 2023**



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INVITATION FOR BIDS

# SECTION-I INVITATION FOR BIDS



## INVITATION FOR BIDS

National Bank of Pakistan (NBP), a leading commercial bank of the country invites sealed bids from the contractors/firm/companies registered with FBR (For Income Tax Registration) and Sindh Revenue Board (For Sales Tax Services) and who are on Active Taxpayers List of FBR and possessing valid Pakistan Engineering Council License in category: C6/O6 or above with Specialization Code: ME-01 regarding **Contract for the Operation and Maintenance Services for HVAC Chiller Plant & allied equipment; including wall mounted and floor standing Air-conditioning units installed at NBP Trade Finance Processing Center (including Model Branch), Kehkashan Building, Clifton, Karachi.**

Bidding documents, containing detailed terms and conditions, etc. are available at the Office of Wing Head Engineering (HO Wing), Engineering Group LCMG, 3<sup>rd</sup> Floor, NBP HO Building, I.I.Chundrigar Road, Karachi during Office Hours up to 6<sup>th</sup> April, 2023 after submission of written application on Bidder's letter head for issuance of bidding documents and Price (as per PPRA rule 23 (5)) of Rs.1000/- (Rupees One 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>, free of cost.

A pre bid is also scheduled at 10:00 am on 30<sup>th</sup> March, 2023 in the Auditorium at 1<sup>st</sup> Floor, NBP, Head Office Building, I.I.Chundrigar Road, Karachi.

The bids, prepared in accordance with the instructions contained in the bidding documents, must reach at the Office of Wing Head Engineering (Head Office Wing), Engineering Group, LCMG, 3<sup>rd</sup> Floor, NBP Head Office Building, I.I.Chundrigar Road, Karachi, on or before 10:30 am at 7<sup>th</sup> April, 2023. Bids will be opened on the same day publicly at 11:00 am 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 for any reason, same work will be done on next consecutive working day on same time. This advertisement is also available on NBP and PPRA Website i.e. <http://www.nbp.com.pk> and <http://www/ppra.org.pk>

**Wing Head (HO) Engineering Group,  
Logistics, Communication & Marketing Group,  
National Bank of Pakistan  
3<sup>rd</sup> Floor, Head Office Building  
I.I Chandigarh Road, Karachi  
021-9922066, 021-99062219**



**Form – B3**  
**(Letter of Bid for Financial Proposal)**

**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 No:** [insert identification] **NBP No:** [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 Trade Finance Processing Centre (Including Model Branch), Kehkashan Building, Clifton 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 Guaranteereferred 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 yourwritten 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 \_\_\_\_\_ 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)(Seal)

AddressWitness:  
(Signature) \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
C.N.I.C No: \_\_\_\_\_



\_\_\_\_\_  
**FOR THE BIDDER**  
(Duly signed & stamped by the Authorized Representative)  
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# SECTION–VII SCHEDULE OF PRICES (BOQ)



**FOR NATIONAL BANK OF PAKISTAN**



**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)

**SCHEDULE OF PRICES (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
<b>Bid Price for the following Years:</b>			
1.	For First (1 <sup>st</sup> ) Year		
2.	For Second (2 <sup>nd</sup> ) Year		
3.	For Third (3 <sup>rd</sup> ) Year		
<b>Total Bid Price for three (03) Years in (Rs.) =</b>			

(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)

# STATEMENT OF WORK

This document defines the work to be performed under the contract. It is intended to provide a clear understanding of the project goals, objectives, and deliverables. The work to be performed is as follows:

Item	Description	Quantity	Unit Price	Total Price
1	Project Management	1	\$10,000	\$10,000
2	System Design	1	\$15,000	\$15,000
3	Development	1	\$25,000	\$25,000
4	Testing	1	\$10,000	\$10,000
5	Deployment	1	\$5,000	\$5,000
6	Support	1	\$15,000	\$15,000
7	Documentation	1	\$5,000	\$5,000
8	Training	1	\$5,000	\$5,000
9	Travel	1	\$5,000	\$5,000
10	Contingency	1	\$10,000	\$10,000

The project will be managed using the following methodology: [Faint text describing project methodology and phases]



STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES  
OFFICE OF INFORMATION TECHNOLOGY SERVICES