

**NATIONAL BANK OF PAKISTAN  
ENGINEERING DIVISION  
LOGISTIC COMMUNICATION & MARKETING GROUP  
INVITATION FOR BID**

**TENDER OF ANNUAL OPERATION & MAINTENANCE CONTRACT FOR HVAC CHILLER, BOILER AND  
SPLIT TYPE ACs INSTALLED AT NBP CITY BRANCH QUETTA.**

1- National Bank of Pakistan, the leading Commercial Bank of the Country invites sealed bids from reputable eligible Pakistani Firms having related experience of 05 Years (min) & registered with FBR & Baluchistan Board of Revenue, Registration Certificate of Pakistan Engineering Council C-6 / O6, or above, (specialized in ME 01) the Contract will be initially for One Year, which can be extended further with mutual consent. The bidding is open to all eligible bidders.

2- Bidding documents containing detailed terms and conditions, method of procurement, procedure of submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/rejection of bids, etc. are available for the interested bidders at the office of the undersigned against payment of Rs.1,000/- (non-refundable) in a form of Pay Order/Demand Draft drawn in favor of National Bank of Pakistan as bidding document fee with written application on company letter head along with above documents and an affidavit on stamp paper of Rs.100/- for undertaken that they have never been indulged in any litigation and have never been blacklisted by any department/organization. No bidding documents will be sold on the bids opening day.

3- The Single Stage bidding procedure will be adopted as per PPRA Rule 36 (a) and sealed bids comprising of proposal accompanied with Rs. 35,000/- as Bid Security in a form of Payment Order/ Demand Draft drawn in favor of (National Bank of Pakistan) must be delivered to the Office of the undersigned on or before 15:00 Pm, 25<sup>TH</sup> October' 2021. The proposals will be opened on **25<sup>TH</sup> October' 2021 on 15:30 Pm** at same address in the presence of Tender Opening Committee and bidder's representatives, who opt to attend.

4-The subsequent process will be conducted as per PPRA Rule 36 (a).

**Aurangzeb Ahmed Shaikh  
Divisional Head Engineering  
Logistic Communication & Marketing Group  
National Bank of Pakistan, Head office Building  
I.I Chandigarh Road Karachi.  
021-99220227.**

**ENGINEERING DIVISION  
LOGISTIC COMMUNICATION & MARKETING GROUP  
NATIONAL BANK OF PAKISTAN  
HEAD OFFICE**

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QUETTA**

**TERMS AND CONDITIONS FOR TENDER**

- 1) The Contractor Shall be responsible for smooth and satisfactory working of both the lifts proportionate deduction shall be made from the bills of the contractor for the period for which lift remain out of order.
- 2) The Contractor shall also have to deposit Rs 30,000/of Tender amount as earnest money in terms of payment order or Call Deposit Receipt (CDR)/ Bank Guarantee of scheduled Bank in favor of Divisional Head NBP Head Office, Karachi.
- 3) All Site support facilities i.e. fork lifter/crane etc will be arranged by the Contractor.
- 4) Any change in Govt. duties and taxes and currency devaluation will be on Contractor's part.
- 5) No previous quotation reference will be considered and accepted.
- 6) No escalation in tender amount on any account what so ever shall be claimed by the Contractor.
- 7) The Rates should be inclusive of all Govt. Taxes.
- 8) The NBP shall consider placement of orders for "Annual Maintenance Contract in respect of HVAC System including Boiler and ACs installed at NBP "on that Bidder whose offers have been found technically, commercially and financially acceptable.
- 9) PERIOD OF CONTRACT: The contract will initially be valid for a period of one year from the date of award and may be extended further period subject to satisfactory performance of the firm and subject to the approval of the competent authority and mutually agreed terms and conditions.
- 10) In case the contractor falls to cope with the workload or does not render satisfactory services the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason whatsoever and his security deposit and payment due to him, if any, shall be forfeited. In this connection decision of the Divisional Head Engineering shall be final and binding on the contractor.
- 13) The Firm will supply all lubricants (made as per standards) necessary for this purpose. The Technical staff will maintain a logbook of the complaints received and rectified during the Period of contract. Should any eventuality arise, the NBP shall request for the services of the mechanic on Saturday/Sunday/Holidays and beyond office hours without payment of any additional remuneration. The contractor shall also keep stock of genuine spare parts

which may be required for replacement in the event of such parts becoming non-functional or defective, during the currency of the contract. The old part will be handed back to the NBP. In case of intermittent failures or repetitive problems due to improper diagnosis or repair, the machine will be treated as continuously out of order.

- 13) The contractor shall be responsible for handing over the Lifts (02) in working conditions to the Department at the end of the contract period. The cost of shortcomings, if any, shall be borne by the outgoing contractor.
- 14) The details of terms and conditions related to subject works as given in tender documents Should be strictly followed.
- 15) Registered with FBR, Sales Tax Department, Baluchistan Board of Revenue and any other Federal/Provincial or Local department which otherwise forbids conduct of tender works.
- 16) Never been blacklisted by any organization.
- 17) The bidders are advised to visit and examine the Site of Works i.e. Chiller, Boiler & Air conditioned at NBP City Branch Quetta and obtain all information themselves on their own responsibility that may be necessary for preparing the bid and entering into a contract for Operation & Maintenance of existing HVAC System. All cost in this respect shall be at the bidder's own expense

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**Contractor Seal/Signature**

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**for National Bank of Pakistan**

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**EVALUATION CRITERIA**

Sr.No.	Information to be Provided	Bidders Reply
1.	Number of similar Annual Maintenance Contract of HVAC system with same specs.	
2.	Chillers capacity 150 Tr or above execute in past or in hands. Minimum 03 contracts are required.(Give Evidence)	
3.	The time since the Operator has been in this business and the time since he has been doing work of similar nature. (Minimum Five Years is required, give evidence).	
4.	The HVAC Staff to be proposed should have prior experience of HVAC 150 TR or above.	
5.	The Service Team of the Operator should have prior hands-on experience of all type of troubleshooting of lifts.	
6.	The OPERATOR/ Staff should not involve in any case in litigation with its OWNER during its tenure of Operation & Maintenance Period against any breakdown of lifts. (Give undertaking on Stamp Paper of worth PKR.100).	

**CONTRACTOR**

**FOR NATIONAL BANK OF PAKISTAN**

**ENGINEERING DIVISION  
LOGISTIC COMMUNICATION & MARKETING GROUP  
NATIONAL BANK OF PAKISTAN  
HEAD OFFICE**

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

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<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate Per Month</b>	<b>Amount for 01 Year</b>
01	Operation & Maintenance of Air Cooled Chillers 70 Ton each	02 Nos.	Rs. _____	Rs. _____
02	Operation & Maintenance of Hot Water Heater 70 Ton each 530000 BTU	02 No's	Rs _____	Rs _____
03	Split type/Floor Standing ACs	22 No's	Rs _____	Rs _____
			<b>Total Amount</b>	

Note: All taxes are included.

(Rupee in words: \_\_\_\_\_)

\_\_\_\_\_  
Contractor Seal/Signature

\_\_\_\_\_  
for National Bank of Pak