

NATIONAL BANK OF PAKISTAN
ENGINEERING DIVISION
LOGISTICS, COMMUNICATION, MONITORING GROUP
ENGINEERING WING (NORTH), G-5/I BUILDING ISLAMABAD
(HEAD OFFICE I.I CHUNDRIGARH ROAD KARACHI)

BIDDING DOCUMENTS

FOR

CONSULTANCY SERVICES

FOR

Planning, Designing, Tendering and Detailed Construction Supervision of
Proposed NBP Building (Branch & Regional Office) at Mardan KPK

Downloaded By

M/S

Mailing Address:- _____

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**NATIONAL BANK OF PAKISTAN
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**INVITATION FOR BIDS FOR PROCUREMENT OF CONSULTANCY SERVICES
FOR
Planning, Designing, Tendering and Detailed Construction Supervision of NBP buildings for:-**

1. Branch & Regional Office at Mardan KPK (✓)
2. Branch & Regional Office at Bannu Township KPK

National Bank of Pakistan invite sealed bids for the procurement of services of a Consultancy Firm for aforesaid works with an active status on **FBR Active Taxpayer List & Provincial Revenue Boards** and have vast experience of Consultancy Services in field of Building construction works may download bidding documents. Consultancy Firms Eligibility Criteria for participation in bidding process consists of the following.

- a) Valid PCATP and PEC Registration Certificates in the name of firm on the date of bidding and having managerial capability
- b) Having relevant experience and completed minimum three building construction projects of similar nature like Banks, Financial Institutions, Hospitals, Educational Institutions etc. & each project costing not less than Pak Rupees One hundred fifty (150) Million and 20,000 Sft covered Area for each project during last 07 Years
- c) Valid Income Tax registration certificate (NTN) & Registration Certificate of Provincial Sales Tax on services
- d) An affidavit on e-Stamp to the effect that the firm has never been blacklisted by Government / Semi Government or any other Autonomous body

The interested firms may download **Single Stage-One Envelope Bidding Documents as per PPRA Rule 36 (a)** containing details of bid, 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., from NBP Web site "<https://www.nbp.com.pk/TENDER>" till 04th April 2023.

The interested firms, 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), 2nd Floor, NBP G-5/I Building Islamabad, for verification on or before 04th April 2023. In case of non-compliance/ineligibility the 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 Bid security amounting to PKR 0.10 Mn in shape of Pay order must reach in the office of:

"The Wing Head, Engineering Wing (North), Engineering Group, LCMG, 2nd Floor, National Bank of Pakistan, G-5/I Building Islamabad. Tel. +92-51-9203117"

on or before 1000 Hrs on 11th April 2023. Bids will be opened on the same day at 1030 Hrs in the presence of Bid opening committee and firm representative, 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 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),
Engineering Group, LCMG, Islamabad

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INSTRUCTIONS TO BIDDERS

A. GENERAL

1. Scope of Bid

1.1 The Employer as defined in the Bidding Data hereinafter Called “The Employer or NBP” wishes to receive bids for Designing, Planning, Tendering and Detailed Construction Supervision of works as described in these bidding documents and summarized in the Bidding Data hereinafter referred as the “Works”.

2. Eligible Bidders

2.1 This invitation of Bids is open to all bidders meeting the following requirements:

- a) Valid Registration of Pakistan Council of Architects & Town Planners (PCATP) and Pakistan Engineering Council (PEC) on the Bid date
- b) Comply eligibility criteria published in Invitation for Bid

3. One Bid Per Bidder

3.1 Each Bidder shall submit only one bid either by himself or as partner in joint venture (For partner in joint venture must submit attested copy of Joint Venture Document.

4. Site Visit

4.1 The bidders are advised to visit and examine the site of works and its surroundings and obtain for themselves on their own responsibility all information that may be necessary for preparing the bid and entering into contract for the work. All cost in this respect shall be at the bidder’s own expenses.

B. BIDDING DOCUMENTS

5. Contents of Bidding Documents.

5.1 The Bidding Document, in addition to Invitation of Bids, are those stated below and should be read in conjunction with any Addenda issued by the Employer.

- a) Instruction to Bidders
- b) Bidding Data
- c) Form of Bid
- d) Bill of Quantities / Services
- e) Schedule of Payment
- f) Contract Agreement for Consultancy Services
- g) Annex A – Terms of Reference & Scope of Work
- h) Annex B – List of Deliverables to Employer “NBP”
- i) Layout Plan of Existing NBP Main Branch Building Mardan

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5.2 Bidders are expected to carefully examine the contents of all the above documents. Failure to comply with the requirement of bid submission will be at the Bidder's own risk. Bids, which are not substantially responsive to the requirements of the Bidding Documents, will be rejected.

6. Bid Validity

6.1 Bids shall remain valid for the period stipulated in bidding data from the date of Bid Opening.

6.2 Amount of Bid Security: - Amount of Bid Security as stipulated in bidding data.

6.3 Bid Security would be returned to unsuccessful bidders after finalization of the successful Bidder

C. SUBMISSION OF BIDS

7. Sealing and Marking of Bids

7.1 Each bidder shall submit his bid as under:-

Original & Copy of the Bidding Document and Bid Security all three shall be separately sealed and put in one sealed envelope and marked as stated.

The envelopes containing the Original & Copy and Bid Security will be put in one sealed envelope and addressed / identified as given in Sub clause 7.2 hereof.

7.2 The inner and outer envelopes shall:-

- Addressed to the Employer at the address provided in the Bidding Data
- Bear the name and identification number of the contract as defined in the Bidding Data
- Provide a warning not to open before time and date for bid opening as specified in the Bidding Data

8. Deadline for Submission of Bids

8.1 Bids must be received by the Employer at the address specified not later than the time and date stipulated in the Bidding Data

8.2 Upon request, acknowledgement of receipt of bid will be provided to those making delivery in person or by messenger

9. Late Bids

9.1 Any bid received by the Employer after the deadline for submission of bids prescribed in Clause 8 will be returned unopened to such bidder.

D. BID OPENING AND EVALUATION

10. Bid Opening

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10.1 The Employer will open the bids in the presence of bidders' representatives who choose to attend, at the time, date and location stipulated in the Bidding Data. The bidders' representative who presented shall sign register evidencing their attendance.

11. Clarification of Bids

12.1 To assist in the Examination, evaluation and comparison of bids, the Employer may, at his discretion, ask any bidder for clarification of his bid. The request for clarification and the response shall be in writing but no change in the prices or substances of the bid shall be sought.

12. Examination of Bids and Determination of Responsiveness

12.1 Prior to detailed evaluation of bids, the employer will determine whether each bid is substantially responsive to the requirement of the Bidding Document.

12.2 A substantially responsive bid is one which (I) meets the eligibility criteria (II) has been properly signed & seal (III) is accompanied by the required Bid Security, (IV) conforms to all Schedule of Payments, Terms of Reference (TOR) & Scope of Services etc of the Bidding Documents, without material deviation or reservation

12.3 If the Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

12.4 If any Document(s) provided by interested Consultants found false or unverified, their Bid will be rejected.

13. Corrections of Errors.

13.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows.

Where there is a discrepancy between the amount in figures and in words, the amount in words will govern, and, where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by quantity, the unit rate as quoted will govern.

13.2 The amount stated in the Form of Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors with concurrence to the bidders, shall be considered as binding upon bidders. If the bidder does not accept the corrected Bid Price, his Bid will be rejected, and the Bid security will be forfeited.

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14. Evaluation and Comparison of Bids.

14.1 The Employer will evaluate and compare only Bids determined to be substantially responsive in accordance with clause 12.

14.2 In evaluating the Bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid Price as per clause 13.

E. AWARD OF CONTRACT

15. Award

16.1 Employer will award the Contract to the bidder whose bid has been determined as substantially responsive to the Bidding Document and who has offered the lowest evaluated Bid Price.

16. Signing of Contract Agreement.

16.1 Within 14 Days from issuance of acceptance letter/ Work Order, the successful Bidder will submit the Contract Agreement on judicial papers worth not less than Rupees twelve hundred (1200), as per the specimen of form provided in the Bidding Document, incorporating agreement between the parties.

17. Running / Final Payments & All Taxes

17.1 The payments will be made as per Schedule of Payments of bidding document.

17.2 The tender/ bid rates or amounts should be inclusive of all applicable taxes such as income tax, provincial sales taxes on services, any other tax etc. payable to the Central, Provincial Government or local bodies and no claims on this account shall be entertained by the National Bank of Pakistan, even if the taxes are enhanced or any new taxes are imposed under any head by the Government of Pakistan/ Provincial Government or Local Body during the currency of the Contract. Enhancement of taxes or levy of tax shall not affect the rates which may be agreed upon.

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BIDDING DATA

Instruction to Bidders

1-Name of Employer

National Bank of Pakistan (NBP), Engineering Wing (North), LCMG, 2nd Floor, G-5/I Building Islamabad (051-9203117).

2-Brief Description of work.

Dismantling of existing Bank building, Planning, Designing, Tendering and Detailed Supervision of proposed Construction of NBP new Bank Building (Branch & Regional Office) at Mardan KPK.

3- Employer's Address

AS ABOVE

4- Bid shall be quoted in Percentage (%) of Total Construction Cost in Pak Rupee. The payment shall be made in Pak Rupee.

5- Amount of Bid Security

PKR 0.10 Mn

6- Period of Bid Validity

120 Days

7- Number of Copies of the Tender to be submitted

One Original and One Copy.

8-Completion Time from Commencement date mentioned in Work Order

(a)- Design Phase – Five (05) Months

(Consultancy services up till submission of final bidding document including draft of Invitation of Bids, Prequalification of firms, Opening of Bids, Evaluation of Bids and Submission of report to Employer)

(b)- Detailed Construction Supervision Phase – Eighteen (18) Months (Not more than)

(For Construction of Building from the date of issuance of Work Order to the Contractor)

Signature & Stamp of Consultants

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09- Employer's Address for the purpose of Bid Submission

The Wing Head, Engineering Wing (North), Engineering Group, LCMG, 2nd Floor, NBP, G-5/I Building Islamabad

10- Venue, Time and Date of Bid Opening

Venue: Engineering Wing (North), Engineering Group, LCMG, 2nd Floor, NBP, G-5/I Building Islamabad

Time: Bid submission 1000 Hours Bid Opening 1030 Hours
Date: 11 April 2023

Signature & Stamp of Consultants

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FORM OF BID

**Planning, Designing, Tendering and Detailed Supervision of proposed Construction of NBP
Bank Building (Branch & Regional Office) at Mardan KPK**

To

The Wing Head
Engineering Wing (North),
Engineering Group, LCMG, 2nd Floor,
National Bank of Pakistan,
G-5/I Building Islamabad

Gentleman,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Bill of Quantities, Schedule of Payment, Annexures A & B etc and Addenda (if any) _____ for the execution of the above named works, we, the undersigned, offer to execute and complete such works and remedy any defects therein in conformity with the Conditions of Contract, Specifications, Drawings, B.O.Q and Addenda for the sum of Rs. (_____ % @ cost of Project) (In words _____) or such other sum as may be ascertained in accordance with the said conditions.
2. We understand that all the Appendices attached hereto form part of this Bid.
3. We undertake, if our Bid is accepted, to commence the Works and to complete the whole of the works comprised in the contract within the time.
4. We agree to abide by this Bid for the period of _____ day from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We do hereby declare that the Bid is made without any collusion, comparison of figures of arrangement with any other bidder for the works.
7. We understand that you are not bound to accept the lowest or any Bid you may receive.

Signature & Stamp of Consultants

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Dated this _____ day of _____ 20_____

Signature _____ in the capacity of _____ dully authorized to sign
Bids of and on behalf of _____ (Name of Bidder in Block Capital)
(Seal)

Address _____

Witness;

Signature _____

Name _____

Address _____

Occupation _____

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Bill of Quantities/ Services.

S#	Description of Work	Consultancy on Services
01	<p>Dismantling of existing Bank building, Planning, Designing, Tendering and Detailed Supervision (as per TOR and Scope of Services i.e Design & Detailed Construction supervision services given in this bidding document “Annexure A”) of proposed Construction works of NBP Bank Building (Branch & Regional Office) at Mardan KPK</p> <p>(The payment will be made as given in Schedule of Payments given in this bidding document for various stages of work/ services)</p>	<p>_____ % of the Project Cost (Including all applicable taxes such as Income Tax, Provincial Sales Tax on services, all applicable tax by GOP, Provincial & Local Govt. etc)</p>

(In words _____)

Signature & Stamp of Consultants

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SCHEDULE FOR PAYMENTS

The Schedule of Payment is specified below:

- | | |
|---------------------------------------------------|----------------------------|
| A) Design Phase | 35% of the Consultancy Fee |
| B) Detailed Supervision during Construction Phase | 65% of the Consultancy Fee |

A. Schedule of Payments:

The Schedule of Payment specified below:

- | | |
|----------------------------------------------|-----------------------------|
| A) Design Phase | 35 % of the Consultancy Fee |
| B) Detailed Supervision (Construction) Phase | 65 % of the Consultancy Fee |

A) Design Phase 35% of the Consultancy Fee.

- 1) 5% upon approval of Topographic survey and Geotechnical investigation reports
- 2) 5% of the Consultancy Fee upon approval of Concept Scheme & Layout Plans by NBP
- 3) 5% of the Consultancy Fee upon submission of Architectural Plans & its approval from the local building control authority
- 4) 10% of Consultancy fee upon submission of Bidding Documents and approval by the NBP
- 5) 10% of the Consultancy Fee upon prequalification of Contracting firms and Submission of the Bid Evaluation Report

B) Detailed Supervision (Construction) Phase 65% of the consultancy fee.

- 1) 55% of the Consultancy Fee during execution of entire project & verification of Contractor's (IPC) Bills.
- 2) 10% of the Consultancy Fee on completion of the Project (after completion of verification & recommendation for payment of final bill to Contractor and issuance of Completion Certificate).

NOTE: (During the design Phase, the Consultant's fee shall be calculated on the basis of Engineer's estimate while during the Construction phase the Consultant's fee shall be calculated on the basis of Construction Work order cost and shall be adjusted as per actual construction cost of project paid to the contractor in the final invoice of the Consultant)

Signature & Stamp of Consultants

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Contract Agreement

(Sample to be furnished by the Consultant on Judicial Paper of Rs 1200/-)

Consultancy Services

For Planning, Designing, Tendering and Detailed Supervision of proposed Construction works of NBP Bank Building (Branch & Regional Office) at Mardan KPK

THIS CONTRACT (“Contract”) is entered on this _____ day of _____ 2023 by and between the Office of National Bank of Pakistan (“The Employer or NBP”) having its Head Office at I.I. Chundrigar Road, Karachi and selected Consultant M/s _____
Having its Principal Office, located at _____

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services:

NOW, therefore the Parties have agreed as follows:

1.	Services	<p>The Services includes Dismantling of existing building, Planning, Designing, Tendering and Detailed Construction Supervision of new NBP Building (Branch & Regional Office) at Mardan KPK</p> <p>The Consultant shall perform the services specified in Annexure-A, “Terms of Reference and Scope of Services”, which is made an integral part of this Contract (“the Services”).</p> <ul style="list-style-type: none">• Plot Area Plot Area – 11,709 Sq ft (approximately)• Number of Stories: The Building to be designed for the following floors (floor wise area may be adjusted in accordance with Functional requirements provided by the relevant NBP Branch & Regional Office)<ul style="list-style-type: none">(a) Lower Ground Floor(b) Upper Ground Floor(c) First Floor
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Signature & Stamp of Consultants

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		<ul style="list-style-type: none"> • Tentative Covered Area of the Building to be designed: <p style="text-align: center;">Approximately 29,000 Sq ft.</p>				
2.	Term	The Consultant shall perform the services during the period commencing from the date of signing of Agreement and continuing till completion of Services.				
3.	Payment	<p>A. For services rendered pursuant to Annexure-A, the Employer/NBP shall pay the Consultant as “Consultancy Fee _____ % of the Total Construction Cost.</p> <p>This amount has been established based on the understanding that it includes all the Consultancy services costs and profits including all applicable taxes by the federal & provincial governments on the Consultant.</p> <p>B. <u>Schedule of Payments:</u></p> <p>The Schedule of Payment is specified below:</p> <table style="margin-left: 40px;"> <tr> <td>A) Design Phase</td> <td style="text-align: right;">35 % of the Consultancy Fee</td> </tr> <tr> <td>B) Construction Phase</td> <td style="text-align: right;">65 % of the Consultancy Fee</td> </tr> </table> <p>A) Design Phase 35% of the Consultancy Fee.</p> <ol style="list-style-type: none"> 1) 5% upon approval of Topographic survey and Geotechnical investigation reports 2) 5% of the Consultancy Fee upon approval of Conceptual Scheme & Layout Plans by the NBP 3) 5% of the Consultancy Fee upon submission of Architectural Plans & its approval from the local building control authority 4) 10% of Consultancy fee upon submission of Bidding Documents and approval by the NBP 5) 10% of the Consultancy Fee upon prequalification of Contracting firms and Submission of the Bid Evaluation Report 	A) Design Phase	35 % of the Consultancy Fee	B) Construction Phase	65 % of the Consultancy Fee
A) Design Phase	35 % of the Consultancy Fee					
B) Construction Phase	65 % of the Consultancy Fee					

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		<p>B) Detailed Supervision (Construction) Phase 65% of the consultancy fee.</p> <ol style="list-style-type: none"> 1. 55% of the Consultancy Fee during execution of entire project & verification of Contractor's (IPC) Bills. 2. 10% of the Consultancy Fee on completion of the Project (after completion of verification & recommendation for payment of final bill to Contractor and issuance of Completion Certificate). <p style="text-align: center;"><u>Payment Conditions:</u></p> <p>Payment Shall be made in Pak Rupee, no later than 42 days following submission by the Consultant of invoices in duplicate to the Coordinator in Serial # 4 "Project Administration"</p>
4.	Project Administration	<p>A. <u>Coordination</u></p> <p>To assist the Consulting Firm effectively supervise site preparation work, "Consulting Services" for the construction of NBP Building (Branch & Regional Office) at Mardan KPK.</p> <p>NBP Engineering Wing (N) Islamabad designate following as Coordinator for the assignment.</p> <p style="text-align: center;">Adnan Akbar VP/ Coordinator, Engineering Group, LCMG, National Bank of Pakistan G-5/I Building Islamabad</p> <p>The Consultant will designate following Officer as Coordinator.</p> <p>Mr. _____ _____ _____</p> <p>B. <u>Tender Documents</u></p>

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		The deliverables listed in Annexure–B, shall be submitted in the course of the assignments, and will constitute the basis for the payments to be made under Serial # 3 “Payment”
5.	Performance Standards:	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
6.	Confidentiality	The Consultant shall not, during the term of this Contract and within one year after its expiration, disclose any proprietary or confidentiality information relating to the Services, this Contract or the NBP’s business or operations without the prior written consent of the NBP.
7.	Ownership of Material	Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the NBP under the Contract shall belong to and remain the property of the NBP. The Consultant may retain a copy of such documents and software.
8	Consultant not to be engaged in certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the services and any continuation thereof)
9	Assignment	The Consultant shall not assign this Contract or Sub-Contract or any portion of it, without the NBP’s prior written consent.
10.	Law Governing Contract and Language	The Contract shall be governed by the Laws of Pakistan and the language of the Contract shall be English.
11	Dispute Resolution	Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication / arbitration in accordance with Laws of Pakistan.
12	Additional Services	NBP may ask Consultant to perform Additional Services (not covered in Annexure–A) during the currency of this Agreement. Such additional Services shall be performed with the prior concurrence of both the Parties. Consultant shall submit an estimate of the additional time (if any) and the remunerations for such Additional Services, which shall be approved in writing by the NBP before the commencement of the Additional Services if any.
13.	TERMINATION	

Signature & Stamp of Consultants

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	13.1 End of Service	The Agreement shall terminate as soon as the Services to be provided by the Consultant have been completed and Consultant has received all payments due in accordance with this Agreement.
	13.2	NBP may, by a written notice of thirty (30) days to the Consultant, terminate this Agreement. All accounts between NBP and Consultant shall be settled not later than sixty (60) days of the date to the Consultant shall be paid in accordance with services performed prior to notice from NBP of such termination at the rates referred in "Schedule for Payments" for each phase of work.
	13.3 Termination by Consultant	The Consultant may, by a written notice of thirty (30) days, suspend the Agreement, if NBP fails to perform any of its obligation under the Agreement, provided that such notice of suspension shall specify the nature of failure and shall request NBP to remedy such failure, if after the expiry of thirty (30) days notice of suspension, NBP has not remedied the failure. NBP may terminate the Agreement in whole or in part by giving thirty (30) days advance notice of intent to terminate.

FOR NATIONAL BANK OF PAKISTAN

FOR THE CONSULTANT:

Wing Head (N)
National Bank of Pakistan
G-5/I Building Islamabad

Consultant

1. Witness _____

2. Witness _____

Signature & Stamp of Consultants

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Annexure – A

Terms of Reference & Scope of Work.

1. SCOPE OF SERVICES

Planning, Designing, Tendering and Detailed Supervision of Proposed Construction works of NBP Bank Building (Branch & Regional Office) at Mardan KPK

Brief Details of Project:

- Plot Area– 11,709 sq ft (approximately)
- Proposed Covered area – 29,000 Sq. Ft (approximately)

Description of Services:

The Consultant/Firm shall provide the following services regarding Planning, Designing, Tendering, assist NBP in obtaining approval from local authorities and Detailed Consturction Supervision of proposed NBP building of Main Branch and Regional Office at Mardan KPK including but not limited to:

- Dismantling of existing building, Design & Detailed Construction Supervision of Building including Civil, Plumbing, Electrical, Burglar & Fire alarm system (Combined Conduiting & Cabling only), CCTV System (only conduiting & cabling), Q-Management System (Conduiting & Cabling only) & Air-Conditioning works
- Allied miscellaneous services such as sewerage Connection, Septic Tank, Water Tank, Electrical and Telephone connections main cables & conduiting

The Services comprise mainly Design and Detailed Construction Supervision Phases:

1.1 Design Phase

- Collection of requirements/details and information such as dismantling of existing structure as well as functional requirement from NBP for the development of conceptual and detailed design of the new building
- Carryout Site Topographic survey and Geo-technical Investigation from Govt. Approved Labs, NUST and UET Campuses and submit reports to NBP.
- Preparation of preliminary design for consideration of NBP, such plans to be amended until final approval by NBP. Preliminary design to include conceptual layout plan, preparation of isometric views, 3D views (internal & external) and submission to NBP for approval
- Preparation of Architectural, Structural, Civil, Electrical, Plumbing, Burglar & Fire alarm system (Combined Conduiting & Cabling only), CCTV System (only conduiting & cabling), Q-Management System (Conduiting & Cabling only) & Air-Conditioning works, working drawings and their complete details including bar bending schedules etc.

Signature & Stamp of Consultants

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- Preparation of External Development drawings for the Site which will include Water Supply & Sewerage System, Parking & Paved Areas, Boundary Wall, External Electrification, Electric Sub-station (if any) Telephone, Gas and Landscaping, etc.
- Preparation of Tender Documents along with Engineer's Cost Estimate. Tender Documents include Instruction to Tender, Condition of Contract, Tender Drawings, Bill of Quantities, Technical Specifications & Appendices etc.
- Assisting NBP in pre-qualification of contracting firms & submission of prequalification report
- Conduct pre-bid meeting with the potential bidders, issue meeting minutes and addendum along with clarifications of Bidding Documents
- Participation as member in Tender Opening Committee Meeting
- Evaluation of bids after tendering process and submission of bids evaluation report to NBP within Fifteen days
- Preparation of working/construction drawings for issuance to successful bidder for execution of works
- Providing revised amended drawings as per site requirement as and when required till the completion of project
- Assisting NBP for any communication / documentation pertaining to the design, tendering or construction with Govt. Agencies such as PPRA, NAB etc if required

1.2 Approval from Local Authorities for Construction of Building

- Assist NBP for approval of building plans from concerned authorities including NOC for the construction
- Any other approval required for construction of the said building.
- Acquiring all required certificates during & after completion of the building

Note: NBP shall pay the official Demand Notes / payments required for various approvals

1.3. Detailed Construction Supervision:

Detailed Construction Supervision & Management of the project shall be carried out by the Consultant and will deploy a full time Resident Engineer (Qualified Professional Civil Engineer having vast experience in Construction of multistory building projects) and Experienced Quantity Inspector, Electro-Mechanical Engineer /AE as per the Site Staff Deployment schedule approved by NBP.

The consultants will undertake the following activities during Construction phase which include but not limited to:

- To supervise the detailed construction in accordance with the latest working drawings and Contract Documents and instruct the contractor where required
- To Review and approve Shop Drawings and other submission of the Contractor(s).

Signature & Stamp of Consultants

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- Assist in liaison between NBP and the contractor(s) to resolve site related matters
- The consultants will review, approve and recommend the work schedule, sequence of construction activities as well as mechanism to achieve the target dates submitted by the contractor(s) for execution of the constructions works
- The consultants shall monitor the progress of works in accordance with timeline set out in the agreement and approved work schedule, and will submit monthly progress report to the client pointing out any deficiencies and shall suggest remedial measures thereof
- The consultants shall monitor the contractor(s) in matters concerning safety and care of the work and advise the client on problems arising in the Construction work during its execution
- The consultants shall keep the record of daily report(s) in the site office
- To check the quality control procedures of the Contractor and ensure the selection and use of building material in accordance with the Project Specification
- To supervise and monitor all quality control tests carried out by the Contractor in the field or to be carried out in the Laboratory
- The consultants shall certify that the construction materials brought at site by the contractor(s) is in accordance with the specifications and tested as per standards
- To give written intimation to the Contractor about defects and deficiencies found in the work observed during its supervision under intimation to NBP
- The consultants shall verify the contractor(s) interim/running payments, certify that the quality of works executed is according to the specifications, design, drawings, and contract agreement and make recommendations for payment to the contractor(s) along with test reports
- To initiate variation orders and instructions relating to the site works
- The consultants shall be responsible for getting all such defects rectified from the concerned contractor(s)
- The consultants shall carryout detailed inspection of the works and recommend to the client for issuance of Taking-Over Certificate along with snag list of defects in works
- To issue certificate of satisfactory completion of work in consultation with NBP as per the provision of the Contract
- To review and approve the “AS BUILT” drawings submitted by the contractor
- To submit Project Close Out Report within two weeks after completion of the all Construction works

1.4 REIMBURSABLE COST

- Cost of 3-D Model (if required)

2. TIME SCHEDULE:

2.1 Effective Date of Commencement / Completion of the Services:

- a) The effective date of commencement of Services will be as mentioned in the Work Order and remains effective till the completion of the project.

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- b) Completion time for the Project is as under:
- 1) Design Phase: Five (05) Months from the Commencement Date mentioned in the Work Order
 - 2) Detailed Construction Supervision Phase: Construction phase is not more than Eighteen (18) Months

2.2 Schedule of Services:

The Concept Design/ Drawings along with 3D views shall be submitted to the NBP within 02 week for approval of NBP.

The Final Design / Drawings shall be submitted to the NBP within 02 week after approval of the Preliminary/Concept Design/Drawings.

The tender documents, detailed tender drawings and Engineer's Cost Estimate shall be submitted to NBP within 06 weeks after approval of the final Design/Drawings.

The consultant will prequalify the bidders and inform them individually their status of qualification/rejection for participation in the bidding process on the same day upon receipt of prequalification applications from bidders with intimation to NBP.

The composite Prequalification Report of the potential bidders to be submitted to NBP within two days prior to the bid opening date.

The Bid Evaluation Report shall be submitted to NBP within one week after receipt of bids from the bidder.

2.3 Time for Approval by Client

The Client shall give approvals of the submissions made by the Consultant within 02 week of the submission.

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Annexure – B

LIST OF DELIVERABLES TO THE EMPLOYER “NBP”

The following documents & drawings shall be provided to the Clients:

1. Topographic Survey and Geo technical investigation reports	02 Sets
2. Preliminary / Concept Design Drawings	04 Sets
3. 3 D Views, Layout Plans and Elevation Drawings / Details etc.	04 Sets
4. Submission Plans/Drawings for approval from local Authorities	as per requirement
5. Detailed Design Drawings for Bidding	04 Sets
6. Tender Documents & Engineer’s Cost Estimate	04 Sets
7. Bid Evaluation Report	04 Copies
8. Construction & Working Drawings	04 Sets
9. As Built Drawings (Prepared by Contractor) (Approved by the Consultant)	04 Sets
10. Project Completion Certificate	04 Sets
11. Project Close Out Report	04 Sets
12. 3-D Model, if required	01 No.

Signature & Stamp of Consultants

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LAYOUT OF EXISTING NBP MAIN BRANCH BUILDING MARDAN

