



**National Bank of Pakistan**

**نیشنل بینک آف پاکستان**

## **NATIONAL STANDARD BIDDING DOCUMENTS FOR PROCUREMENT OF WORKS**

### **PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA.**

#### **(Single Stage One Envelop Procedure)**

**Bidding Opening Procedure: PPRA Rule 36 (a)**

**INVITATION TO BIDS INSTRUCTIONS TO  
BIDDERS BID DATA SHEET  
ELIGIBLE COUNTRIES  
SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS STANDARD FORMS &  
PRICE SCHEDULES  
GENERAL CONDITIONS OF CONTRACT SPECIAL  
CONDITIONS OF CONTRACT  
CONTRACT FORMS CHECKLIST & ATTACHMENTS**

**(For the purpose of this tender, all references to manual processes and manual submission of tender/bid should be deemed to have been replaced with the processes and procedures in pursuant to E-Pak Acquisition & Disposal System (EPADS) and defined in E-PAK Procurement Regulation, 2023.)**

This completed Bidding Documents; along with Bid Security Instrument and all necessary documents for the responsiveness of the bid as specified in the bidding documents; shall be submitted / uploaded on PPRA's EPADS Portal; before close of bid submission time.

## **PREFACE**

Public Procurement is carried out in Pakistan in accordance with the provisions laid down in Public Procurement Regulatory Framework consisted of Public Procurement Ordinance- 2002; Public Procurement Rules-2004 and allied Regulations, Regulatory Guides and Guidelines.

National Standard Bidding/Procurement Documents are developed for standardizing the procurement procedures and practices in the procuring agencies of the Federation of Pakistan and has the status of the Regulations in terms of section 27 of the PPRA Ordinance read with Rule-23(4) of Public Procurement Rules.

The document consists of general as well as specific provisions to be applicable for the procurement of works and can be used with or without pre-qualification process. The specific provisions supplement to the general provisions and may be amended or opted by the procuring agencies in the manner and to the extent prescribed in the respective sections.

This document is a live document, and may be updated on 30<sup>th</sup> June of each financial year (as and when required) considering the regulatory experience feedback based on monitoring the procurement practices and valuable suggestions of the stakeholders (i.e. procuring agencies, vendors and general public).

# Standard Bidding Documents

## **PART-A – BIDDING PROCEDURE & REQUIREMENTS**

### **Section I - Invitation for Bids**

### **Section II- Instructions to Bidders (ITB)**

This Section provides information to help Bidders prepare their Bids. Information is also provided on the submission, opening, and evaluation of Bids and on the award of Contracts. ***(This Section contains provisions that are to be used without modifications.)***

### **Section III- Bid Data Sheet (BDS)**

This Section includes provisions specific to procurement and to supplement Section- II, Instructions to Bidders. ***(This section may be customized where option is available, in accordance with the requirements of the Procuring agency/Employer).***

### **Section IV - Eligible Countries**

This Section contains information regarding eligible countries.

### **Section V – Evaluation and Qualification Criteria**

This section contains information regarding evaluation and qualification criteria including domestic preference.

### **Section VI – Works Requirements, Technical Specifications, Drawings, Supplementary Information and Bill of Quantities**

This Section includes the Drawings, and supplementary information that describe the Works to be procured. ***(To be filled by the Procuring agency/Employer).***

### **Section VII – Standard Bidding Forms**

This Section includes the standard forms for the Bid Submission, Price Schedules, and Bid Security etc. These forms are to be completed and submitted by the Bidder as part of its Bid.

## **PART-B – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

### **Section VIII - General Conditions of Contract (GCC)**

This Section includes the general clauses to be applied in all the contracts. ***(This Section contains provisions that are to be used without modifications).***

### **Section IX - Special Conditions of Contract (SCC)**

This Section consists of Contract Data and Specific Provisions which contains clauses specific to this contract. ***(This section may be customized where option is available, in accordance with the requirements of the Procuring agency/Employer)***

### **Section X - Contract Forms**

This Section contains forms which, once completed, will become part of the Contract including Letter of Acceptance, Contract Agreement, Integrity Pact [ **Procurement exceeding the limit of PKR 10 million shall be subject to an integrity pact between the User Group and the vendor**] and other relevant forms. The forms for **Performance Security/ Guarantee and Beneficial Owners Information, integrity pact as per SBD** will be provided by the successful bidder to whom Letter of Acceptance is issued, before the award of contract.

# **PART-A**

## **BIDDING PROCEDURE & REQUIREMENTS**

### **SECTION I: INVITATION FOR BIDS**

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**QUETTA**  
**INVITATION TO e-BID**

1. This Invitation to Bids follows the Procurement Notice for the subject Project/Procurement which appeared in Newspapers and on **NBP** and **PPRA** Websites.
2. The National Bank of Pakistan has reserved the funds for the procurement planned during the financial year 2024. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the aforesaid procurement.
3. The National Bank of Pakistan; now invites bids through EPADS from the original contractors, registered with Pakistan Engineering Council (PEC), Income tax & Provisional Tax department for PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA.
4. The bidding shall be conducted in line with the Single Stage Single Envelope procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders.
5. All bids must be accompanied by a scanned Copy of Bid Security in the form of Banker's Cheque or Payment Order or Bank Guarantee in the amount of **RS. 25,000/-**. The ORIGINAL BID SECURITY MUST be submitted to the National Bank of Pakistan any time before the Closing time of Bid Submission, failing which the bid shall be rejected.
6. The original bid, along with all the required documents as stated in the bidding documents; properly filled in, must be submitted Only through e-Pak Acquisition & Disposal System (EPADS) at or before **12:00 PM** dated: **June 16, 2025**. The bids will be opened promptly thereafter on **EPADS** at **12:30 PM** the same day, and in the presence of bidders' representatives who choose to attend in the opening at the under mentioned address.

**Office of the SVP/Wing Head, Engineering Wing South, Engineering Group, LCMG, 3<sup>rd</sup> Floor, National Bank of Pakistan, Head Office Building, I.I Chandigarh Road, Karachi.**

**Divisional Head,  
Procurement Division, LCMG  
3<sup>rd</sup> Floor, National Bank of Pakistan, Head Office  
I.I Chundrigrah Road, Karachi.  
Tel. +92-21-99220331, 021- 38902435**

## Table of Contents

A. INTRODUCTION .....	9
1. Scope of Bid.....	9
2. Source of Funds.....	9
3. Eligible Bidders .....	9
4. Eligible Material and Equipment.....	12
5. One Bid per Bidder .....	13
6. Cost of Bidding .....	13
B. BIDDING DOCUMENTS .....	13
7. Contents of Bidding Documents.....	13
8. Clarification of Bidding Document, Pre-bid Meeting .....	14
9. Amendment of Bidding Documents.....	16
C. PREPARATION OF BIDS.....	17
10. Language of Bid .....	17
11. Documents Establishing Eligibility of Material, Equipment and Works, their Conformity to Bidding Documents .....	17
12. Documents Establishing Eligibility and Qualification of the Bidder .....	18
13. Letter of Bid and Schedules.....	19
14. Letter of Bid.....	19
15. Bid Prices .....	19
16. Currencies of Bid and Payment .....	21
17. Documents Comprising the Technical Proposal.....	21
18. Bid Validity Period .....	21
19. Bid Security or Bid Securing Declaration .....	22
20. Alternative Bids by Bidders .....	24
21. Withdrawal of Bids .....	25
22. Format and Signing of Bid .....	25
D. SUBMISSION OF BIDS.....	26
23. Sealing and Marking of Bids .....	26
24. Deadline for Submission of Bids.....	28
25. Late Bids .....	28
26. Substitution and Modification of bids.....	28
E. OPENING AND EVALUATION OF BIDS .....	28
27. Opening of Bids .....	28
28. Confidentiality .....	31
29. Clarification of Bids.....	32
30. Preliminary Examination of Bids .....	33
31. Examination of Terms and Conditions; Technical Evaluation .....	35
32. Correction of Arithmetic Errors.....	36
33. Conversion to Single Currency .....	37

34. Evaluation of Bids .....	37
35. Domestic Preference .....	39
36. Determination of Most Advantageous Bid .....	39
37. Qualification of Bidder .....	39
38. Sub-Contractors .....	39
39. Abnormally Low Financial Bid .....	40
E. AWARD OF CONTRACT .....	42
40. Criteria of Award .....	42
41. Negotiations .....	42
42. Procuring agency/Employer's Right to reject All Bids .....	42
43. Variations .....	43
44. Instructions for variations .....	43
45. Valuation of Variations .....	43
46. Notification of Award .....	44
47. Signing of Contract .....	45
48. Performance Security (or Guarantee) .....	45
49. Advance Payment .....	46
50. General Performance of the Bidders .....	47
51. Corrupt & Fraudulent Practices .....	47
F. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM .....	47
52. Constitution of Grievance Redressal .....	47
53. GRC Procedure .....	47
G. MECHANISM OF BLACKLISTING .....	49
54. Mechanism of Blacklisting .....	49
<b>SECTION III: BID DATA SHEET Bid Data Sheet (BDS) .....</b>	<b>52</b>
<b>Section IV. Eligible Countries .....</b>	<b>59</b>
<b>Section V. Evaluation and Qualification Criteria .....</b>	<b>60</b>
 <b>SECTION VI: DELIVERY SCHEDULE REQUIREMENT, TECHNICAL SPECIFICATIONS, EQUIVALENCY OF STANDARDS AND CODES AND BILL OF QUANTITIES .....</b>	 <b>64</b>
<b>Delivery Schedule Requirements .....</b>	<b>65</b>
<b>Technical Specification .....</b>	<b>66</b>
<b>Equivalency of Standards and Codes .....</b>	<b>84</b>
<b>Bill of Quantities .....</b>	<b>85</b>
<b>SECTION VII: STANDARD BIDDING FORMS .....</b>	<b>86</b>
<b>SECTION VIII: Special Conditions of the Contract .....</b>	<b>116</b>
<b>SECTION IX: Contract FORMS .....</b>	<b>124</b>
Notification of Award .....	125
Form of Contract .....	126
Performance Guarantee Form .....	127
Retention Money Security .....	128
Integrity Pact .....	129

## **SECTION II: INSTRUCTION TO BIDDERS (ITBs)**



***[This Section contains provisions that are to be used without modifications.]***

### A. INTRODUCTION

<b>1. Scope of Bid</b>	1.1	The Procuring agency/Employer (PA), as indicated in the <b>Bid Data Sheet</b> (BDS) invites Bids for the execution of Works as specified in the BDS and <b>Section V- Works Requirements</b> . The name, identification, and number of lots (contracts) of this National/ International Competitive Bidding process are specified in BDS.
<b>2. Source of Funds</b>	2.1	Source of funds as referred in Bid Data Sheet.
<b>3. Eligible Bidders</b>	3.1	A bidder may be natural person, company or firm or public or semi-public agency of Pakistan or any foreign country, or any combination of them with a formal existing agreement (on Judicial Papers) in the form of a joint venture or consortium. In the case of a joint venture or consortium, all members shall be jointly and severally liable for the execution of the Contract in accordance with the terms and conditions of the Contract. The joint venture or consortium shall nominate a Lead Member as nominated in the BDS, who shall have the authority to conduct all business for and on behalf of any and all the members of the joint venture or consortium during the Bidding process, and in case of award of contract, during the execution of contract. <i>(The limit on the number of members of JV or Consortium may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).</i>
	3.2	The appointment of Lead Member in the joint venture or consortium shall be confirmed by submission of a valid Power of Attorney to the Procuring agency/Employer
	3.3	Verifiable copy of the agreement that forms a joint venture or consortium shall be required to be submitted as part of the Bid.
	3.4	Any bid submitted by the joint venture or consortium shall indicate the part of proposed contract to be performed by

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		each party and each party shall be evaluated (or post qualified if required) with respect to its contribution only, and the responsibilities of each party shall not be substantially altered without prior written approval of the Procuring agency/Employer and in line with any instructions issued by the Authority.
	3.5	The invitation for bids is open to all prospective bidders subject to any provisions of incorporation or licensing by the respective national/ international incorporating agency or statutory body established for that particular trade or business.
	3.6 .	Foreign Bidders must be locally registered with the appropriate national incorporating body or the statutory body, before participating in the national/international competitive bidding with the exception of such procurements made by the foreign missions of Pakistan. For such purpose the bidder must have to initiate the registration process before the bid submission and the necessary evidence shall be submitted to the Procuring agency/Employer along with their bid, however, the final award will be subject to the complete registration process.
	3.7	<p>A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:</p> <ul style="list-style-type: none"> <li>a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the Procuring agency/Employer to provide consulting services for the preparation of design or technical specifications of the works that are the subject of the bid; or</li> <li>b) any of its affiliates has been hired (or is proposed to be hired) by the Procuring agency/Employer as Engineer for the Contract implementation; or</li> <li>c) The works to be executed are resulting from or directly related to consulting services for the preparation or</li> </ul>



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		<p>implementation of the project that the bidder provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm;</p> <p>d) have controlling shareholders in common; or</p> <p>e) receive or have received any direct or indirect subsidy from any of them; or</p> <p>f) have the same legal representative for purposes of this Bid; or</p> <p>g) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Procuring agency/Employer regarding this Bidding process; or</p> <p>h) Submit more than one bid in this bidding process.</p>
	3.8	<p>A Bidder may be ineligible if –</p> <p>(a) he is declared bankrupt or, in the case of company or firm, insolvent;</p> <p>(b) payments in favor of the bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;</p> <p>(c) legal proceedings are instituted against such bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;</p> <p>(d) the bidder is convicted, by a final judgment of a Court of Law or relevant Professional Statutory Body, of any offence involving professional conduct;</p> <p>(e) The bidder is debarred/ blacklisted by a national level</p>



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		<p>Procuring agency/Employer and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration.</p> <p>(f) The bidder is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.</p>
	3.9	Bidders shall provide to the Procuring agency/Employer evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
	3.10	Bidders shall provide such evidence of their continued eligibility to the satisfaction of the Procuring agency/Employer, as the Procuring agency/Employer shall reasonably request.
	3.11	Bidders shall submit proposal relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract is envisaged.
<b>4. Eligible Material and Equipment</b>	4.1	All the material and equipment to be mobilized under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such materials and equipment. For this purpose, ineligible countries are stated in the section-IV titled as “Eligible Countries”.
	4.2	For purposes of this Clause, “origin” means the place where the material, equipment is produced, manufactured, or processed, or through manufacture, procession, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components or the place from where the services are/to be supplied.
	4.3	The nationality of the bidder shall not determine the origin of the material and equipment.
	4.4	To establish the eligibility of the material and equipment, Bidders shall fill the country-of-origin declarations included in the Form of Bid.



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<b>5. One Bid per Bidder</b>	5.1	A bidder shall submit only one bid, in the same bidding process, either individually as a bidder or as a member in a joint venture or any similar arrangement.
	5.2	No bidder can be a sub-contractor while submitting a bid individually or as a member of a joint venture in the same bidding process.
<b>6. Cost of Bidding</b>	6.1	The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency/Employer shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**B. BIDDING DOCUMENTS**

<b>7. Contents of Bidding Documents</b>	7.1	<p>The scope of Works, bidding procedures, and terms and conditions of the contract are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents which should be read in conjunction with any addenda issued in accordance with <b>ITB 9.2</b> include:</p> <p><b>Section I</b> -Invitation for Bids</p> <p><b>Section II</b> Instructions to Bidders (ITBs)</p> <p><b>Section III</b> Bid Data Sheet (BDS)</p> <p><b>Section IV</b> Eligible Countries</p> <p><b>Section V</b> Works Requirements Technical Specifications &amp; Schedule of Requirements</p> <p><b>Section VI</b> Standard Bidding Forms</p> <p><b>Section VII</b> General Conditions of Contract (GCC)</p> <p><b>Section VIII</b> Special Conditions of Contract (SCC)</p> <p><b>Section IX</b> Contract Forms</p>
	7.2	The number of copies to be completed and submitted with the Bid is specified in the <b>BDS</b> .
	7.3	The Procuring agency/Employer is not responsible for the completeness of the bidding documents and their addenda, if they were not obtained directly from the Procuring agency/Employer or the signed pdf version downloaded from the website of the Procuring agency/Employer or the Authority's website or <b>e-Procurement System</b> as the case may be. However, procuring agency/Employer shall place




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		both the pdf and editable version of the same on its website and Authority's website or <b>e-Procurement System</b> to facilitate the bidder for filling the standard bidding forms. <b>Note: Bidding Documents are downloaded from PPRA's EPADS Portal</b>
	7.4	The bidder is expected to examine all instructions, forms, specifications, terms and conditions prescribed in the bidding documents. Failure to furnish all the information required in the bidding documents will be at the bidder's risk and may result in the rejection of his bid.
<b>8. Clarification of Bidding Document, Pre-bid Meeting</b>	8.1	A prospective bidder requiring any clarification of the bidding document may notify the Procuring agency/Employer in writing or in <b>electronic form</b> that provides record of the contents of communication at the Procuring agency/Employer's address indicated in the <b>BDS</b> . <b>Note: All clarifications may be notified through PPRA's EPADS Portal</b>
	8.2	The Procuring agency/Employer will within three (3) working days after receiving the request for clarification, respond in writing or in <b>electronic form</b> to any request for clarification provided that such request is received not later than three (03) days prior to the deadline for the submission of Bids as prescribed in <b>ITB 24.1</b> . However, this clause shall not apply in case of alternate methods of procurement. <b>Note: Response shall be through PPRA's EPADS Portal</b>
	8.3	Copies of the Procuring agency/Employer's response will be forwarded to all identified prospective bidders through an identified source of communication, including a description of the inquiry, but without specifying its source.  In case of downloading of the bidding documents from the website of Procuring agency/Employer or <b>e-Procurement System</b> , the response of all such queries will also be available on the same platform available at the website. <b>Note: Employer's response(s) to the clarification(s); will be made available to all the identified prospective bidders at PPRA's EPADS Portal</b>
	8.4	Should the Procuring agency/Employer deem it necessary to amend the bidding documents as a result of a clarification, it

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		shall do so following the procedure as prescribed under <b>ITB 09.</b>
	8.5	If indicated <b>in the BDS</b> , the bidder's designated representative is invited at the bidder's cost to attend a pre- bid meeting at the place, date and time mentioned in the <b>BDS</b> . During this pre-bid meeting, prospective bidders may request clarification of the schedule of requirement, the evaluation criteria or any other aspects of the bidding documents.
	8.6	Minutes of the pre-bid meeting, if applicable, including the text of the questions asked by bidders, including those during the meeting (without identifying the source) and the responses given, together with any responses prepared after the meeting will be transmitted promptly to all prospective bidders who have obtained the bidding documents. Any modification to the bidding documents that may become necessary as a result of the pre-bid meeting shall be made by the Procuring agency/Employer exclusively through the use of an Addendum pursuant to <b>ITB 9</b> . Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder. <b>Note: Minutes of meeting will be uploaded on PPRA's EPADS Portal.</b>
	8.7	The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for Electrical Works. The costs of visiting the Site shall be at the bidder's own expense.
	8.8	The bidder and any of its authorized personnel will be granted permission by the Procuring agency/Employer to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the bidder and its personnel will release and indemnify the Procuring agency/Employer from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.



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<b>9. Amendment of Bidding Documents</b>	9.1	Before the deadline for submission of bids, the Procuring agency/Employer for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder or pre-bid meeting may modify the bidding documents by issuing addenda.
	9.2	<p>Any addendum issued including the notice of any extension of the deadline shall be part of the bidding documents pursuant to <b>ITB 7.1</b> and shall be communicated in a timely manner and on equal opportunity basis. Where notification of such change, addition, modification or deletion becomes essential, such notification shall be made in a manner similar to the original advertisement.</p> <p><i>Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline. <b>Note: Addendum at PPRA’s EPADS Portal, <a href="http://www.ppra.org.pk">www.ppra.org.pk</a> or NBP Website: <a href="http://www.nbp.com.pk">http://www.nbp.com.pk</a>.</b></i></p>
	9.3	<p>To give prospective bidders reasonable time in which to take an addendum/corrigendum into account in preparing their bids, the Procuring agency/Employer may, at its discretion, extend the deadline for the submission of bids:</p> <p><i>Provided that the Procuring agency/Employer shall extend the deadline for submission of bid, if such an addendum is issued within last three (03) days of the bid submission deadline.</i></p>

  
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**C. PREPARATION OF BIDS**

<b>10. Language of Bid</b>	10.1	The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Procuring agency/Employer shall be written in the English language unless specified in the <b>BDS</b> . Supporting documents and printed literature furnished by the bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in the English language unless specified in the <b>BDS</b> , in which case, for purposes of interpretation of the bidder, the translation shall govern.
<b>11. Documents Establishing Eligibility of Material, Equipment and Works, their Conformity to Bidding Documents</b>	11.1	<p>The bid prepared by the bidder shall constitute the following components: -</p> <ul style="list-style-type: none"> <li>a) Documentary evidence established in accordance with <b>ITB 11</b> that the material, equipment and services to be provided by the Bidder are eligible material, equipment and services, and conform to the Bidding Documents;</li> <li>b) Documentary evidence established in accordance with <b>ITB 12</b> that the bidder has been authorized to carry out the electrical works;</li> <li>c) Documentary evidence established in accordance with <b>ITB 12</b> that the bidder is eligible and/or qualified for the subject bidding process;</li> <li>d) Form of Bid and Bid Prices completed in accordance with <b>ITB 14 and 15</b>;</li> <li>e) Completed schedules as required, including priced Bill of Quantities in accordance with <b>ITB 13 &amp; 15</b>.</li> <li>f) Technical Proposal completed in all aspects in accordance with <b>ITB-17</b>.</li> <li>g) Bid security or Bid Securing Declaration furnished in accordance with <b>ITB 19</b>;</li> <li>h) Alternative bids, if permissible, in accordance with <b>ITB 20</b>;</li> </ul>



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		<p>i) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and</p> <p>j) Any other document required in the <b>BDS</b>.</p> <p><b>Note: The Bid prepared by the Bidder to be uploaded on PPRA's EPADS Portal;</b></p>
	11.2	In addition to the requirements, bids submitted by a JV shall include a copy of the Joint Venture Agreement entered into by all members. Alternatively, a letter of intent to execute a Joint Venture Agreement in the event of a successful bid shall be signed by all members and submitted with the bid, together with a copy of the proposed Agreement.
	11.3	The bidder shall furnish, as part of its bid, all those documents establishing the eligibility in conformity to the terms and conditions specified in the bidding documents for all material, equipment and works which the bidder proposes to execute.
	11.4	<p>The documentary evidence of conformity of the material, equipment and works to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:</p> <p>a) a detailed description of the work methodology, approach, schedule and resources to be mobilized at site;</p> <p>b) an item-by-item commentary on the Procuring agency/Employer's Technical Specifications demonstrating substantial responsiveness of the material, equipment and works to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications;</p> <p>c) any other procurement specific documentation requirement as stated in the BDS</p>
	11.5	The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.
<b>12. Documents Establishing Eligibility and</b>	12.1	The bidder shall furnish, as part of its bid, all those documents establishing the bidder's eligibility to participate in the bidding process and/or its qualification to perform the contract if its



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

<b>Qualification of the Bidder</b>		bid is accepted.
	12.2	The documentary evidence of the bidder's eligibility to bid shall establish to the satisfaction of the Procuring agency/Employer that the bidder, at the time of submission of its bid, is from an eligible country as defined in Section-IV titled as "Eligible Countries".
	12.3	The documentary evidence of the bidder's qualification to perform the contract if its bid is accepted shall establish to the satisfaction of Procuring agency/Employer that: a) The bidder has the financial and technical capability necessary to perform the Contract, meets the qualification criteria specified in Section-V, Evaluation and Qualification Criteria and <b>BDS</b> . b) In the case of a bidder not doing business within Pakistan, the bidder is or will be (if awarded the contract) represented by a local bidder (Joint Venture) in accordance with the PEC works bylaws, and in case of award of works such foreign firm is required to participate in the execution of works to carry out its obligations as prescribed in the Conditions of Contract and /or Technical Specifications. c) That the bidder meets the qualification criteria listed in Section-V, Evaluation and Qualification Criteria and <b>BDS</b> .
<b>13. Letter of Bid and Schedules</b>	13.1	The Letter of Bid (Technical or Financial as the case may be) and Schedules, including the Bill of Quantities, shall be prepared using the relevant forms furnished in Standard Bid Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under <b>ITB 22</b> . All blank spaces shall be filled in with the information requested.
<b>14. Letter of Bid</b>	14.1	The bidder shall fill the Letter of Bid (Technical or Financial as the case may be) furnished in the bidding documents. The Standard Bid Forms must be completed without any alterations to its format and no substitute shall be accepted.
<b>15. Bid Prices</b>	15.1	The bid prices quoted by the bidder in the Standard bid Forms, Bill of Quantities and in the Price Schedules shall conform to

 **FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

		the requirements specified below or exclusively mentioned hereafter in the bidding documents.
	15.2	The bidder shall fill in rates and prices for all items of the Works described in the Bill of Quantities. If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items in the Bill of Quantities and will not be paid for separately by the Procuring agency/Employer.
	15.3	<p>Items not listed in the Price Schedule shall be assumed not to be included in the bid, and provided that the bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s):</p> <p>Provided that:</p> <ul style="list-style-type: none"> <li>a) where there is only one (substantially) responsive bidder, or</li> <li>b) where there is provision for alternate proposals and the respective items are not listed in the other bids,</li> </ul> <p>The Procuring agency/Employer may fix the price of missing items in accordance with market survey, and the same shall be considered as final price.</p>
	15.4	The Bid price to be quoted in the Form of Bid in accordance with <b>ITB 15.1</b> shall be the total price of the bid.
	15.5	Unless otherwise specified in the <b>BDS</b> and the Contract, the rates and prices quoted by the bidder are subject to adjustment during the performance of the Contract in accordance with the provisions of the Conditions of Contract.
	15.6	If so specified in <b>ITB 1.1</b> , bids may be invited for individual lots (contracts) or for any combination of lots (packages).
	15.7	Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

		<b>ITB 30</b> , unless otherwise price adjustment is permissible under Conditions of the Contract.
	15.8	All duties, taxes, and other levies payable by the Contractor under the Contract, or for any other cause, as of the date twenty-eight (28) days prior to the deadline for submission of bids, shall be included in the rates and prices and the total bid price submitted by the bidder.
<b>16. Currencies of Bid and Payment</b>	16.1	The currency(ies) of the bid and the currency(ies) of payments shall be as specified in the <b>BDS</b> .
	16.2	For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
	16.3	Bidders shall indicate details of their expected foreign currency requirements in the Bid, if prescribed in the BDS.
	16.4	Bidders may be required by the Procuring agency/Employer to clarify their foreign currency requirements, if prescribed in the BDS and to substantiate that the amounts included in Lump Sum and in the <b>SCC</b> are reasonable and responsive to <b>ITB 16.1</b> .
<b>17. Documents Comprising the Technical Proposal</b>	17.1	The bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in <b>Section IV – Standard Bid Forms</b> , in sufficient detail to demonstrate the adequacy of the bidder's proposal to meet the work requirements and the completion time.
<b>18. Bid Validity Period</b>	18.1	Bids shall remain valid for the period specified in the <b>BDS</b> after the bid submission deadline prescribed by the Procuring agency/Employer. A bid valid for a shorter period shall be rejected by the Procuring agency/Employer as non-responsive. The period of bid validity will be determined from the complementary bid securing instrument i.e. the expiry period of bid security or bid securing declaration as the case may be.
	18.2	Under exceptional circumstances, prior to the expiration of the



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

		initial bid validity period, the Procuring agency/Employer may request the bidders' consent to an extension of the period of validity of their bids only once, for the period not more than the period of initial bid validity. The request and the bidders' responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under <b>ITB 19</b> shall also be extended 28 days beyond the deadline of extended bid validity period. A bidder may refuse the request for the extension of his bid without forfeiting his bid security or causing to be executed his Bid Securing Declaration. A bidder agreeing to the request will not be required nor permitted to modify its bid, but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension, and in compliance with <b>ITB 19</b> in all respects.
<b>19. Bid Security or Bid Securing Declaration</b>	<b>19.1</b>	<p>Pursuant to <b>ITB 11.1</b> unless otherwise specified in the <b>BDS</b>, the bidder shall furnish as part of its bid, a Bid Security in form of fixed amount not exceeding five percent of the estimated value of procurement determined by the Procuring agency/Employer and in the amount and currency specified in the <b>BDS</b> or Bid Securing Declaration as specified in the <b>BDS</b> in the format provided in <b>Section VI (Standard Bidding Forms)</b>.</p> <p>In case Procuring agency/Employer is inviting bids in lots / packages, the bidder shall be required to submit his bid security against the respective lot/ package for which he is submitting his bid, which shall not exceed five percent of the estimated value of that particular lot/ package.</p>
	<b>19.2</b>	The Bid Security or Bid Securing Declaration is required to protect the Procuring agency/Employer against the risk of Bidder's conduct before award of the contract to the most advantageous bidder which would warrant the security's forfeiture, pursuant to <b>ITB 19.9</b> .
	<b>19.3</b>	The Bid Security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the <b>BDS</b> which shall be in any of the



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**FOR THE BIDDER**

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

		<p>following:</p> <p>a) A bank guarantee, an irrevocable letter of credit issued by a Scheduled bank in the form provided in the Bidding Documents or another form acceptable to the Procuring agency/Employer and valid for twenty-eight (28) days beyond the end of the validity of the Bid. This shall also apply if the period for Bid Validity is extended. In either case, the form must include the complete name of the bidder;</p> <p>b) A cashier's or certified cheque; or</p> <p>c) Another security as indicated in the <b>BDS</b>.</p>
	19.4	The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in <b>Section VI (Standard Bidding Forms)</b> or another form approved by the Procuring agency/Employer prior to the bid submission.
	19.5	The Bid Security shall be payable promptly upon written demand by the Procuring agency/Employer in case any of the conditions listed in <b>ITB 19.9</b> are invoked.
	19.6	Any bid not accompanied by a Bid Security or Bid Securing Declaration in accordance with <b>ITB 19.1 or 19.3</b> shall be rejected by the Procuring agency/Employer and shall be declared as non-responsive bid, pursuant to <b>ITB 30</b> .
	19.7	<p>Unsuccessful bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) days after the expiration of the period of Bid Validity prescribed by the Procuring agency/Employer pursuant to <b>ITB 18</b>. The Procuring agency/Employer shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:</p> <p>(a) The expiry of the Bid Security;</p> <p>(b) The entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Bidding documents;</p>



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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		<p>(c) The rejection by the Procuring agency/Employer of all Bids;</p> <p>(d) The withdrawal of the bid prior to the deadline for the submission of bids, unless the bidding documents stipulate that no such withdrawal is permitted.</p>
	19.8	The successful bidder's Bid Security will be discharged upon the bidder signing the contract pursuant to <b>ITB 47</b> , or furnishing the performance security (or guarantee), pursuant to <b>ITB 48</b> .
	19.9	<p>The Bid Security may be forfeited or the Bid Securing Declaration executed:</p> <p>a) if a Bidder:</p> <p>i) Withdraws its Bid during the period of Bid Validity as specified by the Procuring agency/Employer, and referred by the bidder on the Form of Bid except as provided for in <b>ITB 18.2</b>; or</p> <p>ii) Does not accept the correction of errors pursuant to <b>ITB 32</b>; or</p> <p>b) In the case of a successful bidder, if the bidder fails:</p> <p>i) to sign the contract in accordance with <b>ITB 47</b>; or</p> <p>ii) to furnish performance security (or guarantee) in accordance with <b>ITB 48</b>.</p>
	19.10	In case of Bid Security issued by the foreign bank is allowed by the Procuring agency/Employer, the same should be counter guaranteed by a corresponding bank in Pakistan. Furthermore, in case of joint venture, it should be in the name of Joint venture to ensure joint responsibility.
<b>20. Alternative Bids by Bidders</b>	20.1	Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic bidder's technical design as indicated in the specifications and Bill of Quantities. Alternatives will not be considered, unless specifically allowed for in the <b>BDS</b> . If so allowed, <b>ITB 20</b> shall prevail.
	20.2	When alternative schedule for execution of works is explicitly invited, a statement of that effect will be included in the <b>BDS</b> as will the method for evaluating different schedule for



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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		execution of works.
	20.3	If so allowed in the <b>BDS</b> , bidders wishing to offer technical alternatives to the requirements of the bidding documents must also submit a bid that complies with the requirements of the bidding documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic bid, the bidder shall provide all information necessary for a complete evaluation of the alternative by the Procuring agency/Employer, including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the Most Advantageous Bidder conforming to the basic technical requirements (without altering the bid price) shall be considered by the Procuring agency/Employer.
<b>21. Withdrawal of Bids</b>	21.1	Before bid submission deadline, any bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and the corresponding must accompany the respective written notice.  <b>Note: Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted through EPADS.</b>
	21.2	Bids requested to be withdrawn in accordance with <b>ITB 21.1</b> shall be returned unopened to the bidders.
<b>22. Format and Signing of Bid</b>	22.1	The Bidder shall prepare an original and the number of copies of the bid as indicated in the <b>BDS</b> , clearly marking each <b>“ORIGINAL”</b> and <b>“COPY”</b> as appropriate. In the event of any discrepancy between them, the original shall prevail: <i>Provided that except in Single Stage One Envelope Procedure, the bid shall include only the copies of technical proposal.</i> <b>Note: The submission of bids will only be done through EPADS. No physical submission is accepted; except Original Bid Security Instrument</b>
	22.2	The original and the copy (ies) of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)

PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

		person or persons duly authorized to sign on behalf of the bidder. This authorization shall consist of a written confirmation as specified in the <b>BDS</b> and shall be attached to the bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. <b>Note: The submission of bids will only be done through EPADS. No physical submission is accepted; except Original Bid Security Instrument</b>
	22.3	Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person(s) authorized for signing the Bid.

#### D. SUBMISSION OF BIDS

<b>23. Sealing and Marking of Bids</b>	23.1	In case of Single Stage One Envelope Procedure, the bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as <b>“ORIGINAL”</b> and <b>“COPY”</b> . The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected. <b>Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-36 of Public Procurement Rules,2004. Note: The submission of bids will only be done through EPADS. No physical submission is accepted; except Original Bid Security Instrument</b>
	23.2	The inner and outer envelopes shall: a) be addressed to the Procuring agency/Employer at the address given in the <b>BDS</b> ; and b) bear the title of the subject procurement or project name, as the case may be as indicated in the <b>BDS</b> , the Invitation for Bids (ITB) title and number indicated in the <b>BDS</b> , and a statement: <b>“DO NOT OPEN BEFORE”</b> , to be completed with the time and the date specified in the <b>BDS</b> , pursuant to <b>ITB 24.1. Note: The submission of bids will only be done through EPADS. No physical submission is accepted; except Original Bid Security Instrument</b>



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

	23.3	<p>In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:</p> <ul style="list-style-type: none"> <li>a) Bidder shall submit his <b>TECHNICAL PROPOSAL</b> and <b>FINANCIAL PROPOSAL</b> in separate inner envelopes and enclosed in a single outer envelope.</li> <li>b) <b>ORIGINAL</b> and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.</li> <li>c) The envelopes containing the <b>ORIGINAL</b> and copies will be put in one sealed envelope and addressed / identified as given in <b>ITB 23.2</b>.</li> </ul> <p><b>Note: The submission of bids will only be done through EPADS. No physical submission is accepted; except Original Bid Security Instrument</b></p>
	23.4	<p>The inner and outer envelopes shall:</p> <ul style="list-style-type: none"> <li>a) be addressed to the Procuring agency/Employer at the address provided in the <b>BDS</b>;</li> <li>b) bear the name and identification number of the contract as defined in the <b>BDS</b>; and provide a warning not to open before the time and date for bid opening, as specified in the <b>BDS</b> pursuant to <b>ITB 24.1</b>.</li> <li>c) In addition to the identification required in <b>ITB 23</b> hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to <b>ITB 25</b>.</li> </ul> <p><b>Note: The submission of bids will only be done through EPADS. No physical submission is accepted; except Original Bid Security Instrument</b></p>
	23.5	<p>If all envelopes are not sealed and marked as required by <b>ITB 23.2, ITB 23.3</b> and <b>ITB 23.4</b> or incorrectly marked, the Procuring agency/Employer will assume no responsibility for the misplacement or premature opening of bid. <b>Note: The submission of bids will only be done through EPADS. No physical submission is accepted; except Original Bid Security Instrument</b></p>



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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<b>24. Deadline for Submission of Bids</b>	24.1	Bids shall be received to the Procuring agency/Employer no later than the date and time specified in the <b>BDS. Note: EPADS will not allow bid submission later than the deadline</b>
	24.2	The Procuring agency/Employer may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with <b>ITB 9</b> , in which case all rights and obligations of the Procuring agency/Employer and bidders previously subject to the deadline will thereafter be subject to the new deadline.
<b>25. Late Bids</b>	25.1	The Procuring agency/Employer shall not consider for evaluation of any bid that arrives after the deadline for submission of bids, in accordance with <b>ITB 24. Note: EPADS will not allow bid submission later than the deadline</b>
	25.2	Any bid received by the Procuring agency/Employer after the deadline for submission of bids shall be declared late, recorded, rejected and returned unopened to the bidder. <b>Note: EPADS will not allow bid submission later than the deadline</b>
<b>26. Substitution and Modification of bids</b>	26.1	A bidder may substitute or modify his bid after it has been submitted, provided that written notice of the substitution or modification of the bid, is received by the Procuring agency/Employer prior to the deadline for submission of bids. <b>Note: Process through EPADS</b>
	26.2	Revised bid may be submitted after the substitution or modification made in the original bid in accordance with the provisions referred in <b>ITB 22.</b>

**E. OPENING AND EVALUATION OF BIDS**

<b>27. Opening of Bids</b>	27.1	The Procuring agency/Employer will open all bids, in public, in the presence of bidders' or their representatives who choose to attend, and other parties with a legitimate interest in the bid proceedings at the place, on the date and at the time, specified in the <b>BDS</b> . The bidders' representatives present shall sign a attendance sheet as a proof of their attendance. <b>Note: Process through EPADS</b>
	27.2	First, envelopes marked " <b>WITHDRAWAL</b> " shall be opened and read out and the envelope with the corresponding bid shall



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)

PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

**SECTION – III: BID DATA SHEET**  
**E- OPENING AND EVALUATION OF BIDS**

		not be opened, but returned to the bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. <b>Note: Process through EPADS</b>
	27.3	Second, outer envelopes marked “ <b>SUBSTITUTION</b> ” shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening. <b>Note: Process through EPADS</b>
	27.4	Next, outer envelopes marked “ <b>MODIFICATION</b> ” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the bids. Any modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date. <b>Note: Process through EPADS</b>
	27.5	Other envelopes holding the bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the bidders’ names, the bid prices, the total amount of each bid and of any alternative bid (if alternatives have been requested or permitted), the presence or absence of Bid Security, Bid Securing Declaration and such other details as the Procuring agency/Employer may consider appropriate, will be announced by the Procurement Evaluation Committee. <b>Note: Process through EPADS</b>
	27.6	In case of Single Stage Two Envelope Procedure, the Procuring agency/Employer will open the Technical Proposals in public



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

**SECTION – III: BID DATA SHEET**  
**E- OPENING AND EVALUATION OF BIDS**

		at the address, date and time specified in the <b>BDS</b> in the presence of bidders’ designated representatives who choose to attend and other parties with a legitimate interest in the bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the Procuring agency/Employer until the specified time of their opening. <b>Note: Process through EPADS</b>
	27.7	The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security or Bid Securing Declaration, if required; and (d) Any other details as the Procuring agency/Employer may consider appropriate. <b>Note: Process through EPADS</b>
	27.8	Bids not opened and not read out at the bid opening shall not be considered further for evaluation, irrespective of the circumstances.
	27.9	Bidders are advised to send in a representative with the knowledge of the content of the bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any un-read information by the sent bidder’s representative shall indemnify the Procuring agency/Employer against any claim or failure to read out the correct information contained in the bidder’s bid. <b>Note: Process through EPADS</b>
	27.10	No bid will be rejected at the time of bid opening except for late bids which will be returned unopened to the bidder, pursuant to <b>ITB 25</b> .
	27.11	The Procuring agency/Employer shall prepare minutes of the bid opening. The record of the bid opening shall include, as a minimum: the name of the bidder and whether or not there is a withdrawal, substitution or modification, the bid price if applicable and the presence or absence of a Bid Security or Bid Securing Declaration.
	27.12	The bidders’ representatives who are present shall be requested to sign on the attendance sheet. The omission of a



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)

PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

		bidder's signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the bidders.
	27.13	A copy of the minutes of the bid opening shall be furnished to individual bidders upon request.
	27.14	In case of Single Stage -Two Envelop Bidding Procedure, after the announcement of technical evaluation report, the Procuring agency/Employer, shall at a time within the bid validity period, publicly open the financial proposals of the technically responsive bidder only. The financial proposal of bidders found technically non-responsive shall be returned unopened to the respective bidders after seven days of the announcement of technical evaluation report, except those aggrieved bidder(s) whose complaints are pending before the Grievance Redressal Committee. <b>Note: Process through EPADS</b>
<b>28. Confidentiality</b>	28.1	Information relating to the examination, clarification, evaluation and comparison of bids and recommendation of contract award shall not be disclosed to bidders or any other persons not officially concerned with such process until the time of the announcement of the respective evaluation report.
	28.2	Any effort by a bidder to influence the Procuring agency/Employer processing of bids or award decisions may result in the rejection of its bid.
	28.3	Notwithstanding <b>ITB 28.2</b> from the time of bid opening to the time of contract award, if any bidder wishes to contact the Procuring agency/Employer on any matter related to the bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.



**FOR NATIONAL BANK OF PAKISTAN**

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<b>29. Clarification of Bids</b>	29.1	To assist in the examination, evaluation and comparison of bids, the Procuring agency/Employer may, ask any bidder for a clarification of its bid including breakdown of prices invariably in writing. Any clarification submitted by a bidder that is not in response to a request by the Procuring agency/Employer shall not be considered.
	29.2	The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. No change in the prices or substance of the bid shall be sought, offered, or permitted, except clarification for the correction of arithmetic errors discovered by the Procuring agency/Employer during the evaluation of bids which shall be sought in accordance with <b>ITB 32</b> .
	29.3	The alteration or modification in the bid which in any case affect the following parameters will be considered as a change in the substance of a bid: <ul style="list-style-type: none"> <li>a) evaluation &amp; qualification criteria;</li> <li>b) required scope of work;</li> <li>c) contract price;</li> <li>d) all securities requirements;</li> <li>e) tax requirements;</li> <li>f) terms and conditions of bidding documents.</li> <li>g) change in the ranking of the bidder</li> </ul>
	29.4	From the time of bid opening to the time of Contract award if any bidder wishes to contact the Procuring agency/Employer on any matter related to the bid it should do so in writing or in electronic forms that provide record of the content of communication.




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<p><b>30. Preliminary Examination of Bids</b></p>	<p>30.1</p>	<p>Prior to the detailed evaluation of bids, the Procuring agency/Employer will determine whether each bid:</p> <ul style="list-style-type: none"> <li>a) meets the eligibility criteria defined in <b>ITB 3</b> and <b>ITB 4</b>;</li> <li>b) has been prepared as per the format and contents defined by the Procuring agency/Employer in the bidding documents;</li> <li>c) has been properly signed;</li> <li>d) is accompanied by the required securities; and</li> <li>e) is substantially responsive to the requirements of the bidding documents.</li> </ul> <p>The Procuring agency/Employer's determination of a bid's substantial responsiveness will be based on the contents of the bid itself.</p>
	<p>30.2</p>	<p>A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the Bidding Documents, without material deviation or reservation. A material deviation or reservation is one that: -</p> <ul style="list-style-type: none"> <li>a) affects in any substantial way the scope, quality, or performance of the Works;</li> <li>b) limits in any substantial way, inconsistent with the bidding documents, the Procuring agency/Employer's rights or the bidders' obligations under the Contract; or</li> <li>c) if rectified, would affect unfairly the competitive position of other bidders presenting substantially responsive bids.</li> </ul>
	<p>30.3</p>	<p>The Procuring agency/Employer will confirm that the documents and information specified under <b>ITB 11, 12</b> and <b>13</b> have been provided in the bid. If any of these documents or information is missing, or is not provided in accordance with the Instructions to Bidders, the bid shall be rejected.</p>

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	30.4	<p>The Procuring agency/Employer may waive-off any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.</p> <p><b>Explanation:</b> <i>A minor informality, non-conformity or irregularity is one that is merely a matter of form and not of substance. It also pertains to some immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the works. The Procuring agency/Employer either shall give the bidder an opportunity to cure any deficiency resulting from a minor informality or irregularity in a bid or waive the deficiency, whichever is advantageous to the Procuring agency/Employer. Examples of minor informalities or irregularities include failure of a bidder to –</i></p> <ul style="list-style-type: none"> <li>(a) <i>Submit the number of copies of signed bids required by the invitation;</i></li> <li>(b) <i>Furnish required information concerning the number of its employees;</i></li> <li>(c) <i>the firm submitting a bid has formally adopted or authorized, before the date set for opening of bids, the execution of documents by typewritten, printed, or stamped signature and submits evidence of such authorization and the bid carries such a signature.</i></li> </ul>
	30.5	<p>Provided that a Technical Bid is substantially responsive, the Procuring agency/Employer may request the bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Technical Bid related to documentation requirements. Requesting information or documentation on such nonconformities shall not be related</p>



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**FOR THE BIDDER**

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		to any such aspect of the technical Proposal linked with the ranking of the bidders. Failure of the bidder to comply with the request may result in the rejection of its bid.
	30.6	Provided that a Technical Bid is substantially responsive, the Procuring agency/Employer shall rectify quantifiable nonmaterial nonconformities or omissions related to the Financial Proposal. To this effect, the Bid Price shall be adjusted, for comparison purposes only, to reflect the price of the missing or nonconforming item or component.
	30.7	If a bid is not substantially responsive, it will be rejected by the Procuring agency/Employer and may not subsequently be evaluated for complete technical responsiveness.
<b>31. Examination of Terms and Conditions; Technical Evaluation</b>	31.1	The Procuring agency/Employer shall examine the bid to confirm that all terms and conditions specified in the <b>GCC</b> and the <b>SCC</b> have been accepted by the bidder without any material deviation or reservation. For this purpose: “Deviation” means departure from the requirements specified in the Bidding Document. “Reservation” means setting of limiting conditions or withholding from complete acceptance of the requirements specified in the Bidding Document.
	31.2	The Procuring agency/Employer shall evaluate the technical aspects of the bid submitted in accordance with <b>ITB 31</b> , to confirm that all requirements specified in <b>Section V – Works Requirement, Technical Specifications</b> of the Bidding Documents have been met without material deviation or reservation.
	31.3	If after the examination of the terms and conditions and the technical evaluation, the Procuring agency/Employer determines that the bid is not substantially responsive in accordance with <b>ITB 30</b> , it shall reject the bid.



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**FOR THE BIDDER**

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<p><b>32. Correction of Arithmetic Errors</b></p>	<p>32.1</p>	<p>Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between unit prices and the sub-total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the sub-total price shall be corrected, unless in the opinion of the Procuring agency/Employer there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and</li> <li>c) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.</li> <li>d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.</li> </ul>
	<p>32.2</p>	<p>The amount stated in the Bid will, be rectified by the Procuring agency/Employer in accordance with the above procedure for the correction of errors and, with, the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, its bid shall be rejected after forfeiture of Bid Security or execution of the Bid Securing Declaration, as the case may be, in accordance with <b>ITB 19.9</b>.</p>



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**FOR THE BIDDER**

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<b>33. Conversion to Single Currency</b>	33.1	The unit rates and the prices shall be quoted by the bidder entirely in Pak rupees. A bidder expecting to incur expenditures in other currencies for inputs to the Works from outside the Procuring agency/Employer’s country (referred to as the “Foreign Currency Requirements”) shall indicate the same in the letter of bid-financial proposal. The proportion of the Bid Price (excluding Provisional Sums) needed by him for the payment of such Foreign Currency Requirements either (i) entirely in the currency of the Bidder’s home country or, (ii) at the bidder’s option, entirely in Pak rupees provided always that a bidder expecting to incur expenditures in a currency or currencies other than those stated in (i) and (ii) above for a portion of the foreign currency requirements, and wishing to be paid accordingly, shall indicate the respective portions in his bid.
	33.2	To facilitate evaluation and comparison, the Procuring agency/Employer will convert all bid prices expressed in the amounts in various currencies in which the bid prices are payable. For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
	33.3	The currency selected for converting bid prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified in the <b>BDS</b> .
<b>34. Evaluation of Bids</b>	34.1	The Procuring agency/Employer shall evaluate and compare only the bids determined to be substantially responsive, pursuant to <b>ITB 30</b> .
	34.2	In evaluating the Technical Proposal of each Bid, the Procuring agency/Employer shall use the criteria and methodologies listed in the <b>BDS</b> and in terms of works requirement. No other evaluation criteria or methodologies shall be permitted.



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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	34.3	<p>The Procuring agency/Employer’s evaluation of a bid will take into account:</p> <ul style="list-style-type: none"> <li>a) the bid price, excluding provisional sums and the provision, if any, for contingencies in the summary bill of quantities, but including day work items, where priced competitively;</li> <li>b) price adjustment for correction of arithmetic errors in accordance with <b>ITB 32.1</b>;</li> <li>c) converting the amount resulting from applying (a) and (b) above, if relevant, to a single currency in accordance with <b>ITB 33</b>;</li> </ul>
	34.4	<p>The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken into account in bid evaluation.</p>
	34.5	<p>If these bidding documents allow bidders to quote separate prices for different lots, and the award to a single bidder of multiple lots, the methodology of evaluation to determine the lowest evaluated lot combinations in the Form of Bid, is specified in the <b>BDS</b>.</p>
	34.6	<p>If the bid, which results in the Evaluated Bid Price (Most Advantageous Bid), is seriously unbalanced or front loaded in the opinion of the Employer, the Employer may require the Bidder to produce detailed price analyses for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those prices with the Installation methods and schedule proposed. After evaluation of the price analyses, taking into consideration the schedule of estimated Contract payments, the Employer may require that the amount of the performance security be increased at the expense of the Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful Bidder under the Contract.</p> <p><b>Explanation:</b>  <i>“Unbalanced” or “front-loaded” bids consist of deliberately submitting bids with artificially high prices or unit rates for the early stages of a Electrical project, offset by artificially low prices or unit rates for the later stages of the project, to improve the contractor’s cash flow.</i></p>

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**FOR THE BIDDER**

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**SECTION – III: BID DATA SHEET**  
**E- OPENING AND EVALUATION OF BIDS**

<b>35. Domestic Preference</b>	35.1	If the <b>BDS</b> so specifies, the Procuring agency/Employer will grant a margin of preference to the domestic contractor in line with the rules, regulations, regulatory guides or instructions issued by the Authority from time to time.
<b>36. Determination of Most Advantageous Bid</b>	36.1	The Procuring agency/Employer shall compare the evaluated bids in accordance with the predefined bidding procedure, of all substantially responsive bids to determine the Most Advantageous bidder.
<b>37. Qualification of Bidder</b>	37.1	The Procuring agency/Employer shall determine to its satisfaction whether the bidder is substantially responsive and whose bid is declared as most advantageous bid either continues to meet (if prequalification applies) or meets (if post-qualification applies) the qualifying criteria specified in Evaluation and Qualification Criteria.  <i>Note: In case of International bidding, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.</i>
	37.2	The determination shall be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to <b>ITB 12</b> .
	37.3	Prior to contract award, the Procuring agency/Employer will verify that the successful bidder (including each member of a JV) is not blacklisted/debarred. The Procuring agency/Employer will conduct the same verification for each sub-contractor proposed by the successful bidder.
<b>38. Sub-Contractors</b>	38.1	The bidder shall provide details regarding any specialized sub-contractor to the Procuring agency/Employer. In case change of sub-contractors, the bidder shall promptly notify the Procuring agency/Employer and obtain approval for replacement of sub-contractors.
	38.2	Bidders may propose sub-contracting up to the percentage of total value of contracts or the volume of works as specified in the <b>BDS</b> .



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**FOR THE BIDDER**

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<p><b>39. Abnormally Low Financial Bid</b></p>	<p>39.1</p>	<p>Where the bid price is considered to be abnormally low, the Procuring agency/Employer shall perform price analysis either during determination of Most Advantageous Bid or as a part of the post-qualification process. The following process shall apply:</p> <ul style="list-style-type: none"> <li>a) The Procuring agency/Employer may reject a bid if the Procuring agency/Employer has determined that the price in combination with other constituent elements of the bid is abnormally low in relation to the subject matter of the procurement (i.e. scope of the procurement or ancillary services) and raises concerns as to the capability and capacity of the respective Bidder to perform that contract;</li> <li>b) Before rejecting an abnormally low bid the Procuring agency/Employer shall request the bidder an explanation of the bid or of those sections which it considers contribute to the bid being abnormally low; take account of the evidence provided in response to a request in writing; and subsequently verify the bid or parts of the bid being abnormally low;</li> <li>c) The decision of the Procuring agency/Employer to reject a bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the bidder concerned;</li> <li>d) The Procuring agency/Employer shall not incur any liability solely by rejecting abnormally bid; and</li> <li>e) An abnormally low bid means, in the light of the Procuring agency/Employer's estimate and of all the bids submitted, the bid appears to be abnormally low by not providing a margin for normal levels of profit.</li> </ul> <p><b>Guidance for Procuring agency/Employer:</b> In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity:</p> <ul style="list-style-type: none"> <li>(i) Comparing the bid price with the cost estimate;</li> </ul>
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		<p>(ii) Comparing the bid price with the bids offered by other bidders submitting substantially responsive bids; and</p> <p>(iii) Comparing the bid price with prices paid in similar contracts in the recent past either government- or development partner-funded.</p>
	39.2	The Procuring agency/Employer will determine to its satisfaction whether the bidder that is selected as having submitted the most advantageous bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in <b>ITB 12</b>
	39.3	The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to <b>ITB 12</b> , as well as such other information as the Procuring agency/Employer deems necessary and appropriate. Factors not included in these bidding documents shall not be used in the evaluation of the bidders' qualifications.
	39.4	<p>Procuring agency/Employer may seek "Certificate for Independent Price Determination" from the bidder and the results of reference checks may be used in determining award of contract.</p> <p><b><i>Explanation:</i></b> <i>The Certificate shall be furnished by the bidder. The bidder shall certify that the price is determined keeping in view of all the essential aspects such as raw material, its processing, value addition, optimization of resources due to economy of scale, transportation, insurance and margin of profit etc.</i></p>
	39.5	An affirmative determination will be a prerequisite for award of the contract to the bidder. A negative determination will result in rejection of the bidder's bid, in which event the Procuring agency/Employer will proceed to the next ranked bidder to make a similar determination of that bidder's capabilities to perform satisfactorily.



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**F. AWARD OF CONTRACT**

<b>40. Criteria of Award</b>	40.1	Subject to <b>ITB 36</b> and <b>37</b> , the Procuring agency/Employer will award the Contract to the bidder whose bid has been determined to be substantially responsive to the bidding documents and who has been declared as Most Advantageous Bidder, provided that such bidder has been determined to be: <ul style="list-style-type: none"> <li>a) eligible in accordance with the provisions of <b>ITB 3</b>;</li> <li>b) is determined to be qualified to perform the Contract satisfactorily; and</li> <li>c) Successful negotiations have been concluded, if any.</li> </ul> <b>Note: Process through EPADS</b>
<b>41. Negotiations</b>	41.1	The Committee of the Procuring agency/Employer may negotiate with the Most Advantageous Bidder relating to the following areas: <ul style="list-style-type: none"> <li>(a) a minor alteration to the technical (drawings, design technical specifications) details of the statement of works;</li> <li>(b) Methodology, work plan, staffing in view to streamline the work;</li> <li>(c) a minor amendment to the special conditions of Contract;</li> <li>(d) finalizing payment arrangements;</li> <li>(e) clarifying details that were not apparent or could not be finalized at the time of Bidding;</li> </ul>
	41.2	Where negotiation fails to result into an agreement, the Procuring agency/Employer may invite the next ranked bidder for negotiations. Where negotiations are commenced with the next ranked bidder, the Procuring agency/Employer shall not reopen earlier negotiations.
<b>42. Procuring agency/Employer's Right to reject All Bids</b>	42.1	Notwithstanding <b>ITB 37</b> , the Procuring agency/Employer reserves the right to reject all the bids, and to annul the bidding process at any time prior to acceptance of bid, without thereby incurring any liability to the affected bidder(s). However, the Authority (i.e. PPRA) may call from the Procuring agency/Employer the justification of those grounds.
	42.2	Notice of the rejection of all bids shall be given promptly to all bidders that have submitted bids.
	42.3	The Procuring agency/Employer shall upon request communicate to any bidder the grounds for its rejection of its bids, but is not required to justify those grounds.



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**FOR THE BIDDER**

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<b>43. Variations</b>	43.1	<p>The Engineer shall make any variation in the quantity of the Works or any part thereof that may, in his opinion, be necessary and for that purpose, or if for any other reason it shall, in his opinion, be appropriate, he shall have the authority to instruct the Contractor to do and the Contractor shall do any of the following:</p> <ul style="list-style-type: none"> <li>a) increase or decrease the quantity of any work included in the Contract,</li> <li>b) omit any such work (but not if the omitted work is to be carried out by the Employer or by another contractor),</li> <li>c) change the character or quality or kind of any such work,</li> <li>d) change the levels, lines, position and dimensions of any part of the Works,</li> <li>e) execute additional work of any kind necessary for the completion of the Works, or</li> <li>f) change any specified sequence or timing of Installation of any part of the Works.</li> </ul> <p>No such variation shall in any way vitiate or invalidate the Contract, but the effect, if any, of all such variations shall be valued in accordance with <b>ITB 15</b>. Provided that where the issue of an instruction to vary the Works is necessitated by some default of or breach of contract by the Contractor or for which he is responsible, any additional cost attributable to such default shall be borne by the Contractor.</p>
<b>44. Instructions for variations</b>	44.1	<p>The Contractor shall not make any such variation without an instruction of the Engineer. Provided that no instruction shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an instruction given under this Clause, but is the result of the quantities exceeding or being less than those stated in the Bill of Quantities.</p>
<b>45. Valuation of Variations</b>	45.1	<p>All variations and any additions to the Contract Price which are required to be determined in accordance with <b>ITB 15</b> (for the purposes of this Clause referred to as "varied work"), shall be valued at the rates and prices set out in the Contract if, in the opinion of the Engineer, the same shall be applicable. If</p>



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**FOR THE BIDDER**

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		the Contract does not contain any rates or prices applicable to the varied work, the rates and prices in the Contract shall be used as the basis for valuation so far as may be reasonable, failing which, after due consultation by the Engineer with the Procuring agency/Employer and the Contractor, suitable rates or prices shall be agreed upon between the Engineer and the Contractor. In the event of disagreement, the Engineer shall fix such rates or prices as are, in his opinion, appropriate and shall notify the Contractor accordingly, with a copy to the Employer. Until such time as rates or prices are agreed or fixed, the Engineer shall determine provisional rates or prices to enable on-account payments to be included in certificates issued in accordance with <b>ITB 15</b> .
<b>46. Notification of Award</b>	46.1	Prior to the award of contract, the Procuring agency/Employer shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids. <b>Note: Process through EPADS</b>
	46.2	Where no complaints have been lodged, the bidder whose bid has been accepted will be notified of the award by the Procuring agency/Employer prior to expiration of the bid validity period in writing or through electronic means that provide record of the content of communication. However, the Procuring agency/Employer shall not award any procurement contract atleast for fifteen (15) days after the acceptance of bid. The notification letter (herein after and in the condition of the contract and contract form called “Letter of Acceptance” will specify the sum that the Procuring agency/Employer will pay the successful bidder in consideration for the execution and completion of the works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).
	46.3	The notification of award will constitute the formation of the Contract, subject to the bidder furnishing the Performance Security (or guarantee) in accordance with <b>ITB 48</b> and signing of the contract in accordance with <b>ITB 47</b> .
	46.4	Upon the successful bidder’s furnishing of the performance



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**FOR THE BIDDER**

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		security (or guarantee) pursuant to <b>ITB 48</b> , the Procuring agency/Employer will promptly notify each unsuccessful bidder, the name of the successful bidder and the Contract amount and will discharge the Bid Security or Bid Securing Declaration of the bidder(s) pursuant to <b>ITB 19</b> .
<b>47. Signing of Contract</b>	47.1	Promptly after notification of award, procuring agency/Employer shall send the successful bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.
	47.2	Immediately after the Redressal of grievance by the GRC, and after fulfillment of all condition's precedent of the Contract Form, the successful bidder and the Procuring agency/Employer shall sign the contract.
	47.3	Where no formal signing of a contract is required, work order issued to the bidder shall be construed to be the contract.
<b>48. Performance Security (or Guarantee)</b>	48.1	After the receipt of the Letter of Acceptance, the successful bidder, within the specified time, shall deliver to the Procuring agency/Employer a Performance Guarantee in the amount and in the form stipulated in the BDS and SCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
	48.2	<p>If the Performance Guarantee is provided by the successful bidder and it shall be in the form specified in the <b>BDS</b> which shall be in any of the following:</p> <ul style="list-style-type: none"> <li>(a) certified cheque, cashier's or manager's cheque, or bank draft;</li> <li>(b) irrevocable letter of credit issued by a scheduled bank of Pakistan or in the case of an irrevocable letter of credit issued by a foreign bank, the letter shall be confirmed or authenticated by a scheduled bank of Pakistan;</li> <li>(c) bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign bidder, bonded by a foreign bank; or</li> <li>(d) surety bond callable upon demand issued by any reputable surety or insurance company.</li> </ul>



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**FOR THE BIDDER**

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		Any Performance Guarantee submitted shall be enforceable in Pakistan.
	48.3	Failure of the Most Advantageous Bidder to comply with the requirement of <b>ITB 47</b> shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or declare blacklisted (in case bid securing declaration is submitted) in which event the Procuring agency/Employer may make the award to the next most advantageous bidder or reinitiate the procurement process afresh (as a case may be).
<b>49. Advance Payment</b>	49.1	Advance payment will be provided to the bidder in percentage and in the manner as agreed by the both parties in terms of Conditions of the Contract.
	49.2	The Procuring agency/Employer will provide an advance payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated and/or Conditions of the Contract. The advance payment request shall be accompanied by an advance payment security (guarantee) in the form provided in Section X. For the purpose of receiving the advance payment, the bidder shall make and estimate of, and include in its bid, the expenses that will relate to the purchase of equipment, machinery, materials, and on the engagement of labor during the first month beginning with the date of the Procuring agency / Employer’s “Notice to Commence” as specified in the <b>SCC</b> .



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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<b>50. General Performance of the Bidders</b>	50.1	The Procuring agency/Employer reserves the right to obtain information regarding performance of the bidders on their previously awarded contracts / works. The Procuring agency/Employer may seek information / report from the previous employer for consideration. However, the Procuring agency/Employer shall incorporate such parameters in the evaluation criteria and accordingly decide the fate of the bid submitted.
<b>51. Corrupt &amp; Fraudulent Practices</b>	51.1	Procuring agencies (including beneficiaries of Government funded projects and procurement) as well as Bidders/Suppliers/Contractors under Government financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts, and will avoid to engage in any corrupt and fraudulent practices.

**G. GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM**

<b>52. Constitution of Grievance Redressal</b>	52.1	Procuring agency/Employer shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending the nature of the procurement.
<b>53. GRC Procedure</b>	53.1	Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.
	53.2	Any bidder feeling aggrieved by any act of the Procuring agency/Employer after the submission of his bid may lodge a written complaint concerning his grievances not later than seven days of the announcement of technical evaluation report and five days after issuance of final evaluation report.



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**FOR THE BIDDER**

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**SECTION – III: BID DATA SHEET**  
**G- GRIEVANCE REDRESSAL & COMPLAINT REVIEW MECHANISM**

	53.3	In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
	53.4	In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelope bidding procedure is adopted.
	53.5	The GRC, in both the cases shall investigate and decide upon the complaint within ten days of its receipt.
	53.6	Any bidder or the Procuring agency/Employer not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee.
	53.7	The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.
	53.8	The committee shall call the record from the concerned Procuring agency/Employer or the GRC as the case may be, and the same shall be provided within prescribed time.
	53.9	The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) days of receipt of the Appeal.
	53.10	The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.



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**FOR THE BIDDER**

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**H. MECHANISM OF BLACKLISTING**

<b>54. Mechanism of Blacklisting</b>	54.1	The Procuring agency/Employer shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules, 2004, from participating in their respective procurement proceedings, bidder or contractor who either: Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules; i) Fails to perform his contractual obligations; and ii) Fails to abide by the id securing declaration;
	54.2	The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the Procuring agency/Employer proposes to debar the bidder or contractor from participating in any public procurement of the Procuring agency/Employer; and (c) the statement, if needed, about the intention of the Procuring agency/Employer to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the procuring agencies.
	54.3	The Procuring agency/Employer shall give minimum of seven days to the bidder or contractor for submission of written reply of the show cause notice.
	54.4	In case, the bidder or contractor fails to submit written reply within the requisite time, the Procuring agency/Employer may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the Procuring agency/Employer shall decide the matter on the basis of available record and personal hearing, if availed.
	54.5	In case the bidder or contractor submits written reply of the show cause notice, the Procuring agency/Employer may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.
	54.6	The Procuring agency/Employer shall give minimum of seven days to the bidder or contractor for appearance before the designated officer of the Procuring agency/Employer for personal hearing. The designated officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed.



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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54.7	The Procuring agency/Employer shall decide the matter within fifteen (15) days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.
54.8	The Procuring agency/Employer shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty (30) days, prefer a representation against the order before the Authority.
54.9	Such blacklisting or barring action shall be communicated by the Procuring agency/Employer to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the Procuring agency/Employer.
54.10	The bidder may file the review petition before the Review Petition Committee Authority within thirty (30) days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety (90) days of filing of review petition.
54.11	The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the Procuring agency/Employer. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.
54.12	The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the procuring agencies for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.



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**FOR THE BIDDER**

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## SECTION III: BID DATA SHEET



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

***Bid Data Sheet (BDS)***

The following specific data for the procurement of works shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITBs). Whenever there is a conflict, the provisions herein shall prevail over those in ITBs.

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
<b>A. Introduction</b>		
<b>1.</b>	<b>1.1</b>	<p>Name of Procuring agency/Employer: <b>NATIONAL BANK OF PAKISTAN (NBP)</b></p> <p>The subject of procurement is: <b><u>PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA</u></b></p> <p>Period for completion of the works <b>(30 Days)</b></p> <p>Commencement date execution of the works: <b>(02 week)</b> [insert: insert immediately or number of days after signing the contract]</p> <p>Type of Procurement <b>[National competitive bidding]</b></p>
<b>2.</b>	<b>2.1</b>	<p>Financial year for the operations of the Procuring agency/Employer: <b>[2024-25]</b></p> <p>Name of Project <b><u>PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA</u></b></p> <p>Name of financing institution: <b>[NBP]</b></p> <p>Name and identification number of the Contract: Nil</p>
<b>3.</b>	<b>3.1</b>	Maximum number of members in the joint venture, consortium shall be: 02 or more.



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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### B. Bidding Documents

4.	7.2	The number of copies to be completed and returned is one original and <i>[specify number of certified copies of original]</i> <b>Note: As per EPADS provisions (if any)</b>
5.	8.1	The address for clarification of Bidding Documents is <i>[insert full address]</i> <b>Note: Through EPADS</b>
	8.5	Pre-bid meeting <b>NIL</b>  <i>[Insert address of venue, or indicate that the meeting will not take place. The meeting should take place not later than one week before the deadline for Bid submission.]</i>

### C. Preparation of Bids

6.	10.1	The Language of all correspondences and documents related to the Bid is: <i>[ENGLISH]</i>
7.	11.1 (i)	In addition to the documents stated in <b>ITB 11</b> , the following documents included with the Bid <i>a) The bidder should have an active status on FBR Active Taxpayer List and with Provincial Revenue Board (s).</i> <i>b) valid registration in Pakistan Engineering Council in financial category C-6 or above with Specialization Code EE-04 on bidding date (Nil).</i> <i>c) The bidder must fulfill all requisite information in <b>Section V Evaluation and Qualification Criteria, Section VI Standard Forms, Form of Bid &amp; forms in Eligibility and Qualification Criteria</b></i> <b>Note: Through EPADS</b>
8.	11.5 (c)	Other procurement specific documentation requirements are: <i>[specify the requirements]</i> . <b>Note: Through EPADS</b>
9.	15.5	The bid price shall be adjusted in accordance with Appendix A – Formula for Price Adjustment (If required).
10.	15.6	Name of the works <b><u>PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA</u></b>



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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		The identification No. _____ The No. and identification of lots (contracts) comprising this open competitive bid <b>NIL</b>
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<b>11.</b>	<b>16.1</b>	The currency of the Bid shall be <i>(PKR)</i> ;
<b>12.</b>	<b>18.1</b>	The Bid Validity period shall be <i>[180]</i> days.
<b>13.</b>	<b>19.1</b>	The amount of Bid Security shall be <b>(RS: 25,000/-)</b> The currency of the Bid Security shall be: <b>PKR.</b> Or Indicate whether Bid Securing Declaration is applicable <i>["No"]</i>
<b>14.</b>	<b>19.3</b>	The Bid Security shall be in the form of: <b>Pay Order or Bankers' cheque or Bank Guaranty.</b>
<b>15.</b>	<b>19.3 (c)</b>	Other forms of security are: <i>[N/A]</i>
<b>16.</b>	<b>20.1</b>	Alternative Bids to the requirements of the Bidding Documents <i>[insert "will" or "will not," as appropriate]</i> be permitted with respect to <i>[N/A]</i>
<b>17.</b>	<b>20.2</b>	If alternative scheduled for execution of work is explicitly invited (please insert the method for evaluation of different schedules for execution of works) <i>[N/A]</i>
<b>18.</b>	<b>22.1</b>	The number of copies of the Bid to be completed and returned shall be <i>[insert number]</i> . <b>Note: Through EPADS</b>
<b>19.</b>	<b>22.2</b>	The written confirmation of authorization to sign on behalf of the Bidder shall consist of: <b>Note: Through EPADS</b>



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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### D. Submission of Bids

20.	23.2 (a)	<p>Bid shall be submitted [<i>specify the PA's address below</i>]  Street address: [<i>insert street address</i>]  Building/Plot No. [<i>insert Building/Plot</i>]  Floor/Room No.: [<i>insert floor/room</i>]  City/Town: [<i>insert city/town</i>]  <b>Note: Through EPADS and as specified in the Notice for Invitation for Bids published in Press and posted on PPRA and NBP Websites</b></p>
21.	23.2 (b)	<p>Title of the subject Procurement or Project name:  <b><u>PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA</u></b></p> <p>ITB title and No: [<i>insert IFB title and number</i>] <b>Note: Through EPADS</b>  Time and date for submission:  [Date: 16-06-2025 Time: 12:00 PM]</p>
22.	24.1	<p>The deadline for Bid submission is</p> <p>a) Day: [Monday]</p> <p>b) Date: [16-06-2025]</p> <p>c) Time: [ 12:00 PM]</p>



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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### E. Opening and Evaluation of Bids

23.	27.1	<p>The Bid opening shall take place at:</p> <p>Wing Head Engineering South, NBP 3<sup>rd</sup> Floor, Head Office Building, Karachi,</p> <p>Day: <i>[Monday]</i></p> <p>Date: <i>[16-06-2025]</i></p> <p>Time: <i>[12:30 PM]</i> Note: Through EPADS and as specified in the Notice for Invitation for Bids published in Press and posted on PPRA and NBP Websites</p>
24.	33.2	<p>The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: <i>[PKR]</i></p> <p>The source of exchange rate shall be:</p> <p><i>[State Bank of Pakistan Exchange Rate</i> <i><a href="https://www.sbp.org.pk/ecodata/rates/m2m/m2m-current.asp">https://www.sbp.org.pk/ecodata/rates/m2m/m2m-current.asp</a></i></p>

		The date of exchange rate shall be: <i>[Date Of Bid Opening]</i>
25.	33.3	The bids shall be quoted in (PKR)



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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<b>26.</b>	<b>34</b>	<p><b>Evaluation Techniques</b></p> <p><b>Least Cost Based Selection (LCBS)</b></p> <p>After meeting the requirements of eligibility, qualification and substantial responsiveness, the bid in compliance with all the mandatory (drawings/ design/ technical specifications /requirements and/or requisite quality threshold (if any), and having lowest evaluated cost (or financial proposal) shall be considered highest ranked bid.</p> <p><b>Quality and Cost Based Selection (QCBS) Note: N/A</b></p> <p>In such combination, there shall be some specific weightage of both the technical features (such as prescribed in <b>ITB 35.2</b>) and financial aspects of the proposal. The financial marks shall be awarded in accordance with the formula stipulated in the BDS or Evaluation Criteria prescribed in the bidding documents. The highest ranked bid shall be declared, on the basis of combined evaluation.</p>
<b>27.</b>	<b>34</b>	Specific criteria in case evaluating the bids submitted by JVs and consortium to be used in the evaluation and their evaluation method or reference to the Technical Specifications. [specify]
<b>28.</b>	<b>34</b>	In case of award to a single Bidder of multiple lots; the methodology of evaluation to determine the lowest evaluated Lot combinations, in the Form of Bid is [ <b>Most Advantageous Bid</b> ].
<b>29.</b>	<b>35</b>	Domestic preference to apply. <b>or</b> Domestic preference not applicable. <i>[Delete the non-applicable option.]</i>



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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**SECTION – III: BID DATA SHEET**  
**F- AWARD OF CONTRACT**  
**G- REVIEW OF PROCUREMENT DECISION**

		Preference to domestic or national suppliers or contractors shall be provided in accordance with policies of the Federal Government and/or in accordance with the regulations issued by the Authority. <i>The percentage for the domestic preference along with calculation formula is provided in the evaluation and qualification criteria.</i>
<b>30.</b>	<b>38.2</b>	Sub-contracting (please insert percentage) of the total value of the contract. <b>Note: N/A</b>
<b>F. Award of Contract</b>		
<b>31.</b>	<b>48</b>	The Performance Security (or guarantee) shall be <i>5 percent of the Contract Price</i> : <b>Note: N/A</b>
<b>32.</b>	<b>48</b>	The Performance Security (or guarantee) shall be in the form of Bank Guarantee / Payment order and is valid till the completion date of the project as per the LOI. <b>Note: N/A</b>

**G. Review of Procurement Decisions**

<b>33.</b>	<b>53.6</b>	The Address of PPRA to submit a <b>copy</b> of appeal:  Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority 1 <sup>st</sup> Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254
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FOR THE BIDDER

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## Section IV. Eligible Countries

All the bidders are allowed to participate in the subject procurement without regard to nationality, except bidders of some nationality, prohibited in accordance with policy of the Federal Government.

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel



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**FOR THE BIDDER**

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## Section V. Evaluation and Qualification Criteria

### A. SCHEDULE OF REQUIREMENTS

#### 1. GENERAL

The bids as stated will be opened as per PPRA Rule 36(a) i.e., Single Stage single Envelope Procedure through EPADS. The bidders are therefore advised to upload the documents on EPADS as under:

- a) **Bid Security:** Scanned Copy of acceptable Bid Security
- b) **Technical Proposal:** Duly filled-in, signed & stamped complete bidding documents along with all the necessary conformances and documents to meet the requirements as desired under the following sub-sections of this section:
  - i) Bidder's Eligibility Requirements
  - ii) Bid Responsiveness Requirements
  - iii) Bidder's Qualification requirements  
and  
Section B - Technical Specifications
- c) **Financial Proposal:** Duly filled-in, signed & stamped Schedule of Prices & Letter of Bid – Financial Proposal.

#### 2. PROJECT SCOPE & REQUIREMENTS

The bidder shall be responsible to deliver, install, test and commission the power equipment/systems/units with execution of related electrical works in NBP Regional office Quetta. The bidder shall take all necessary precautionary measures and adhere to safety parameter to work without any interruptions to running service. If needed, bidder may visit the site of installation/works to get acquainted with the site conditions. The execution can also be done in the nights (as per NBP's discretion) for which no additional payment would be made. The details of Equipment and related services along with conformance of related Warranties, EOS, start-up testing & commissioning, training, Local Support etc. are detailed hereunder:

- a) Cable: 25 mm<sup>2</sup>, 350 Feet.
- b) Circuit Breakers: 100 A x 2, 4 Pole.
- c) Circuit Breakers: 60 A x 2, 4 Pole.
- d) Circuit Breakers: 63 A x 8, 3 Phase.
- e) Cable: 7/52, 750 Feet.
- f) Accessories like PVC Pipe, Sockets, Lugs etc

#### a) OTHER REQUIREMENTS & COMPLIANCE

##### i. COMPREHENSIVE WARRANTY FROM OEM / SUPPLIER.

Comprehensive Warranty means that OEM / Supplier will be responsible to replace all the defective parts (Critical Level or Non-Critical Level parts) with the new ones at the earliest. However, immediate replacement can be done with the old parts by the authorized local partner/bidder of the OEM and to be replaced later with the new parts. The authorized local partner/bidder of the OEM will also be responsible to provide necessary support on 24x7x365 days. The cost (if any) should be considered inclusive in the total bid amount/contract price.

#### 3. EVALUATION PROCEDURE

Subject to clearance/screening of bidder from Sanctions Compliance; duly confirmed by the Compliance Group, NBP; the technical proposal containing all the desired requirements and documents as specified in Clause (1)(b) above will be evaluated as under:

##### 3.1 ELIGIBILITY, RESPONSIVENESS & QUALIFICATION EVALUATION

- a) The bidders proving their eligibility as per Eligibility Criteria mentioned in the Invitation to Bid will be considered as an **"Eligible Bidder"** to participate in the bidding process; otherwise, their bids will be readily rejected; without further evaluation.
- b) The submission of eligibility documents as stated hereunder in Sub-section-2 i.e. **Bidder's Eligibility Requirements** will prove bidder's eligibility. Relevant Reference No./Page No. should clearly be mentioned for each document attached with the bid on EPADS for verification by NBP. The bidders who are compliant to desired Eligibility Criteria will be declared as **Eligible Bidders**. The bids of the bidders being declared as **Non-Eligible Bidders** will not be evaluated for responsiveness of the bids.
- c) The bids of Eligible Bidders will further be evaluated for the responsive of the bids and will be checked for the conformance & compliance of requirements and submission of desired documents in accordance with Sub-Section-3 i.e., **Bid Responsiveness Requirements**. Relevant Reference No./Page No. should clearly be mentioned for each document attached with the bid on EPADS for verification by NBP. The bids being responsive will be declared as **Responsive Bids**. The bids of the bidders declared as **Non-Responsive Bids** will not be evaluated for qualification of the bidder.
- d) The bidders having submitted the Responsive Bids will further be evaluated for the qualification of the bidder in accordance with Sub-Section-4 i.e., **Bidder's Qualification Requirements**. The bidders should submit all the desired documents as mentioned therein. Relevant Reference No./Page No. should clearly be mentioned for



## SECTION V – SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

### A- SCHEDULE OF REQUIREMENTS

each document attached with the bid on EPADS for verification by NBP. The bidders who fulfill the qualification requirements will be declared as **Qualified Bidders**. The bids of the **Non-Qualified Bidders** will not be evaluated for the compliancy of the technical specifications & requirements.

- e) The bidders **MUST** provide responses against all requirements for Bidder's Eligibility, Bid Responsiveness & Bidder's Qualification and necessary documentation (if any required) with proper Reference/Page No.
- f) If the bidders' responses against any requirement for Bidder's Eligibility, Bid Responsiveness & Bidder's Qualification is "**Not available**" or "**No**"; it will be evaluated as "**Requirement Not Met**" and the bid will not be evaluated further and will be readily rejected.
- g) For all the requirements for Bidder's Eligibility, Bid Responsiveness & Bidder's Qualification, against which the bidder has responded "**Yes**", it is mandatory for all the bidders to provide related Documentation with proper Reference/Page No. It is NBP's discretion to raise clarification queries against requirements where reference is provided, and further clarification is required. However, in case no documents are available or uploaded; NBP may not raise any query, and response will be considered as "**NIL**", and the bid will not be evaluated further and will be readily rejected.
- h) Subject to clearance from Sanctions

### 3.2 TECHNICAL EVALUATION CRITERIA

- a) The bids of the Qualified Bidders will further be evaluated for conformance & compliance of Technical Specifications & other requirements and submission of desired documents in accordance with Section B: **Technical Specifications** of Section V. Relevant Reference No./Page No. should clearly be mentioned for each document attached with the bid on EPADS for verification by NBP. The technical Evaluation Criteria will be dealt as under:
  - i) The evaluation of the specifications of technical parameters mentioned in Section B: **Technical Specifications** is based on a Scoring Criteria and accordingly Marks have been assigned to each specification/requirement as mentioned therein.
  - ii) All the technical parameters of Technical Evaluation Criteria are "**HIGH**" Priority parameters, and it is mandatory for the bidder to respond to all the parameters correctly.
  - iii) If a bidder does not respond or prove compliancy with any criteria, he will be awarded with a "**0**" Mark i.e., "**Requirement Not Met**", and the bid will be declared as "**Technically Non- Compliant**".
  - iv) The bid of the bidder responding to all the technical parameters in the criteria and scoring Mark(s) in each criterion shall be declared as "**Technically Compliant Bid**" or "**Technically Compliant Proposal**".
- b) The Financial Proposals will be opened for the "**Substantially Responsive Bid / Proposal**" only.
- c) Since the bids are opened in accordance with PPRA Rule: 36(b) i.e. "**Single Stage Two Envelope Procedure**", Combined Evaluation of the technical and financial proposals shall follow based on the following Scoring Criteria:

## 4. OTHER CONSIDERATIONS

- a) The Information supplied by the Bidders must apply to the company named on the statement only. The substitution of background information pertinent to qualification will not be considered for another company related to the applicant company through a "Group Ownership".
- b) NBP will review the information supplied by the bidders and will make public the results of evaluation as per PPRA-2004.
- c) Bidders applying to qualify are advised that any variation of constitution or membership from that put forward in response to this bid, without prior approval of NBP may result in their disqualification.
- d) The response to this bid must be sufficiently detailed to convince NBP that the bidder applying for eligibility & qualification has the experience as well as the technical / administrative /managerial capabilities and financial capabilities necessary for the execution of the services and they must prove that they have carried out similar services in their own country.
- e) NBP reserves the right to verify or seek clarifications of the documents or information furnished by the Bidders, if may be required. In this regard, NBP reserves the right to have site visit to verify the previous installation /work experience etc.
- f) NBP may reject any bid for any misrepresentation knowingly made by any bidder in, or pursuant to, their submittals or for any statement furnished in connection therewith, and intended to be relied upon by the NBP, which is incorrect in any respect.
- g) After going through the above stated evaluation process, the bidder with the Maximum Combined Weighted Score will be Declared as "**Most Advantageous Bidder**" and his bid as "**Most Advantageous Bid**" and the bid will be accepted for the award of Contract.
- h) The decision of NBP in this connection shall be final and binding on all the Bidders.



## 5. BIDDER'S ELIGIBILITY REQUIREMENTS (To be filled by the Bidder)

S. No.	REQUIREMENTS	BIDDER RESPONSE	DOCUMENTS TO BE UPLOADED WITH THE BID	REFERENCE
		<u>(Yes/No)</u>		<u>(Page No.)</u>
a)	Bidder is registered with Income tax and Sales tax departments.		Latest Online Verification Document of related Government Departments (FBR and SRB)	
b)	Bidder is duly authorized by the Manufacturer to participate in the Bid (Optional)		Manufacturer's Authorization Letter if required	

## 6. BID RESPONSIVENESS REQUIREMENTS (To be filled by the Bidder)

S. No.	REQUIREMENTS	BIDDER RESPONSE
		<u>(Yes/No)</u>
a)	Scanned Copy of the Bid Security in accordance with ITB.	
b)	Complete Bidding Documents with each page duly signed & stamped by the authorized Signatory of the bid.	
c)	Duly filled in & completed Bidder Information Form and Bidder's JV Members Information Form (In case of JV only) of the Bidding documents; duly signed & stamped by the authorized Signatory of the bid.	

## 7. DOCUMENTS TO BE UPLOADED WITH THE BID (To be filled by the Bidder)

S. No.	REQUIREMENTS	BIDDER RESPONSE	REFERENCE
		<u>(Yes/No)</u>	<u>(Page No.)</u>
a)	<b>Letter of Bid – Technical Proposal</b> Duly filled in & completed Letter of Bid – Technical Proposal on Bidder's letterhead; in accordance with ITB Clause 14 & as per format given in Form-1 of Section-VI; duly signed & stamped by authorized Signatory of the bid.		
b)	<b>Notarized Power of Attorney</b> Notarized Power of Attorney for the Signatory of the Bid in accordance with ITB Clause: 11.1. (g). The Power of Attorney should be executed and signed off by the CEO/MD/Sole Proprietor or any such person having legal capacity to issue Power of Attorney on bidder's behalf.		
c)	<b>OEM's Technical Documents establishing Eligibility of Goods &amp; Conformity to Bidding Documents</b> Detailed Technical Brochure or literature or document of the Manufacturer, elaborating detailed description of the essential technical specifications and performance characteristics of the offered Goods, Warranties and Undertakings for the offered Goods duly signed & stamped by the authorized signatory of the bid; to verify Bidder's responses as appended in the Technical Specifications i.e., Sub-Section B of Section V of the bidding documents.		

FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## 8. BIDDER'S QUALIFICATION REQUIREMENTS (To be filled by the Bidder)

S. No.	REQUIREMENTS	BIDDER RESPONSE	DOCUMENTS TO BE UPLOADED WITH THE BID	REFERENCE
		<u>(Yes/No)</u>		<u>(Page No.)</u>
a)	<b>Bidder's Non - Blacklisted Declaration.</b>		An Undertaking on non-judicial stamp paper of worth Rs.500/-, stating that the bidder is <b>not blacklisted</b> and hence debarred by any Organization / Department / Institution for unsatisfactory past performance or corrupt, fraudulent and any other unethical business practices, or breach of bid securing declaration.	
b)	<b>General Experience:</b> Bidder should possess at least three years' experience in the related field in Pakistan.		Necessary documents proving bidder's establishment since last five (05) years performing similar works.	
b)	<b>Relevant Experience:</b> Bidder must have successfully PROVIDED, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES at different locations in Pakistan during last three (03) years.		Purchase Orders / Work Orders / Contract Agreements and Satisfactory Installation, testing & commissioning Certificates of Customers	
d)	<b>Office presence in Karachi or Quetta:</b> Bidder should have office presence for after sales services in Karachi / Quetta.		Necessary Supporting Document.	
e)	<b>Financial Capability:</b> The bidder should have an average Sales Volume/Revenue of at least Rs. 3-M in the last three Years.		Audited Financial Statements or FBR Tax Returns or any other acceptable documents as per Law of Pakistan.	
f)	<b>Technical Staff:</b> Bidder should have experienced technical team in Pakistan to perform this contract		Undertaking on Bidder's letterhead mentioning list of technical staff/engineers with their qualification, expertise and certifications etc. OEM Certificate(s) should also be attached.	
g)	<b>List of Tools / Equipments:</b> Bidder should have submitted list of tools / equipments (Special / normal) for execution of work and testing		Undertaking on Bidder's letterhead mentioning list of technical staff/engineers with their qualification, expertise and certifications etc. OEM Certificate(s) should also be attached.	

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## **SECTION VI**

### **DELIVERY SCHEDULE REQUIREMENT, TECHNICAL SPECIFICATIONS OF MATERIAL, EQUIVALENCY OF STANDARDS AND CODES AND BILL OF QUANTITIES**



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## DELIVERY SCHEDULE REQUIREMENTS

The delivery schedule expressed as days/weeks/months stipulates hereafter a delivery date which is the date of delivery.

(i) DDP at NBP's premises

In order to determine the correct date of delivery hereafter specified, the National Bank of Pakistan has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place. The delivery period is also inclusive of subsequent period to be incurred by the bidder for the satisfactory installation, testing & commissioning of all the offered goods/material etc.



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## TECHNICAL SPECIFICATIONS

### 01. GENERAL INSTRUCTIONS

1. The Contractor must have an electrical Contractors license issued by the Electrical Inspector, Provincial Government of the concerned region. The electrical work shall be carried out only by licensed workmen authorized by the Electrical Inspector, Provincial Government of the concerned region to undertake such work under the Provision of Indian Electricity Act and Rules as adopted in Pakistan as per latest I.E.E Regulations and under the direct supervision of whole a time Electrical Engineer and Electrical Supervisor having a certificate of competency for the type of work under execution. The Electrical Contractor license number, name of the Electrical Engineer, Electrical Supervisor, Electrician wiremen and particulars of their license shall be intimated in writing to the owner before the commencement of work.
2. The installation generally shall be carried out in conformity with the Pakistan Electricity Act and Rules and the latest addition of I.E.E. Wiring Rules:
3. Any special requirements of the local Electric Supply Company shall be complied with and all work shall be carried out to the entire satisfaction of the Bank or his representative, as provided in the contract.
4. The Contractor shall set out the work himself and if any discrepancy is found he shall report the matter to the Engineer In-charge and shall act as directed. If any defective or modify set out is carried out by the Contractor on his own will, he shall rectify or make it good at his own cost.
5. The Contractor shall keep pace with the work of Electrical Contractor and site Engineer will be kept informed about the progress of his work so that there is no hindrance in the progress of work at site.
6. The Contractor shall take care not damage the structure during execution of the work in such as case repair and make good all losses at his own cost.
7. The Contractor will be responsible for arranging electric service connection for the premises. The pursuance of the case so as to ensure expeditious action by the supply authorities will also be the responsibility of the contractors. All expenses in this respect except service connection charges payable to Electric Supply Authorities shall be borne by the Contractors.
8. The rates against all the items of schedule of quantities shall include all labour and material specified.

### 02. MATERIAL REQUIREMENTS:

1. **General:** The Contractor shall furnish all material at site confirming fully to the specifications given herein and to the accepted standards as laid down by B.S.S, I.E.E. and P.S.I. It is not the intent of these specifications to include all details of design and Installation of various material and equipment to be supplied under this tender. The requirements of Material and equipment's shall in all respect conform to the high standard of engineering design, workmanship, performance and function as herein specified and shall fully meet the quality level and ruggedness requirements of the specifications. All material and equipment which has to be supplied and installed by the Contractor shall be passed / approved by the Engineer In-charge at



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site even if the same is exactly in accordance with the catalogue number or types specified in the schedule of Quantities of this tender.

2. **Wires & Cables:** Cables used for conduit wiring shall be single / three / four core with stranded copper conductors except where specified P.V.C. insulated, tested to B.S2004-1961 and a manufactured by M/s. Pakistan cables Ltd, Newage, Fast cables. The cables shall be 220/415 volt grade unless otherwise specified in Schedule of Quantities.
3. **Earth Continuity Conductors:** Earth continuity conductor and earthing leads shall be hard drawn solid bare copper wires except where specified. It shall be soft drawn stranded copper wires. The necessary fixing accessories, earthing clips, sweating sockets etc. shall be provided.
4. **Conduit & Conduits Accessories**

i. **Conduit**

All conduit supplied by the Contractor shall be in standard Manufactured lengths of heavy gauge steel (16.S.W.G) threaded type conduit, protected by the black enamel coating, manufactured and tested according to B.S 31 - 1940.

The coating shall be of heavy enamel which should not flake or crack from bending or rough usage. Before applying black enamel coating on the outside surface of conduit a Red, oxide anti-rust coating shall be given on the cleaned surface of conduit. The black enamel coating shall also be given on the surface of conduit after fixing it in position. Each length of conduit shall be furnished with threaded ends and threaded coupling screwed on one end. The minimum size of conduit used shall be 3/4" dia unless a smaller size is specified situation which would be light gauge. Test certificates for tests carried out by the manufacturer according to B.S: 31 – 1940 shall be produced whenever required.

ii. **Flexible Conduit:**

Flexible conduit shall be furnished and installed where required or indicated on the drawing for connection to equipment subject to vibration or where necessary for convenient dismantling.

iii. **Conduit Accessories:**

The Contractor shall furnish all conduit fittings bushing elbows, coupling, bends inspection box, junction box, solid plugs, check nuts etc. as required for a complete conduit installation and they shall be of a quality equal to that specified for conduit above. Soft metal bushes shall be used at conduit termination ends in order to save wire insulation for damage, due to sharp conduit edges, in cable pulling operations. The bush shall be of standard design and shall have soft rounded edges.

Fittings for use with flexible conduit shall adopt the conduit to threaded connections and shall have an inside diameter not less than the corresponding size of the heavy gauge steel conduit.

Junction boxes shall be 4-inch square minimum 1 ½" or 2 1/8" deep as required to accommodate the numbers of conductors or taps necessary. The junction boxes shall be made of 16 S.W.G sheet steel, with protective paint, coating inside and outside the box. All cost iron outlet boxes a light or fan point on ceiling or wall shall be large enough to



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accommodate the number of wires necessary. These shall not be less than 2" diameter round type and 1 5/8" deep except that smaller boxes may be used where required by the particular light fitting to be installed. The sizes of junction boxes and outlet boxes are given as minimum only. The actual sizes required at different situations shall be determined by the Contractor, keeping in view the case of operation at installation and maintenance.

All such outlet boxes shall be provided with one piece type cover plate, suitable for the device installed and blank for the junction boxes. The cover plates shall be flush with the finished surface of wall, ceiling etc. in the case of concealed wiring.

In case PVC conduit pipes are to be used the same and their accessories should be of Shavyl Galco or Rivna makes only.

5. **Switch & Socket outlet Boxes:**

Switch and socket outlet boxes shall be of the size suitable to the dimensions of switch and socket unit gang outlet boxes shall be use where two or more devises are grouped in location. These outlet boxes shall be made of 16 S.W.G. sheet steel with protective black enamel paint coating inside and outside the box.

Before applying black enamel, the cleaned surface of sheet steel box shall be given Red oxide anti-rust coating inside and outside the box. The cover of such outlet box shall be approved Masonite, tufnol, backlit or plastic as specified in the Schedule of Quantities, mounting the switches or switch socket unit. Where switch and socket outlet boxes are to be installed on surface in an exposed conduit wiring system, these shall have, in addition to the protective quoting, color paint to match the color or the wall etc.

6. **Switches:**

Switches controlling light and fan points shall be single pole, suitable for 250 volts 50 c/s circuits. The ratings of switches shall be as called for in the schedule of quantities. These shall be made of backlit or plastic and suitable for flush mounting in the outlet box as called for in schedule of quantities. Where more than one switch is to be installed at one location, the switches on one common board on a common outlet box. The gauges switches shall be molded type have in a plastic face plate for flush mounting. Where there are more than three switches at one location or fan regulators and switches are on common board, gang switches should not be used. At such location single switches and fan regulators, if any shall be grouped on a common outlet box and mounted on a 1/8" thick white plastic sheet / flush with the surface wall. Where switches are installed in damp or wet area these shall be weather-proof type. The switches shall be as manufactured by M/s Pakistan plastic industries.

7. **Switch & Socket Units:**

Switch and socket units shall be 3-pin rated for 15 Amps at 220 V 50 c/s A.C as specified in schedule of quantities. These shall be molded type with white plastic face plate and suitable for mounting recessed on wall or column on a 16 SWG sheet-steel box of appropriate size. Each socket shall have its control switch by the side of it on a common board and thus the complete unit specified in schedule of quantities shall comprise of switch and a 3-pin socket of the rating specified.



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The unit shall be as manufactured by M/s Pakistan Plastic Industries. Where switch and socket unit are installed in a damp or wet area, they shall be weatherproof type.



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**FOR THE BIDDER**

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### 03. LIGHTING FIXTURES:

Lighting fixtures details are given in the Schedule of quantities. Where a definite manufacturer's type of lighting fixture has been specified it shall serve as an illustration of type and if that particular type is not available in the market any approved equal type may be suitable after getting prior approval of the Bank. The determination of equality will be based on certified photometric data, covering the coefficient of utilization, average brightness data, etc, as well as equivalence or construction material shape, finishes etc. For any substitution Banks Architects approval must be obtained. Lighting fixtures shall in all respect confirm to high standard of engineering design and workmanship, performance and function as specified and shall fully meet the quality level requirements.

Where the type of fitting is not specified the Contractor shall submit samples based on the requirements of specifications and approval of the owner shall be obtained.

All fluorescent light fittings shall have lamps, and blasts of proper type and wattage as specified in the schedule of quantities. The fluorescent light fitting with more than one lamp shall have power factor correction capacitor to give a power factor of 0.9. All fluorescent light fittings shall have capacitors against radio interference. The fluorescent lamps shall be of cool day light colour. The sheet steel body of the flours cent light fitting shall be decreased and de-rusted. White stove enameled and shall have been bushed wire entries. The plastic diffuser with fluorescent light fittings shall be of 'PERSPEX' only. Chokes starters, holders shall be Philips make only.

The glass globes and shades specified with incandescent lighting fittings shall be of first quality glass without any air bubbles or voids. The wall bracket-fitting shall have adoptable plate to mount the fitting on the standard conduit outlet box.

### 04. L.T. SWITCH BOARDS:

#### Cubical Type:

The main i.T switch board shall be sheet steel fabricated, cubicle type, floor mounting, factory assembled, ready wired. The rated voltage shall be 500 Volts, 50 c/s three phase. The rupturing capacity shall be 31 MVA at 415 Volts. The switch board shall be divided into panels and each panel shall be divided into compartments to accommodate the required number of switches, circuit breakers, bus bar and meters.

The main incoming manually operated air circuit breaker shall have current rating as specified in the schedule of quantities. It shall be triple pole and neutral with rated voltage 500 V. The following protective releases shall be provided: -

- i. Triple pole series connected adjustable bimetallic over current releases.
- ii. Triple pole series connected instantaneous action magnetic short circuit releases.

The current transformers with suitable rating shall be provided for metering and protections. ON. OFF. And TRIP visual indicators shall be provided.

The following metering shall be provided on the incoming side of the main L.T switch board:

Ammeter of range and make as specified in the schedule of quantities.



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FOR THE BIDDER

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Voltmeter 0-500 volts range and makes as specified

KWH meter, 3 phases, 4 wire for unbalanced loads. Make as specified

Power factor meter, 0.5 – 10.5 ranges, Make as specified.

The meters shall be square shaped, and flush mounting type. The bus bar chamber shall consist of air insulated, four hard drawn electrolytic flat copper bars with porcelain insulators. The current ratings of bus bar shall be as specified in the schedule of quantities.

The outgoing air circuit breakers shall have short circuit and over current protections. The over current bimetallic release shall be adjustable and the range of adjustment shall be as specified on the drawings. The outgoing switch fuses shall have H.R.C. type fuses with fuse grip and fuse base suitable for H.R.C designed to B.S.S 88 and ASTA 20 Certified. The H.R.C fuses shall have a category of duty 440 AC5. The visual indicators of 'blown' fuse link shall be provided on H.R.C fuses.

#### 05. MINIATURE CIRCUIT BREAKERS:

In case where MCB's are specified in the schedule of quantities the same shall be of the following specifications: -

The MCB's used in distribution system shall be miniature case no fuse type having a switching mechanism. The MCB's shall have protection against overload and short circuit.

The MCB shall have a magnetic tripping time of 0.2 SEC max. When more the its rated current passes through it.

In the distribution boards the MCB's should be neatly installed in gang form by an appropriate arrangement. The MCB's shall be of Dorman, BBC AEG or. Terasaki make only.

The switch board shall be supplied with cable and boxes end cable glands for the sizes or cables shown on the drawing for incoming and outgoing connections.

The L.T panel shall be given Red oxide anti rust coating and two coats of approved colour paint. The switches etc, shall be numbered and the designations shall be printed in 3/8" high letters with black paint.

The tenderers shall submit the drawings and all relevant details of L.T. switch board offered.

#### 06. PEDESTAL TYPE:

The pedestal type sub-main switch board shall be factory assembled, ready wired for all internal wiring. The rated voltage shall be 500 volts, 50 c/s three phase. It shall consist of angle iron frame and pedestal and sufficient angle iron enforcing members to make it robust, self contained and rugged. The front shall have fixed sheet steel cover on which switches, circuit breakers etc. shall be mounted. There shall be a removal sheet steel cover on the back such that the internal wiring connections and live parts are not accessible in the normal working of the switch board. Necessary conduit entry holes shall be provided on the top and the bottom for outgoing connections. The incoming connections hall is in the bottom. The required number of circuit breakers, switches and distribution boards etc, as detailed in the schedule of quantities shall be mounted on the front securely and firmly.



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FOR THE BIDDER

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The technical specifications of circuit breakers and switch fuses shall same as given for the outgoing circuit breakers and switches for the main L.T. switch board. The incoming load break switch shall be provided with arc Shutes and quick breaking mechanism. The rupturing capacity shall be 25 MVA

The switch shall be given Red Oxide anti rust coating and double coating of approved colour paint. The switches etc. shall be numbered and the designations shall be painted in 3/8" high letters in red color. The required number of cable end boxes and cable glands for the incoming and outgoing cables as shown on the drawings shall be provided with the switch board.

The tenderer shall submit dimensioned drawings and all relevant details of the switch boards offered at the time submitting the tenders.

#### **07. SUB-MAIN SWITCH BOARD:**

The sub-main switch board shall comprise of switch fuses, bus bar chamber and distribution boards as detailed in schedule of quantities.

The switch fuse shall be iron clad or sheet steel fabricated, mounted on the surface of the wall, unless otherwise specified on the schedule of quantities. The position of the operating handle of the switch fuse shall be clearly marked ON/OFF on the cover. The switch fuse shall remain in locked position when the operating handle indicates ON. The switch fuse shall have only H.R.C type fuses. The fuse portion shall consist of porcelain fuse base and porcelain or backlit fuse grip accommodation the H.R.C fuse.

The distribution fuse board shall have heavy gauge sheet steel enclosure with one leaf door and latch. The fuses shall be H.R.C type designed to BS.S.88 & ASTA 20, certified only, accommodated in a porcelain or backlit fuse grip with porcelain fuse bases embedded firmly to the board. The number of ways shall be clearly marked and circuit numbers shall be printed on a backlit strip mounted on the top of each row of fuses.

The bus bar chamber shall consist of high conductivity flat copper bars, supported on porcelain or backlit bushes. The number of copper bars shall be four for triple pole and neutral and two for double pole. The bus bar chamber shall be enclosed in a heavy gauge sheet steel enclosure with one leaf door and latch.

All component of switch bard shall have separate individual housing and they shall be mounted on a common 16 SWG sheet steel enclosure, arranged neatly to occupy minimum space, keeping in view the free and unhindered operation of individual component. All live parts shall be enclosed and shall not be accessible in normal operations of the switches and distributions fuse board. The switch fuse, bus bar chamber, and distribution fuse boards shall be suitable for operations on 440/250 volt, three phase/single phase 50c/s A.C system as specified on drawings.

#### **08. H.T SWITCH BOARD:**

The high voltage, 11 KV switch board shall be totally enclosed, floor mounting, cubicle type, factory assembled, ready wired for 11 KV 3 phase, 50 c/s system. The breaking capacity of the switch board shall be 350 KVA at 11 KV.

The incoming 11 KV, triple pole ACB / VCB / SF6 circuit breaker shall be withdraw able type arranged for vertical isolation and horizontal withdrawal, It shall be trip free and fitted with



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**FOR THE BIDDER**

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adjustable trip devices to prevent incorrect and hesitant closing. The main contract shall be double break types fitted with D-Iron grid are control devices. The circuit breaker shall be fully interlocked.

The interlocking mechanism should ensure that

- i. The breaker can be closed only if the roll-out truck is in the operating or isolated position and not in any intermediate position.
- ii. The roll-out truck cannot be moved out from the operating or isolated position when the breaker is close. Indicators shall be provided for indication of ON. OFF. Trip and positions of the breaker at withdrawal, earth and operation.
- iii. The circuit breaker shall be fitted with voltage transformer and current transformers of appropriate ratings for metering and protections. The relay operated tripping mechanism for over current, earth fault and short circuit protections shall be provided with time delay and instantaneous settings of appropriate ranges.
- iv. The following material shall be provided of the make as indicator in the BOQ.
- v. Moving iron ammeters range 0-100 Amps with ammeter selector switch:
- vi. Moving iron voltmeter, range 0-13 KV with voltmeter selector switch.
- vii. Kilowatt hour meter, suitable for 3 phase wire system and for balanced and unbalanced loads, complete with maximum demand indicator.
- viii. All meters shall be flush mounting type and square shape. The bus bar shall be of high conductivity solid copper bars with insulation covering and porcelain bushings.
- ix. The outgoing 11 KV switch fuses shall be rated for 400 amps and shall have 30 Amps and 45 Amps H.R.C type fuses designed to B.S.S 88 & ASTA 20 certified respectively.
- x. The switch fuse shall have trip free mechanism and automatic mechanical trip mechanism action on all three fuses blow of. There shall be tripping device to operate in conjunction with the Buchholz relay provided at the transformers.
- xi. The 11.KV switchboard shall be complete in all respect including cable lend boxes for paper insulated underground 11 KV cables of suitable size as specified in the schedule of quantities for incoming and outgoing connections. The anchor bolts, name plates etc, shall also be provided.

#### **09. H.T & L.T CABLES:**

The high-tension cables shall be copper conductor, 11 KV 3 core, PVC/PVC Insulated double steel tape armored and served. The serving shall be both below and above the armor, by means of compounded paper tape and compounded hesian tape. In order to prevent adhesion a coating of lime wash or other suitable material shall be applied to the outer surface of the cable. The core identifications marking shall be provided. The cable shall confirm to British Standard Specifications 480 part-I 1954.

The low-tension P.V.C cables shall be copper conductor, 1.1 KV, 3½ core PVC insulated, and PVC sheathed non-armored. The core identification marking shall be provided.



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**FOR THE BIDDER**

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The low-tension PVC armored cables shall be 1.1 KV, 3. ½ core PVC insulated, PVC bedded, single wire armored and sheathed with PVC overall. The cables shall conform to B.S.3346-1961. The core identification marking shall be provided.

The low-tension paper insulated cable shall be copper conductor 1.1 KV 3 ½ core PVC insulated lead covered double steel tape armored and served both below and above the armored by means of compounded paper tape and compounded hesian tape. The core identification marking shall be provided.

**Wall mounting indoor type cable end boxes:**

The wall mounting indoor type cable end boxes shall be used for H.T incoming L.T. outgoing connections at transformers. The HT cable end boxes shall be suitable for terminating the 11 KV 3 core PVC insulated, lead covered double steel tape armoured cables of size as per schedule of quantities.

The L.T cable end boxes shall be suitable for terminating the 1.1 KV 3.1/2 core PVC insulated, lead covered double steel tape armoured cables of size 6.4 sq. inch.

The cable end boxes shall be constructed of cast iron. Adequate space should be provided for splaying of cores. The box shall have a top cover with perfect fit and compound tightly joint. The black bituminous cable compound shall be provided, for terminating and bonding the lead sheath of the cable on incoming side of the box, brass wiping gland shall be provided. An armour clamp shall also be provided for bonding the armoring. On the outgoing side the box shall have insulator bushing made of glazed porcelain suitable for individual core of cable to pass. The box shall be of standard make and the tenderer shall submit the drawing and the relevant details of cable end boxes at the time of tendering.

**1. TRANSFORMER:**

The transformers shall be three phase oil immersed, and self-cooled, indoor type and of the rating specified in the schedule of quantities. The no-load voltage ratio shall be 11 KVI / 430 V and frequency 50 c/s. the transformer shall be Delta-Star connected and the vector group shall be DYli. The percentage impedance shall be 4-5% taking ambient temperature of 45 C the temperature rise shall confirm, to B.S.S. 171.1959.

The manually operated off-load tap changer on H. V side shall have tapings of 7% ±5% and ± 2.5%

The transformer shall be provided with a double float Buchholz relay for tripping and alarm as protection against abnormal working of the transformer.

The transformer tank shall be of welded steel construction tubular type. The transformer shall be complete with conservator, silica gel breather, oil gauge, dial type thermometer, arcing horns, oil drain plug, oil filling cap, drain valve with sampling device, lifting lugs, earthing terminals bi-directional rollers, diagram and rating plates, etc.

The transformer shall be tested at the factory, as per B.S.S.171, 1959 and a test certificate shall be provided at the time of approval.

The transformer shall be painted with anti-corrosive paint of approved quality and finished in enamel steel grey color. The drawings and complete technical data shall be submitted with the



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tender.

## 2. EARTHLING CONDUCTOR & ELECTRODES:

The earth continuity conductors shall be solid hard drawn bare copper wire of sizes specified on the drawings and schedule of quantities. The earth continuity conductors of size above 3/0 SWG shall be hard drawn standard bare copper wire. All fixing accessories earthing clips, sewing sockets, lugs, thimbles etc. shall be provided for a complete earthing insulation.

The earthing set shall be 2'x2'x1/4" thick electrolytic copper plate. The surface of plate shall be tinned for protection. The plate shall have two terminals for connection the earthing leads, Nuts, Bolts and washers etc. shall be of either brass or copper tinned for protection against corrosion. The earthing points shall, comprise of tinned copper bar rectangular in shape having dimensions 6"x2"x1/4" Two terminals for connections shall be provided. The terminals shall have copper or brass bolts, nuts, and washers tinned for protection against corrosion. There shall be one galvanized iron bolt provided in the center for fixing the copper bar on the surface of wall.

## 3. GALVANIZED IRON PIPES:

The G.I pipe shall be used for protection of earth leads from earthing set to the earthing points and at locations shown on the drawings.

The pipe shall be galvanized inside and out by hot dip galvanizing process. The G.I pipe shall be free from stains, bars spots or any other defect. The G.I pipe shall be KPM Hysesons brand.

The pipe fittings and specials such as sockets, bends, check nuts etc. shall be galvanized inside outside. The saddles and clamps used for fixing the pipe on the surface shall be of galvanized iron.

## 4. LIGHTENING PROTECTION SYSTEM

### i. General:

The contractor shall furnish all material required for a complete lightening protection system as specified herein and as per British standards CP 326 101.

The system shall consist of vertical and horizontal air terminations, down copper conductors, and earth electrodes and joined effectively to form a continuous path for lightening current to earth.

### ii. Air termination:

The vertical air termination shall consist of 3/4" diameter 3 feet long tinned copper rod, pencil shape pointed at top end, copper terminal with clamp for connection to down conductor at the lower end of the rod and a self-supporting base frame with two fixing holes, bolts, and nuts for fixing on the RCC roof. The vertical air termination shall be as shown on the drawings.

The horizontal termination shall consist of 1" x 1/8" copper strip.

### iii. Down conductor:

The down conductor shall be 1/0 S.W.G hard drawn bare copper wire.



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**iv. Earth electrodes:**

The earth electrode shall consist of ¾" diameter, steel cored copper rod less than 4 feet length with coupling and stud bolts at driving end for installing additional sections. The rod shall be tinned for protection against weather. There shall be three 4 feet sections of rod to be driven in the ground to form one 12 feet earth electrodes. The last 44 feet section of the rod shall have an earth terminal for connection to the down conductor and to adjacent earth electrodes.

**5. INSTALLATION INSTRUCTIONS:**

**1. Wires & cables:**

**i. General:**

The contractor shall furnish all material and labour to install wires and cables as indicated on drawings or listed in the schedule of quantities and as specified herein. Apart for the material specified under heading material specification the contractor shall provide, without any extra cost, material for terminating the wires and cables such as ceiling rose lugs, solder, clamps support, bushes, fixing pipe etc. necessary for a complete wiring installation. Other miscellaneous items such as filling compound identification tag, earthing clips and straps shall also be furnished for a complete wiring installation in accordance with best modern practice.

All wires and cables shall be arranged to provide bends of reasonably large radius, whether they are run in conduit or cable turn king, bends shall not be made to a radius less than 10 times the overall diameter of cables. Wiring shall be continuous between terminations and use of connectors or joints will not be allowed. Looping in system shall be followed throughout.

**ii. Concealed Conduit Wiring:**

The installation of wires and cables in conduit or G.I pipes shall be done with care to prevent damaging the cables. To facilitate pulling cable, lubrication only as recommended by the cable manufacturer may be used for decreasing friction. Under no circumstances shall soap or oil of any kind be used. The cable manufacturer's specifications for minimum bending radius, pulling speed and maximum pulling tension on cables shall govern the cable pulling operations. Where several cables or wires are to occupy the same conduit, they shall be pulled together.

Pull boxes shall be installed in conduit runs, wherever required to limit the pulling length of cables. The drawings are diagrammatic and do not indicate the locations of pull boxes, however, they should be installed in conduit runs to limit pulling lengths to the following:

- i. Straight runs - not more than 200ft.
- ii. Runs with one 90-degree bend – not more than 100ft:
- iii. Runs with two 90-degree bends – not more than 50ft.

The minimum length of all inspection boxes, shall be equal to not less than four times the cable manufacturer's recommended bending radius of the cable.



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**iii. Cable termination:**

Terminal lugs for most equipment are included with the equipment itself except lugs for connection to motor leads and necessary devices; the contractor shall furnish and install all lugs required for such equipment. Cables connectors and lugs shall be rated in capacity equal to or greater than the conductor with which they are used. Control cables entering control boards, switch gear etc, shall be surely fanned out in a neat arrangement and laced with linen waxed cord where the terminations are made. Wires and cables shall not be laced to conduction material unless a 1/16" tick plate of insulating material is placed between the conduction material and the cable. The ceiling roses in concealed conduit wiring shall be flush type. These shall be mounted on the conduit outlet boxes at light points such that the lip of the ceiling rose finishes flush with the surface. The terminal blocks shall be of the moulded base type with separate studs for incoming and outgoing cables, with barriers between terminal and terminal making strip sand cover. Terminal blocks shall be used at special locations where looping in is rendered difficult. The consent of Engineer-In-charge is required for the use for terminal blocks.

**2. Conduit Installation:**

**i. General:**

The contractor shall furnish all labor and material for the installation of conduit on surface or concealed in concrete or brick work, as required. The drawings show the approximate routes and terminal points of conduit. However; if for any reason the contractor desires to use any alternate route, he may do so at his own responsibility as to the interference with other equipment's and maintaining concealed runs of conduit. Such alternate routes shall incur no additional cost to the owner and must have prior written permission from the engineer-in charge.

Conduit and conduit accessories shall be as specified herein and shall be so installed that the required field conditions are fully met.

**ii. Concealed Conduit Runs:**

The conduit runs shall be concealed in ceiling, floor slabs, columns wall etc. changes in direction of conduit runs shall be made with sweep bends using bending tools. Standard conduit bends may be used to facilitate installation and where conduit turns out of thin slabs. Where conduit is to be concealed in RCC work, the laying of conduit shall be complete in all respects before pouring of concrete. The conduit shall be laid above the bottom reinforcement steel of the slab and shall be firmly secured by tying to the reinforcing steel, in order to avoid being disturbed during the pouring of concrete. After pouring of concrete the concealed conduit shall have a covering of 1 1/2" to 2 inches. Junction boxes, pull boxes, outlet boxes etc, shall be held firmly and shall be flush with the suffix of the slab or beam, and keeping this in view the depth of outlet boxes, junction boxes etc. shall be appropriate.

The termination of conduit at or near the equipment, switch gear etc. is shown diagrammatically on the drawings. The exact final locations of the terminations shall be coordinated with the switch gear, panel board and other equipments to be installed. Any



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extension of conduit near the equipment, switch etc. to suit the field condition shall be made without any extra cost. All conduit terminations shall conform to the type of equipment enclosures to which the conduit connections are to be made. Conduit end pointing upward or downward shall be properly plugged, in order to prevent foreign matters entering it. All opening through which concrete may leak shall be carefully plugged and boxes themselves shall be suitable protected against filling with concrete. All ends of M.S conduit shall utilize bushes of soft material to prevent sharp edges of conduit ends from cutting or damaging the wires or cables to be pulled through them. Conduit crossing expansion joints in concrete slabs shall be provided with expansion fittings to compensate for the building expansion or construction.

Where conduit have to be concealed in RCC work after pouring of concrete or in brick work, chases shall be first made with appropriate tools not to dig unduly deeper than required. The conduit shall be firmly fixed into the recesses made previously and then it shall be covered to have at least 1-1/4" cover before plastering. The work of cutting in the RCC work or brick work shall be coordinated with the civil work and contractor shall get approval be the Engineer In-charge for the route etc. to suit the site conditions, before starting chasing and cutting. Where conduit passes through the wall, holes just enough to pass the conduit shall be made with special tools.

**iii. Conduit on Surface:**

Exposed runs of conduit on the surface of wall, column or ceiling shall be as indicated on drawings. The conduits and accessories shall be firmly held with the surface of wall by means of saddles, clamps, brackets etc, Special plugs such as Rawl plugs or Phil plugs must be used for fixing clamps, saddles etc. in the wall to support the conduit. In case where the use of such plug is not feasible due to the consideration of wall structures, wooden plugs may be used, but on all cases, these should be capable of sustaining the weight of conduit and its accessories. The clamps shall be fixed at intervals depending upon the size and weight of conduit. In any case these shall not be fixed at more than 2-1/2 feet intervals. The straight runs of conduit shall not be more than 1-1/2 to 2ft below the ceiling level and where hindrance is met in the route, the conduit shall be taken round the hindrance above or below neatly, and then run at the same height.

The exposed conduit and its accessories including clamps and support shall be given coats of anti-corrosive paint of approved standard, before and after the installation.

**iv. Cleaning:**

The entire conduit system shall be essentially completed before wiring is installing. Conduit shall be tested for continuity and obstruction. Any obstruction found shall be cleaned by use of a cutting mandrel of other approved device, and the conduit be cleaned out before the installation of cables.

**v. Earthing:**

The earth conductors shall be installed along the sub-main cables as shown on the drawings. At terminations copper earth continuity conductors shall be connected to the body of the switch board or to the earthing point by means of proper size brass or copper



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FOR THE BIDDER

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socket soldered to the earth wires and fixed by means of proper size nuts, bolts and washers. All equipment frames, L/T & HT switch board, transformer, cable trays etc. shall be connected with earthing leads or earth continuity conductors of sizes shown on the drawing.

The earthing sets shall be installed at locations shown on the drawing. A 15 feet deep pit in the bare ground shall be excavated and the copper earth plate shall be placed vertically in bottom of the pit. The earth leads of 7/0.166 stranded bare copper wire shall be connected at two points on the earth of plate by means of copper sockets nuts and bolts. The copper earth leads shall be taken out of the pit and up to the earthing point in a 2" G.I. pipe. A mixture of grinded charcoal and powdered lime in the ratio of 4:1 by volume shall be poured around the earth plate to cover it by one foot on sides and top. The charcoal mixture shall be rammed in layers. The pit shall be back filled in layers of the earth consolidated by watering and ramming. At the ground level a 2 x 2 x 1 ½ deep cement concrete inspection chamber shall be constructed. The inside surface of the Chamber shall be plastered and an angle iron frame and a heavy-duty cast-iron cover with lifting lugs shall be provided and fixed. A ½ inch diameter G.I. pipe piece shall be fixed as inlet of water to the inspection chamber as directed at site.

The earth resistance shall be tested with and without water as per instructions given under section D-Testing of these specifications.

**vi. Installation of Switches & Socket Outlets:**

All light control switches and socket outlet units shall be fixed flush with the surface of wall on recessed 16 SWG sheet steel box of appropriate dimensions. The light control switches up to 3 numbers at one location are specified as gang switches. These shall be mounted on gang boxes with the plastic face plate flush with the surface of wall or columns.

At locations where any number of switches with fan regulator is grouped, gang type switches shall not be used. At such location single switches shall be grouped and fixed flush on a plastic sheet mounted on a recessed sheet steel box of appropriate dimensions. The mounting height of light control switch shall be 4 1/2ft, above finished floor level unless otherwise specified on the drawings. The switch and socket outlet units shall be fixed, flush with the surface of wall on recessed sheet steel box of appropriate dimensions, The mounting height of switch and socket outlet units shall be 9 inches above finished floor level unless otherwise specified on drawings

The fixing of plastic plate on outlet boxes and of single switches and fan regulators on plastic sheet shall be by means of flat head chromium plated brass screws. The flat head of the screw shall be sunk in the plastic plate so as finish flush with the surface of plate.

**vii. Installation of H.T & L.T Switch Board:**

The Contractor shall provide all labor and material to install, test and commission the high tension and low-tension switch boards. The anchoring bolts, angle iron supports, foundation plates etc. shall be provided and installed. After this Contractor supplies the detailed foundation drawings of the switch boards, the building contractor shall leave



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**FOR THE BIDDER**

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approved sized holes in cement concrete floor and the electrical contractor shall place the foundation bolt and anchoring plates in the holes and fill the same with 1:2:4. cement concrete mixture for preparing the foundation for the switch board.

The cubicle type and pedestal type switch boards shall be installed on the floor having a minimum clearance of 2 ft. between the back of the switch board and the wall. The switch board shall be bolted firmly and in level on the floor. In general, the manufacturer's instructions for installations shall be followed.

The incoming and outgoing cable shall enter to switch board from the bottom. Special care shall be taken in connecting the paper insulated cable to cable and boxes so as to have no danger of compound leakage during operating. The cable compound and insulation tape etc. shall be furnished without additional cost to the owner.

The body of the switch board shall be connected at two points with the earth continuity conductor from the earthing point. Proper size brass or copper thimbles or sweating sockets shall be used for connecting the earthing conductor.

#### 6. INSTALLATION OF H.T. & L.T CABLES:

The H.T and L.T cables shall be installed in the prepared cable trenches and on the surface of wall, column or ceiling as required. The cable trenches shall be constructed by the Building Contractor, details of which are required to be submitted by the electrical contractor at the time of submitting his tender.

The L.T cables shall be laid in cable trenches neatly such that they do not cross each other haphazardly. At directions and bends, the minimum interval radius of bend shall be 4 times the overall diameter for PVC armoured and for paper insulated armoured cables.

The L.T cables shall be fixed on the surface of ceiling or wall, where shown on the drawing, by means of approved cast aluminum cleats of appropriate dimensions. The aluminum cleats shall be in two parts as shown on the drawing. The cleats shall be fixed by means of galvanized bolts or screws at six feet interval.

The Contractor shall provide all fixing material such as clamps, cleats screws, bolts etc required for the installation of cables without any additional cost to the owner.

##### i. Transformer:

The contractor shall furnish all labor and material to install, test and commission the transformers. The Building Contractor shall construct the cement concrete cable trenches in the transformer room.

The transformer shall be installed at the location shown on the drawings and all fittings dispatched loose from the factory shall be assembled as per manufacturer's instructions. All site tests shall be performed as per instructions given in Section "D- Testing" of these specifications.

The H.T and L.T cable end boxes shall be installed on the wall. The angle iron brackets for installing the cable end boxes shall be provided and installed. The cores of cables coming out of the cables end boxes shall be neatly fanned out and connected to the transformer



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FOR THE BIDDER

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terminals by means of proper size thimbles, nuts and bolts.

The transformer neutral shall be earthed via sub-station earth point. Two separate connections for transfer body earth shall also be made.

The transformer shall be tested and commissioned in the presence of the Engineer In-charge.

**ii. Installation of Lightning Protection System:**

The Contractor shall furnish all labor and material required for a complete installation of Lightning protection system. The air termination shall be installed at locations shown on the drawing. The vertical air termination shall be fixed on the flat roof surface rigidly and firmly. The horizontal air termination shall be connected effectively to the vertical air termination. The copper clamps, nuts, bolts and washers shall be provided. The horizontal air termination shall be fixed on the flat surface of the RCC roof by means of copper or brass fixing clamps at 6 feet intervals. All joints and bonds in the horizontal air termination shall be mechanically and electronically effective. The joints shall be bolted and shall have an overlap of at least one inch. Before bolting at the joint the surface of overlap shall be thoroughly cleaned and after bolting up, the joint shall be protected from weather by applying bitumen coat all-round the joint. The down conductor shall be fixed on the outside surface of wall or column by means of copper or brass clamps fixed at 4 feet intervals. The I/O S.W.G down conductor shall be connected to the horizontal air termination copper strip by means of proper size compression type socket and nut bolt. The protection of joint shall be made as for the joints in horizontal air termination mentioned earlier. The down conductor shall be connected effectively to the earth electrode.

The earth electrodes shall be driven in the ground as close to the building as possible. These shall be driven in three sections of 4 feet length to form one 12 feet long earth electrode. At each location shown on the drawing at least four such electrodes shall be fixed 12 feet apart, unless a lower earth resistance is obtained in lesser number of electrodes. The maximum earth resistance measured between the electrodes shall be 10 ohms. All earth electrodes at one location shall be connected to each other by means of I/O SWG bare copper wire buried directly underground. At each earth electrode a cement concrete inspection chamber of 1'x1'x6" deep with cast iron cover shall be constructed for inspection and protection of down conductor's connection with the earth electrodes.

The completed system shall be tested for continuity and earth resistance. The combined earth resistance shall not exceed 10 ohms.



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FOR THE BIDDER

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**7. TESTS:**

**i. General:**

Upon completion of installation the Contractor shall perform field tests on all equipment, materials and systems. All tests shall be conducted in the presence of the Engineer In-charge for the purpose of demonstrating equipment or systems compliance with specifications. The Contractor shall furnish, install and maintaining all tools, instruments test equipment, material, connections, etc and furnish all personnel including personnel including supervision and "stand- by" labor required for the testing, setting and adjustment of all electrical facilities, and other component parts, including putting same into operation.

All tests shall be made with proper regard for the protection of the equipment, and the Contractor shall be responsible for adequate protection to all personnel during such tests.

The Contractor shall record all test values of the tests made by him on all equipment, giving both "as found" and "as left" conditions. Three (3) copies of all test data shall be given to the Engineer In-charge for record purposes.

The witnessing of any tests by the engineer In-charge does not relieve the Contractor of his guarantees for material, equipment and workmanship as specified in the conditions of Contract.

**ii. Insulation Test:**

Insulation resistance tests shall be made on all electrical equipment, using a self- contained instrument such as the direct indicating ohm-meter of the generator type. Direct current potentials shall be used in these tests and shall be as follows: -

Circuits under 220 Volts -- 500 Volt Test Circuits 220 Volts

to 400 Volts – 1000 Volt Test

The minimum acceptable insulation resistance value will be 5 Megohms.

The test equipment for insulation testing will be furnished by the Contractor. Before making connections at the ends of each cable the insulation resistance measurement test of each cable shall be made. Each conductor of a multi-core cable shall be tested individually to each conductor of the group and also the earth. If insulation resistance test readings are found to be less than the specified minimum in any conductor, the entire cable shall be replaced and the new cable tested.

All transformers, switch gears shall be given on insulation resistance measurement test to ground after installation but before any wiring is connected. Insulation tests shall be made between open contacts of circuit breakers, switches and between each phase and earth. If the insulation resistance of the circuit under test is less than that specified above, the case of the low reading shall be determined and removed. Corrective measures shall include dry out procedure by means of heaters if equipment is found to contain moisture. Where corrective measures have been necessary and the insulation resistance readings taken after the correction has been made satisfy the requirements specified herein, repeat insulation resistance measurements shall be made twice and at least 12 hours apart: The maximum range for each reading on the 3 successive tests shall not exceed 20% of the average value. After all tests have been made, the equipment shall be reconnected.



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**FOR THE BIDDER**

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iii. **Earth Resistance Test:**

Earth resistance test shall be made by the Contractor on the earthing system, separating and reconnecting each earth connection as may be required by the Engineer In-charge. If it is indicated that soil treatment or other corrective measures are required to lower the ground resistance values, The Engineer In-charge will determine the extent of such corrective measures,

The electrical resistance of the E.C.C together with the resistance of the earthing lead measured from the connection with earth electrode to any other position in the completed installation shall not exceed one ohm.

Earth resistance test shall be performed as per Electrical Inspector's requirements. Where more than one earthing sets are installed, the earth resistance test between two sets shall be measured by means of resistance bridge Instrument. The earth resistance between two sets shall not exceed one ohm.

iv. **Transformers & Switchgear:**

In addition to the insulation resistance test on the transformer, a polarity or phase rotation test shall also be made. Auxiliary device breather, Buchholz, relay etc shall be tested for satisfactory operation.

Each air circuit breaker shall be operated electrically and mechanically, ascertaining that handle mechanisms are operating. All interlock control circuits shall be checked out for proper connections in accordance with the wiring diagrams given by the manufacturer.

The Contractor shall identify the phases of all switchgear and power cables by stenciling the switchgear and tagging the cables so that the phases can be identified for connections to give proper phase sequence.

Series over current trip elements shall be checked against rating of equipment served. Also to be checked for correct size and function are fuses, disconnect switches, number of interlocks, indicating lights, alarms and remote control device. Name plates shall be checked for proper designation of equipment served.

v. **Operating Tests :**

Current load measurement shall be made on equipment and on all power and lighting feeders. The current reading shall be taken in each phase wire and in each neutral wire while the circuit or equipment is operating under actual load conditions. Clip-on ammeters may be used to take current readings. All light fittings shall be tested electrically and mechanically to check whether they comply with the standard of specifications. Fluorescent light fittings shall be tested so that when functioning properly no flickering or choke singing is felt.

vi. **Completed Tests:**

After any equipment has been tested, checked for operation etc and is accepted by the Owners representative, the Contractor shall be responsible for the proper protection of such equipment for assurance that subsequent testing of other equipment or systems do not disturb the completed work.



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FOR THE BIDDER

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**SECTION VI – DELIVERY SCHEDULE REQUIREMENT, TECHNICAL  
SPECIFICATIONS OF MATERIAL, EQUIVALENCY OF STANDARDS AND CODES AND BILL OF  
QUANTITIES.  
EQUIVALENCY OF STANDARDS AND CODES**

### Specification of Materials

(To be filled by the Bidder with yes/No or with any other related response)

S.No.	TECHNICAL PARAMETERS	DESIRED SPECIFICATIONS / REQUIREMENTS & MARKS	BIDDER RESPONSE	REFERENCE DOCUMENT & PAGE NO.
<b>ALL PARAMETERS / SPECIFICATIONS ARE "HIGH" PRIORITY REQUIREMENTS</b>				
<b>1</b>	<b>Power cable</b>			
a)	TYPE & TOPOLOGY	PVC / PVC		
b)	POWER RATING			
<b>2</b>	<b>Moulded case Circuit Breaker-100A, 4-Pole</b>			
a)	Type & Topology	MCCB / 25KA		
<b>3</b>	<b>Moulded case Circuit Breaker-60A, 4-Pole</b>			
a)	Type & Topology	MCCB / 25KA		
<b>4</b>	<b>Miniature Circuit Breaker-63A, 3-Pole</b>			
a)	Type & Topology	MCB / 15KA		
<b>6</b>	<b>Power cable</b>			
a)	TYPE & TOPOLOGY	PVC		
b)	POWER RATING			

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

### **Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest current edition or revision of the relevant shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

**Note: The bidder would be responsible to demonstrate/test/prove the specifications given above either by itself or through any recognized organization as per Bank's convenience/discretion. Mis-commitment/ wrongly mentioned specifications will result in disqualification of bid.**

- A.** All Requirement mentioned in Annexure I – Technical Requirement Document with “Priority (High/Low)” is evaluated as follows:
- i. All requirements with “High” Priority must be answered as ‘Y’ or ‘N’. If bidder response ‘N’ against any of such “High” Priority requirement, its bid will be considered as technically disqualified and will be rejected.
- B.**
- i. For with “Low” Priority can be answered as ‘Y’, ‘Yes’, ‘N’, ‘No’. If bidder responds ‘N’ or ‘No’ against any of the “Low” Priority requirement, its bid will not be considered as rejected.
- ii. “Low” priority requirements that shall be responded “Y” by bidder shall be treated as complimentary, without any addition in the mentioned quoted price.
- iii. For all requirements against which Bidder is not providing any response (i.e., an empty availability cell or an availability cell/column with a response other than “Y”/“Yes” or “N”/“No”), NBP will first check that against such requirements proper reference documents have been provided or not in the submitted bid. If reference document is found then NBP ask clarification from the bidder about its response, however if reference document will also not find or provided then response of bidder shall be considered as ‘No’ and its bid will be considered as rejected if the requirement item is high priority.
- iv. For all technical requirements against which Bidder is responding “Y”, all bidders are required to provide **Documentation with proper reference (Section No/ Page No) in the proposal against all requirements. It is mandatory to provide proper reference of document.** It is NBP's discretion to raise clarification queries against requirements where reference is provided, and further clarification is required. Incase no reference is available, and documents are not available in the submitted proposal, NBP may not raise any clarification query and response will be considered as **NIL**, which may lead to disqualification, if mentioned in the criteria.
- v. NBP may ask any other additional documentary evidence or explanation against any item for clarification that must be provided by the Bidder during the period of evaluation. Bidders should respond to such requests within the time frame indicated in the correspondence (letter/fax/ e-mail). If the bidder fails to provide the required information within given timeframe, its bid will be considered as rejected.
- vi. All bidders are required to submit the proposals with proper page numbering with master table of contents of all attached documents in the proposal.

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## Bill of Quantities

S.No	Description	Unit	Quantity	Rate	Amount
1	Providing, Installation, Commissioning and Testing of Cable: 25 mm <sup>2</sup> , 4-core, copper, PVC/PVC, Full Guage, (make: Pakistan cables. Newage, Fast Cables, equivalent).	Rft	350		
2	Providing, Installation, Commissioning and Testing of ECC Cable: 10 mm <sup>2</sup> , 1-core, copper, PVC/PVC, Full Guage, (make: Pakistan cables. Newage, Fast Cables, equivalent).	Rft	350		
3	Providing, Installation, Commissioning and Testing of Circuit Breakers: 100 A, 4 Pole (Make: Schneider, Terasaki, Legrand, ABB and equivalent)	Nos.	02		
4	Providing, Installation, Commissioning and Testing of Circuit Breakers: 60 A, 4 Pole. (Make Schneider, Terasaki, Legrand, ABB and equivalent).	Nos.	02		
5	Providing, Installation, Commissioning and Testing of Circuit Breakers: 63 A, 3-Pole. (Make Schneider, Terasaki, Legrand, ABB and equivalent).	Nos.	08		
6	Cable: 7/52, 750 Feet. 4-core, copper, PVC/PVC, Full Guage, (make: Pakistan cables. Newage, Fast Cables, equivalent).	Rft	750		
7	Providing, Installation, Commissioning and Testing of ECC Cable: 6 mm <sup>2</sup> , 1-core, copper, PVC/PVC, Full Guage, (make: Pakistan cables. Newage, Fast Cables, equivalent).	Rft	750		
8	Accessories like PVC Pipe (1100 feet+) , Sockets , Lugs (60 Nos.(25sqmm + 10 sq-mm)) etc.	Job	01		
9	Distribution Box 18 X 24 inches, 16SWG with all accessories, earthing bar, cable glands, railing etc	Job	02		
Total in figure					
Total in words					

- The quoted rates / amount shall be inclusive of all applicable Federal/Provincial Govt. Taxes/Duties and charges for inland transportation and other related services etc. as specified in the Clause 16 or 17 of the BDS.
- The material upon delivery at the site should be got verified from the Bank Engineer, prior to its installation at site. Otherwise, Bank Engineer reserves the right to replace the same without incurring any liability or payment of any charges to the bidder.



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FOR THE BIDDER

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## SECTION VII: STANDARD BIDDING FORMS

### Table of Forms

Form of Bid.....	
Letter of Bid – Technical Proposal.....	
Letter of Bid - Financial Proposal .....	
Bidder Information Form.....	
Bidder's JV Members Information Form.....	
Personnel .....	
Financial Situation .....	
EXPERIENCE .....	
Form of Bid Security.....	
Form of Bid-Securing Declaration .....	
Appendix-A.....	
The Base Date Prices and Current Date Prices of the specified elements shall be obtained from the sources specified in the contract.....	
.....	



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## FORM OF BID

Date: \_\_\_\_\_

To: Gentlemen and/or Ladies:

Having examined the Bidding Documents including Addenda Nos; \_\_\_\_\_ the receipt of which is  
[insert numbers]

hereby duly acknowledged, we, the undersigned, offer to deliver \_\_\_\_\_

[Mention description of goods and services]

in conformity with the said Bidding Documents for the sum of

[Mention total Bid Amount in words and figures]

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We declare that our Bidding price did not involve agreements with other Bidders for the purpose of Bid suppression.

We are hereby confirming \_\_\_\_\_

[insert the name of the Appointing Authority]

to be the Appointing Authority, to appoint the adjudicator in case of any arisen disputes in accordance with **ITB Clause 45.1.**

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a Performance Security (or Guarantee) in the form, in the amounts, and within the times specified in the Bidding Documents.

We declare that, as Bidder(s) we do not have conflict of interest with reference to **ITB Clause 3.7.**

We agree to abide by this Bid for the Bid Validity Period specified in **BDS 17**, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are not participating, as Bidders, in more than one Bid in this Bidding process, other than alternative offers in accordance with the Bidding Documents.

Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Pakistan under Pakistan's laws or official regulations.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify / confirm that we comply with the eligibility requirements as per **ITB Clause 3** of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

(Name) \_\_\_\_\_

[Signature]

[in the capacity of]

**Duly authorized to sign Bid for and on behalf of**



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

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## Letter of Bid – Technical Proposal

*INSTRUCTIONS TO BIDDERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE DOCUMENT*

*Place this Letter of Bid in the first envelope “TECHNICAL PROPOSAL”.*

*The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder’s complete name and business address.*

*Note: All italicized text in black font is to help Bidders in preparing this form and Bidders shall delete it from the final document.*

**Date of this Bid submission:** [insert date ( \_\_\_\_\_ ) of Bid submission]

**RFB No.:** [insert number of Bidding process \_\_\_\_\_]

**Alternative No.:** [insert identification No if this is a Bid for an alternative]

**To:** [National Bank of Pakistan]

We, the undersigned Bidder, hereby submit the first part of our Bid, the Technical Proposal

In submitting our Bid we make the following declarations:

- (a) **No reservations:** We have examined and have no reservations to the bidding document, including addenda issued in accordance with Instructions to Bidders **(ITB 9)**;
- (b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITB 3;
- (c) **Bid/Proposal-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring agency/Employer based on execution of a Bid Securing Declaration or Bid Securing Declaration in the Procuring agency/Employer’s country in accordance with **ITB 3**;
- (d) **Conformity:** We offer to execute works in conformity with the bidding document and in accordance with the works requirements: [insert a brief description of the WORKS];
- (e) **Bid Validity Period:** Our Bid shall be valid for the period specified in **BDS 18.1** (as amended, if applicable) from the date fixed for the Bid submission deadline specified in **BDS 24.1** (as amended, if applicable), and it shall remain binding upon us, and may be accepted at any time before the expiration of that period;
- (f) **Performance Security:** If our Bid is accepted, we commit to obtain a performance security in accordance with the bidding document;
- (g) **One Bid per Bidder:** We are not submitting any other Bid(s) as an individual Bidder, and we are not participating in any other bid(s) as a Joint Venture member or as a subcontractor, and meet the requirements, other than Alternative Bids submitted in accordance with **ITB 20**;
- (h) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Procuring agency/Employer. Further, we are not ineligible under Pakistan laws;



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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- (i) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution];*
- (j) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (k) **Not Bound to Accept:** We understand that you are not bound to accept the Most Advantageous Bid or any other Bid that you may receive; and
- (l) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us, or on our behalf, engages in any type of Fraud and Corruption.

**Name of the Bidder:** \* [\_\_\_\_\_]

**Country of Origin of the Bidder:** [\_\_\_\_\_]

**Name of the person duly authorized to sign the Bid on behalf of the Bidder:** \*\* [\_\_\_\_\_]

**Title of the person signing the Bid:** [\_\_\_\_\_]

**Signature of the person named above:** [\_\_\_\_\_]

**Date signed** [\_\_\_\_\_]

\*: In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

\*\*: Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## Letter of Bid - 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 the Letter of Bid - Financial Proposal on stationery with its letterhead clearly showing the Bidder's complete name and business address.*

*Note: All italicized text is to help Bidders in preparing this form.*

**Date of this Bid submission:** [ \_\_\_\_\_ of Bid submission]

**Request for Bid No.:** [insert number of bidding process \_\_\_\_\_]

**Name of Project.:** [insert Name of Project ]

**Alternative No.:** [insert identification No if this is a Bid for an alternative]

**To:** [National Bank of Pakistan]

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

In submitting our Financial Proposal, we make the following additional declarations:

(a) **Bid Validity Period:** Our Bid shall be valid for the period specified in **BDS 18.1** (as amended, if applicable) from the date fixed for the bid submission deadline specified in **BDS 24.1** (as amended, if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(b) **Total Price:** The total price of our Bid is:

In case of only one lot, the total price of the Bid is [insert the total price of the bid in words and figures, indicating the various amounts and the respective currencies];

In case of multiple lots, the total price of each lot is [insert the total price of each lot in words and figures, indicating the various amounts and the respective currencies];

In case of multiple lots, total price of all lots (sum of all lots) [insert the total price of all lots in words and figures, indicating the various amounts and the respective currencies];

(c) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract: [insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity].



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Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate "none.")

- (d) **Binding Contract:** We understand that this Bid, together with your written acceptance thereof included in your Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

**Name of the Bidder:\*** [\_\_\_\_\_]

**Name of the person duly authorized to sign the Bid on behalf of the Bidder: \*\*** [\_\_\_\_\_]

**Title of the person signing the Bid:** [\_\_\_\_\_]

**Signature of the person named above:** [\_\_\_\_\_]

**Date signed** [\_\_\_\_\_]

\*: In the case of the Bid submitted by a Joint Venture specify the name of the Joint Venture as Bidder.

\*\*: Person signing the Bid shall have the power of attorney given by the Bidder. The power of attorney shall be attached with the Bid Schedules.



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## FORM ELI 1

### Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date ( ) of Bid submission]*

RFB No.: *[insert number of Bidding process ]*

Alternative No.: *[insert identification No if this is a Bid for an alternative ]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Name <i>[insert Bidder's legal name] .....</i>
2. In case of JV, legal name of each member: <i>[insert legal name of each member in JV] .....</i>
3. Bidder's actual or intended country of registration: <i>[insert actual or intended country of registration] .....</i>
4. Bidder's year of registration: <i>[..... ]</i>
5. Bidder's Address in country of registration: <i>[..... ]</i>
6. Bidder's Authorized Representative Information Name: <i>[.....]</i> Address: <i>[.....]</i> Telephone/Fax numbers: <i>[..... ]</i> Email Address: <i>[..... ]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, JV agreement, in accordance with ITB 3.3. <input type="checkbox"/> Establishing that the Bidder is not under the supervision of the Procuring agency/Employer [in case of subsidiaries]
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.



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## ELI2

### Bidder's JV Members Information Form (If required)

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. The following table shall be filled in for the Bidder and for each member of a Joint Venture].*

Date: *[insert date ( ) of Bid submission]*

RFB No.: *[insert number of RFB process ]*

Alternative No.: *[insert identification No if this is a Bid for an alternative ]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Name: <i>[insert Bidder's legal name] .....</i>
2. Bidder's JV Member's name: <i>[insert JV's Member legal name] .....</i>
3. Bidder's JV Member's country of registration: <i>[.....]</i>
4. Bidder's JV Member's year of registration: <i>[.....]</i>
5. Bidder's JV Member's legal address in country of registration: <i>[.....]</i>
6. Bidder's JV Member's authorized representative information Name: <i>[.....]</i> Address: <i>[.....]</i> Telephone/Fax numbers: <i>[...../.....]</i> Email Address: <i>[.....]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.



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## Personnel

### Form PER -1

#### Contractor's Representative and Key Personnel Schedule

Bidders should provide the names and details of the suitably qualified Contractor's Representative and Key Personnel to perform the Contract. The data on their experience should be supplied using the Form PER-2 below for each candidate.

#### Contractor' Representative and Key Personnel

1.	Title of position:	
	Name of candidate:	
	Duration of appointment:	[insert the whole period (start and end dates) for which this position will be engaged] .....
	Time commitment: for this position:	[insert the number of days/week/months/ that has been scheduled for this position] .....
	Expected time schedule for this position:	[insert the expected time schedule for this position (e.g. attach high level Gantt chart) .....
2.	Title of position:	
	Name of candidate:	
	Duration of appointment:	[insert the whole period (start and end dates) for which this position will be engaged] .....
	Time commitment: for this position:	[insert the number of days/week/months/ that has been scheduled for this position] .....
	Expected time schedule for this position:	[insert the expected time schedule for this position (e.g. attach high level Gantt chart) .....
3.	Title of position:	
	Name of candidate:	
	Duration of appointment:	[insert the whole period (start and end dates) for which this position will be engaged] .....
	Time commitment: for this position:	[insert the number of days/week/months/ that has been scheduled for this position] .....



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	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> .....
<b>4.</b>	<b>Title of position:</b>	
	<b>Name of candidate:</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i> .....
	<b>Time commitment for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i> .....
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> .....
<b>5.</b>	<b>Title of position:</b>	
	<b>Name of candidate</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i> .....
	<b>Time commitment for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i> .....
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> .....
<b>6.</b>	<b>Title of position:</b> <i>[insert title]</i>	
	<b>Name of candidate</b>	
	<b>Duration of appointment:</b>	<i>[insert the whole period (start and end dates) for which this position will be engaged]</i> .....
	<b>Time commitment for this position:</b>	<i>[insert the number of days/week/months/ that has been scheduled for this position]</i> .....
	<b>Expected time schedule for this position:</b>	<i>[insert the expected time schedule for this position (e.g. attach high level Gantt chart)]</i> .....



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## Form PER-2: Resume and Declaration Contractor's Representative and Key Personnel

Name of Bidder
----------------

Position [#1]: [title of position from Form PER-1]											
<b>Personnel information</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; height: 40px; vertical-align: top; padding: 5px;">Name:</td> <td style="width: 50%; height: 40px; vertical-align: top; padding: 5px;">Date of birth:</td> </tr> <tr> <td style="height: 40px; vertical-align: top; padding: 5px;">Address:</td> <td style="height: 40px; vertical-align: top; padding: 5px;">E-mail:</td> </tr> <tr> <td colspan="2" style="height: 40px; vertical-align: top; padding: 5px;">Professional qualifications:</td> </tr> <tr> <td colspan="2" style="height: 40px; vertical-align: top; padding: 5px;">Academic qualifications:</td> </tr> <tr> <td colspan="2" style="height: 40px; vertical-align: top; padding: 5px;">Language proficiency: [language and levels of speaking, reading and writing skills]</td> </tr> </table>	Name:	Date of birth:	Address:	E-mail:	Professional qualifications:		Academic qualifications:		Language proficiency: [language and levels of speaking, reading and writing skills]	
Name:	Date of birth:										
Address:	E-mail:										
Professional qualifications:											
Academic qualifications:											
Language proficiency: [language and levels of speaking, reading and writing skills]											
<b>details</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="height: 40px; vertical-align: top; padding: 5px;">Address of Procuring agency/Employer:</td> </tr> <tr> <td style="width: 50%; height: 40px; vertical-align: top; padding: 5px;">Telephone:</td> <td style="width: 50%; height: 40px; vertical-align: top; padding: 5px;">Contact (manager / personnel officer):</td> </tr> <tr> <td style="height: 40px; vertical-align: top; padding: 5px;">Fax:</td> <td style="height: 40px; vertical-align: top; padding: 5px;"></td> </tr> <tr> <td style="height: 40px; vertical-align: top; padding: 5px;">Job title:</td> <td style="height: 40px; vertical-align: top; padding: 5px;">Years with present Procuring agency/Employer:</td> </tr> </table>	Address of Procuring agency/Employer:		Telephone:	Contact (manager / personnel officer):	Fax:		Job title:	Years with present Procuring agency/Employer:		
Address of Procuring agency/Employer:											
Telephone:	Contact (manager / personnel officer):										
Fax:											
Job title:	Years with present Procuring agency/Employer:										

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of involvement	Relevant experience
[main project details]	[role and responsibilities on the project]	[time in role]	[describe the experience relevant to this position]

FOR NATIONAL BIDDING OF PAKISTAN



FOR THE BIDDER

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## Declaration

I, the undersigned [insert either "Contractor's Representative" or "Key Personnel" as applicable], certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Bid:

Commitment	Details
Commitment to duration of contract:	[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract] .....
Time commitment:	[insert period (start and end dates) for which this Contractor's Representative or Key Personnel is available to work on this contract] .....

I understand that any misrepresentation or omission in this Form may:

- (a) be taken into consideration during Bid evaluation;
- (b) result in my disqualification from participating in the Bid;
- (c) result in my dismissal from the contract.

**Name of Contractor's Representative or Key Personnel:** [insert name]

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

**Countersignature of authorized representative of the Bidder:**

Signature: \_\_\_\_\_

**Date: (day month year):** \_\_\_\_\_



\_\_\_\_\_  
**FOR THE BIDDER**  
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## Form CON – 2

### Historical Contract Non-Performance, Pending Litigation and Litigation History

Bidder's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member Name \_\_\_\_\_

ICB/NCB No. and title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Non-Performed Contracts in accordance with Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur January [insert year]			
<input type="checkbox"/> Contract(s) not performed since [insert year]			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PKR equivalent)
		Contract Identification: Name of Procuring agency/Employer(PA): Address of PA: Reason(s) for nonperformance:	
Pending Litigation, in accordance with Qualification Criteria			
<input type="checkbox"/> No pending litigation			
<input type="checkbox"/> Pending litigation			

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Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount
		Contract Identification: _____ Name of PA: _____ Address of PA: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
Litigation History in accordance with Section III, Evaluation and Qualification Criteria of the Prequalification document			
<input type="checkbox"/> No Litigation History <input type="checkbox"/> Litigation History			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), PKR Equivalent (exchange rate)
[insert year]	[insert percentage]	Contract Identification: [indicate complete contract name, number, and any other identification] Name of PA: [insert full name] Address of PA: [insert street/city/country] Matter in dispute: [indicate main issues in dispute] Party who initiated the dispute: [indicate "Procuring agency/Employer" or "Contractor"] Reason(s) for Litigation and award decision [indicate main reason(s)]	[insert amount]

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## Financial Situation

### Form FIN – 3.1:

#### Financial Situation and Performance

Bidder's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name: \_\_\_\_\_

ICB No. and title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

#### 1. Financial data

Type of Financial information in (currency)	Historic information for previous _____ years, (amount in currency, currency, exchange rate*, PKR equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\*Refer to ITB 16 for the exchange rate



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## 2. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (PKR)
1		
2		
3		

## 2. Financial documents

The Bidder and its parties shall provide copies of financial statements for \_\_\_\_\_ years pursuant to Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- (a) reflect the financial situation of the Bidder or in case of JV member, and not an affiliated entity (such as parent company or group member).
- (b) be independently audited or certified in accordance with local legislation.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited.

☐ Attached are copies of financial statements for the \_\_\_\_\_ years required above; and complying with the requirements



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## Form FIN – 3.2:

### Average Annual Project Turnover

Bidder's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name: \_\_\_\_\_

ICB/NCB No. and title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

		Annual turnover data (Electrical only)	
Year	Amount Currency	Exchange rate	PKR equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
Average Annual Electrical Project Turnover *			

\* See Section III, Evaluation and Qualification Criteria.



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## Form FIN – 3.3:

### Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total Project cash flow demands of the subject contract or contracts as specified in Section (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of financing	Amount
1		
2		
3		



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## Form FIN – 3.4:

### Current Contract Commitments / Works in Progress

Bidders and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Procuring agency/Employer's Contact Address, Tel, Fax	Value of Outstanding Work [PKR Equivalent]	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [PKR/month]
1					
2					
3					
4					
5					



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## Form FIN - 5:

### Self-Assessment Tool for Bidder's Compliance to Financial Resources (Criterion 2.1 of Section 3)

This form requires the same information submitted in Forms FIN – 3.3 and FIN -3.4. All conditions of “Available Financial Resources Net of CCC  $\geq$  Requirement for the Subject Contract” must be satisfied to qualify.

#### Form FIN - 5A: For Single Entities

For Single Entities: (A)	Total Available Financial Resources from FIN – 3.3 (B)	Total Monthly Financial Requirement for Current Contract Commitments (CCC) from FIN – 3.4 (C)	Available Financial Resources Net of CCC $D = (B - C)$	Requirement for the Subject Contract (E)	Results: Yes or No [D must be greater than or equal to E] (F)
_____ (Name of Bidder)				..... —	

#### Form FIN - 5B: For Joint Ventures

For Joint Ventures: (A)	Total Available Financial Resources from FIN – 3.3 (B)	Total Monthly Financial Requirement for Current Contract Commitments (CCC) from FIN – 3.4 (C)	Available Financial Resources Net of CCC $D = (B - C)$	Requirement for the Subject Contract (E)	Results: Yes or No [D must be greater than or equal to E] (F)
One Partner:					
_____ (Name of Partner)				..... .	
Each Partner:					



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FOR THE BIDDER

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

_____ (Name of Partner 1)				..... .	
_____ (Name of Partner 2)				..... .	
_____ (Name of Partner 3)				..... .	
All partners combined	$\sum D$ = Sum of available financial resources net of current contract commitments for all partners		$\sum D =$ _____	..... .	

Form FIN – 5 is made available for use by the bidder as a self-assessment tool, and by the employer as an evaluation work sheet, to determine compliance with the financial resources requirement as stated in 2.3.3. Failure to submit Form FIN - 5 by the Bidder shall not lead to bid rejection.



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## EXPERIENCE

### Form EXP - 4.1

## General Electrical Works Experience

Bidder's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ICB/NCB No. and title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Starting Year	Ending Year	Contract Identification	Role of Bidder
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of PA: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of PA: _____ Address: _____	
		Contract name: _____ Brief Description of the Works performed by the Bidder: _____ Amount of contract: _____ Name of PA: _____ Address: _____	



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## Form EXP - 4.2(a)

### Specific Electrical and Contract Management Experience

Bidder's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ICB/NCB No. and title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Similar Contract No.	Information			
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount			PKR equivalent	
If member in a JV or sub-contractor, specify participation in total Contract amount				
PA's Name:				
Address:				
Telephone/fax number				
E-mail:				



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## Form EXP - 4.2(a) (cont.)

### Specific Electrical and Contract Management Experience (cont.)

Similar Contract No.	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	
2. Physical size of required works items	
3. Complexity	
4. Methods/Technology	
5. Material rate for key activities	
6. Other Characteristics	



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## Form EXP - 4.2(b)

### Electrical Experience in Key Activities

Bidder's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Bidder's JV Member Name: \_\_\_\_\_

Sub-contractor's Name<sup>2</sup> (as per ITB 34.2 and 34.3): \_\_\_\_\_

ICB/NCB No. and title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

All Sub-contractors for key activities must complete the information in this form as per ITB 38 and Qualification Criteria and Requirements, Sub-Factor 4.2.

#### 1. Key Activity No One: \_\_\_\_\_

Information				
Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	PKR equivalent			
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year	Total quantity in the contract (i)	Percentage participation (ii)		Actual Quantity Performed (i) x (ii)
Year 1				
Year 2				
Year 3				
Information				
Year 4				
PA's Name:				
Address: Telephone/fax number				
E-mail:				

#### 2. Activity No. Two

#### 3. ....

Information	
Description of the key activities in accordance with Section III:	

FOR NATIONAL BANK OF PAKISTAN



FOR THE BIDDER

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

## Form EXP - 4.2 (c)

### Specific Experience in Managing ES aspects

[The following table shall be filled in for contracts performed by the Bidder, and each member of a Joint Venture]

Bidder's Name: [insert full name]

Date: [insert day, month, year]

Joint Venture Member Name: [insert full name]

ICB/NCB No. and title: [insert ICB/NCB number and title]

Page [insert page number] of [insert total number] pages

1. Key Requirement no 1 in accordance with 4.2 (c): \_\_\_\_\_

Contract Identification				
Award date				
Completion date				
Role in Contract	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>
Total Contract Amount			PKR	
Details of relevant experience				

2. Key Requirement no 2 in accordance with 4.2 (c): \_\_\_\_\_

3. Key Requirement no 3 in accordance with 4.2 (c): \_\_\_\_\_

4. ...



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## Appendix-A

### Form of Bid Security

#### (Bank Guarantee)

*[The bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*[Guarantor letterhead or SWIFT identifier code]*

**Beneficiary:** *[Purchaser to insert its name and address]*

**No.:** *[Purchaser to insert reference number for the Request for Bids]*

**Alternative No.:** *[Insert identification No if this is a Bid for an alternative]*

**Date:** *[Insert date of issue]*

**BID GUARANTEE No.:** *[Insert guarantee reference number]*

**Guarantor:** *[Insert name and address of place of issue, unless indicated in the letterhead]*

We have been informed that \_\_\_\_\_ *[insert name of the Bidder, which in the case of a joint venture shall be the name of the joint venture (whether legally constituted or prospective) or the names of all members thereof]* (hereinafter called "the Applicant") has submitted or will submit to the Beneficiary its Bid (hereinafter called "the Bid") for the execution of \_\_\_\_\_ under Request for Bids No. \_\_\_\_\_ ("the RFB").

Furthermore, we understand that, according to the Beneficiary's conditions, Bids must be supported by a Bid guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ (\_\_\_\_\_) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:

- (a) has withdrawn its Bid during the period of Bid validity set forth in the Applicant's Letter of Bid ("the Bid Validity Period"), or any extension thereto provided by the Applicant; or
- (b) having been notified of the acceptance of its Bid by the Beneficiary during the Bid Validity Period or any extension thereto provided by the Applicant, (i) has failed to sign the contract agreement, or (ii) has failed to furnish the performance security, in accordance with the Instructions to Bidders ("ITB") of the Beneficiary's bidding document.

This guarantee will expire: (a) if the Applicant is the successful Bidder, upon our receipt of copies of the Contract agreement signed by the Applicant and the performance security issued to the Beneficiary in relation to such Contract agreement; or (b) if the Applicant is not the successful Bidder, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Bidding process; or (ii) twenty-eight days after the end of the Bid Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
*[Signature(s)]*

**Note:** *All italicized text is for use in preparing this form and shall be deleted from the final product.*



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## Appendix-B

### Form of Bid- Securing Declaration

*[The Bidder shall fill in this Form in accordance with the instructions indicated.]*

Date: *[date (as day, month and year)]*

No.: *[number of bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[complete name of Procuring agency/Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will be blacklisted and henceforth cross debarred for participating in respective category of public procurement proceedings for a period of (not more than) six months, if fail to abide with a bid securing declaration, however without indulging in corrupt and fraudulent practices, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring agency/Employer during the period of Bid validity, (i) fail or refuse to sign the Contract; or (ii) fail or refuse to furnish the Performance Security (or guarantee), if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder\* \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]*



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FOR THE BIDDER

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## Section VIII. Special Conditions of the Contract



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)

PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

## Special Conditions of the Contract

The Special Conditions of Contract (SCC) complement the General Conditions of Contract (GCC) to specify data and contractual requirements of the National Bank of Pakistan, the engineer, the sector, the overall project, and the works. In the event of a conflict, the provisions herein shall prevail over those in the GCC.

### Part A – Contract Data

Contract data of the SCC, includes data to complement the GCC in a manner similar to the way in which the Bid Data Sheet complements the Instructions to Bidders.

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
<b>General Provision (GCC 1)</b>		
1.	1.3	<b>For notices</b> Wing Head Engineering South, Engineering Group, LCMG, 3 <sup>rd</sup> Floor NBP Head Office Building, I.I Chundrighar Road Karachi:  Contractors Authorized representatives name and address: ..... .....
2.	1.4	<b>Governing Law;</b> The Applicable Law shall be: <b>Laws of the Country</b>
3.	1.4	<b>Communication Language:</b> The Communication Language shall be: <b>ENGLISH</b>
4.	1.5	<b>Documents forming the contract listed:</b> <b>(a) The Contract Agreement; (b) The Letter of Acceptance; (c) The Particular Conditions Part A – Contract Data (BDS); (d) the Particular Conditions Part B – Special Provisions (SCC); (f) General Conditions; (g) the Specification; (h) the Drawings; (i) the Schedules; (j) the JV Undertaking (if the Contractor is a JV); and (k) any other documents forming part of the Contract.</b>
<b>The Employer/ Procuring agency/Employer (GCC Clause 2)</b>		
5.	2.1	Time for access to the Site:  <b>10 days after Commencement Date</b>



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)

The Engineer (GCC Clause 3)		
6.	3.2	Engineer's Duties and Authority: Variations resulting in an increase of the Accepted Contract Amount in excess of <u>15</u> % shall require approval of the National Bank of Pakistan.
The Contractor (GCC Clause 4)		
7.	4.2	Performance guarantee/ security will be 5% of the Contract Price in the form of a bank guarantee or payment order from a scheduled bank of Pakistan.
8.	4.7.2(a)	<b>Clause 4.7 Setting out</b> Period for notification of errors in the items of reference <b>"30 Day"</b>
9.	4.22	<b>Contractor's Operations on site</b> On Site <i>[Describe any other places as forming part of the Site]</i>
Sub-Contracting (GCC Clause 5)		
10.	5.1(a)	Maximum allowable accumulated value of work subcontracted (as a percentage of the Accepted Contract Amount) <b>Note: N/A</b>
11.	5.1 (b)	Works for which sub-contracting is not permitted. <i>[Insert works for which sub-contracting is not permitted]</i> <b>Note: N/A</b>
Staff and Labor (GCC Clause 6)		
12.	6.5	Normal working hours <b>[12 Hours]</b>
Plant, Material and Workmanship (GCC Clause 7)		
13.	7.2	Samples <i>[please specify if required]</i>
Commencement, Delays and Suspension (GCC Clause 8)		
14.	8.3	Number of additional paper copies of program Note: <b>Through EPADS</b>
15.	8.8	Delay damages shall be payable for each day of delay shall be 0.1% of the Contract Price per day, in the currency and proportions in which the Contract Price is payable. Maximum amount of delay damages is <b>10%</b> of the Contract Price



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed &amp; stamped by the Authorized Representative)



<b>Measurement and Valuation (GCC Clause 12)</b>		
16.	12.2	The method of measurement shall be in accordance with the Bill of Quantities. Except as otherwise stated in the Contract, measurement shall be made of the net actual quantity of each item of the Permanent Works and no allowance shall be made for bulking, shrinkage or waste]
17.	12.3	Percentage profit: As admissible
<b>Variations and Adjustments (GCC Clause 13)</b>		
18.	13.4 (b)(ii)	Percentage rate to be applied to Provisional Sums for overhead charges and profit is Nil
19.	13.7	Adjustments for Changes in Cost: Nil The Contract Price shall be adjustable during Contract Execution. <i>[The Procuring agency/Employer shall ensure consistency with Bid Data Sheet]</i>
<b>Contract Price and Payment (GCC Clause 14)</b>		
20.	14.2	Total advance payment shall be <b><u>N i l</u></b> of the Accepted Contract Amount payable in the currency and proportion of the contract. <i>[Insert number and timing of installments if applicable]</i> <b>Note: N/A</b>
21.	14.2.3	Repayment of Advance payment: <i>[insert percentage if applicable]</i> <b>Note: N/A</b>
22.	14.3(iii)	Percentage of retention: Nil Limit of Retention Money: Nil
23.	14.5(b)(i)	Plant and Materials: If Sub-Clause 14.5 applies: Plant and Materials for payment when shipped _____ <i>[list]</i> . <b>Note: N/A</b>
24.	14.5(c)(i)	Plant and Materials: Plant and Materials for payment when delivered to the Site _____ <i>[list]</i> . <b>Note: N/A</b>



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed &amp; stamped by the Authorized Representative)

25.	14.6.2	Withholding (amounts in) an IPC  _____ % of the Accepted Contract Amount. <b>Note: N/A</b>
26.	14.7(a)	Period of payment of Advance Payment to the Contractor  _____ days <i>[insert number of days, normally 28 days]</i> <b>Note: N/A</b>
27.	14.7b(i)	Period for the Procuring agency/Employer to make interim payments to the Contractor under Sub-Clause 14.6 (interim Payment)  <b>Nil</b> <i>[insert number of days, normally 30 days]</i>
28.	14.7b(ii)	Period for the Procuring agency/Employer to make interim payments to the Contractor under Sub-Clause 14.13 (Final Payment)  <b>Nil</b> <i>[insert number of days, normally 60 days]</i>
29.	14.7(c)	Period for the Procuring agency/Employer to make final payment to the Contractor  <b>Nil</b> <i>[insert number of days, normally 56 days]</i>
30.	14.8	financing charges for delayed payment (percentage points above the average bank short-term lending rate as referred to under sub-paragraph (a))  _____ % <b>Note: N/A</b>
31.	14.11.1(b)	Number of additional paper copies of draft Final Statement
32.	14.15	<b>Currencies of Payment</b>  The Contract Price shall be paid in the currency or currencies named in the Contract Data. If more than one currency is so named, payments shall be made as follows:  (a) if the Accepted Contract Amount was expressed in Local Currency only or in Foreign Currency only.
33.	14.15 (a)(i)	The proportions or amounts of the Local and Foreign Currencies, and the fixed rates of exchange to be used for calculating the payments, shall be as stated in the Contract Data, except as otherwise agreed by both parties. <b>Note: N/A</b>
34.	14.15 (c)	Payment of Delay Damages shall be made in the currencies and proportions specified in the Contract Data.



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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35.	14.15 (f)	If no rates of exchange are stated in the Contract Data, they shall be those prevailing on the Base Date and published by the central bank of the Country.
36.	17.2 (d)	<b>Liability for Care of the Works</b> Any operation of the forces of nature (other than those allocated to the Contractor in the Contract Data) which is Unforeseeable or against which an experienced contractor could not reasonably have been expected to have taken adequate preventative precautions.
<b>Insurance (GCC Clause 19) Note: N/A</b>		
37.	19.1	Permitted deductible limits <b>insurance required for the Works: Note: The sum stated in Letter of Acceptance plus Nil.</b> <b>insurance required for Goods: Note: Full replacement Cost</b> insurance required for liability for breach of professional duty: <b>Note: N/A</b> insurance required against liability for fitness for purpose (if any is required): <b>Note: N/A</b> <b>insurance required for injury to persons and damage to property: a) As per workmen compensation act b) Contractor's all Risk including Third party c) Damages to the Structure, stores if supplied by the Bank</b> insurance required for injury to employees: _____ other insurances required by Laws and by local practice: _____
38.	19.2.1(b)	Additional amount to be insured (as a percentage of the replacement value, if less or more than Nil
39.	19.2.1(iv)	List of Exceptional Risks which shall not be excluded from the insurance cover for the Works <b>Note: N/A</b>
40.	19.2.2	Extent of insurance required for Goods Amount of insurance required for Goods <b>(19.1) Note: Full replacement Cost</b>
41.	19.2.3(a)	amount of insurance required for liability for breach of professional duty <b>Note: N/A</b>



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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42.	19.2.3(b)	Insurance required against liability for fitness for purpose Yes/No [ <i>delete as appropriate</i> ] <b>Note: N/A</b>
43.	19.2.3	Period of insurance required for liability for breach of professional duty <b>Note: N/A</b>
44.	19.2.4	Amount of insurance required for injury to persons and damage to property <b>(19.1) Note: a) As per workmen compensation act b) Contractor's all Risk including Third party c) Damages to the Structure, stores if supplied by the Bank</b>
45.	19.2.6	<b>Insurance</b> <u>Other insurances required by Laws and by local practice</u>  The contractor shall provide all other insurances required by the Laws of the countries where (any part of) the Works are being carried out, at the Contractor's own cost. Other insurances required by local practice (if any) shall be detailed in the Contract Data and the Contractor shall provide such insurances in compliance with the details given, at the Contractor's own cost.
<b>Dispute Avoidance/ Adjudication Board (GCC Clause 21) Note: N/A</b>		
46.	21.1	Time for appointment of DAAB [ <i>specify</i> ]
47.	21.1	The DAAB shall comprise [ <i>specify</i> ] members
48.	21.1	List of proposed members of DAAB <div style="margin-left: 20px;"> - Proposed by Employer/ Procuring agency/Employer  1. ....  2. ....  3. ....  - Proposed by Contractor  1. ....  2. ....  3. .... </div>
49.	21.2	Appointing entity (official) for DAAB members



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FOR THE BIDDER

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### Part-B Special Provisions

The Procuring agency/Employer shall be required to draft the special provisions (particular conditions Part-B) by referring the concerned clauses as stipulated in the General Conditions of the Contract. These provisions should be drafted by keeping following guidelines in consideration:

- i. Particular conditions must be drafted clearly and without any ambiguity;
- ii. Party's duties, rights, obligations, roles and responsibilities shall be clearly described in line with General Conditions of the Contract, requirements as specified in the bidding document;
- iii. While drafting special provisions realistic timelines must be provided for completion of the project / assignment;
- iv. All disputes must be settled either through arbitration act 1940 or through International Chamber of Commerce.

**Note: Special Provisions shall always over rule and supersede the respective provisions of General Conditions of the Contract. In order to conveniently trace the respective clause, reference of the concerned GCC clause must be provided**

**Table: Summary of Sections (if any) Note: N/A**

Description of parts of the Works that shall be designated a Section for the purposes of the Contract (Sub-Clause 1.1.73)	Value: Percentage <sup>3</sup> of Accepted Contract Amount (Sub-Clause 14.9)	Time for Completion (Sub-Clause 1.1.84)	Delay Damages (Sub-Clause 8.8)



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## SECTION IX: CONTRACT FORMS



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)

PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA

## Notification of Award

(On Procuring agency/Employer's letterhead)

Letter of Acceptance

[Date]. . . . .

To ..... [Name and address of the contractor]

Subject ..... [Notification of Award Contract No.]

This is to notify you that your Bid dated . . . . . [date]. . . . . for execution of the . . . .  
[name of the contract and identification number, as given in the Bid Data Sheet] ..... for  
the Accepted Contract Amount of the equivalent of ..... [amount in words and figures and  
name of currency] ....., as corrected and modified in accordance with the Instructions to  
Bidders, is hereby accepted by our Agency.

You are requested to furnish the Performance Security within 28 days in accordance with the  
Conditions of Contract, using for that purpose the Performance Security Form included in  
Section 9 (Contract Forms) of the Bidding Document.

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Agency: .....

**Attachment: Contract Agreement**



FOR NATIONAL BANK OF PAKISTAN

**FOR THE BIDDER**

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## Form of Contract

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name and address of Procuring agency/Employer] of Pakistan (hereinafter called “the Procuring agency/Employer”) of the one part and [name of Contractor] of [city and country of Contractor] (hereinafter called “the ”) of Contractor other part:

WHEREAS the Procuring agency/Employer desired that the works [brief description of works] should be executed by the contractor, and has accepted a Bid by the contractor for the execution and completion of these works and remedying of any defects therein, in the sum of [contract price in words and figures] (hereinafter called “the Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract, In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below: -
  - (a) This form of Contract;
  - (b) Letter of Acceptance;
  - (c) the Form of Bid and the Price Schedule submitted by the Bidder;
  - (d) the Works Requirements;
  - (e) the Technical Specifications;
  - (f) the Drawings;
  - (g) the General Conditions of the Contract
  - (h) the Special Conditions of Contract,
  - (i) the completed schedule including Bill of Quantities; and
  - (j) [add here: any other documents]
3. In consideration of the payments to be made by the Procuring agency/Employer to the contractor as mentioned in this contract, the contractor hereby covenants with Procuring agency/Employer to execute the works to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring agency/Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Contract to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring agency/Employer)	Signed, sealed, delivered by _____ the _____ (for the Contractor)
Witness to the signatures of the Procuring agency/Employer .....	Witness to the signatures of the Contractor .....



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## Performance Guarantee Form

To: *[name of Procuring agency/Employer]*

WHEREAS *[name of Contractor]* (hereinafter called “the contractor”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated *[insert date]* for the execution of *[insert name of the works and its brief description]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the contractor shall furnish you with a Bank Guarantee by a reputable bank for the sum specified therein as security for compliance with the Contractor’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Contractor, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the: *[insert date]*

Signature and seal of the Guarantors

---

*[name of bank or financial institution]*

---

*[address]*

---

*[date]*



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## Retention Money Security

### Demand Guarantee

\_\_\_\_\_ [Guarantor letterhead or SWIFT identifier code]

**Beneficiary:** \_\_\_\_\_ [Insert name and Address of Procuring agency/Employer]

**Date:** \_\_\_\_\_ [Insert date of issue]

**RETENTION MONEY GUARANTEE No.:** \_\_\_\_\_ [Insert guarantee reference number]

**Guarantor:** [Insert name and address of place of issue, unless indicated in the letterhead]

We have been informed that \_\_\_\_\_ [insert name of Contractor, which in the case of a joint venture shall be the name of the joint venture] (hereinafter called "the Contractor") has entered into Contract No. \_\_\_\_\_ [insert reference number of the contract] dated \_\_\_\_\_ with the Procuring agency/Employer, for the execution of \_\_\_\_\_ [insert name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, the Procuring agency/Employer retains moneys up to the limit set forth in the Contract ("the Retention Money"), and that when the Taking-Over Certificate has been issued under the Contract and the first half of the Retention Money has been certified for payment, payment of [insert the second half of the Retention Money or if the amount guaranteed under the Performance Guarantee when the Taking-Over Certificate is issued is less than half of the Retention Money, the difference between half of the Retention Money and the amount guaranteed under the Performance Security and, if required, the ES Performance Security] is to be made against a Retention Money guarantee.

At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of \_\_\_\_\_ [insert amount in figures] (\_\_\_\_\_) [amount in words] upon receipt by us of the Procuring agency/Employer's complying demand supported by the Beneficiary's statement, whether in the demand itself or in a separate signed document accompanying or identifying the demand, stating that the Applicant is in breach of its obligation(s) under the Contract, without your needing to prove or show grounds for your demand or the sum specified therein.

A demand under this guarantee may be presented as from the presentation to the Guarantor of a certificate from the Procuring agency/Employer's bank stating that the second half of the Retention Money as referred to above has been credited to the contractor on its account number \_at \_\_\_\_\_ [insert name and address of Contractor's bank].

This guarantee shall expire no later than the .... day of ....., 2..., and any demand for payment under it must be received by us at the office indicated above on or before that date.

\_\_\_\_\_  
[signature(s)]

**Note:** All italicized text (including footnotes) is for use in preparing this form and shall be deleted from the final product.



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## Integrity Pact

### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS.10.00 MILLION OR MORE

Contract Number: \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

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

[Name of Contractor] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing [Name of Contractor] represents and warrants that it has fully declared the brokerage, commission, fee etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultations fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Contractor] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representative or warranty.

[Name of Contractor] accepts full responsibility and strict liability for making and false declaration, not making full disclosure, misrepresenting fact or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Name of Contractor] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Contractor] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

\_\_\_\_\_  
[Procuring agency/Employer]

\_\_\_\_\_  
[Contractor]



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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PROVIDING, INSTALLATION, COMMISSIONING AND TESTING OF POWER SUPPLY CABLES AND ACCESSORIES FOR AC UNITS AT REGIONAL OFFICE QUETTA