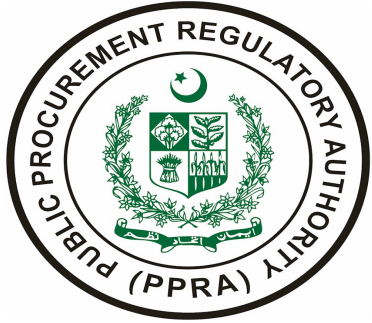




National Bank of Pakistan
نیشنل بینک آف پاکستان

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

**MINOR RENOVATION WORKS REQUIRED AT
NBP ISLAMIC BANKING BRANCH, SARGODHA ROAD, FAISALABAD,
R.O PUNJAB CENTRAL**

(Single Stage One Envelop Procedure)

(National and International Competitive Bidding)

**Public Procurement Regulatory Authority
Pakistan**

Approved by PPRA Board in its 76th Meeting held on 13th March, 2024

ACKNOWLEDGEMENT

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- i. Dr. Asim J. Abro, Director (M&E), PPRA
- ii. Mr. Muhammad Ibrahim R. Khan, Deputy Director (M&E), PPRA
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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 30th 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).

Bill of Quantities

(Note for the Procuring Agencies: For information related to the development of the BoQs, please consult General Instructions Issued by the Authority for preparation of BoQs available on Authority Website).

Sample Bill of Quantities

A. Preamble

1. The Bill of Quantities shall be read in conjunction with the Instructions to Bidders, General and Particular Conditions of Contract, Technical Specifications, and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work ordered and carried out, as measured by the Contractor and verified by the Engineer and valued at the rates and prices bid in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Engineer may fix within the terms of the Contract.
3. The rates and prices bid in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract, include all Constructional Plant, labour, supervision, materials, erection, maintenance, insurance, profit, taxes, and duties, together with all general risks, liabilities, and obligations set out or implied in the Contract.
4. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of Items against which the Contractor has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
5. The whole cost of complying with the provisions of the Contract shall be included in the Items provided in the priced Bill of Quantities, and where no Items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related Items of Work.
6. General directions and descriptions of work and materials are not necessarily repeated nor summarized in the Bill of Quantities. References to the relevant sections of the Contract documentation shall be made before entering prices against each item in the priced Bill of Quantities.
7. Provisional Sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer in accordance with Sub-Clauses 13.4 and 13.5 of the General Conditions.
8. The method of measurement of completed work for payment shall be in accordance with *[insert the name of a standard reference guide, or full details of the methods to be used]*.

B. Work Items

1. The Bill of Quantities usually contains the following part Bills, which have been grouped according to the nature or timing of the work:

Bill No. 1—General Items;
Bill No. 2—Earthworks;
Bill No. 3—Culverts and Bridges;
Bill No. 4—etc., as required;
Daywork Schedule; and
Summary Bill of Quantities.

2. If ITB 16.1 applies, Bidders shall price the Bill of Quantities in the applicable currency or currencies (Local or foreign as the case may be).

[Note to the Procuring agency/Employer: The tables in BOQ must be prepared in accordance with the currency alternative retained in BDS – ITB 16.1.]

Bill of Quantities

CIVIL WORKS

S.NO	DESCRIPTION/SPECIFICATION	QTY	UNIT	RATE	AMOUNT
1	DISMANTLING WORKS (where required)				
	Dismantling and removing of existing masonry walls, False ceiling, cash counters, Flooring/Walls tiles Cladding, Ramps, marble, Steel doors, windows, Glass works, electrical fixtures & fittings, Plumbing fixtures & fittings, M.S grills and any other material etc the dismantled materials to be stacked at desired location within the bank premises as per instructions by BM and Engineer including disposal of debris from site outside the municipality limit complete in all respects as per drawings.	1	job		
2	PLASTER WORK				
	Providing and applying Plaster (thickness and cement / sand ratio as indicate in sub items below) including making edges and corners, curing, scaffolding etc at any floor/height, complete in all respects as per drawings, specifications and as directed by the Consultant/Engineer.				
	12mm Thick in (1:4) on walls	230	Sft		
3	PORCELAIN TILES				
	Providing and laying floors of Porcelain tiles 1200mm X 600mm (grit white) 11mm thick of Roka ceram tile imported made (UAE/ Malaysian or equavilent including base mortar 1-1/2" thick average c.c and matching colour, cement slurry for fixing of tiles, complete in all respects as per drawings, specifications and as directed by the Engineer.	300	Sft		
4	GRANITE ON STAIR AND MAIN ENTRANCE PODIUM				
	Providing and laying 19mm thick pre-polished Cherry Pink Granite / Camel Brown Granite on stair threshold floor, wall etc, including base mortar and matching colour, cement slurry for fixing of tiles, complete in all respects as per drawing, specifications and as directed by the Consultan	98	Sft		
5	PORCELAIN TILES ON TOILET WALLS / Floor				

	Providing and laying floors/walls of UAE/ Malaysian or equivalent Porcelain tiles size 600mm x 300mm (or any other approved size on floors/walls including base mortar and matching colours, cement slurry for fixing of tiles, complete in all respects as per drawing, specifications and as directed by the Consultant / Engineer.	406	Sft		
	FLUSH WOODEN DOOR				
6	Providing /fixing 1 ½" thick solid flush wooden door shutter with commercial ply in OAK color in design finished with matt enamel paint of approved shade after preparing surface including all hard ware accessories & (2"x1/2" thick bedding) with lock complete in all respect as per specification or as directed by the Engineer In charge.	60	Sft		
	RAILING				
7	Providing and fixing of Stainless steel pipe grade 304 non-magnetic as Railing of 50mm dia Top and 40mm stainless vertical pipe as blustrade, 12mm dia stainless steel horizontal pipe 3 nos including all necessary joinery details and applying of approved paint complete in all respects as per drawing, specifications and as directed by the Consultant / Engineer.	12	Rft		
	INTERNAL PAINT WORKS				
8	Providing and applying Paint on internal/ External walls of ICI or Berger including rubbing with sand stone, filling the uneven surfaces with putty, rubbing with sand paper and preparation of surface perfect in all respects, applying one coat of primer on prepared surface of plastered and finish paint coats as indicated in sub items, complete in all respects as per drawings.				
	Plastic Emulsion Paint ash white (on Internal walls)	1730	Sft		
8-i	Providing and applying Three coats of ICI deluxe distemper paint for roof/ ceiling after scraping, sand papering, plain surface complete with all material labour, equipment scaffolding etc As per entire satisfaction of Regional Engineer/ Engineer Incharge.	110	Sft		
9	WOODEN CABINETS				

	P/fixing of wooden filling cabinets low and full height at any height made with 19 mm MDF laminated 4024 AL NOOR with edging made of Tape/U-Tape/Solid wood 3/8" thick, and back box made of lamination chipboard # 7056, including approved handles, hinges, magnetic catchers and shelf as per approved drawing and design. Complete in all respect. (Size upto 4'x8' approx.)	7	No.		
	KITCHEN CABINETS				
10	P/fixing of wooden openable KITCHEN cabinets (approx 24in deep) at any height made with 16mm MDF laminated 4024 AL NOOR with edging made of Tape/U-Tape/Solid wood 3/8" thick, and back box made of lamination chipboard # 7056, including approved handles, piano hinges, magnetic catchers and shelf as per approved drawing and design. Complete in all respect. (Size upto 4'x8' approx.)	1	No.		
	FALSE CEILING.				
11	Providing and fixing 7.5mm thick Lamination gypsum tile 600mm x 600mm False including hanging system (Black Groove), making opening for lights or diffuser complete in all respects as per drawing, specifications and as directed by the Engineer.	400	Sft		
	DUMPA FALSE CEILING.				
12	Providing & Fixing aluminium perforated 0.6mm thick imported Dumpa false ceiling size 600mx600mm including hanging system making opening for lights or diffuser, complete in all respects. (Kitchen/Washrooms area)	70	sft		
	ALUMINIUM LOUVER SHUTTER & CABINET.				
13	P/Fixing Aluminum Louvers shutters below wash basin & sink with Aluminum frame 2mm thick 4" wide extruded section including fixing Aluminum cabinets as per approved design including handles etc. complete in all respect as directed by the Engineer Incharge	12.5	Sft		
14	BLINDS				

	Providing and fixing imported synthetic fibre roller Blinds according to the instructions of the manufacturer, complete in all respects as per drawing, specifications and as directed by the Consultant / Engineer.	200	Sft		
	LOGO/THEME WALL.				
15	Logo wall made of chipboard with 19mm thick approved laminated Tactile sheet # 4024 made by Al-Noor or equivalent with softwood framing, design strip as per approved design. Including complete joinery details. Complete in all respects as per drawing and specifications including approved design, materials,size and preparation of cut off NBP's logo with approved lights complete in all respect.. Size (mm): W: 2590 x T: 75 x H: 2440	1	job		
	IMPORTED FROST PAPER				
16	P/F imported glass paper at required places, job complete in all respects	250	sft		
	NBP LOGO'S				
17	P/F NBP Glass logos of approved standards & design	8	No		
	SS PLANTERS.				
18	Providing SS planters Non- Magnatic of approved dia, size and standards job complete in all respects as directed by Engineer Incharge.	5	Nos.		
	TOTAL COST OF CIVIL WORKS				

PLUMBING WORKS

S.NO	DESCRIPTION/SPECIFICATION	QTY	UNIT	RATE	AMOUNT
	<u>SECTION-01, SUPPLY & INSTALLATION OF PLUMBING FIXTURES</u>				
	Supply and Installation of plumbing fixtures & faucets complete in all respects including all accessories, support, hangers, etc. ready to use as per specifications of Consultant.				
1.1	European style W.C. floor mounted type, with seat cover, flush tank, cover plate floor mounted brackets with fixing accessories.				
i.	Type - EWC	1	Nos.		
ii.	P/F ORISA type W.C Manufactured by Master / PORTA Ceramic or equivalent approved quality with integral tread 19" clear opening as measured between flushing rims, C.I. Trap 4" dia Gallons capacity low level flushing cistern of same manufacturers making good in cement concrete (1:2:4) complete.	1	Nos.		
1.3	Toilet Hand Spray with flexible chain & telephone type shower Including tee stop cock etc. complete in all respect.				
i.	Type - TS	2	Nos.		
1.4	Wash basin (WB) including bottle trap, waste, stop cocks, etc.				
i.	Type - WB	2	Nos.		
1.5	Wash basin hot and cold water mixer, etc.				
i.	Type - WB	2	Nos.		
iii.	Double Bib Cock for Wash Room with flexible chain S.S & shower Handle.	2	Nos.		
1.6	Stainless steel kitchen sink including stop cocks, P-trap / Bottle trap, waste pipe etc complete in all respects.				
i	SK - 1, 40" x 20" single bowl and single drainer.	1	Nos.		
1.7	Sink hot and cold water mixer etc.				
i.	For SK - I	1	Nos.		
1.8	Toilet accessories complete set.				
i.	Soap Dispenser	2	Nos.		

ii.	Towel Rod	2	Nos.		
iii.	Paper Holder	2	Nos.		
iv.	Coat Hooks	2	Nos.		
v.	Hand Dryer	2	Nos.		
vi.	P/F Looking Mirror best quality balgium made fixed with clips complete in all respect and size as per site requirement	12	Sft		
TOTAL COST OF PLUMBING WORKS					

ELECTRICAL WORKS

Item No.	Description	Unit	Quantity	Unit Rate	Amount
PART A	WIRING WORKS				
A-1	BRANCH ELECTRICAL & NETWORKING OPEN WIRING CONCEALMENT (IT/DATA,POWER,,CAMERA) Following Works to be Carried Out. 1. Dressing & Concealment of IT/Networking, Camera & Power/UPS Cables at IT cabinet Location with PVC Duct 2.. UPS Proper Caballing Dressing with Industrial Sockets Installation 3. Old Cameras & Security Devices removing and installation on new Ceiling 4.All IT/Communication Ports should be activated in Branch.				
	Supply additional material, laying, Concealment of all branch Open Wire in heavy duty PVC Conduit recessed in walls, columns, slabs, floors or fixed at Ceiling above false ceiling with all necessary fixing accessories, conduit/duct accessories, pull boxes, steel pull wires complete in all respects, required as per site conditions. with make/brand of material being specified in Annexure A. (PVC insulated Copper - 300/500 Volt Grade Wires to be used) <u>Note: Old Cables will be reused additional if required to be provided by Contractor.</u> <u>No open Wire inside and out side Branch including ATM and Branch facade is acceptable. There should be proper concealment in wall except PVC Wall Panel before Paint /Plaster</u>	job	1		
PART C	FITTINGS, FIXTURES & ACCESSORIES				
	Supply, Installation, testing and commissioning of following fittings/fixtures as per specified brand/make given in Annexure "A" recessed in or on wall / ceiling / column etc. complete in all respects, duly approved by Engineer Incharge prior to installation.				
C-1	LIGHTS				

	(The temperature / Colour Index to be got confirmed from Site Engineer before installation/ As per existing Branch Color Index (Preferably 4000 K)) Prior to Installation RE/BM Authorization is compulsory					
	(a)	Ceiling mounted LED Panel Light - 48W - 610 x 610 mm (Warm White/Warm/DayLight) recessed in False Ceiling	Nos.	12		
	(c)	Ceiling mounted LED Down Light - 18/20W - 20 mm dia (Warm White/Warm/DayLight) recessed in False Ceiling	Nos.	8		
	(g)	Ceiling mounted LED Spot Light - 7/8W - 7-8 mm dia (Warm White/Warm/DayLight) recessed in False Ceiling	Nos.	3		
		LED Tube Lights/Batten Lights (60 Watt)	Nos.	1		
C-2	FANS (Prior to Installation RE/BM Authorization is compulsory)					
	(a)	False Ceiling Fan 14/16 " sweep, Size(2'X2')	Nos.	7		
	(c)	Wall Bracket Fan 18" sweep - Plastic body louvre type	Nos.	1		
	(c)	Duct Type Exhaust Fan (Complete with PVC Flexible Pipe)	Nos.	2		
C-3-2		Industrial Sockets				
		Following Industrial Socket Unit (Male & Female Complete Set) complete with back box i.e. M.S. box, made of 16 SWG sheet steel with earth terminal having 2 coats of powder coating of orange colour.				
	(a)	32 A, 3 Pin	Nos.	4		
C-3	POWER SOCKETS					
C-3-1		Switch Socket Outlet				
		Following SSO complete with back box i.e. M.S. box, made of 16 SWG sheet steel with earth terminal having 2 coats of powder coating of orange colour, M.S. box shall be of the same size as that of SSO.				

	(a)	5 A - 2 Pin Round type SSO (for General Use)	Nos.	4		
	(b)	10/13 - 3 Pin round type SSO (for General Use)	Nos.	2		
	(c)	13A Duplex SSO - 3 Pin Flat type / Universal type (for UPS Power)	Nos.	2		
	(e)	15/16A Simplex SSO - Round Pin or Multi type (for AC or General Purpose)	Nos.	2		
C-5	DATA / VOICE FIXTURES					
C-5-1		Face Plates with I/Os				
		Following Face Plates white/off white finish, complete with shuttered Click-ins, labels and all accessories including back box i.e. M.S. box, made of 16 SWG sheet steel having 2 coats of powder coating of orange colour. M.S. box shall be of the same size as that of Face Plate.				
	(a)	Dual Face Plate with I/Os (1 x RJ45 and 1 x RJ11)	Nos.	2		
	(b)	Same as item No. C-5-1 (a) but with I/Os (2 x RJ45)	Nos.	2		
	(c)	Same as item No. C-5-1 (a) but with I/Os (2 x RJ11)	Nos.	1		
PART G	MISCELLANEOUS ITEMS					
G-1	FIRE EXTINGUISHER					
		Providing & placement / fixing of under noted Fire Extinguishers at selected/identified locations by the Engineer Incharge.				
	a	Dry Chemical Powder (DCP) portable type 06Kg	Each	1		
	a	CO2 Fire Extinguishers (3 Kg)	Each	1		
TOTAL COST OF ELECTRICAL WORKS						

Daywork Schedule **Note: N/A**

[Note to the Procuring agency/Employer:

- (i) *A "Daywork Schedule" is commonly found in contracts where the likely incidence of unforeseen work cannot be covered by definitive descriptions and approximate quantities in the Bill of Quantities. The preferred alternative is to value the additional work in accordance with the Conditions of Contract. A Daywork Schedule normally has the disadvantage of not being competitive among bidders, who may therefore load the rates assigned to some or all the items. If a Daywork Schedule is to be included at all in the bidding documents, it is preferable to include nominal quantities against the items most likely to be used, and to carry the sum of the extended amounts forward into the Bid Summary in order to make the basic Schedule of Daywork Rates competitive.*
- (ii) *The total amount assigned to such competitive daywork is normally 3–5 percent of the estimated base Contract Price and is regarded as a Provisional Sum for contingencies to be expended under the direction and at the discretion of the Engineer.*

General

1. Reference should be made to Sub-Clause 13.5 of the General Conditions. Work shall not be executed on a daywork basis except by written order of the Engineer. Bidders shall enter basic rates for daywork items in the Schedules, which rates shall apply to any quantity of daywork ordered by the Engineer. Nominal quantities have been indicated against each item of daywork, and the extended total for Daywork shall be carried forward as a Provisional Sum to the Summary Total Bid Amount. Unless otherwise adjusted, payments for daywork shall be subject to price adjustment in accordance with the provisions in the Conditions of Contract.

Daywork Labour

2. In calculating payments due to the Contractor for the execution of daywork, the hours for labour will be reckoned from the time of arrival of the labour at the job site to execute the particular item of daywork to the time of return to the original place of departure, but excluding meal breaks and rest periods. Only the time of classes of labour directly doing work ordered by the Engineer and for which they are competent to perform will be measured. The time of gangers (charge hands) actually doing work with the gangs will also be measured but not the time of foremen or other supervisory personnel.
3. The Contractor shall be entitled to payment in respect of the total time that labour is employed on daywork, calculated at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 1. Labour**, together with an additional percentage payment on basic rates representing the Contractor's profit, overheads, etc., as described below:
 - (a) The basic rates for labour shall cover all direct costs to the Contractor, including (but not limited to) the amount of wages paid to such labour, transportation time, overtime, subsistence allowances, and any sums paid to or on behalf of such labour for social benefits in accordance with law of the land. The basic rates will be payable in PKR only.

- (b) The additional percentage payment to be quoted by the bidder and applied to costs incurred under (a) above shall be deemed to cover the Contractor's profit, overheads, superintendence, liabilities, and insurances and allowances to labour, timekeeping, and clerical and office work, the use of consumable stores, water, lighting, and power; the use and repair of stagings, scaffolding, workshops, and stores, portable power tools, manual plant, and tools; supervision by the Contractor's staff, foremen, and other supervisory personnel; and charges incidental to the foregoing. Payments under this item shall be made in the Pakistani Rupee:

[Note to the Procuring agency/Employer:

This method of indicating profit and overheads separately facilitates the addition of further items of daywork, if needed, the basic costs of which can then be checked more easily. An alternative is to make Daywork rates all-inclusive of the Contractor's overhead and profit, etc., in which case this paragraph and the relevant Daywork Schedule should be modified accordingly.

Daywork Materials

4. The Contractor shall be entitled to payment in respect of materials used for daywork (except for materials for which the cost is included in the percentage addition to labour costs as detailed heretofore), at the basic rates entered by the Contractor in the **Schedule of Daywork Rates: 2. Materials**, together with an additional percentage payment on the basic rates to cover overhead charges and profit, as follows:
- (a) the basic rates for materials shall be calculated on the basis of the invoiced price, freight, insurance, handling expenses, damage, losses, etc., and shall provide for delivery to store for stockpiling at the Site. The basic rates shall be quoted in the currency specified in the BDS.
 - (b) the additional percentage payment shall also be made in the currency specified in BDS:
 - (c) the cost of hauling materials for use on work ordered to be carried out as daywork from the store or stockpile on the Site to the place where it is to be used will be paid in accordance with the terms for Labour and Construction in this schedule.

Daywork Contractor's Equipment

5. The Contractor shall be entitled to payments in respect of Contractor's Equipment already on Site and employed on daywork at the basic rental rates entered by the Contractor in the **Schedule of Daywork Rates, Contractor's Equipment**. Said rates shall be deemed to include due and complete allowance for depreciation, interest, indemnity, and insurance, repairs, maintenance, supplies, fuel, lubricants, and other consumables, and all overhead, profit, and administrative costs related to the use of such equipment.

[Note to the Procuring agency/Employer: *This is an example of wording to include overhead and profit, etc., in the daywork rates. A separate percentage addition could be used as for labour and*

materials.] The cost of drivers, operators, and assistants will be paid for separately as described under the section on Daywork Labour. An alternative, sometimes adopted for administrative convenience, is to include the cost of drivers, operators, and assistants in the basic rates for Contractor's Equipment. The last sentence of this paragraph 5 should then be modified accordingly.]

6. In calculating the payment due to the Contractor for Contractor's Equipment employed on daywork, only the actual number of working hours will be eligible for payment, except that where applicable and agreed with the Engineer, the travelling time from the part of the Site where the Contractor's Equipment was located when ordered by the Engineer to be employed on daywork and the time for return journey thereto shall be included for payment.
 - (a) The basic rental rates for Contractor's Equipment employed on daywork shall be stated in the currency specified in the BDS and the payment to the Contractor will be made in the currency specified in BDS.

Daywork Summary

	<i>Amount</i> ()
1. Total for Daywork: Labour	
2. Total for Daywork: Materials	
3. Total for Daywork: Contractor's Equipment	
Total for Daywork (Provisional Sum) (carried forward to Bid Summary, p. ____)	_____

Summary of Specified Provisional Sums

<i>Bill no.</i>	<i>Item no.</i>	<i>Description</i>	<i>Amount</i>
1			
2			
3			
4			
		[To be entered by the Procuring agency/Employer; Delete if not applicable:] provisional sums for additional ES outcomes.	
etc.			
Total for Specified Provisional Sums (carried forward to Grand Summary (B), p. _)			

Grand Summary

Contract Name: _____

Contract No.: _____

1	Cost of Civil Work	Rs.	
2	Cost of Plumbing Work	Rs.	
3	Cost of Electrical Work	Rs.	
	TOTAL COST	Rs.	

Amount 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.

Contractor's

Signature

(Seal & Signature)

Technical Proposal

- **Site Organization**
- **Method Statement**
- **Mobilization Schedule**
- **Construction Schedule**
- **Equipment**

Site Organization

Method Statement

Mobilization Schedule

In accordance with the Particular Conditions, Sub-Clause 4.1, the Contractor shall not carry out mobilization to Site unless the Engineer gives consent.

Construction Schedule