Standard Bidding Document

MINOR RENOVATION WORKS REQUIRED AT NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL
(Works)

National

Single Stage-One Envelope

November 25, 2026

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REQUEST FOR BIDS

PROCUREMENT OF CIVIL WORKS

1. The **National Bank of Pakistan (Engineering Wing Central)** has reserved Funds for the procurement planned for FY **2026-27**. The **National Bank of Pakistan (Engineering Wing Central)** intends to apply part of the proceeds of this Fund to cover eligible payments under the contract for the " **MINOR RENOVATION WORKS REQUIRED AT NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL**" with the reference of "**P196938**".

2. The **National Bank of Pakistan (Engineering Wing Central)** invites sealed Bids from eligible Bidders for procurement of Works **(MINOR RENOVATION WORKS REQUIRED AT NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL)** described in the bidding documents on **EPADS v2.0**.

3. **Single Stage-One Envelope** will be used by adopting **Least Cost Based Selection (LCBS)** Technique for the subject procurement, in line with the Public Procurement Rules, 2026 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority from time to time.

4. All Bids must be accompanied by a Bid Security amount described in Bid Security Section in Bidding Document in the form of **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**. Or all bids must be accompanied by bid securing declaration in the format specified in the Bidding documents

5. E-Bidding documents, containing detailed terms & conditions, specifications and requirements etc. are available on **e-Pak Acquisition and Disposal System (EPADS)** at **https://epads.gov.pk/opportunities/federal/procurements/196938** for all the interested bidders registered on **EPADS v2.0**. Bidders are required to get themselves registered on **EPADS v2.0** to participate in Bidding process.

6. The e-bids, prepared in accordance with the instructions in the e-Bidding documents, must be submitted through **EPADS v2.0** on or before **Tuesday, December 8, 2026 11:00 AM**. E-bids will be opened by using **EPADS v2.0** on the same day at **Tuesday, December 8, 2026 11:30 AM**. Manual submission of Bids shall not be entertained. Those vendor who have not yet registered on the new version of **EPADS v2.0**, may register themselves on **https://vendors.epads.gov.pk/**. A tutorial to explain the registeration process is available at **https://www.youtube.com/watch?v=MNW6T38v7tc.**

In terms of Rules 65 of Public Procurement Rules, 2026 Grievance Redressal Committee (GRC) is notified for the subject procurement and notification copy is available on the procuring agency's website and on Authority's website at (**www.ppra.org.pk**).

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Instructions to Bidders

A. INTRODUCTION

1. **Scope of Bid**

1.1. The Procuring agency/Employer (PA), as indicated in the Bid Data Sheet (BDS) invites Bids for the execution of Works as specified in the BDS and Section VI- Works Requirements. The name, identification, and number of lots (contracts) of this National/ International Competitive Bidding process are specified in the BDS.

2. **Source of Funds**

2.1. Source of funds as referred in Clause 2 of Bid Data Sheet.

3. **Eligible Bidders**

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. Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.

Any bid submitted by the joint venture, shall indicate the part of proposed contract to be performed by 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 and in line with any instructions issued by the Authority.

(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).

3.2. 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. Procuring agencies shall specify the registration/licensing requirements for the foreign bidder keeping in view the requirement of that business.

3.3. 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:

3.3.1. 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

3.3.2. have controlling shareholders in common; or

3.3.3. receive or have received any direct or indirect subsidy from any of them; or

3.3.4. have the same legal representative for purposes of this Bid; or

3.3.5. 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

3.3.6. Submit more than one bid in this bidding process.

3.4. A Bidder may be ineligible if –

3.4.1. he is declared bankrupt or, in the case of company or firm, insolvent;

3.4.2. 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;

3.4.3. the bidder is convicted, by a final judgment of a Court of Law or relevant Professional Statuary Body, of any offence involving professional conduct;

3.4.4. The bidder is debarred/ blacklisted by a national level 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.

3.5. As and when required, 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.

3.6. 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.

4. **Eligible Material and Equipment**

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”.

B. BIDDING DOCUMENTS

5. **Contents of Bidding Documents**

5.1. 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 ITB 7.1 include:

Section I Instructions to Bidders (ITBs)

Section II Bid Data Sheet (BDS)

Section III Evaluation and Qualification Criteria

Section VI Bidding Forms

Section V Eligible Countries

Section VI Works Requirements

Section VII General Conditions of Contract (GC)

Section VIII Particular Conditions of Contract (PC)

Section IX Contract Forms

5.2. 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.

6. **Clarification of Bidding Document, Pre-bid Meeting**

6.1. A prospective bidder requiring any clarification of the bidding document may notify the Procuring agency/Employer through EPADS.

6.2. The Procuring agency/Employer shall respond to the request for clarification in accordance with Rule 38 of the Public Procurement Rules 2026.

6.3. Should the Procuring Agency deem it necessary to amend the BIDDING document as a result of a clarification, it shall do so following the procedure under ITB 7.

6.4. If indicated in the BDS, 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 BDS. 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.

6.5. 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 uploaded on EPADS. 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 ITB 7. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

6.6. 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 construction of the Works. The costs of visiting the Site shall be at the bidder's own expense.

6.7. 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.

7. **Amendment of Bidding Documents**

7.1. The procuring agency may issue notification of any change, addition, modification or deletion in accordance with Rule 34 of the Public Procurement Rules 2026 i.e. Bidding Documents.

7.2. 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:
Provided that the Procuring agency/Employer shall extend the deadline for submission of bid in pursuance of Rule 39 of the Public Procurement Rules 2026, i.e. Extension of time for submission of bids, if such an addendum is issued within last three (03) days of the bid submission deadline.

C. PREPARATION OF BIDS

8. **Language of Bid**

8.1. 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 BDS. 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 BDS, in which case, for purposes of interpretation of the bidder, the translation shall govern.

9. **Documents Comprising the Bids**

9.1. The Bid prepared by the Bidder shall constitute the following components: -

9.1.1. Documentary evidence established in accordance with ITB 9 that the material and equipment to be utilized by the Bidder for the executions of works are eligible material and equipment and conform to the Bidding Documents

9.1.2. Documentary evidence established in accordance with ITB 10 that the Bidder has been authorized to carry out the Construction works;

9.1.3. Documentary evidence established in accordance with ITB 10 that the Bidder is eligible and/or qualified for the subject Bidding process;

9.1.4. Letter of Bid and Schedules and Bid Prices completed in accordance with ITB 11 and 12;

9.1.5. Completed schedules as required, including priced Bill of Quantities in accordance with ITB 11.

9.1.6. Technical Proposal completed in all aspects in accordance with ITB 14.

9.1.7. Bid security or Bid Securing Declaration furnished in accordance with ITB 16;

9.1.8. Any other Document required in the BDS.

9.2. 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. Bids submitted by a joint venture of two (2) or more firms specified in Bidding Data, shall comply with the following requirements:

9.2.1. The bid, and in case of a successful bid, the Form of Contract Agreement shall be signed by all members so as to be legally binding on all partners;

9.2.2. One of the joint venture partners shall be nominated as being in-charge; and this authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the joint venture partners.

9.2.3. For the partner-in-charge shall always be duly authorized to deal with the Employer regarding all matters related with and/or incidental to the execution of Works as per the terms and Conditions of Contract and in this regard to incur any and all liabilities, receive instructions, give binding undertakings and receive payments on behalf of the joint venture;

9.2.4. All partners of the joint venture shall at all times and under all circumstances be liable jointly and severally for the execution of the Contract in accordance with the Contract terms and a statement to this effect shall be included in the authorization mentioned under Sub-Para(b) above as well as in the Letter of Bid and in the Form of Contract Agreement (in case of a successful bid); and

9.2.5. copy of the agreement entered into by the joint venture partners shall be submitted with the bid stating the conditions under which it will function, its period of duration, the persons authorized to represent and obligate it and which persons will be directly responsible for due performance of the Contract and can give valid receipts on behalf of the

joint venture, the proportionate participation and corresponding duties & responsibilities of the several firms forming the joint venture, and any other information necessary to permit a full appraisal of its functioning. No amendments/modifications whatsoever in the joint venture agreement shall be agreed to between the joint venture partners without prior written consent of the Employer.

9.3. 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.

9.4. 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:

9.4.1. a detailed description of the work methodology, approach, schedule and resources to be mobilized at site;

9.4.2. any other procurement specific documentation requirement as stated in the BDS

9.4.3. The Bidder shall furnish in the Letter of Bid name(s) of the potential DAAB member(s) and attach their curriculum vitae. The list of potential DAAB member(s) proposed by the Employer (Contract Data 21.1) and by the Bidder (Letter of Bid) shall be subject to mutual review and agreement of the Parties in accordance with Sub-Clause 21.1 of the Conditions of Contract, and shall form the basis for the constitution of the DAAB in the event of Contract award.

10. **Documents Establishing Eligibility and Qualification of the Bidder**

10.1. 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 bid is accepted.

10.2. 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-V titled as “Eligible Countries”.

10.3. 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:

10.3.1. The bidder has the financial and technical capability necessary to perform the Contract, meets the qualification criteria specified in Section-III, Evaluation and Qualification Criteria and BDS.

10.3.2. 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.

10.3.3. That the bidder meets the qualification criteria listed in Section-III, Evaluation and Qualification Criteria and BDS.

11. **Letter of Bid and Schedules**

11.1. The Bidder shall fill the Form of Bids furnished in the bidding documents. The Bids Form must be completed without any alterations to its format and no substitute shall be accepted.

12. **Bid Prices**

12.1. The bid prices quoted by the bidder in the Bidding Forms, Bill of Quantities and in the Schedule to Bid, shall conform to the requirements specified below or exclusively mentioned hereafter in the bidding documents.

12.2. 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.

12.3. The Bid price to be quoted in the Form of Bid in accordance with ITB 11 shall be the total price of the bid.

12.4. Unless otherwise specified in the BDS 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.

12.5. If so specified in ITB 1.1, bids may be invited for individual lots (contracts) or for any combination of lots (packages).

12.6. Prices quoted by the Bidder shall either be fixed or adjustable during the Bidder’s performance of the contract if specified in the BDS

12.7. 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.

13. **Currencies of Bid and Payment**

13.1. The unit rates and the prices shall be quoted by the Bidder entirely Pakistani Rupees. A Bidder expecting to incur expenditures in other currencies for inputs to the Works supplied from outside the Employer’s country (referred to as the “Foreign Currency Requirements”) shall indicate in Table III of Schedule-A to Bid the proportion of the Bid Price (excluding Provisional Sums) needed by him for the payment of such Foreign Currency Requirements; in such case the unit rates and the prices shall be quoted by the Bidder in Equivalent Pakistani Rupees. Comparison of Bids and tie of Bid shall be treated in accordance with the Public Procurement rules 2026, rule no. 42.

14. **Documents Comprising the Technical Proposal**

14.1. The bidder shall furnish a Technical Proposal including a statement of work methods, equipment, personnel, schedule and any other information as stipulated in Section IV – Bidding Forms, in sufficient detail to

demonstrate the adequacy of the bidder's proposal to meet the work requirements and the completion time.

15. **Bid Validity Period**

15.1. Bids shall remain valid for the period specified in the BDS 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.

15.2. Under exceptional circumstances, prior to the expiration of the initial Bids/Bid validity period, the Procuring Agency may request the Bidders' consent to an extension of the period of validity of their Bids/Bid. Such request for extension of the period of bid validity shall be carried out in accordance with Rule 37 of the Public Procurement Rules, 2026.

16. **Bid Security or Bid Securing Declaration**

16.1. Pursuant to ITB 10.1 unless otherwise specified in the BDS, the bidder shall furnish as part of its bid, a Bid Security in accordance with Rule 36 of the Public Procurement Rules, 2026 in the amount and currency specified in the BDS or Bid Securing Declaration as specified in the BDS in the format provided in Section IV (Bidding Forms).

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.

Until the development of functionality of auto verification of financial instrument in EPADS, the scanned copy of bid security or bid securing declaration, as the case may be, shall be uploaded on E-PADS whereas the original instrument to be submitted to the procuring agency before closing of bid submission deadline, failing which shall result in rejection of Bid as non-responsive.

16.2. 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 **BDS** which shall be in any of the following:

16.2.1. 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;

16.2.2. A cashier's or certified cheque; or

16.2.3. Another security as indicated in the **BDS**.

16.3. The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in Schedule to Bid or another form approved by the Procuring agency/Employer prior to the bid submission.

16.4. The Bid Security shall be payable promptly upon written demand by the Procuring agency/Employer in case any of the conditions listed in ITB 16.9 are invoked.

16.5. Any bid not accompanied by a Bid Security or Bid Securing Declaration in accordance with ITB 16.1 or 16.3 shall be rejected by the Procuring agency/Employer and shall be declared as non-responsive bid, pursuant to ITB 25.

16.6. 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 ITB 15. 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:

16.6.1. The expiry of the Bid Security;

16.6.2. 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 Biding documents;

16.6.3. The rejection by the Procuring agency/Employer of all Bids;

16.6.4. The withdrawal of the bid prior to the deadline for the submission of bids, unless the biding documents stipulate that no such withdrawal is permitted.

16.7. The successful bidder’s Bid Security will be discharged upon the bidder signing the contract pursuant to ITB 38, or furnishing the performance security (or guarantee), pursuant to ITB 39.

16.8. The Bid Security may be forfeited or the Bid Securing Declaration executed:

16.8.1. if a Bidder:

16.8.1.1. 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 ITB 15.2; or

16.8.2. In the case of a successful bidder, if the bidder fails:

16.8.2.1. to sign the contract in accordance with ITB 38; or

16.8.2.2. to furnish performance security (or guarantee) in accordance with ITB 39.

16.9. 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. In case the JV is not legally constituted at the time of bid submission, the bid security or bid securing declaration shall be in the names of Joint Venture or Lead/either Firm of the JV or in ratio of shares of the individual JV partners, submitting the bid.

17. **Withdrawal of Bids**

17.1. The Bidder shall prepare and submit Bids through EPADS with due diligence after carefully reading all the terms and condition before Bid submission deadline

18. **Format and Signing of Bid**

18.1. The Bidder shall prepare and submit Bids through EPADS with due diligence after carefully reading all the terms and condition before bid submission deadline.

D. SUBMISSION OF BIDS

20. **Submission of Bids through EPADS v2.0**

20.1. All bids shall be submitted through EPADS v2.0.

21. **Deadline for Submission of Bids**

21.1. All bids shall be received through **EPADS v2.0** not later than bid submission deadline as specified in the **BDS**.

21.2. The Procuring agency/Employer may, under exceptional circumstances and at its discretion, extend the deadline for the submission of bids, pursuant to Rule 39 of the Public Procurement Rules, 2026. Extension of Time for submission of bid, by amending the Bidding Documents in accordance with ITB 7, 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.

22. **Withdrawal, Substitution and Modification of Bids**

22.1. 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.

22.2. Revised bid may be submitted after the substitution or modification made in the original bid in accordance with the provisions referred in **ITB 20.1**.

E. OPENING AND EVALUATION OF BIDS

23. **Opening of Bids**

23.1. The Procuring Agency will open bids in accordance with Rule 40 of the Public Procurement Rules, 2026 and as specified in the BDS.

24. **Confidentiality**

24.1. 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.

25. **Clarification of Bids**

25.1. Clarification of Bidding Documents shall be carried out in accordance with Rule 38 of the Public Procurement Rules, 2026.

25.2. 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:

25.2.1. evaluation & qualification criteria;

25.2.2. required scope of work;

25.2.3. contract price;

25.2.4. all securities requirements;

25.2.5. tax requirements;

25.2.6. terms and conditions of bidding documents.

25.2.7. change in the ranking of the bidder

26. **Preliminary Examination of Bids**

26.1. Prior to the detailed evaluation of bids, the Procuring agency/Employer will determine whether each bid:

26.1.1. meets the eligibility criteria defined in **ITB 3** and **ITB 4**;

26.1.2. has been prepared as per the format and contents defined by the Procuring agency/Employer in the bidding documents;

26.1.3. has been properly signed;

26.1.4. is accompanied by the required securities; and

26.1.5. is substantially responsive to the requirements of the bidding documents.

The Procuring agency/Employer's determination of a bid's substantial responsiveness will be based on the contents of the bid itself.

26.2. 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: -

26.2.1. affects in any substantial way the scope, quality, or performance of the Works;

26.2.2. limits in any substantial way, inconsistent with the bidding documents, the Procuring agency/Employer's rights or the bidders' obligations under the Contract; or

26.2.3. if rectified, would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

26.3. The Procuring agency/Employer will confirm that the documents and information specified under ITB 9, 10 and 11 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.

26.4. 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.

Explanation: 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 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 –

26.4.1. *Submit the number of copies of signed bids required by the invitation;*

26.4.2. *Furnish required information concerning the number of its employees;*

26.4.3. *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.*

26.5. 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 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.

26.6. 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.

26.7. 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.

27. **Examination of Terms and Conditions; Technical Evaluation**

27.1. The Procuring agency/Employer shall examine the bid to confirm that all terms and conditions specified in the **GC** and the **PC** 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.

27.2. The Procuring agency/Employer shall evaluate the technical aspects of the bid submitted in accordance with ITB 28, to confirm that all requirements specified in Section VI – Works Requirement, Technical Specifications of the Bidding Documents have been met without material deviation or reservation.

27.3. 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 ITB 25, it shall reject the bid.

28. **Correction of Arithmetic Errors**

28.1. Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -

28.1.1. 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;

28.1.2. Subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and

28.1.3. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.

28.1.4. 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.

28.2. 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 **ITB 39.3**.

29. **Conversion to Single Currency**

29.1. Comparison of bids quoted in different currencies and conversion of bids into a single currency shall be carried out in accordance with the Public Procurement Rule 2026, rule no. 42(2) as specified in the BDS

30. **Evaluation of Bids**

30.1. The Procuring agency/Employer shall evaluate and compare only the bids determined to be substantially responsive, pursuant to **ITB 25**.

30.2. In evaluating the Technical Proposal of each Bid, the Procuring agency/Employer shall use the criteria and methodologies listed in the BDS and in terms of works requirement. No other evaluation criteria or methodologies shall be permitted.

30.3. The Procuring agency/Employer's evaluation of a bid will take into account:

30.3.1. 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;

30.3.2. converting the amount resulting from applying above, if relevant, to a single currency in accordance with ITB 27;

30.4. 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.

30.5. 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 **BDS**.

30.6. If the bid, which results in the Evaluated Bid Price (Successful 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 construction 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.

Explanation:

"Unbalanced" or "front-loaded" bids consist of deliberately submitting bids with artificially high prices or unit rates for the early stages of a construction project, offset by artificially low prices or unit rates for the later stages of the project, to improve the contractor's cash flow.

31. **Domestic Preference**

31.1. If the **BDS** 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.

32. **Determination of Successful Bid**

32.1. The Procuring agency/Employer shall compare the evaluated bids in accordance with the predefined bidding procedure, of all substantially responsive bids to determine the Successful bidder.

33. **Qualification of Bidder**

33.1. The Procuring agency/Employer shall determine to its satisfaction whether the bidder is substantially responsive and whose bid is declared as Successful bid either continues to meet (if prequalification applies) or meets (if post-qualification applies) the qualifying criteria specified in Evaluation and Qualification Criteria.
Note: In case of international bidding, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.

33.2. The determination shall be based upon an examination of the documentary evidence of the bidder’s qualifications submitted by the bidder, pursuant to **ITB 10**.

33.3. 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.

34. **Sub-Contractors**

34.1. 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.

34.2. Bidders may propose sub-contracting up to the percentage of total value of contracts or the volume of works as specified in the **BDS**.

35. **Abnormally Low Financial Bid**

35.1. A procuring Agency may reject abnormally low bids in accordance with the Public Procurement Rules 2026 rule no. 43. 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. Moreover, the Procuring agency/Employer shall not incur any liability solely by rejecting abnormally bid

Guidance for Procuring agency/Employer:

An abnormally low Bid means, a Bid containing Bid price that is less or lesser than twenty five percent (25%) of the Procuring agency/Employer's estimate.

35.2. The Procuring agency/Employer will determine to its satisfaction whether the bidder that is selected as having submitted the successful bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in **ITB 10.**

35.3. 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 **ITB 10**, 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.

35.4. 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.

Explanation: 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.

35.5. 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.

F. AWARD OF CONTRACT

36. **Criteria of Award**

36.1. Subject to **ITB 34 and 35**, 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 Successful Bidder, provided that such bidder has been determined to be:

36.1.1. eligible in accordance with the provisions of **ITB 3**;

36.1.2. is determined to be qualified to perform the Contract satisfactorily; and

36.1.3. Successful negotiations have been concluded, if any.

37. **Negotiations**

37.1. The Committee of the Procuring agency/Employer may negotiate with the Successful Bidder in accordance with Public Procurement Rules 2026 rule no. 26(3).

38. **Procuring agency's Right to reject All Bids**

38.1. The procuring agency has the right to reject all bids in accordance with Rule 45 of the Public Procurement Rules, 2026. However, the Authority (i.e. **PPRA**) may call from the Procuring agency/Employer the justification of those grounds.

39. **Notification of Award**

39.1. The procuring agency shall announce and publish the evaluation result in accordance with Rule 48 of the Public Procurement Rules, 2026.

39.2. 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 through EPADS. However, the Procuring agency/Employer shall not award any procurement contract at least for five (05) days after the announcement of final evaluation report. 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).

39.3. The notification of award will constitute the formation of the Contract, subject to the bidder furnishing the Performance Security (or guarantee) in accordance with **ITB 39** and signing of the contract in accordance with **ITB 38**.

39.4. Upon the successful bidder’s furnishing of the performance security (or guarantee) pursuant to **ITB 39**, 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 **ITB 16**.

40. **Signing of Contract**

40.1. 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.

40.2. Immediately after the Redressal of grievance by the **GRC**, and after fulfillment of all conditions precedent of the Contract Form, the successful bidder and the Procuring agency/Employer shall sign the contract.

40.3. Where no formal signing of a contract is required, work order issued to the bidder shall be construed to be the contract.

41. **Performance Security (or Guarantee)**

41.1. 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 PCC, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.

41.2. If the Performance Guarantee is provided by the successful bidder and it shall be in the form specified in the BDS which shall be in any of the following:

41.2.1. certified cheque, cashier's or manager's cheque, or bank draft;

41.2.2. 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;

41.2.3. bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign bidder, bonded by a foreign bank; or

41.2.4. surety bond callable upon demand issued by any reputable surety or insurance company.
Any Performance Guarantee submitted shall be enforceable in Pakistan.

41.3. Failure of the Most Advantageous Bidder to comply with the requirement of **ITB 40** 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).

42. **Advance Payment**

42.1. 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.

42.2. 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 **PCC**.

43. **General Performance of the Bidders**

43.1. 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.

44. **Corrupt & Fraudulent Practices**

44.1. 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

45. **Grievance Redressal**

45.1. Grievance Redressal shall be carried out in accordance with Rule 65 of the Public Procurement Rules, 2026 i.e. Redressal of grievances by the procuring agency and "Redressal of Grievances Regulations 2021".

H. MECHANISM OF BLACKLISTING

46. **Mechanism of Blacklisting**

46.1. The Procuring agency/Employer shall proceed Blacklisting of Bidders/Contractors in accordance with Rule 25 of the Public Procurement Rules, 2026 i.e. Blacklisting and “Blacklisting and Debarment of Bidders or Contractors Regulations 2024.

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Bid Data Sheet

Bids Data Sheet (BDS)

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

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instruction to Bidders
A. Introduction		
1	1.1	Name of Procuring Agency:**National Bank of Pakistan (Engineering Wing Central)** The subject of procurement is:**MINOR RENOVATION WORKS REQUIRED AT NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL** Expected commencement date: **Friday, January 15, 2027**
2.	2.1	Financial year for the operations of the Procuring Agency:**2026-27** Name and identification number of the Contract: **P196938**
3.	3.1	JV/Consortium or AssociationAllowed: **No** Number of JV/Consortium Members: **Nil**
B. Bidding Documents		

4.	**6.2 & 6.4**	The Bidders may seek clarifications through **EPADS v2.0**: Clarification Date: Saturday, December 5, 2026
5.	**7.2**	Any addendum, in case issued, shall be published on **National Bank of Pakistan (Engineering Wing Central)** website and on **EPADS v2.0**.
C. Preparation of Bids		
6.	**8.1**	List of documents required along with the bid: 1. The bidder should have completed at least three similar projects of Banks/ Financial Institutes or National/Multinational Companies, costing not less than Rs. 1.0 Million during last three (03) years.
7.	**9.1**	The qualification criteria to establish the supply / production capability of the bidder. *see Eligibility Criteria*
8.	**11.2**	**Works and Their relateddocuments:** *See section Required Scope of Work*
9.	**11.1**	Price schedule will be provided according to the format defined and acquired. *see section price schedule.*
10.	**11.4**	**Specifications:** *see section of specifications.*

11.	**11.5 & 13.5**	The price shall be **Fixed**. The bid price shall be adjusted in accordance with Appendix provided – Formula for Price Adjustment.
12.	**14.1**	Currency of the Bids shall be : **PKR**
13.	**16.1**	The Bids/Bid Validity period shall be: **359 Days**
14.	**17.1**	The amount of Bid Security shall be as defined in Bid Security Section for items and lots given in **BDS 6**
15.	**17.2**	The Bid Security shall be in the form of: **Pay Order, Banker's Cheque, Call at Deposit, Bank Guarantee, Demand Draft**
16.	**15.1**	Alternative Bids to the requirements of the bidding documents willnot be permitted.
D. Submission of Bids		
17.	**18.1 & 21.1**	Bid shall be submitted online on EPADS v2.0 whereas hard copy of the bid security should be submitted to the following; **Ground Floor, NBP RHQ Building, 26 Mclagon Road, Lahore** Bids that are not submitted on EPADS v2.0 shall be disqualified. The deadline for Bids submission is: **Tuesday, December 8, 2026 11:00 AM**

E. Opening and Evaluation of Bids		
18.	**24.1**	The Bids opening shall take place on **EPADS v2.0**. Day *:* ***Tuesday*** Date:***December 08, 2026*** Time *:* ***11:30 AM***
19.	**30.2**	Selection technique adopted will be: **Least Cost Based Selection (LCBS)** *see Evaluation Criteria*
F. Award of Contract		
20.	**41.1 & 41.2**	The Performance guarantee shall: **0%**. The Performance Guarantee shall be acceptable in the form of:**Nil**
21.	**45.1**	Arbitrator shall be appointed by mutual consent of the both parties.
G. Review of Procurement Decisions		
22.	**37**	Grievance against this procurement shall be submitted online on EPADS v2.0.

Eligibility Criteria

All Active Taxpayers shall be eligible to participate in the procurement process, unless expressly excluded or otherwise restricted under the Eligibility Criteria specified by the Procuring Agency.

Required Registration
NADRA CITIZENSHIP (CNIC/NICOP) FBR (NTN) FBR (GSTN) Punjab (PRA) PEC

Eligibility Criteria	Document
a) The bidder should have an active status on FBR Active Taxpayer List and with Provincial Revenue Board.	Yes
b) The bidder should have an active status on Punjab Revenue Authority (Provincial Revenue Board).	Yes
c) The bidder should have a valid registration in Pakistan Engineering Council in financial category C-6 or above with Specialization Code CE-10 & EE-04 on bidding date.	Yes
d) Undertaking/Affidavit that bidder should not have been blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration by any Organization / Department / Institution.	Yes

Evaluation Criteria

Least Cost Based Selection (LCBS)

Jobs/Lots

Jobs Without Lots :

Job	Delivery Schedule	Quantity	Bid Security
MINOR RENOVATION WORKS REQUIRED AT NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL	Address: MINOR RENOVATION WORKS REQUIRED AT NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL Schedule: 90 Days Quantity: 1/job	1/job	90000 PKR

Related Services :

No

Work Specifications and Market Rates

Jobs Without Lots :

Job: MINOR RENOVATION WORKS REQUIRED AT NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL

Specifications / Requirements:

Sr. No	Sr. No.	Description	Unit	Qty	Rate	Amount

1	1	DISMANTLING WORKS (where required) Dismantling and removing of existing masonry walls, False ceiling, cash counters,Flooring/Walls tiles Cladding, Ramps, marble, Seel doors, windows, Glass works,electrical fixtures & fittings , Plumbing fixtures & fittings,M.s grills and any other material etc the dismentled 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 muncipility limit complete in all respects as per drawings.	job	1	35000	35000

2	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.				
3	3	12mm Thick in (1:4) on walls	Sft	150	65	9750

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4	4	P.C.C FLOORING (1:2:4) Providing and laying of PCC 1:2:4 under floor using one part ordinary portland cement, two parts of best quality sand and four parts of crush stone including leveling, compacting, curing and surface finishing a srequired, complete in all respects as per drawing, specifications and as directed by the Consultant / Engineer.				
5	5	37mm Thick (Rough Finish)	Sft	150	90	13500

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6	6	PORCELAIN TILES Providing and laying floors of Porcelain tiles 1200mm X 600mm (grit white) 11mm thick of Roka ceram tile imported made (UAE/ Malysian 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.	Sft	700	750	525000

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7	7	Providing and laying floors of Porcelain tiles 1200mm X 600mm (Conoliaen Brown) 11mm thick of Roka ceram tile imported made (UAE/ Malysian or equavilent including base mortar1-1/2" 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.	Sft	250	800	200000

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8	8	WOODEN TEXTURED TILE. P/L wooden textured porcelain tile 300mm x 1200mm made of malaysian tile approved imported porcelain tile flooring or equivalent of desired color and shade over existing flooring using dry bond mortar, including joint filling with approved matching color chemical, cutting tiles where required etc, complete in all respect.	Sft	160	590	94400

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9	9	Providing and laying 11mm thick of Conoliaen Brown tile in Skirting 100mm high of takceram tile imported made (UAE/ Malysian or equavilent) including base mortar 1-1/2" thick average and matching colour, cement slurry for fixing of tiles, complete in all respects as per drawings, specifications and as directed by the Engineer.	Rft	165	300	49500

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10	10	CONOLIAN BROWN TILE THRESHOLD Providing and laying on Threshold of Porcelain tiles 1200mm X 600mm (Conoliaen Brown) 11mm thick of takceram tile imported made (UAE/ Malysian 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.	Sft	15	800	12000

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11	11	GLASS DOORS Providing and fixing Tempered frame less glass door using 12mm clear glass , imported concealed floor door closers GCC made or equavilent, door locks,and approved handles of 4'-0" height on both sides, complete in all respects as per drawing, specifications and as directed by the Consultant / Engineer.	Sft	21	2400	50400

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12	12	Wooden Frame Glass Door Providing and fixing Tempered glass door using 12mm clear glass including top and bottom 4024 Al-NoorTactile sheet H section size 6" x 1.5",including imported concealed floor door closers GCC made or equavilent, door locks,and approved handles of 4'-0" height on both sides, complete in all respects as per drawing, specifications and as directed by the Consultant / Engineer.	Sft	24	2600	62400

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13	13	GLASS PARTITION Providing and fixing of Glass partition consisting of 12mm thick imported clear tempered glass, with approved aluminum H section frame of approved shade as frame on top and bottom and all necessary joinery details complete in all respects as per drawing, specifications and as directed by the Engineer.	Sft	225	1300	292500

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14	14	INTERNALPAINT WORKS 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.				
15	15	Plastic Emulsion Paint ash white (on Internal walls)	Sft	1550	48	74400

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16	16	KITCHEN CABINETS P/fixing of wooden openable KITCHEN cabinets (appox 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, includindg approved handles, piano hings, magnetic catchers and shelf as per approved drawing and design. Complete in all respect. (Size upto 4'x8' approx.)	No.	2	15300	30600

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17	17	FALSE CEILING. 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.	Sft	350	155	54250

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

18	18	CASH COUNTER Teller Counter made of MDF lassani sheet best quality imported. Working top made of MDF Sheet thickness 1-1/2" standard pressed pasted with approved laminated Tactile sheet # 4024 made by Al-Noor or equivalent, front and customer top made of corian approved shade and design, customer top having stainless steel tray/ corian approved shade. Including 12mm clear glass with stainless steel clips suppoted in 2" thick vertical post laminated with imported stainless steel laminated sheet approved designe and shade . wooden haging beem with wooden strips in top and bottom as per drawing, three coats of matt finish	Rft	8.25	34200	282150

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19	19	ELECTRICAL WIRING Supply, laying, connection and testing of following wiring types; in heavy duty PVC Conduit recessed in walls, columns, slabs, floors or fixed at Ceiling above false ceiling or in Dura duct if exposed on walls, 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) Circuit Wiring (For Switchboard/Light Plug etc.) From DB to Switch Board or 2/3 pin Light Plug (5/10/13A) to be	Nos.	5	5552.4	27762

20	20	Switch Board to Switch Board OR Switch Board to Light plug etc. Circuit Wiring Same as item No. A-1-1 (a) but from point to point i.e. Switchboard to Switchboard/Light Plug or Light Plug to Light Plug. (Side by Side or Back to Back Wiring points will not be payable and will be considered to be included in item No. A-1-1 (a)	Nos.	2	1606.8	3213.6

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21	21	Point Wiring (Light/Fan etc.) From Switchboard to 1st Point (Light/Fan) with 1 x 1.5 sq.mm S/C wire from Piano Switch and 1 x 2.5 sq.mm wire common neutral including i/c P/F 10A Piano Switch in 20 mm dia. heavy duty PVC conduit, recessed in walls, columns, slabs, floors or fixed at Ceiling above false ceiling with all necessary fixing accessories, conduit accessories, 75 mm high PVC junction boxes, pull boxes, steel pull wires, connectors, M.S. sheet steel switch box 16 SWG with earth terminal with 2 coats of powder coating of orange colour, M.S. box shall be of the same size as that of 1, 2 or 3 upto 6 gangs flush type plate switches complete in all	Nos.	20	1758	35160

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22	22	Point to Point Wiring (Light/Fan etc.) Same as item No. A-1-2 (a) but from Point to Point and without including cost of Switch and M.S. sheet steel switch box 16 SW. (Maximum of 05 points can be connected with 1st Point)	Nos.	25	800.4	20010

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

23	23	Wiring Circuit for 1 x 13/15/16 A Simplex/Duplex - Switch Socket Outlet (SSO) installed at Wall/Workstation/Floor Box etc. or any other purpose. From DB to SSO with 2 x 2.5 sq.mm S/C wire + 1 x 2.5 sq.mm S/C wire of Green/Yellow Colour as Circuit Protective Conductor (CPC) in 25 mm dia. heavy duty PVC conduit, recessed in walls, columns, slabs, floors or fixed at Ceiling above false ceiling with all necessary fixing accessories, conduit accessories, pull boxes, steel pull wires complete in all respects, required as per site conditions. Each circuit shall have independent CPC. (Maximum wiring of 3	Nos.	2	4858.8	9717.6

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

24	24	Same as item No. A-1-3 (a) (i), but from Point to Point I.e. 1st SSO to 2nd SSO and onwards. (Side by Side or Back to Back Wiring points will not be payable and will be considered to be included in item No. A-1-3 (a) (i) (Maximum of 03 SSO can be connected with 1st SSO).	Nos.	2	804	1608

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

25	25	Wiring Circuit for 1 x 30/32 A Switch Socket Outlet (SSO) for AC connection or any other purpose From DB to SSO with 2 x 6.0 sq.mm S/C wire + 1 x 2.5 sq.mm S/C wire of Green/Yellow Colour as Circuit Protective Conductor (CPC) in 25 mm dia. heavy duty PVC conduit, recessed in walls, columns, slabs, floors or fixed at Ceiling above false ceiling with all necessary fixing accessories, conduit accessories, pull boxes, steel pull wires complete in all respects, required as per site conditions. Each circuit shall have independent CPC. (Maximum wiring of 1 circuit can be pulled through 25 mm dia. PVC conduit).	Nos.	4	7740	30960

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

26	26	DATA / VOICE / TV WIRING Supply, laying, connection and testing of following wiring types; with make/brand of material being specified in Annexure A. Data points/outlets Wiring for each Data point from Communication Rack (Patch Panel) to each Data point on wall or in M.S floor outlet box with 4 pair Cat. 6E 23 AWG cable in 20 mm dia. heavy duty PVC conduit recessed in walls, columns, slabs, floors or above false ceiling with all necessary fixing accessories as required as per site condition, complete in all respects.	Nos.	2	2967.6	5935.2

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

27	27	Voice points/outlets Wiring for each Voice point from Telephone Junction Box to each telephone point on wall or in M.S floor outlet box or in Data Cabinet/Communication (Wall mounted or Floor Standing) with 4 pair Cat. 6E 23 AWG cable in 20 mm dia. heavy duty PVC conduit recessed in walls, columns, slabs, floors or above false ceiling with all necessary fixing accessories as required as per site condition, complete in all respects.	Nos.	1	2967.6	2967.6

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

28	28	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 installaion. LIGHTS (The temperature / Colour Index to be got confirmed from Site Engineer before installation)				

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

29	29	Ceiling mounted LED Down Light - 18/20W - 20 mm dia (Warm White/Warm/DayLight) recessed in False Ceiling	Nos.	22	2001.6	44035.2
30	30	Same as C-1 (a) but surface mounted	Nos.	5	2138.4	10692
31	31	Ceiling mounted LED Down Light - 10/12W - 15 mm dia (Warm White/Warm/DayLight) recessed in false Ceiling as per requirement	Nos.	2	1310.4	2620.8
32	32	Same as C-1 (e) but Surface mounted as per requirement	Nos.	1	1448.4	1448.4
33	33	FANS				
34	34	False Ceiling Fan 14/16 " sweep, Size(2'X2')	Nos.	4	14490	57960

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

35	35	Wall Bracket Fan 18" sweep - Plastic body louvre type	Nos.	1	6624	6624
36	36	Exhaust Fan 10" sweep, Plastic body, louvre type.	Nos.	1	5520	5520
37	37	Power Sockets 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.				
38	38	5 A - 2 Pin Round type SSO (for General Use)	Nos.	2	828	1656
39	39	13A Duplex SSO - 3 Pin Flat type / Universal type (for UPS Power)	Nos.	4	1794	7176

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

40	40	Same as item No. C-3-1 (b) but Simplex SSO (for Normal Power)	Nos.	4	1034.4	4137.6
41	41	Same as item No. C-3-1 (e) but 30 A Rating	Nos.	3	1932	5796

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

42	42	Floor Box Fabrication, supply and installation of Floor Box i.e. M.S Box made of mild steel 16 SWG duly painted initially with Red Oxide and finally with approved Colour of appropriate size but not less than 10" x 10" x 4-1/2" deep with openable hinged cover 2.5mm thick, all necessary materials / arrangements for fixation of sockets, holes for passage of outgoing cables, rubber, groumet, earthing terminal, and partition made of backlite. Boxes shall be installed flush with floor and should be suitable for installation of following number of Simplex SSOs or Face Plates. (The cost of SSOs or Face Plates not be included)				

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43	43	Same as item No. C-4-2 (a) but for Six - SSOs/Face Plates	Nos.	1	5040	5040
44	44	TECHNOLOGICAL BOX Fabrication, supply and installation of Technological Box i.e. M.S Box made of M.S 16 SWG duly painted initially with Red Oxide and finally with approved Colour of appropriate size suitable for fixation of following number of Switch Socket Outlets / Face Plates etc. having holes for passage of outgoing cables, rubber, groumet, earthing terminal, and partition made of backlite. (The cost of SSOs or Face Plates not be included)				

45	45	Same as item No. C-4-3 (a) but for Six - SSOs/Face Plates	Nos.	1	4320	4320
46	46	DATA / VOICE FIXTURES 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.				
47	47	Same as item No. C-5-1 (a) but with I/Os (2 x RJ45)	Nos.	2	2592	5184

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

48	48	Same as item No. C-5-1 (a) but with I/Os (2 x RJ11)	Nos.	2	2196	4392
49	49	DISTRIBUTION BOARDS AND INTERNAL COMPONENTS DISTRIBUTION BOARDS (DBs) Size 24" x 36"	Nos.	1	36610	36610

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

50	50	INTERNAL COMPONENTS OF DBs Providing, installation, testing and commissioning of following Components as per brands/makes specified in Annexure "A" in already installed or to be installed DBs with proper connections and tagging, complete in all respects, as per Site requirements and prior approval of Bank's Engineer Incharge. Miniature Circuit Breakers (MCBs) Rail Type, C Type, 6 K - RC Single Pole (SP) - RC-6 KA				
51	51	6/10 A	Nos.	15	1080	16200
52	52	16/20/32 A	Nos.	15	998.4	14976

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

53	53	Double Pole (DP) - RC - 10 KA 16 x 32 A	Nos.	1	6098.4	6098.4
54	54	Moulded Case Circuit Breakers (MCCBs)TP, C Type, RC - 10 KA				
55	55	40/50/60 A	Nos.	1	12458.4	12458.4
56	56	Change Over Switch 1-0-2 Double Pole (DP)				
57	57	Four Pole (FP)				
58	58	63 A	Nos.	1	8749.2	8749.2

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

59	59	BURGLAR ALARM SYSTEM WIRING Supply, laying, connection and testing of following wiring types; in already laid heavy duty PVC Conduit recessed in walls, columns, slabs, floors or fixed at Ceiling above false ceiling or in already laid Dura duct if exposed on walls, 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. due in consultation with & recommendation of any one of Bank’s approved Security Company for different security sensing components,				

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

60	60	1 x 5 Pair Cable	Rft.	100	33.6	3360
61	61	1 x 2 Pair Cable	Rft.	200	15.6	3120
62	62	CCTV WIRING Providning & Lying Cat-6 Cable 23 AWG (as mentioned in attached annexure) for CCTV Camera with splitter Complete PVC pipe/duct as per site requrement	Each	10	4320	43200
					GRAND TOTAL:	Rs2,234,558.00

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Scope of Work

MINOR RENOVATION WORKS REQUIRED AT
NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Price Schedule

For Individual Jobs

#	Job Title	Quantity	Unit Price (PKR)	Total Price (PKR)	Delivery Location	Delivery Period / Year	Country of Origin
1							
2							

For Lots

#	Lot Title	Total Lot Price (PKR)	Country of Origin
1	[Lot 1 Title]		

PUBLIC PROCUREMENT REGULATORY AUTHORITY
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EPADS

General Conditions of Contract

A. General

1. **Definitions**

1.1. Unless the context otherwise requires, the following terms whenever used in this Contract shall have the same meaning and shall be interpreted as indicated

1.1.1. “Applicable Law” means the laws and any other instruments having the force of law in the Government’s Country, or in such other country as may be specified in the Special Conditions of the Contract (SC), as they may be issued and in force from time to time;

1.1.2. “The Contract” means an agreement enforceable by law;

1.1.3. “The Contract Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations;

1.1.4. “The Services” means the work to be performed by the Contractor pursuant to this Contract and as prescribed in the Specifications and Schedule of Activities included in the Contractor’s Bid;

1.1.5. “Ancillary Services” means those services ancillary to the provision of Services, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Contractor covered under the Contract;

1.1.6. “GCC” means the General Conditions of Contract contained in this section;

1.1.7. “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented;

1.1.8. **“**Day” means calendar day unless indicated otherwise;

1.1.9. “Effective Date” means the date on which this Contract comes into force and effect;

1.1.10. “The Contractor” means the individual or corporate body whose Bids to provide the Services has been accepted by the Procuring Agency;

1.1.11. “The Project Site,” where applicable, means the place or places named in Bid Data Sheet and technical Specifications;

1.1.12. “Government” means the Government of Pakistan;

1.1.13. “Local Currency” means the currency of Pakistan;

1.1.14. “In Writing” means communicated in written form with proof of receipt;

1.1.15. “Completion Date” means the date of completion of the Services by the Contractor as certified by the Procuring Agency;

1.1.16. “Foreign Currency” means any currency other than the currency of the country of the Procuring Agency;

1.1.17. “Party” means the Procuring Agency or the Contractor, as the case may be, and “Parties” means both of them;

1.1.18. "Service" means any object of procurement other than goods or works;

1.1.19. “Subcontractor” means any entity to which the Bidder subcontracts any part of the Services.

2. **Applicable Law**

2.1. The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in SCC.

3. **Language**

3.1. The Contract as well as all correspondence and documents relating to the Contract exchanged between the Contractorand the Procuring Agency, shall be written in the **English language** unless otherwise stated in the **SCC** . Supporting documents and printed literature that are part of the Contract may be in another language provided these are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Contract, this translation shall govern.

4. **Notices**

4.1. Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address specified in the **SCC**.

5. **Location**

5.1. The Services shall be performed at such locations as the Procuring Agency may approve and as specified in **SCC.**

5.2. A {DOCUMENTS}

6. **Authorized Representatives / Authority of Member in charge**

6.1. Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Agency or the Contractor may be taken or executed by the officials specified in the **SCC**.

B. Commencement, Completion, Modification, and Termination of Contract

7. **Effectiveness of Contract**

7.1. This Contract shall come into effect on the date the Contract is signed by both parties and such other later date as may be stated in the **SCC.**

8. **Commencement of Services**

8.1. The Contractor shall confirm availability of Key Experts and begin carrying out the Services not later than the number of days after the Effective Date specified in the **SCC.**

9. **Program schedule**

9.1. Before commencement of the Services, the Contractor shall submit to the Procuring Agency for approval a Program showing the general methods, arrangements, order and timing for all activities. The Services shall be carried out in accordance with the approved Program as updated.

10. **Starting Date/Expiration Date**

10.1. The Contractor shall start carrying out the Services Five (05) days after the date the Contract becomes effective, or at such other date as may be specified in the **SCC.**

10.2. Unless terminated earlier pursuant to Clause **GCC 14** hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the **SCC.**

11. **Entire Agreement**

11.1. This Contract contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

12. **Modification**

12.1. Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any modification(s) or variation(s) made by the other Party.

12.2. In cases of any modification(s) or variation(s), the prior written consent of the Procuring Agency is required.

13. **Force Majeure**

13.1. **Definition**
For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Contractor and which makes a Contractor’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

13.2. **No Breach of Contract**
The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative

measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

13.3. **Extension of Time**
Any period within which a Contractor shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

13.4. **Payments**
During the period of their inability to perform the Services as a result of an event of Force Majeure, the Contractor shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

14. **Termination**

14.1. **By the Procuring Agency**
The Procuring Agency may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause. In such an occurrence the Procuring Agency shall give at least thirty (30) calendar days' written notice of termination to the Contractor in case of the events referred to in (a) through (d); at least sixty (60) calendar days' written notice in case of the event referred to in (e);

14.1.1. If the Contractor fails to remedy a failure in the performance of its obligations hereunder, as specified in a notice of suspension;

14.1.2. If the Contractor becomes (or, if the Contractor consists of more than one entity, if any of its members becomes) insolvent or bankrupt or enter into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary;

14.1.3. If the Contractor fails to comply with any final decision reached as a result of arbitration proceedings;

14.1.4. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.1.5. If the Procuring Agency, in its sole discretion and for any reason whatsoever, decides to terminate this Contract;

14.2. **By the Contractor**
The Contractor may terminate this Contract, by not less than thirty (30) calendar days' written notice to the Procuring Agency, in case of the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause.

14.2.1. If the Procuring Agency fails to pay any money due to the Contractor pursuant to this Contract and not subject to dispute within forty-five (45) calendar days after receiving written notice from the Contractor that such payment is overdue;

14.2.2. If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days;

14.2.3. If the Procuring Agency fails to comply with any final decision reached as a result of arbitration;

14.2.4. If the Procuring Agency is in material breach of its obligations pursuant to this Contract and has not remedied the same within forty-five (45) days (or such longer period as the Bidder may have subsequently approved in writing) following the receipt by the Procuring Agency of the Contractor's notice specifying such breach.

C. Obligations of the Contractor

15. **General**

15.1. **Standard of Performance**

15.1.1. The Contractor shall perform the Services and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Procuring Agency, and shall at all times support and safeguard the Procuring Agency's legitimate interests in any dealings with the third parties;

15.1.2. The Contractor shall employ and provide such qualified and experienced Experts and Sub-Contractors as are required to carry out the Services.

15.2. **Law Applicable to Services**

The Contractor shall perform the Services in accordance with the Contract and in accordance with the Law of Pakistan and shall take all practicable steps to ensure that any of its Experts and Sub-Bidders, comply with the Applicable Law.

16. **Conflict of Interests**

16.1. **Contractor Not to Benefit from Commissions and Discounts**

The remuneration of the Contractor shall constitute the Contractor's sole remuneration in connection with this Contract or the Services, and the Contractor shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Contractor shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

16.2. **Contractor and Affiliates Not to be Otherwise Interested in Project**

The Contractor agree that, during the term of this Contract and after its termination, the Contractor and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing Services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.

16.3. **Prohibition of Conflicting Activities**
Neither the Bidder nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

16.3.1. during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract;

16.3.2. during the term of this Contract, neither the Contractor nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;

16.3.3. after the termination of this Contract, such other activities as may be specified in the **SCC.**

17. **Insurance to be Taken Out by the Contractor**

17.1. The Contractor(a) shall take out and maintain, and shall cause any Subcontractors to take out and maintain, at its (or the Sub-contractors', as the case may be) own cost but on terms and conditions approved by the Procuring Agency, insurance against the risks, and for the coverage, as shall be specified in the **SCC**; and (b) at the Procuring Agency's request, shall provide evidence to the Procuring Agency showing that such insurance has been taken out and maintained and that the current premiums have been paid.

18. **Contractor's Actions Requiring Procuring Agency's Prior Approval**

18.1. The Contractor shall obtain the Procuring Agency's prior approval in writing before taking any of the following actions:

18.1.1. appointing such members of the Personnel not provided by the Contractor;

18.1.2. changing the Program of activities; and

18.1.3. any other action that may be specified in the **SCC.**

19. **Reporting Obligations**

19.1. The Contractor shall submit to the Procuring Agency the reports and documents in the numbers, and within the periods as prescribed by the Procuring Agency.

20. **Liquidated Damages**

20.1. **Payments of Liquidated Damages**
The Contractor shall pay liquidated damages to the Procuring Agency at the rate per day stated in the **SCC** for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the **SCC**. The Procuring Agency may deduct liquidated damages from payments due to the Contractor. Payment of liquidated damages shall not affect the Contractor's liabilities.

20.2. **Correction for Over-payment**
If the Intended Completion Date is extended after liquidated damages have been paid, the Procuring Agency shall correct any overpayment of liquidated damages by the Contractor by adjusting the next payment certificate. The

Contractor shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in **SCC.**

20.3. **Lack of performance penalty**
If the Contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, a penalty for Lack of performance will be paid by the Contractor. The amount to be paid will be calculated as a percentage of the cost of having the Defect corrected, assessed as specified in the Contractor

21. **Performance Guarantee**

21.1. Within the time stipulated in the acceptance letter from the Procuring Agency, the successful Bidder shall furnish the Performance Guarantee in shape and amount **specified in SCC.**

21.2. The proceeds of the Performance Guarantee shall be payable to the Procuring agency as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

21.3. The Performance Guarantee shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring agency and shall be in the acceptable form as specified in **SCC**.

21.4. The Performance Guarantee will be discharged by the Procuring agency and returned to the Supplier not later than thirty (30) days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise **specified in SCC.**

22. **Sustainable Procurement**

22.1. The Contractor shall conform to the sustainable procurement contractual provisions, if and as specified in the **SCC.**

D. Contractor's Personnel

23. **Description of Personnel**

23.1. The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Contractor's Key Personnel. The Key Personnel listed by title as well as by name are hereby approved by the Procuring Agency.

24. **Removal and / or Replacement of Personnel**

24.1. Except as the Procuring Agency may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Contractor, it becomes necessary to replace any of the Key Personnel, the Contractor shall provide as a replacement a person of equivalent or better qualifications.

24.2. If the Procuring Agency finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Contractor shall, at the Procuring Agency's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Procuring Agency.

24.3. The Contractor shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

E. Obligations of the Procuring Agency

25. **Change in the Applicable Law**

25.1. If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Contractor, then the remuneration and reimbursable expenses otherwise payable to the Contractor under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred in the **SCC.**

26. **Services and Facilities**

26.1. The Procuring Agency shall make available to the Contractor and the Experts, for the purposes of the Services and free of any charge, the services, facilities and property described in the Terms of Reference, at the times and in the manner specified in the Terms of Reference.

26.2. In case that such services, facilities and property shall not be made available to the Contractor, the Parties shall agree on (i) any time extension that it may be appropriate to grant to the Contractor for the performance of the Services, (ii) the manner in which the Contractor shall procure any such services, facilities and property from other sources, and (iii) the additional payments, if any, to be made to the Contractor as a result thereof.

F. Payments to the Contractor

27. **Contract Price**

27.1. The price payable shall be in Pakistani Rupees unless otherwise specified in the **SCC**.

28. **Terms and Conditions of Payment**

28.1. Payments will be made to the Contractor according to the payment schedule stated in the **SCC** and as per actual invoice submitted by the Contractor.

28.2. Unless otherwise stated in the **SCC**, the advance payment shall be made against the provision by the Contractor of a bank guarantee for the same amount, and shall be valid for the period stated in the **SCC.** Any other payment shall be made after the conditions listed in the **SCC** for such payment have been met, and the Contractor have submitted an invoice to the Procuring Agency specifying the amount due.

29. **Quality Control Identifying Defects**

29.1. The principle and modalities of Inspection of the Services by the Procuring Agency shall be as indicated in the **SCC.** The Procuring Agency shall check the Contractor’s performance and notify him of any Defects that are

found. Such checking shall not affect the Contractor's responsibilities. The Procuring Agency may instruct the Contractor to search for a Defect and to uncover and test any service that the Procuring Agency considers may have a Defect. Defect Liability Period is as defined in the **SCC**.

29.2. A {INSPECTION}

30. **Correction of Defects, and Lack of Performance Penalty**

30.1. The Procuring Agency shall give notice to the contractor of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

30.2. Every time notice a Defect is given; the contractor shall correct the notified Defect within the length of time specified by the Procuring Agency's notice.

30.3. If the contractor has not corrected a Defect within the time specified in the Procuring Agency's notice, the Procuring Agency will assess the cost of having the Defect corrected, the contractor will pay this amount, and a Penalty for Lack of Performance.

31. **Settlement of Disputes Amicable Settlement**

31.1. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

32. **Dispute Settlement**

32.1. **Arbitration**

If any dispute of any kind whatsoever shall arise between the procuring agency and the contractor in connection with or arising out of the Contract, including without prejudice to the generality of the foregoing, any question regarding its existence, validity or termination, or the execution of the contract, the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference even after negotiations or mediation, then the dispute shall be referred within fourteen (14) days in writing by either party to the Arbitrator, with a copy to the other party.

Any dispute in respect of which a notice of intention to commence arbitration has been given, in accordance with **GCC sub-clause 32.1**, shall be finally settled by arbitration. Arbitration may be commenced prior to or after completion of the Contract. Arbitration proceedings shall be conducted in accordance with Arbitration Act 1940. Notwithstanding any reference to arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless otherwise agreed. The Procuring Agency shall continue to pay the Contractor any undisputed amounts due under the Contract during the resolution of any dispute.

Special Conditions of Contract

SECTION VIII. SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

Number of GC Clause

Amendments of, and Supplements to, Clauses in the General Conditions of Contract

Number of GC Clause 1

Definitions

The Procuring Agency is: National Bank of Pakistan (Engineering Wing Central), Departmental Head Civil Engineering Ground Floor, NBP RHQ Building, 26 Mclagon Road, Lahore

The Supplier is:

The title of the subject procurement is: MINOR RENOVATION WORKS REQUIRED AT NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL

Number of GC Clause 2

Applicable/Governing Law:

The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan

Number of GC Clause 3

Language:

The language of the Contract, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be in **English.**

Number of GC Clause 4

Notices:

The addresses for the notices are:

Procuring Agency:

National Bank of Pakistan (Engineering Wing Central), Departmental Head Civil Engineering
Ground Floor, NBP RHQ Building, 26 Mclagon Road, Lahore
+92-429-921-3165
taimoor.shah@nbp.com.pk

Contractor/ Bidder:

[Name, address and telephone number]

The Contractor/ Bidder’s Representative(s)

[Name, address, telephone number and e-mail address]

Number of GC Clause 6.1

The Authorized Representatives are:

For the Procuring Agency:

National Bank of Pakistan (Engineering Wing Central), Departmental Head Civil Engineering
Ground Floor, NBP RHQ Building, 26 Mclagon Road, Lahore
+92-429-921-3165
taimoor.shah@nbp.com.pk

For the Bidder:

Name: ……

Designation: ……..

Address: ……..

Number of GC Clause 7

Effectiveness of the contract

The Contractor/Bidder shall be effective within ….. days from the date of signature of the Contract by both parties

Number of GC Clause 8

Commencement of Contract:

The Contractor/Bidder shall provide Non-Consultancy Services from the effective date of contract.

Number of GC Clause 10.2

Expiration of Contract:

The time period shall be ……

Number of GC Clause 14

Termination

In the event of termination of the contract due to any reason as already defined in the General Conditions of Contract, the Bidder shall be responsible for providing to the Authority the Goods till the time of alternate arrangements.

Number of GC Clause 16

Conflict of Interest:

The Procuring Agency reserves the right to determine on a case-by-case basis whether the Bidder should be disqualified from providing goods or services due to a conflict of a nature described in Clause GCC 17.

Number of GC Clause 20

Liquidated Damages

If the Bidder fails to provide services as required under the contract or in case of any data loss/data breach or any incident compromising the data security or other such failures related to any services, the Bidder shall pay to the Procuring Agency as Liquidated Damages at a rate of **0.10%** to **10.00%** of the Contract value, in accordance with the extent of performance failure & the cost of investigating such incidents as judged by the Authority.

Number of GC Clause 21

Performance Guarantee:

The amount of performance guarantee shall be **0%** of the contract price in acceptable form of **Nil**

Number of GC Clause 27

Currency of Payment:

All the payment to be released to the contractor/Bidder shall be in Pakistani Rupees.

Number of GC Clause 28

Payment terms:

Payment will be made to the Bidder against the procured Goods and services according to the actual invoice or running bills submitted by the Bidder against the services provided within the time given in the conditions of the contract.

Number of GC Clause 29

Identifying Defects:

The Authority reserves the right at any time to inspect the premises of the provider to inspect the goods and monitor the goods being provided.

Inspections & Tests Requirements

For Physical Fitness having No Damages (Certificate from supplier)

For conformance to specifications and performance parameters, through Prior to delivery inspection (Inspection Report by Procurement Committee / Inspection Team)

For successful operation at site after complete installation, testing and commissioning of the equipment (Installation, Testing and Commissioning Report by Procurement Committee / Inspection Team)

Delivery & Documents

Copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;

Inspection Certificate issued by the Nominated Inspection Agency (if any), and the Supplier’s Factory Inspection Report;

Number of GC Clause 31

Following is the guidance for Dispute Resolution

i. If any dispute of any kind whatsoever shall arise between the Authority and the Bidder in connection with or arising out of the Contract... (full clause unchanged)

ii. At future of negotiation the dispute shall be resolved through mediation...

iii. At failure of mediation, arbitration under Arbitration Act 1940...

iv. Cost sharing equally...

v. Proceedings may commence before/after completion...

Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract.

Rules of procedure for arbitration proceedings:

Any dispute between the Authority and a Bidder shall be referred to arbitration under the laws of Pakistan including Arbitration Act 1940.

Place of Arbitration and Award:

The arbitration shall be conducted in English language and place shall be Islamabad. The award shall be final and binding.

Bid Securing Declaration

Form 9: Bid Securing Declaration

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

Bid No.:***P196938***

To: **National Bank of Pakistan (Engineering Wing Central), Departmental Head Civil Engineering Ground Floor, NBP RHQ Building, 26 Mclagon Road, Lahore**

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:

1. have withdrawn or modified our Bid during the period of Bid Validity specified in the Form of Bid;

2. Disagreement to arithmetical correction made to the Bid price; or

3. having been notified of the acceptance of our Bid by the Procuring Agency during the period of Bid Validity, (i) failure to sign the contract if required by Procuring Agency to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the Bidding Documents.

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 (28) days after the expiration of our Bid.

Contract Form

SECTION IX: CONTRACT FORMS

THIS AGREEMENT made the _____ day of _____ 20_____ between **National Bank of Pakistan (Engineering Wing Central), Departmental Head Civil Engineering Ground Floor, NBP RHQ Building, 26 Mclagon Road, Lahore**

(hereinafter called "the Procuring Agency") of the one part and *[name of Bidder]* of *[city and country of Bidder]* (hereinafter called "the Bidder") of the other part:

WHEREAS the Procuring Agency invited Bids for provision of goods, viz., **MINOR RENOVATION WORKS REQUIRED AT NBP ISLAMIC BANKING BRANCH, GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL (*P196938*)** and has accepted a Bids by the Bidder for the provision of Goods 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:-

1. This form of Contract;
2. the Form of Bids and the Price Schedule submitted by the Bidder;
3. the Schedule of Requirements;
4. the Technical Specifications;
5. the Special Conditions of Contract;
6. the General Conditions of the Contract;
7. the Procuring Agency's Letter of Acceptance; and
8. [*add here: any other documents*]

3. In consideration of the payments to be made by the Procuring Agency to the Bidder as hereinafter mentioned, the Bidder hereby covenants with the Procuring Agency to provide the Goods related services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Procuring Agency hereby covenants to pay the Bidder in consideration of the provision of Goods 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)

Witness to the signatures of the Procuring Agency:

……

Signed, sealed, delivered by _____the _____ (for the Procuring Agency)

Witness to the signatures of the Bidder: ……

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Integrity Pact

Integrity Pact

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

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] 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 Supplier] 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 Supplier] 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 Supplier] 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 Supplier] 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 Supplier] 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.

Performance Guarantee Form

Integrity Pact

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

Contract Number: Contract Value: Contract Title:

Dated:

[Name of Supplier] 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 Supplier] 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 Supplier] 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 Supplier] 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 Supplier] 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 Supplier] 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.

Annexure

GCC & SCC

Information (Read-Only)

See Form Under Additional Forms and Documents: **GCC & SCC** (page number: 110)

List of approved Brands Manufacturers

Information (Read-Only)

See Form Under Additional Forms and Documents: **List of approved Brands Manufacturers** (page number: 122)

Formula for Price Adjustment

Information (Read-Only)

See Form Under Additional Forms and Documents: **Formula for Price Adjustment** (page number: 124)

Qualification

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Qualification** (page number: 130)

Standared Bidding Form

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Standared Bidding Form** (page number: 138)

Contractor’s Representative and Key Personnel

Technical Submission (Vendor)

Document Required

See Form Under Additional Forms and Documents: **Contractor's Representative and Key Personnel** (page number: 160)

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Procurement Forms

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Additional Forms and Documents

Section VIII. General Conditions (GC)

Red Book:

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The Conditions of Contract are the "General Conditions" which form part of the "Conditions of Contract for Construction for Building and Engineering Works Designed by the Employer ("Red book") Second edition 2017" published by the Federation Internationale Des Ingenieurs – Conseils (FIDIC) and the following "Particular Conditions" which shall complement the General Conditions of the Contract.

An original copy of the above FIDIC publication i.e. "*Conditions of Contract for Building and Engineering Works Designed by the Employer*" must be obtained from FIDIC.

International Federation of Consulting Engineers (FIDIC)

FIDIC Bookshop – Box- 311 – CH – 1215 Geneva 15 Switzerland

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Telephone: +41 22 799 49 01

E-mail: fidic@fidic.org

www.fidic.org

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Section IX. Special Conditions of the Contract

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
General Provision (GCC 1)		
1.	1.3	**For notices** Wing Head, Engineering Wing (Central), Engineering Group, LCMG, Ground Floor, NBP Regional Headquarters Building, 26-Mclagon Road, Lahore: Contractors Authorized representatives name and address: …… ……
2.	1.4	**Governing Law;** The Applicable Law shall be: **Laws of the Country**
3.	1.4	**Communication Language:** The Communication Language shall be: **ENGLISH**
4.	1.5	**Documents forming the contract listed:** **(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.**
The Employer/ Procuring agency/Employer (GCC Clause 2)		

5.	2.1	Time for access to the Site: **120** days after Commencement Date
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 10 % shall require approval of the National Bank of Pakistan.
The Contractor (GCC Clause 4)		
7.	4.2	Performance guarantee/ security : N/A
8.	4.7.2(a)	**Clause 4.7 Setting out** Period for notification of errors in the items of reference ***"30 Day"***
9.	4.22	**Contractor's Operations on site** On Site *[Describe any other places as forming part of the Site]*
Sub-Contracting (GCC Clause 5)		
10.	5.1(a)	Maximum allowable accumulated value of work subcontracted (as a percentage of the Accepted Contract Amount) **Note: N/A**
11.	5.1 (b)	Works for which sub-contracting is not permitted. [*Insert works for which sub-contracting is not permitted*] **Note: N/A**
Staff and Labour (GCC Clause 6)		
12.	6.5	Normal working hours ***[12 Hours]***
Plant, Material and Workmanship (GCC Clause 7)		
13.	7.2	Samples *[please specify if required]*
Commencement, Delays and Suspension (GCC Clause 8)		
14.	8.3	Number of additional paper copies of program Note: ***Through EPADS***
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 *10*% of the Contract Price

Measurement and Valuation (GCC Clause 12)		
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 *[*five percent (5%)*]*
Variations and Adjustments (GCC Clause 13)		
18.	13.4 (b)(ii)	Percentage rate to be applied to Provisional Sums for overhead charges and profit is ***20 %***
19.	13.7	Adjustments for Changes in Cost: The Contract Price shall be adjustable during Contract Execution. *[The Procuring agency/Employer shall ensure consistency with Bid Data Sheet]*
Contract Price and Payment (GCC Clause 14)		
20.	14.2	Total advance payment shall be 10 % Percentage of the Accepted Contract Amount payable in the currency and proportion of the contract. *[Insert number and timing of installments if applicable]* **Note: N/A**
21.	14.2.3	Repayment of Advance payment: [*insert percentage if applicabel* **Note: N/A**
22.	14.3(iii)	Percentage of retention: **5%** Limit of Retention Money **5 %**
23.	14.5(b)(i)	Plant and Materials: If Sub-Clause 14.5 applies: Plant and Materials for payment when shipped _____ *[list].* **Note: N/A**
24.	14.5(c)(i)	Plant and Materials: Plant and Materials for payment when delivered to the Site

		_____ *[list].* **Note: N/A**
25.	14.6.2	Withholding (amounts in) an IPC _____ % of the Accepted Contract Amount. **Note: N/A**
26.	14.7(a)	Period of payment of Advance Payment to the Contractor _____days *[insert number of days, normally 28 days]* **Note: N/A**
27.	14.7b(i)	Period for the Procuring agency/Employer to make interim payments to the Contractor under Sub-Clause 14.6 (interim Payment) **30 days** *[insert number of days, normally 30 days]*
28.	14.7b(ii)	Period for the Procuring agency/Employer to make interim payments to the Contractor under Sub-Clause 14.13 (Final Payment) **60 days** *[insert number of days, normally 60 days]*
29.	14.7(c)	Period for the Procuring agency/Employer to make final payment to the Contractor **60 days** *[insert number of days, normally 56 days]*
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)) _____% **Note: N/A**
31.	14.11.1(b)	Number of additional paper copies of draft Final Statement
32.	14.15	**Currencies of Payment** 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. **Note: N/A**

34.	14.15 (c)	Payment of Delay Damages shall be made in the currencies and proportions specified in the Contract Data.
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)	**Liability for Care of the Works** 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.
Insurance (GCC Clause 19) Note: N/A		
37.	19.1	Permitted deductible limits **insurance required for the Works**: **Note: The sum stated in Letter of Acceptance plus fifteen percent 15%.** **insurance required for Goods**: **Note: Full replacement Cost** insurance required for liability for breach of professional duty: _ **Note: N/A** _____ insurance required against liability for fitness for purpose (if any is required): **Note: N/A** _____ **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** 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 15%
39.	19.2.1(iv)	List of Exceptional Risks which shall not be excluded from the insurance cover for the Works **Note: N/A**
40.	19.2.2	Extent of insurance required for Goods Amount of insurance required for Goods **(19.1) Note: Full replacement Cost**

41.	19.2.3(a)	amount of insurance required for liability for breach of professional duty **Note: N/A**
42.	19.2.3(b)	Insurance required against liability for fitness for purpose Yes/No [*delete as appropriate*] **Note: N/A**
43.	19.2.3	Period of insurance required for liability for breach of professional duty **Note: N/A**
44.	19.2.4	Amount of insurance required for injury to persons and damage to property **(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**
45.	19.2.6	**Insurance** <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.
Dispute Avoidance/ Adjudication Board (GCC Clause 21) Note: N/A		
46.	21.1	Time for appointment of DAAB *[specify]*
47.	21.1	The DAAB shall comprise *[specify] members*
48.	21.1	List of proposed members of DAAB - Proposed by Employer/ Procuring agency/Employer 1. …….. 2. …… 3. …….. - Proposed by Contractor 1. …….. 2. …… 3. ……..

49.	21.2	Appointing entity (official) for DAAB members

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)

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[1] of Accepted Contract Amount (Sub-Clause 14.9)	Time for Completion (Sub-Clause 1.1.84)	Delay Damages (Sub-Clause 8.8)

[1] These percentages shall also be applied to each half of the Retention Money under Sub-Clause 14.9

PUBLIC PROCUREMENT REGULATORY AUTHORITY
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NATIONAL BANK OF PAKISTAN
ENGINEERING DIVISION, LSG

(ANNEXURE "A")

(List of approved Brands/ Manufacturers)

S. #	DESCRIPTION	MAKE
1	PVC Pipes & Accessories	Galco
		Jeddah
2	PVC Channel Patti / Dura Duct	Adamjee
		Jeddah
3	MS Back Box/Pull Box/ Technological Box etc.	Local Made
4	Floor Box	Clopal
		Schneider
		Local made
5	Switch Socket Outlets (SSOs) / Switches	Clipsal
		Orange
		Bosch
6	Industrial Sockets	Clipsal
7	DATA/ Voice Face Plates, RJ45/RJ11 I/Os / Connectors	3M
		Schneider
8	Factory tested Patch / Drop Cords	3M
		Schneider
9	Data Cabinet / Communicatio Rack	Local Made
10	Patch Panel	3M
		Schneider
11	Front Cable Manager	Local Made
12	Telephone Junction Box	Local made
13	Telephone Tag Block	Krone
14	Telephone Cable 10 Pair	Pony
15	Cat 6E, 23 AWG Cable	3M
		Schneider

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16	Electrical Wires / Cables	Pakistan Cables
		Newage Cables
		Fast Cables
		Pioneer Cables
		AGE Cables
17	Burglar Alarm Cables	Million cables
		Pakistan Cables
18	Lights (all types)	Philips
		E-Delux
		Osaka
		Opple
19	Fans (all types)	Pak
		GFC
		Voldam
		Royal
20	Distribution Board	Universal
		Engineers & Engineers
		Prem Engineering
21	Circuit Breakers	ABB
		MG
		Terasaki
22	Change Over Switch	OPAS
		Kraus & Naimer
		Gave
23	Phase Selecter Switch	OPAS
		Kraus & Naimer
		Gave
24	Control Fuse	DF
		ETI
25	Earth Copper Plate / Rod	Local made

Note: Material if installed other than manufacturers listed above will not be entertained/paid.

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Appendix-C

Formula for Price Adjustment

*[**Note to Procuring agency/Employer:** It is recommended that in the case of very large and/or complex works contracts, it may be necessary to specify several families of price adjustment formulae corresponding to the different works involved. **When finalizing the contract document, ensure that the finalized Schedule of Cost Indexation is attached to** **the Contract Agreement.***]

a) Price Adjustment/ escalation shall not be applicable on Civil, Mechanical and Electrical projects /contracts having contract life less than 365 days from the date of the signing of the contract.

b) Procuring Agency/Employer is advised not to change any provisions hereof unless otherwise stated by the Authority.

c) No method, other than given in this formula will be applicable to compute the price adjustment.

d) This document will be applicable only for Price Adjustment in local currency (Pak. Rs.). Price Adjustment in foreign currency is not allowed.

e) Price Adjustment formula and corresponding references to be inferred for price adjustment shall be agreed and firmed up before signing of the contract. Procuring agency and contractor shall firm up the weightages and co-efficient for respective items before signing of the contract and there shall be no change permissible in the weightages after signing of the contract.

f) For imported plant/ equipment and materials quoted in local currency (Pak. Rs.), foreign currency, exchange rates shall be fixed at the respective interbank currency exchange rates, 28 days prior to the tender opening date. The change in foreign currency exchange rate will be applicable to the foreign currency component stated in the Letter of Credit established by the Contractor or his Vendor.

g) This procedure is to assist the Procuring agency/Employer and bidder for the preparation of provisions for price adjustment in their bidding / contract documents. All the coefficients of the price adjustment formula shall be specified in the bidding document at the time of advertisement.

[The formulae for price adjustment shall be of the following general type:]

$$\mathbf{P}n = \mathbf{A} + \mathbf{b}\,\frac{\mathbf{L}n}{\mathbf{L}o} + \mathbf{c}\,\frac{\mathbf{M}n}{\mathbf{M}o} + \mathbf{d}\,\frac{\mathbf{E}n}{\mathbf{E}o} + \ldots\ldots\ldots\ldots\ldots$$

where,

"**P**n" is the Price Adjustment factor for the work carried out in the period "n".

"**A**" is a constant or the Non-Adjustable Portion of the Price Adjustment Factor to be specified in Appendix-C to Bid, representing the Non-Adjustable Portion of the Contract Price.

"**b**, **c**, **d .....**" are Coefficients or weightages of the order of 0.xx (i.e., fractions rounded off to two decimals) for each specified element of adjustment in the Contract.The sum of **A**, **b**, **c**, **d**, etc., shall be one.

"Ln", "En", "Mn", ... are the current cost indices or reference prices for period "n", expressed in the relevant currency of payment, each of which is applicable to the relevant tabulated cost element on the date 28 days prior to the last day of the period (to which the particular Payment Certificate relates); and

"Lo", "Eo", "Mo", ... are the base cost indices or reference prices, expressed in the relevant currency of payment, each of which is applicable to the relevant tabulated cost element on the Base Date.

1. Construction schedule should be provided by the contractor as required in the Contract. Price Adjustment shall be applicable as payable in full for the original scheduled completion period.

2. In the event the completion of contract exceeds the original scheduled period:

   2.1 In case of default on the part of the contractor causing delay in original scheduled completion, the rate of Price Adjustment will be frozen at the original scheduled date of completion; however Price Adjustment will be applicable till actual completion. While computing Price Adjustment beyond the scheduled completion period, in the event the rate is reduced, then that reduced rate will be applied.

3. The Price Adjustment will be payable in full for the extended period if the contractor has been granted an extension of time for no fault on the part of the contractor, duly approved by the Employer.

4. Unless specifically stated otherwise in the contract, the basis for compensation will be only those elements, which are specifically listed as specified items in the tender documents. This list will specify the elements for Civil, Electrical, Mechanical, Sanitary, HVAC, etc., separately.

5. Formula for Price Adjustment provided herein will be applicable for all the contracts such as Civil, Electrical, Mechanical, etc.

6. There shall be no Price Adjustment for the elements which the Employer has either supplied free of cost or at fixed prices as well as for those elements for which an umbrella *ex gratia* or escalation cover is provided by the Government through an Executive Order or Statutory Regulatory Order (SRO).

Weightages of Specified Items

Each of the cost elements, having cost impact of five (05) percent or highercan be selected for adjustment.

In determining the weightages, the following procedure shall be adopted:

a) Base Date Price alone of an element based on market rate shall be considered excluding cost of construction/ installation, overheads and profit.

b) Engineer's Estimate shall be prepared for complete project.

c) Appropriate Rate Analysis of the Engineer's Estimate shall be made to determine costs of the basic elements.

d) For such cost elements having various types of a particular element, individual cost of such family of the element used in the project to be determined and added to work out the element cost. (Grade-40 andGrade-60 steel shall be treated under same category).

e) Each cost element determined as above, shall be divided by the total amount of Engineer's Estimate to determine various weightages.

Weightage of Fixed Portion

Weightage of fixed portion (Non-adjustable portion of the estimated cost of the contract), shall be determined as under:

a) First the weightages of all the cost elements having value of five (5) percent or more to be added up to see whether the total is 75 percent or less. In that case the total is to be subtracted from one (01) to determine the weightage of the fixed portion,

b) In case total weightage of the cost elements including HSD and labour exceeds 75 percent, the element(s) having lowest weightage(s) other than HSD and labour, shall be excluded in considering the adjustable costs elements.

c) Fixed portion shall be 25 percent and in case the fixed portion exceeds 25 percent it shall be supported by calculations attached with the bidding documents.

d) Sum of fixed portion and weightages b, c, d, ….etc., of the adjustable portion shall always be one (01).

Base Date Price

The base date price (or base date index) of any element shall be the price of the element for the month on the day falling 28 days prior to the last day for submission of bids.

Current Date Price

The current date price (or current date index) of any element shall be the price of the element for the month falling on the day 28 days prior to the last day of the period to which the particular Payment Certificate relates.

Sources of Prices

The prices of elements subject to Price Adjustment shall be to the extent possible as given in the Statistical Bulletins published by Federal Bureau of Statistics (FBS), Statistical Division Government of Pakistan. Statutory notifications and official price from public sector organizations, where available, may be used at the option of the Employer. The source for prices of High Speed Diesel (HSD) shall be either Statistical Bulletins or Pakistan State Oil (PSO) or Oil and Gas Regulatory Authority (OGRA). However, for a particular adjustable element, the same source should be used throughout the currency of contract as also stipulated in the tender documents before issuing the tender documents.
The Base Date Prices and Current Date Prices of the specified elements shall be obtained from the sources specified in the contract.

Method for payment of bills

The billed amount of the Works for each calendar month will be obtained from the checked bills submitted by the Contractor. In case the billed amount is for more than one month, the amount of the bill shall be segregated for actual workdone in each month.

Coefficient or Weightages

a) The coefficient for each specified element shall be calculated and given in the bidding/tender documents. The coefficient for each specified adjustable element shall be determined by the user proportionate to its ratio in the total amount of the Engineer's Estimate, in accordance with the prescribed procedure. The sum of these coefficients shall form the adjustable portion of the Contract, which shall not exceed 0.75.
b) Coefficients for each adjustable item shall be agreed by both parties and shall be fixed and locked at the time of the signing of the contract and shall remain constant during the currency of the contract.

Price Adjustment for Lump Sum Contract

a) Formula of Price Adjustment shall be used in determining Price Adjustment for contracts having detailed breakdown of cost. However, when a contract is assigned on lump sum basis without detailed breakdown of quantities and cost, Price Adjustment for the Specified Elements in the contract will be computed as follows:

$$\text{Increase/ Decrease in Cost (Price Adjustment Factor)} = \frac{\text{Current Date Price} - \text{Base Date Price}}{\text{Base Date Price}}$$

b) If the resulting Price Adjustment Factor is positive (+ve), the price should be added tothe contractor's payable amount. If the result is negative (-ve), the price should be subtracted from the payable amount.

c) The executed quantities of the elements subject to Price Adjustment can be obtained from the actual measurement or from certified invoice of the contractor or any other mode agreed between the parties which shall be stipulated in the contract.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Qualification

The Procuring agency/Employer may utilize this criteria if the pre-qualification process is not carried out separately prior to the bidding process.

Eligibility and Qualification Criteria			**Compliance Requirements**				**Documentation**
No.	**Subject**	**Requirement**	**Single Entity**	**Joint Venture (existing or intended)**			**Submission Requirements**
				All Parties Combined	**Each Member**	**One Member**	
1. Eligibility							
1.1	**Nationality**	Nationality in accordance with **ITB 4.3**	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	**Conflict of Interest**	No conflicts of interest in accordance with **ITB 3.7**	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Letter of Bid

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
Historical Contract Non-Performance							
2.1	**History of Non-Performing Contracts**	Non-performance of a contract did not occur as a result of contractor default since *[January 01, 2023)*	Must meet requirement	Must meet requirements	Must meet requirement	N/A	Form CON-2
2.2	**Pending Litigation**	Bidder's financial position and prospective long term profitability sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Bidder	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
2.3	**Litigation History**	No consistent history of court/arbitral award decisions against the Bidder since 1st January, 2023	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
3. Financial Situation and Performance							
3.1	**Financial Capabilities**	(i) The Bidder shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as PKR _____ for the subject contract(s) net of the Bidders other commitments	Must meet requirement	Must meet requirement	N/A	N/A	Form FIN – 3.1, with attachments
		(ii) The Bidders shall also demonstrate, to the satisfaction of the Procuring agency/Employer, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.	Must meet requirement	Must meet requirement	N/A	N/A	
		(iii) The audited balance sheets or, if not required					

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		by the laws of the Bidder's country, other financial statements acceptable to the Procuring agency/Employer for the last *three-* years shall be submitted and must demonstrate the current soundness of the Bidder's financial position and indicate its prospective long-term profitability.	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	**Average Annual Construction Turnover**	Minimum average annual construction turnover of PKR *Estimated cost of project*, calculated as total certified payments received for contracts in progress and/or completed within the last three years, divided by three years	Must meet requirement	Must meet requirement	Must meet *25* %, of the requirement	Must meet *50* %, of the requirement	Form FIN – 3.2

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
4. Experience							
4.1 (a)	**General Construction Experience**	Experience under construction contracts in the role of prime contractor, JV member, sub-contractor, or management contractor for at least the last five years, starting from January 01, 2021	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	**Specific Construction & Contract Management Experience**	(i) A minimum number of similar contracts specified below that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or sub-contractor between [three *year*] and application submission deadline: (i) 03 contracts, each of minimum value 4Million or 25 Million according to the project estimated cost; Or (ii) Less than or equal to N contracts, each of minimum value V, but with total value of all contracts equal	Must meet requirement	Must meet requirement	N/A	N/A	Form EXP 4.2(a)

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		or more than N x V; *[insert values of N & V, delete (ii) above if not applicable]*. *[In case the Works are to be bid as individual contracts under a slice and package (multiple contract) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options specified in ITB 34.5]*					
		[Add the following if specialized sub-contractor is permitted and describe nature and characteristics of specialized works:] *"(ii) For the following specialized works, the Procuring agency/Employer permits specialized sub-contractors as per ITB 38.2"*	*"Must meet requirement for one contract (Requirement can be met through a Specialized Sub-contractor)"*	*Must meet requirement*	*N/A*	*"Must meet requirement (Requirement can be met through a Specialized Sub-contractor)"*	
4.2 (b)		For the above and any other contracts completed and	Must meet requirements	Must meet requirements	N/A	Must meet the following requiremen	Form EXP – 4.2 (b)

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirements
				All Parties Combined	Each Member	One Member	
		under implementation as prime contractor, joint venture member, management contractor or sub-contractor on or after the first day of the calendar year during the period stipulated in 4.2 (a) above, a minimum construction experience in the following key activities successfully completed: *[list activities indicating volume, number or rate of production as applicable]*				ts for the key activities listed below *[list key activities and the corresponding minimum requirements]*	
4.2 (c)	**Specific Experience in managing ES aspects**	For the contracts in 4.2 (a) above and/or any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or Subcontractor between 1st January 2023 and Application submission deadline, experience in managing ES risks and impacts in	Must meet requirements	Must meet requirement	Must meet the following requirements: [*list key requirements to be met by each member otherwise state: "N/A"]*	Must meet the following requirements: *[list key requirements to be met by one member otherwise state: "N/A"]*	Form EXP – 4.2 (c)

Eligibility and Qualification Criteria			**Compliance Requirements**				**Documentation**
No.	**Subject**	**Requirement**	**Single Entity**	**Joint Venture (existing or intended)**			**Submission Requirements**
				All Parties Combined	**Each Member**	**One Member**	
		the following aspects: *[Based on the ES assessment, specify, as appropriate, specific experience requirements to manage ES aspects.]*					

Note: [For Multiple lots (contracts) specify financial and experience criteria for each lot under 3.1, 3.2, 4.2]

SECTION VI: STANDARD BIDDING FORMS

Table of Forms

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Letter of Bid - Financial Proposal
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Financial Situation

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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 (_____, 2026 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;

(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.

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: [_____*, 2026 of Bid submission*]
Request for Bid No.: [*insert number of bidding process* _____]
Name of Project.: *MINOR RENOVATION WORKS REQUIRED AT GHALLA MANDI, SIRANWALI, R.O PUNJAB CENTRAL*
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*].

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.

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 *[insert Bidder's legal name]* …….
2. In case of JV, legal name of each member: *[insert legal name of each member in JV]* ……
3. Bidder's actual or intended country of registration: *[insert actual or intended country of registration]* ……
4. Bidder's year of registration: *[……]*
5. Bidder's Address in country of registration: *[…… ……..]*
6. Bidder's Authorized Representative Information Name: *[……]* Address: *[……]* Telephone/Fax numbers: *[……]* Email Address: *[……]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. ☐ In case of JV, JV agreement, in accordance with ITB 3.3. ☐ 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.

ELI 2
Bidder's JV Members Information Form

[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: *[insert Bidder's legal name] ……*
2. Bidder's JV Member's name: *[insert JV's Member legal name] …… ……*
3. Bidder's JV Member's country of registration: *[……]*
4. Bidder's JV Member's year of registration: *[……]*
5. Bidder's JV Member's legal address in country of registration: *[…… ……]*
6. Bidder's JV Member's authorized representative information Name: *[……]* Address: *[……]* Telephone/Fax numbers: *[……/ ……]* Email Address: *[……]*
7. Attached are copies of original documents of *[check the box(es) of the attached original documents]* ☐ 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.

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			
☐ Contract non-performance did not occur January *[insert year]* ☐ 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			
☐ No pending litigation ☐ Pending litigation			

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			
☐ No Litigation History ☐ 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]*

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	Year4	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

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 Construction Turnover

Bidder's Name: _____
Date: _____
JV Member's Name_____
ICB/NCB No. and title: _____
Page _____of _____pages

	Annual turnover data (construction only)		
Year	**Amount** **Currency**	**Exchange rate**	**PKR equivalent**
[indicate year]	*[insert amount and indicate currency]*		
Average Annual Construction Turnover *			

* See Section III, Evaluation and Qualification Criteria.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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 construction 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		

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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					

PAST EXPERIENCES

Form EXP - 4.1

General Construction 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: _____	

Form EXP - 4.2(a)

Specific Construction 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 ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
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:				

Form EXP - 4.2(a) (cont.)

Specific Construction 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. Construction rate for key activities	
6. Other Characteristics	

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Form EXP - 4.2(b)

Construction Experience in Key Activities

Bidder's Name: _____
Date: _____
Bidder's JV Member Name: _____
Sub-contractor's Name[1] (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 ☐	Member in JV ☐	Management Contractor ☐	Sub-contractor ☐
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				
Year 4				

[1] If applicable

	Information
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:	

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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 ☐	Member in JV ☐	Management Contractor ☐	Subcontractor ☐
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. …

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 **≥** 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:					
_____ _ (Name of				. . . . . .	

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

[redacted]

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.

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

Contractor's Representative and Key Personnel

The Bidder must demonstrate that it will have a suitably qualified Contractor's Representative and suitably qualified (and in adequate numbers) Key Personnel, as described in the Specification.

The Bidder shall provide details of the Representative and Key Personnel and such other Key Personnel that the Bidder considers appropriate to perform the Contract, together with their academic qualifications and work experience. The Bidder shall complete the relevant Forms in the Bidding Forms.

Equipment

The Bidder must demonstrate that it has access to the key equipment listed hereafter:

[Specify requirements for each lot as applicable]

No.	Equipment Type and Characteristics	Minimum Number required
1		
2		
3		
4		
5		

The Bidder shall provide further details of proposed items of equipment using Form EQU in Section V.

1.

Form EQU: Equipment

The Bidder shall provide adequate information to demonstrate clearly that it has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Bidder.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment ☐ Owned ☐ Rented ☐ Leased ☐ Specially manufactured	

Omit the following information for equipment owned by the Bidder.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

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*]
	Expected time schedule for this position:	[*insert the expected time schedule for this position (e.g. attach high level Gantt chart*] ……
4.	**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*] ……
5.	**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*] ……
6.	**Title of position:** *[insert title]*	
	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*] ……

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA) EPADS

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

Name of Bidder

Position [*#1*]: [*title of position from Form PER-1*]		
Personnel information	**Name:**	**Date of birth:**
	Address:	**E-mail:**
	Professional qualifications:	
	Academic qualifications:	
	Language proficiency: *[language and levels of speaking, reading and writing skills]*	
details		
	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]*

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): _____