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18 APR 2026

# NATIONAL BANK OF PAKISTAN

**SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF NEW  
PASSENGER LIFT IN PLACE OF EXISTING PASSENGER LIFT INSTALLED AT  
NBP KEHKASHAN BUILDING KARACHI**

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## **BIDDING AND CONTRACT DOCUMENTS VOLUME – I (Technical Bid) & VOLUME – II (Financial Bid)**

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**Bidding Opening Procedure: PPRA Rule 36 (b)  
(Single Stage Two Envelope Procedure)**

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

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

**April 2026**

*[Handwritten signatures]*



# **NATIONAL BANK OF PAKISTAN**

**SUPPLY, INSTALLATION, TESTING & COMMISSIONING  
OF NEW PASSENGER LIFT IN PLACE OF EXISTING PASSENGER  
LIFT INSTALLED AT NBP KEHKASHAN BUILDING KARACHI.**

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**BIDDING AND CONTRACT DOCUMENTS**

## **VOLUME – I (Technical Bid)**

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

**(Single Stage Two Envelope Procedure)**

INVITATION TO BIDS  
INSTRUCTION TO BIDDERS  
BID DATA SHEET  
ELIGIBLE COUNTRIES  
SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS  
EVALUATION CRITERIA  
STANDARD FORMS & PRICE SCHEDULES  
GENERAL CONDITIONS OF CONTRACT  
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**PART-A**  
**BIDDING PROCEDURE & REQUIREMENTS**



**SECTION-I**  
**INVITATION TO BIDS**



**FOR NATIONAL BANK OF PAKISTAN**

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**FOR THE BIDDER**  
(Duly signed & stamped by the Authorized Representative)  
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## NATIONAL BANK OF PAKISTAN

**SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF NEW PASSENGER LIFT IN PLACE OF EXISTING PASSENGER LIFT INSTALLED AT NBP KEHKASHAN BUILDING KARACHI**  
**Invitation to Bids**

1. This Invitation to Bids follows the Procurement Notice for the subject Project/Procurement which appeared in Newspapers and on **NBP** and **PPRA** Websites.
2. The National Bank of Pakistan has reserved the funds for the procurement planned during the financial year 2026. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the aforesaid procurement.
3. The National Bank of Pakistan; now invites bids from eligible Suppliers for Procurement of Supply, Installation, Testing & Commissioning Of New Passenger Lift with related Services; **through EPADS only.**
4. The bidding shall be conducted in line with the Single Stage One Envelope procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders.
5. All bids must be accompanied by a scanned Copy of Bid Security in the form of Banker's Cheque or Payment Order or Bank Guarantee in the amount of **RS. 500,000/-**. The ORIGINAL BID SECURITY MUST be submitted to the National Bank of Pakistan any time before the Closing time of Bid Submission, failing which the bid shall be rejected.
6. The Pre-bid Meeting will be held on **Jun 16, 2026**, at 11:00 AM at Auditorium, 1st Floor, NBP, Head Office Building, Karachi.
7. The original bid, along with all the required documents as stated in the bidding documents; properly filled in, must be submitted Only through e-Pak Acquisition & Disposal System (EPADS) at or before **11:00 AM** dated: **26 Jun 2026**. The bids will be opened promptly thereafter on **EPADS** at **11:30 AM** the same day, and in the presence of bidders' representatives who choose to attend the opening at the below-mentioned address.

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

**Divisional Head,  
Procurement Division,  
Logistics Communications & Marketing Group,  
3rd Floor, NBP Head Office Building,  
I.I Chandigarh Road, Karachi**



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)



**SECTION-II**  
**INSTRUCTIONS TO BIDDERS (ITBs)**

**A - INTRODUCTION**

<p><b>1. Scope of Bid</b></p>	<p>1.1</p>	<p>The Procuring Agency (PA), as indicated in the <b>Bid Data Sheet</b> (BDS) hereinafter referred to as “<b>NBP</b>” invites Bids for the provision of Goods as specified in the BDS and <b>Section V – Schedule of Requirements &amp; Technical Specifications</b>. The successful Bidders will be expected to deliver the goods within the specified period and timeline(s) as stated in the <b>BDS</b>.</p>
<p><b>2. Sources of Funds</b></p>	<p>2.1</p>	<p>Sources of funds is referred in Clause-2 of Invitation to Bids</p>
<p><b>3. Eligible Bidders</b></p>	<p>3.1</p>	<p>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, consortium, or association. In the case of a joint venture, consortium, or association, 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, consortium, or association 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, consortium, or association during the Bidding process, and in case of award of contract, during the execution of contract.</p> <p><i>(The limit on the number of members of JV or Consortium or Association may be prescribed in BDS, in accordance with the guidelines issued by the PPRA).</i></p>
	<p>3.2</p>	<p>The appointment of Lead Member in the joint venture, consortium, or association shall be confirmed by submission of a valid Power of Attorney to the <b>NBP</b>.</p>
	<p>3.3</p>	<p>Verifiable copy of the agreement that forms a joint venture, consortium or association shall be required to be submitted as part of the Bid.</p>
	<p>3.4</p>	<p>Any bid submitted by the joint venture, consortium or association 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 <b>NBP</b> and in line with any instructions issued by the Authority.</p>
	<p>3.5</p>	<p>The invitation for Bids is open to all prospective supplier, manufacturers or authorized agents/dealers subject to any provisions of incorporation or licensing by the respective national incorporating agency or statutory body established for that particular trade or business.</p>
	<p>3.6</p>	<p>Foreign Bidders must be locally registered with the appropriate national incorporating body or the statutory body, before participating in the national/international competitive tendering with the exception of such procurements made by the foreign missions of Pakistan. For such purpose the bidder must have to initiate the registration process before the bid submission and the necessary evidence shall be submitted to the <b>NBP</b> along with their bid, however, the final award will be subject to the complete registration process.</p>
	<p>3.7</p>	<p>A Bidder shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidders may be considered to have a conflict of interest with one or more parties in this Bidding process, if they:</p> <ul style="list-style-type: none"> <li>a) are associated or have been associated in the past, directly or indirectly with a firm or any of its affiliates which have been engaged by the <b>NBP</b> to provide consulting services for the preparation of the design, specifications and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.</li> <li>b) have controlling shareholders in common; or</li> <li>c) receive or have received any direct or indirect subsidy from any of them; or</li> <li>d) have the same legal representative for purposes of this Bid; or</li> <li>e) 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</li> </ul>

		<p>the Bid of another Bidder, or influence the decisions of the <b>NBP</b> regarding this Bidding process; or</p> <p>f) Submit more than one bid in this Bidding process.</p>
	3.8	<p>A Bidder may be ineligible if –</p> <p>a) he is declared bankrupt or, in the case of company or firm, insolvent;</p> <p>b) payments in favor of the Bidder is suspended in accordance with the judgment of a court of law other than a judgment declaring bankruptcy and resulting (in accordance with the national laws) in the total or partial loss of the right to administer and dispose of its property;</p> <p>c) legal proceedings are instituted against such Bidder involving an order suspending payments and which may result, in accordance with the national laws, in a declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property;</p> <p>d) the Bidder is convicted, by a final judgment, of any offence involving professional conduct;</p> <p>e) the Bidder is blacklisted and hence debarred due to involvement in corrupt and fraudulent practices, or performance failure or due to breach of bid securing declaration.</p> <p>f) The firm supplier and contractor is blacklisted or debarred by a foreign country, international organization, or other foreign institutions for the period defined by them.</p>
	3.9	Bidders shall provide to the <b>NBP</b> evidence of their eligibility, proof of compliance with the necessary legal requirements to carry out the contract effectively.
	3.10	Bidders shall provide such evidence of their continued eligibility to the satisfaction of the <b>NBP</b> , as the <b>NBP</b> shall reasonably request.
	3.11	Bidders shall submit proposals relating to the nature, conditions and modalities of sub-contracting wherever the sub-contracting of any elements of the contract amounting to the more than ten (10) percent of the Bid price is envisaged.
<b>4. Eligible Goods and Related Services</b>	4.1	All goods and related services to be supplied under the contract shall have their origin in eligible source countries, and all expenditures made under the contract will be limited to such goods and services. For purpose of this Bid, ineligible countries are stated in the section-4 titled as “Eligible Countries”.
	4.2	For purposes of this Clause, “origin” means the place where the goods are mined, grown, cultivated, produced, manufactured, or processed, or through manufacture, procession, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its imported components or the place from where the related services are/to be supplied.
	4.3	The nationality of the supplier that supplies, assembles, distributes, or sells the goods and services shall not determine the origin of the goods.
	4.4	To establish the eligibility of the Goods and the related services, Bidders shall fill the country of origin declarations included in the Form of Bid.
	4.5	If so required in the <b>BDS</b> , the Bidder shall demonstrate that it has been duly authorized by the manufacturer of the goods to deliver in Pakistan (or in respective country in case of procurement by the Pakistani Missions abroad), the goods indicated in its Bid.
<b>5. One Bid per Bidder</b>	5.1	A bidder shall submit only one Bid, in the same bidding process, either individually as a Bidder or as a member in a joint venture or any similar arrangement.
	5.2	No bidder can be a sub-contractor while submitting a Bid individually or as a member of a joint venture in the same Bidding process.
	5.3	A person or a firm cannot be a sub-contractor with more than one bidder in the same bidding process.
<b>6. Cost of Bidding</b>	6.1	The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the <b>NBP</b> shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**B – BIDDING DOCUMENTS**

<b>7. Contents of Bidding Documents</b>	<p>7.1</p>	<p>The goods required, bidding procedures, and terms and conditions of the contract are prescribed in the Bidding Documents. In addition to the Invitation to Bids, the Bidding Documents which should be read in conjunction with any addenda issued in accordance with ITB 9.2 include:</p> <ol style="list-style-type: none"> <li>1. <b>Section I</b> -- Invitation to Bids</li> <li>2. <b>Section II</b> -- Instructions to Bidders (ITBs)</li> <li>3. <b>Section III</b> -- Bid Data Sheet (BDS)</li> <li>4. <b>Section IV</b> -- Eligible Countries</li> <li>5. <b>Section V</b> -- Technical Specifications, Schedule of Requirements</li> <li>6. <b>Section VI</b> -- Standard Forms of Bid</li> <li>7. <b>Section VII</b> -- General Conditions of Contract (GCC)</li> <li>8. <b>Section VIII</b> -- Special Conditions of Contract (SCC)</li> <li>9. <b>Section IX</b> -- Contract Forms</li> </ol>
	<p>7.2</p>	<p>The number of copies to be completed and returned with the Bid is specified in the <b>BDS</b>.</p>
	<p>7.3</p>	<p>The <b>NBP</b> is not responsible for the completeness of the Bidding Documents and their addenda, if they were not downloaded from the website of the <b>NBP</b> or EPADS.</p>
	<p>7.4</p>	<p>The Bidder is expected to examine all instructions, forms, terms and specifications 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.</p>
<b>8. Clarification of Bidding Documents</b>	<p>8.1</p>	<p>A prospective Bidder requiring any clarification of the Bidding Documents may notify the <b>NBP</b>; in writing through <b>EPADS</b> that provides record of the content of communication at the <b>NBP</b>'s address indicated in the <b>BDS</b>.</p>
	<p>8.2</p>	<p>The <b>NBP</b> will within Three (03) working days after receiving the request for clarification, respond in writing or in electronic form to any request for clarification provided that such request is received not later than Three (03) working days prior to the deadline for the submission of Bids as prescribed in <b>ITB 23.1</b>. However, this clause shall not apply in case of alternate methods of Procurement.</p>
	<p>8.3</p>	<p>Copies of the <b>NBP</b>'s response will be forwarded to all identified Prospective Bidders through an identified source of communication i.e. <b>EPADS</b>, including a description of the inquiry, but without identifying its source.</p> <p>In case of downloading the Bidding Documents from the website of PPRA, the response of all such queries will also be available on the same link available at the website.</p> <p><b>Note: All responses will only be processed through EPADS.</b></p>
	<p>8.4</p>	<p>Should the <b>NBP</b> deem it necessary to amend the Bidding Documents as a result of clarification, it shall do so following the procedure under <b>ITB 9</b>.</p>
	<p>8.5</p>	<p>If indicated in the <b>BDS</b>, the Bidder's designated representative is invited at the Bidder's cost to attend a pre-Bid meeting at the place, date and time mentioned in the <b>BDS</b>. During this pre-Bid meeting, prospective Bidders may request clarification of the schedule of requirement, the Evaluation Criteria or any other aspects of the Bidding Documents.</p>
	<p>8.6</p>	<p>Minutes of the pre-Bid meeting, if applicable, including the text of the questions asked by Bidders, including those during the meeting (without identifying the source) and the responses given; together with any responses prepared after the meeting will be transmitted promptly to</p>

		all prospective Bidders who have obtained the Bidding Documents. Any modification to the Bidding Documents that may become necessary as a result of the pre-Bid meeting shall be made by the <b>NBP</b> exclusively through the use of an Addendum pursuant to ITB 9. Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a Bidder.
<b>9. Amendment of Bidding Documents</b>	9.1	Before the deadline for submission of Bids, the <b>NBP</b> for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder or pre-Bid meeting may modify the Bidding Documents by issuing addenda.
	9.2	Any addendum issued including the notice of any extension of the deadline shall be part of the Bidding Documents pursuant to <b>ITB 7.1</b> and shall be communicated in writing or in any identified electronic form that provide record of the content of communication to all the bidders who have obtained the Bidding Documents from the <b>NBP</b> . The <b>NBP</b> shall promptly publish the Addendum at the <b>NBP</b> 's web page identified in the BDS: Provided that the bidder who had either already submitted their bid or handed over the bid to the courier prior to the issuance of any such addendum shall have the right to withdraw his already filed bid and submit the revised bid prior to the original or extended bid submission deadline.
	9.3	To give prospective Bidders reasonable time in which to take an addendum/corrigendum into account in preparing their Bids, the <b>NBP</b> may, at its discretion, extend the deadline for the submission of Bids:  Provided that the <b>NBP</b> shall extend the deadline for submission of Bid, if such an addendum is issued within last three (03) working days of the Bid submission deadline.

**C – PREPARATION OF BIDS**

<p><b>10. Language of Bid</b></p>	<p>10.1</p>	<p>The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the <b>NBP</b> 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.</p>
<p><b>11. Documents &amp; Samples(s) Constituting the Bid</b></p>	<p>11.1</p>	<p>The Bid prepared by the Bidder shall constitute the following components: -</p> <ul style="list-style-type: none"> <li>a) Form of Bid and Bid Prices completed in accordance with <b>ITB 14 and 15</b>;</li> <li>b) Details of the Sample(s) where applicable and requested in the <b>BDS</b>.</li> <li>c) Documentary evidence established in accordance with <b>ITB 13</b> that the Bidder is eligible and/or qualified for the subject bidding process.</li> <li>d) Documentary evidence established in accordance with <b>ITB 13.3(a)</b> that the Bidder has been authorized by the manufacturer to deliver the goods into Pakistan, where required and where the supplier is not the manufacturer of those goods.</li> <li>e) Documentary evidence established in accordance with <b>ITB 12</b> that the goods and related services to be supplied by the Bidder are eligible goods and services and conform to the Bidding Documents.</li> <li>f) Bid security or Bid Securing Declaration furnished in accordance with <b>ITB 18</b>.</li> <li>g) Duly Notarized Power of Attorney authorizing the signatory of the Bidder to submit the bid; and</li> <li>h) Any other document required in the <b>BDS</b>.</li> </ul>
	<p>11.2</p>	<p>Where a sample(s) is required by a <b>NBP</b>, the sample shall be:</p> <ul style="list-style-type: none"> <li>a) submitted as part of the bid, in the quantities, dimensions and other details requested in the <b>BDS</b>;</li> <li>b) carriage paid;</li> <li>c) received on, or before, the closing time and date for the submission of bids; and</li> <li>d) evaluated to determine compliance with all characteristics listed in the <b>BDS</b>.</li> </ul>
	<p>11.3</p>	<p>The <b>NBP</b> shall retain the sample(s) of the successful Bidder. A <b>NBP</b> shall reject the Bid if the sample(s)-</p> <ul style="list-style-type: none"> <li>a) do(es) not conform to all characteristics prescribed in the bidding documents; and</li> <li>b) is/are not submitted through EPADS within the specified time clearly mentioned in the Bid Data Sheet.</li> </ul>
	<p>11.4</p>	<p>Where it is not possible to avoid using a propriety article as a sample, a Bidder shall make it clear that the propriety article is displayed only as an example of the type or quality of the goods being Bided for, and that competition shall not thereby belimited to the extent of that article only.</p>
	<p>11.5</p>	<p>Samples made from materials supplied by a <b>NBP</b> shall not be returned to a Bidder nor shall a <b>NBP</b> be liable for the cost of making them.</p>
	<p>11.6</p>	<p>All samples produced from materials belonging to an unsuccessful Bidder shall be kept by the <b>NBP</b> till thirty (30) calendar days from the date of award of contract or exhaust of all the grievance forums (including those pending at Authority’s Level or in some Court of Law).</p>
<p><b>12. Documents Establishing Eligibility of Goods and Related Services and Conformity to Bidding Documents</b></p>	<p>12.1</p>	<p>Pursuant to <b>ITB 11</b>, the Bidder shall furnish, as part of its Bid, all those documents establishing eligibility in conformity to the terms and conditions specified in the Bidding Documents for all goods and related services which the Bidder proposes to deliver.</p>
	<p>12.2</p>	<p>The documentary evidence of the eligibility of the goods and related services shall consist of a statement in the Price Schedule of the country of origin of the goods and related services offered which shall be confirmed by a certificate of origin issued at the time of shipment.</p>
	<p>12.3</p>	<p>The documentary evidence of conformity of the goods and related services to the Bidding Documents may be in the form of literature, drawings, and data, and shall consist of:</p> <ul style="list-style-type: none"> <li>a) detailed description of the essential technical specifications and performance characteristics of the Goods.</li> </ul>

		<p>b) an item-by-item commentary on the <b>NBP's</b> Technical Specifications demonstrating substantial responsiveness of the Goods and Services to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.</p> <p>c) Any other procurement specific documentation requirement as stated in the <b>BDS</b>.</p>
	12.4	The Bidder shall also furnish a list giving full particulars, including available sources and current prices of goods, spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period <b>specified in the BDS</b> following commencement of the use of the goods by the <b>NBP</b> .
	12.5	For purposes of the commentary to be furnished pursuant to <b>ITB 12.3(c)</b> above, the Bidder shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the <b>NBP</b> in its Technical Specifications, are intended to be descriptive only and not restrictive. The Bidder may substitute alternative standards, brand names, and/or catalogue numbers in its Bid, provided that it demonstrates to the <b>NBP's</b> satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.
	12.6	The required documents and other accompanying documents must be in English. In case any other language than English is used the pertinent translation into English shall be attached to the original version.
<b>13. Documents Establishing Eligibility and Qualification of the Bidder</b>	13.1	Pursuant to <b>ITB 11</b> , 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.
	13.2	The documentary evidence of the Bidder's eligibility to Bid shall establish to the satisfaction of the <b>NBP</b> that the Bidder, at the time of submission of its bid, is from an eligible country as defined in Section-4 titled as "Eligible Countries".
	13.3	<p>The documentary evidence of the Bidder's qualifications to perform the contract if its Bid is accepted shall establish to the satisfaction of <b>NBP</b> that:</p> <p>a) in the case of a Bidder offering to deliver goods under the contract which the Bidder did not manufacture or otherwise produce; the Bidder has been duly authorized by the goods' Manufacturer or producer to deliver the goods in Pakistan.</p> <p>b) the Bidder has the financial, technical, and supply/production capability necessary to perform the Contract, meets the qualification criteria specified in <b>BDS</b>.</p> <p>c) in the case of a Bidder not doing business within Pakistan, the Bidder is or will be (if awarded the contract) represented by an Agent in Pakistan equipped, and able to carry out the Supplier's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.</p> <p>d) that the Bidder meets the qualification criteria listed in the <b>BDS</b>.</p>
<b>14. Form of Bid</b>	14.1	The Bidder shall fill the Form of Bid furnished in the Bidding Documents. The Bid Form must be completed without any alterations to its format and no substitute shall be accepted.
<b>15. Bid Prices</b>	15.1	The Bid Prices and discounts quoted by the Bidder in the Form of Bid and in the Price Schedules shall conform to the requirements specified below in ITB Clause 15 or exclusively mentioned hereafter in the bidding documents.
	15.2	All items in the Statement of Work must be listed and priced separately in the Price Schedule(s). If a Price Schedule shows items listed but not priced, their prices shall be construed to be included in the prices of other items
	15.3	<p>Items not listed in the Price Schedule shall be assumed not to be included in the Bid, and provided that the Bid is still substantially responsive in their absence or due to their nominal nature, the corresponding average price of the respective item(s) of the remaining substantially responsive bidder(s) shall be construed to be the price of those missing item(s):</p> <p>Provided that:</p> <p>a) where there is only one (substantially) responsive bidder, or</p> <p>b) where there is provision for alternate proposals and the respective items are not listed in the other bids, the <b>NBP</b> may fix the price of missing items in accordance with market survey, and the same shall be considered as final price.</p>

	15.4	The Bid price to be quoted in the Form of Bid in accordance with <b>ITB 15.1</b> shall be the total price of the Bid, excluding any discounts offered.
	15.5	The Bidder shall indicate on the appropriate Price Schedule, the unit prices (where applicable) and total Bid price of the goods it proposes to deliver under the contract.
	<b>15.6</b>	Prices indicated on the Price Schedule shall be entered separately in the following manner:
	15.6	<p>Prices indicated on the Price Schedule shall be entered into separately in the following manner:</p> <p><b>A)</b> for goods manufactured from within Pakistan (or within the country where procurement is being done in case of foreign missions abroad):</p> <p><b>a)</b> the price of the goods quoted EXW (ex-works, ex- factory, ex-warehouse, ex-showroom, or off-the- shelf, as applicable), including all customs duties and sales and other taxes already paid or payable:</p> <p style="padding-left: 40px;"><b>i)</b> on the components and raw material used in the manufacturing or assembly of goods quoted ex- works or ex-factory;</p> <p align="center"><b>or</b></p> <p style="padding-left: 40px;"><b>ii)</b> on the previously imported goods of foreign origin quoted ex-warehouse, ex-showroom, or off-the-shelf.</p> <p><b>b)</b> all applicable taxes which will be payable on the goods if the contract is awarded.</p> <p><b>c)</b> the price for inland transportation, insurance, and other local costs incidental to delivery of the goods to their final destination, if specified in the <b>BDS</b>.</p> <p><b>d)</b> the price of other (incidental or allied) services, if any, listed in the <b>BDS</b>.</p> <p><b>B)</b> For goods offered from abroad:</p> <p><b>a)</b> the price of the goods shall be quoted CIF named port of destination, or CIP border point, or CIP named place of destination, in the <b>NBP's</b> country, as specified in the <b>BDS</b>. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible countries. Similarly, the Bidder may obtain insurance services from any eligible source country. or</p> <p><b>b)</b> the price of the goods quoted FOB port of shipment (or FCA, as the case may be), if specified in the <b>BDS</b>. or</p> <p><b>c)</b> the price of goods quoted CFR port of destination (or CPT as the case may be), if specified in the <b>BDS</b>.</p> <p><b>d)</b> the price for inland transportation, insurance, and other local costs incidental to delivery of the goods from the port of entry to their final destination, if specified in the <b>BDS</b>.</p> <p><b>e)</b> the price of (incidental) services, if any, listed in the <b>BDS</b>.</p>
	15.7	<p>Prices proposed on the Price Schedule for goods and related services shall be disaggregated, where appropriate as indicated in this Clause. This desegregation shall be solely for the purpose of facilitating the comparison of Bids by the <b>NBP</b>. This, shall not in any way limit the <b>NBP's</b> right to contract on any of the terms and conditions offered: -</p> <p><b>A) For Goods: -</b></p> <p><b>i)</b> the price of the Goods, quoted as per applicable INCOTERMS as specified in the <b>BDS</b></p> <p><b>ii)</b> all customs duties, sales tax, and other taxes applicable on goods or on the components and raw materials used in their manufacture or assembly, if the contract is awarded to the Bidder, and</p> <p><b>B) For Related Services</b></p> <p><b>i)</b> The price of the related services, and</p> <p><b>ii)</b> All customs duties, sales tax and other taxes applicable in Pakistan, paid or payable, on the related services, if the contract is awarded to the Bidder.</p>
	15.8	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A Bid submitted with an adjustable price will be treated as non-responsive and shall be rejected, pursuant to ITB 28.

	15.9	If so indicated in the Invitation to Bids and Instructions to Bidders, that Bids are being invited for individual contracts (Lots) or for any combination of contracts (packages), Bidders wishing to offer any price reduction for the award of more than one contract shall specify in their Bid the price reductions applicable to each package, or alternatively, to individual contracts (Lots) within a package.
<b>16. Bid Currencies</b>	16.1	Prices shall be quoted in the following currencies: <b>a)</b> For goods and services that the Bidder will deliver from within Pakistan, the prices shall be quoted in Pakistani Rupees, unless otherwise specified in the <b>BDS</b> . <b>b)</b> For goods and related services that the Bidder will deliver from outside Pakistan, or for imported parts or components of goods and related services originating outside Pakistan, the Bid prices shall be quoted in any freely convertible currency of another country. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but use no more than three foreign currencies.
	16.2	For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.
	16.3	Bidders shall indicate details of their expected foreign currency requirements in the Bid.
	16.4	Bidders may be required by the <b>NBP</b> to clarify their foreign currency requirements and to substantiate that the amounts included in Lump Sum and in the <b>SCC</b> are reasonable and responsive to <b>ITB 16.1</b> .
<b>17. Bid Validity Period</b>	17.1	Bids shall remain valid for the period specified in the <b>BDS</b> after the Bid submission deadline prescribed by the <b>NBP</b> . A Bid valid for a shorter period shall be rejected by the <b>NBP</b> 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.
	17.2	Under exceptional circumstances, prior to the expiration of the initial Bid validity period, the <b>NBP</b> may request the Bidders' consent to an extension of the period of validity of their Bids only once, for the period not more than the period of initial bid validity. The request and the Bidders responses shall be made in writing or in electronic forms that provide record of the content of communication. The Bid Security provided under <b>ITB 18</b> shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid security or causing its Bid Securing Declaration to be executed. A Bidder agreeing to the request will not be required nor permitted to modify its Bid but will be required to extend the validity of its Bid Security or Bid Securing Declaration for the period of the extension, and in compliance with <b>ITB 18</b> in all respects.
	17.3	If the award is delayed by a period exceeding sixty (60) calendar days beyond the expiry of the initial Bid validity period, the contract price may be adjusted by a factor specified in the request for extension. However, the Bid evaluation shall be based on the already quoted Bid Price without taking into consideration on the above correction.
<b>18. Bid Securing or Bid Securing Declaration</b>	18.1	Pursuant to <b>ITB 11</b> , unless otherwise specified in the <b>BDS</b> , the Bidder shall furnish as part of its Bid, a Bid Security in form of fixed amount not exceeding five percent of the estimated value of procurement determined by the <b>NBP</b> and in the amount and currency specified in the <b>BDS</b> or Bid Securing Declaration as specified in the <b>BDS</b> in the format provided in <b>Section VI (Standard Forms)</b> .
	18.2	The Bid Security or Bid Securing Declaration is required to protect the <b>NBP</b> against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to <b>ITB 18.9</b> .

	18.3	<p>Bid Security shall be denominated in the local currency or in another freely convertible currency, and it shall be in the form specified in the <b>BDS</b> which shall be in any of the following:</p> <p><b>a)</b> 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 <b>NBP</b> and valid for twenty-eight (28) calendar days beyond the end of the validity of the Bid. This shall also apply if the period for Bid Validity is extended. In either case, the form must include the complete name of the Bidder.</p> <p><b>b)</b> a cashier's or certified cheque; or</p> <p><b>c)</b> another security if indicated in the <b>BDS</b></p>
	18.4	<p>The Bid Security or Bid Securing Declaration shall be in accordance with the Form of the Bid Security or Bid Securing Declaration included in Section VI (Standard Forms) or another form approved by the <b>NBP</b> prior to the Bid submission.</p>
	18.5	<p>The Bid Security shall be payable promptly upon written demand by the <b>NBP</b> in case any of the conditions listed in <b>ITB 18.9</b> are invoked.</p>
	18.6	<p>Any Bid not accompanied by a Bid Security or Bid Securing Declaration in accordance with <b>ITB 18.1</b> or <b>18.3</b> shall be rejected by the <b>NBP</b> as non-responsive, pursuant to <b>ITB 28</b>.</p>
	18.7	<p>Unsuccessful Bidders' Bid Security will be discharged or returned as promptly as possible, however in no case later than thirty (30) calendar days after the expiration of the period of Bid Validity prescribed by the <b>NBP</b> pursuant to <b>ITB 17</b>. The <b>NBP</b> shall make no claim to the amount of the Bid Security, and shall promptly return the Bid Security document, after whichever of the following that occurs earliest:</p> <p><b>a)</b> the expiry of the Bid Security;</p> <p><b>b)</b> the entry into force of a procurement contract and the provision of a performance security (or guarantee), for the performance of the contract if such a security (or guarantee), is required by the Bidding documents;</p> <p><b>c)</b> the rejection by the <b>NBP</b> of all Bids;</p> <p><b>d)</b> the withdrawal of the Bid prior to the deadline for the submission of Bids, unless the Bidding documents stipulate that no such withdrawal is permitted.</p>
	18.8	<p>The successful Bidder's Bid Security will be discharged upon the Bidder signing the contract pursuant to <b>ITB 41</b>, or furnishing the performance security (or guarantee), pursuant to <b>ITB 42</b>.</p>
	18.9	<p>The Bid Security may be forfeited or the Bid Securing Declaration executed:</p> <p><b>A)</b> if a Bidder:</p> <p><b>i)</b> withdraws its Bid during the period of Bid Validity as specified by the <b>NBP</b>, and referred by the bidder on the Form of Bid except as provided for in <b>ITB 17.2</b>; or</p> <p><b>ii)</b> does not accept the correction of errors pursuant to <b>ITB 30.3</b>; or</p> <p><b>B)</b> in the case of a successful Bidder, if the Bidder fails:</p> <p><b>i)</b> to sign the contract in accordance with <b>ITB 41</b>; or</p> <p><b>ii)</b> to furnish performance security (or guarantee) in accordance with <b>ITB 42</b>.</p>
<p><b>19. Alternative Bids by Bidders</b></p>	19.1	<p>Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic Bidder's technical design as indicated in the specifications and Schedule of Requirements. Alternatives will not be considered, unless specifically allowed for in the <b>BDS</b>. If so allowed, <b>ITB 19.2</b> shall prevail</p>
	19.2	<p>When alternative schedule for delivery of goods is explicitly invited, a statement of that effect will be included in the <b>BDS</b> as will the method for evaluating different schedules for delivery of goods.</p>

	19.3	If so, allowed in the <b>BDS</b> , Bidders wishing to offer technical alternatives to the requirements of the Bidding Documents must also submit a Bid that complies with the requirements of the Bidding Documents, including the basic technical design as indicated in the specifications. In addition to submitting the basic Bid, the Bidder shall provide all information necessary for a complete evaluation of the alternative by the <b>NBP</b> , including technical specifications, breakdown of prices, and other relevant details. Only the technical alternatives, if any, of the Most Advantageous Bidder conforming to the basic technical requirements (without altering the bid price) shall be considered by the <b>NBP</b> .
<b>20. Withdrawal, Substitution and Modification of Bids</b>	20.1	Before bid submission deadline, any bidder may withdraw, substitute, or modify its Bid after it has been submitted <b>through EPADS</b> .
	20.2	Bids requested to be withdrawn in accordance with <b>ITB 20.1</b> shall be returned unopened to the Bidders.
<b>21. Format and Signing of Bid</b>	21.1	The Bidder shall prepare an original and the number of copies of the Bid as indicated in the BDS, clearly marking each "ORIGINAL" and "COPY," as appropriate. In the event of any discrepancy between them, the original shall prevail: Provided that except in Single Stage One Envelope Procedure, the Bid shall include only the copies of technical proposal.
	21.2	The original and the copy or copies of the Bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Bid, except for un-amended printed literature, shall be initialed by the person or persons signing the Bid.
	21.3	Any interlineations, erasures, or overwriting shall be valid only if they are signed by the person or persons signing the Bidder.

**D – SUBMISSION OF BIDS**

<b>22. Sealing and Marking of Bids</b>	22.1	<p>In case of Single Stage One Envelope Procedure, the Bidder shall seal the original and each copy of the Bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.</p> <p><i>Note: The envelopes shall be sealed and marked in accordance with the bidding procedure adopted as referred in Rule-36 of PPR-2004.</i></p> <p><b>Note: The submission of bids will only be done through EPADS. No physical submission is accepted; except Original Bid Security Instrument.</b></p>
	22.2	<p>The inner and outer envelopes shall:</p> <ol style="list-style-type: none"> <li>be addressed to the <b>NBP</b> at the address given in the BDS; and</li> <li>bear the title of the subject procurement or Project name, as the case may be as indicated in the BDS, the Invitation to Bids (ITB) title and number indicated in the BDS, and a statement: “DO NOT OPEN BEFORE,” to be completed with the time and the date specified in the BDS, pursuant to ITB 23.1.</li> </ol>
	22.3	<p>In case of Single Stage Two Envelope Procedure, The Bid shall comprise two envelopes submitted simultaneously, one called the Technical Proposal and the other Financial Proposal. Both envelopes to be enclosed together in an outer single envelope called the Bid. Each Bidder shall submit his bid as under:</p> <ol style="list-style-type: none"> <li>Bidder shall submit his TECHNICAL PROPOSAL and FINANCIAL PROPOSAL in separate inner envelopes and enclosed in a single outer envelope.</li> <li>ORIGINAL and each copy of the Bid shall be separately sealed and put in separate envelopes and marked as such.</li> <li>The envelopes containing the ORIGINAL and copies will be put in one sealed envelope and addressed / identified as given in Sub- Clause 21.2.</li> </ol>
	22.4	<p>The inner and outer envelopes shall:</p> <ol style="list-style-type: none"> <li>be addressed to the <b>NBP</b> at the address provided in the Bidding Data.</li> <li>bear the name and identification number of the contract as defined in the Bidding Data; and provide a warning not to open before the time and date for bid opening, as specified in the Bidding Data. pursuant to ITB 23.1.</li> <li>In addition to the identification required in Sub- Clause 21.2 hereof, the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late” pursuant to Clause IB.24</li> </ol>
	22.5	<p>If all envelopes are not sealed and marked as required by ITB 22.2, ITB 22.3 and ITB 22.4 or incorrectly marked, the <b>NBP</b> will assume no responsibility for the misplacement or premature opening of Bid.</p>
<b>23. Deadline for Submission of Bids</b>	23.1	<p>Bids shall be received by the <b>NBP</b> no later than the date and time specified in the BDS.</p>
	23.2	<p>The <b>NBP</b> may, in exceptional circumstances and at its discretion, extend the deadline for the submission of Bids by amending the Bidding Documents in accordance with ITB 9, in which case all rights and obligations of the <b>NBP</b> and Bidders previously subject to the deadline will thereafter be subject to the new deadline.</p>
<b>24. Late Bids</b>	24.1	<p>The <b>NBP</b> shall not consider for evaluation any Bid that arrives after the deadline for submission of Bids, in accordance with <b>ITB 23</b>.</p>
	24.2	<p>Any Bid received by the <b>NBP</b> after the deadline for submission of Bids shall be declared late, recorded, rejected and returned unopened to the Bidder.</p>
<b>25. Withdrawal of Bids</b>	25.1	<p>A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the <b>NBP</b> prior to the deadline for submission of Bids.</p>
	25.2	<p>Revised bid may be submitted after the withdrawal of the original bid in accordance with the provisions referred in ITB 22.</p>

**E – OPENING AND EVALUATION OF BIDS**

<b>26. Opening of Bids</b>	26.1	The <b>NBP</b> will open all Bids through EPADS, in the presence of Bidders’ or their representatives who choose to attend, and other parties with a legitimate interest in the Bid proceedings at the place, on the date and at the time, specified in the BDS. The Bidders’ representatives present shall sign a register as proof of their attendance.
	26.2	First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding Withdrawal Notice contains a valid authorization to request the withdrawal and is read out at bid opening.
	26.3	Second, outer envelopes marked “SUBSTITUTION” shall be opened. The inner envelopes containing the Substitution Bid shall be exchanged for the corresponding Original Bid being substituted, which is to be returned to the Bidder unopened. No envelope shall be substituted unless the corresponding Substitution Notice contains a valid authorization to request the substitution and is read out and recorded at bid opening.
	26.4	Next, outer envelopes marked “MODIFICATION” shall be opened. No Technical Proposal and/or Financial Proposal shall be modified unless the corresponding Modification Notice contains a valid authorization to request the modification and is read out and recorded at the opening of the Bids. Any Modification shall be read out along with the Original Bid except in case of Single Stage Two Envelope Procedure where only the Technical Proposal, both Original as well as Modification, are to be opened, read out, and recorded at the opening. Financial Proposal, both Original and Modification, will remain unopened till the prescribed financial bid opening date.
	26.5	Other envelopes holding the Bids shall be opened one at a time, in case of Single Stage One Envelope Procedure, the Bidders names, the Bid prices, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, the presence or absence of Bid Security, Bid Securing Declaration and such other details as the <b>NBP</b> may consider appropriate, will be announced by the Procurement Evaluation Committee.
	26.6	In case of Single Stage Two Envelope Procedure, the <b>NBP</b> will open the Technical Proposals electronically through PPRA EPADS, in public at the address, date and time specified in the BDS in the presence of Bidders` designated representatives who choose to attend and other parties with a legitimate interest in the Bid proceedings. The Financial Proposals will remain unopened and will be held in custody of the <b>NBP</b> until the specified time of their opening.
	26.7	The envelopes holding the Technical Proposals shall be opened one at a time, and the following read out and recorded: (a) the name of the Bidder; (b) whether there is a modification or substitution; (c) the presence of a Bid Security, if required; and (d) Any other details as the <b>NBP</b> may consider appropriate.
	26.8	Bids not opened and not read out at the Bid opening shall not be considered further for evaluation, irrespective of the circumstances. In particular, any discount offered by a Bidder which is not read out at Bid opening shall not be considered further.
	26.9	Bidders are advised to send in a representative with knowledge of the content of the Bid who shall verify the information read out from the submitted documents. Failure to send a representative or to point out any unread information by the sent Bidder’s representative shall indemnify the <b>NBP</b> against any claim or failure to read out the correct information contained in the Bidder’s Bid.
	26.10	No Bid will be rejected at the time of Bid opening except for late Bids uploaded through EPADS, pursuant to ITB 24.

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	26.11	The <b>NBP</b> shall prepare minutes of the Bid opening. The record of the Bid opening shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution or modification, the Bid price if applicable, including any discounts and alternative offers and the presence or absence of a Bid Security or Bid Securing Declaration.
	26.12	The Bidders’ representatives who are present shall be requested to sign on the attendance sheet. The omission of a Bidder’s signature on the record shall not invalidate the contents and affect the record. A copy of the record shall be distributed to all the Bidders.
	26.13	A copy of the minutes of the Bid opening shall be furnished to individual Bidders upon request.
	26.14	In case of Single Stage Two Envelop Bidding Procedure, after the evaluation and approval of technical proposal the <b>NBP</b> , shall at a time within the bid validity period publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders subject to redress of grievances from all tiers of grievances.
<b>27. Confidentiality</b>	27.1	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.
	27.2	Any effort by a Bidder to influence the <b>NBP</b> processing of Bids or award decisions may result in the rejection of its Bid.
	27.3	Notwithstanding <b>ITB 27.2</b> from the time of Bid opening to the time of contract award, if any Bidder wishes to contact the <b>NBP</b> on any matter related to the Bidding process, it should do so in writing or in electronic forms that provides record of the content of communication.
<b>28. Clarification of Bids</b>	28.1	To assist in the examination, evaluation and comparison of Bids (and post-qualification if applicable) of the Bidders, the <b>NBP</b> may ask any Bidder for a clarification of its Bid including breakdown of prices. Any clarification submitted by a Bidder that is not in response to a request by the <b>NBP</b> shall not be considered.
	28.2	The request for clarification and the response shall be in writing or in electronic forms that provide record of the content of communication. In case of Single Stage Two Envelope Procedure, no change in the prices or substance of the Bid shall be sought, offered, or permitted, whereas in case of Single Stage One Envelope Procedure, only the correction of arithmetic errors discovered by the <b>NBP</b> in the evaluation of Bids should be sought in accordance with <b>ITB 31</b> .
	28.3	The alteration or modification in THE BID which in any affect the following parameters will be considered as a change in the substance of a bid: <ul style="list-style-type: none"> <li>a) evaluation &amp; qualification criteria.</li> <li>b) required scope of work or specifications.</li> <li>c) all securities requirements.</li> <li>d) tax requirements.</li> <li>e) terms and conditions of bidding documents.</li> <li>f) change in the ranking of the bidder</li> </ul>
	28.4	From the time of Bid opening to the time of Contract award if any Bidder wishes to contact the <b>NBP</b> on any matter related to the Bid it should do so in writing or in electronic forms that provide record of the content of communication.
<b>29. Preliminary Examination of Bids</b>	29.1	Prior to the detailed evaluation of Bids, the <b>NBP</b> will determine whether each Bid: <ul style="list-style-type: none"> <li>a) meets the eligibility criteria defined in <b>ITB 3</b> and <b>ITB 4</b>;</li> <li>b) has been prepared as per the format and contents defined by the <b>NBP</b> in the Bidding Documents;</li> <li>c) has been properly signed;</li> <li>d) is accompanied by the required securities; and</li> </ul>

		e) is substantially responsive to the requirements of the Bidding Documents. The <b>NBP's</b> determination of a Bid's responsiveness will be based on the contents of the Bid itself.
	29.2	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: - a) affects in any substantial way the scope, quality, or performance of the Services. b) limits in any substantial way, inconsistent with the Bidding Documents, the <b>NBP's</b> rights or the Bidders' obligations under the Contract; or presenting substantially responsive Bids. c) if rectified, it would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.
	29.3	The <b>NBP</b> will confirm that the documents and information specified under ITB 11, 12 and 13 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.
	29.4	The <b>NBP</b> 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. <i>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 immaterial defect in a Bid or variation of a bid from the exact requirements of the invitation that can be corrected or waived without being prejudicial to other bidders. The defect or variation is immaterial when the effect on quantity, quality, or delivery is negligible when contrasted with the total cost or scope of the supplies or services being acquired. The <b>NBP</b> 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 <b>NBP</b>. Examples of minor informalities or irregularities include failure of a bidder to –</i> (a) Submit the number of copies of signed bids required by the invitation. (b) Furnish required information concerning the number of its employees. (c) 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.
	29.5	Provided that a Technical Bid is substantially responsive, the <b>NBP</b> 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.
	29.6	Provided that a Technical Bid is substantially responsive, the <b>NBP</b> 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.
	29.7	If a Bid is not substantially responsive, it will be rejected by the <b>NBP</b> and may not subsequently be evaluated for complete technical responsiveness.
<b>30. Examination of Terms and Conditions; Technical Evaluation</b>	30.1	The <b>NBP</b> shall examine the Bid to confirm that all terms and conditions specified in the <b>GCC</b> and the <b>SCC</b> have been accepted by the Bidder without any material deviation or reservation.
	30.2	The <b>NBP</b> shall evaluate the technical aspects of the Bid submitted in accordance with <b>ITB 22</b> , to confirm that all requirements specified in <b>Section V – Schedule of Requirements, Technical Specifications</b> of the Bidding Documents have been met without material deviation or reservation.
	30.3	If after the examination of the terms and conditions and the technical evaluation, the <b>NBP</b> determines that the Bid is not substantially responsive in accordance with <b>ITB 29</b> , it shall reject the Bid.

  
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<p><b>31. Correction of Errors</b></p>	<p>31.1</p>	<p>Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows: -</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the <b>NBP</b> there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected; and</li> <li>c) Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.</li> <li>d) Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.</li> </ul>
	<p>31.2</p>	<p>The amount stated in the Bid will be adjusted by the <b>NBP</b> 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 will then be rejected, and the Bid Security may be forfeited, or the Bid Securing Declaration may be executed in accordance with <b>ITB 18.9</b>.</p>
<p><b>32. Conversion to Single Currency</b></p>	<p>32.1</p>	<p>To facilitate evaluation and comparison, the <b>NBP</b> will convert all Bid prices expressed in the amounts in various currencies in which the Bid prices are payable. For the purpose of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the date of opening of (financial part of) bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.</p>
	<p>32.2</p>	<p>The currency selected for converting Bid prices to a common base for the purpose of evaluation, along with the source and date of the exchange rate, are specified in the <b>BDS</b>.</p>
<p><b>33. Evaluation of Bids</b></p>	<p>33.1</p>	<p>The <b>NBP</b> shall evaluate and compare only the Bids determined to be substantially responsive, pursuant to <b>ITB 29</b>.</p>
	<p>33.2</p>	<p>In evaluating the Technical Proposal of each Bid, the <b>NBP</b> shall use the criteria and methodologies listed in the BDS and in terms of Statement of Requirements and Technical Specifications. No other evaluation criteria or methodologies shall be permitted.</p>
	<p>33.3</p>	<p>The <b>NBP's</b> evaluation of a Bid will take into account:</p> <ul style="list-style-type: none"> <li>a) in the case of goods manufactured in Pakistan or goods of foreign origin already imported in Pakistan, Income Tax, General Sales Tax and other similar/applicable taxes, which will be payable on the goods if a contract is awarded to the Bidder;</li> <li>b) in the case of goods of foreign origin offered from abroad, customs duties and other similar import taxes which will be payable on the goods if the contract is awarded to the Bidder; and</li> </ul>
	<p>33.4</p>	<p>The comparison shall be between the EXW price of the goods offered from within Pakistan, such price to include all costs, as well as duties and taxes paid or payable on components and raw material incorporated or to be incorporated in the goods, and named port of destination, border point, or named place of destination) in accordance with applicable INCOTERM in the price of the goods offered from outside Pakistan.</p>
	<p>33.5</p>	<p>In evaluating the Bidders, the evaluation committee will, in addition to the Bid price quoted in accordance with ITB 15.1, take account of one or more of the following factors as specified in the <b>BDS</b>, and quantified in <b>ITB 33.6</b>:</p> <ul style="list-style-type: none"> <li>a) Cost of inland transportation, insurance, and other costs within the Pakistan incidental to delivery of the goods to their final destination.</li> <li>b) delivery schedule offered in the Bid;</li> <li>c) deviations in payment schedule from that specified in the Special Conditions of Contract;</li> <li>d) the cost of components, mandatory spare parts, and service;</li> <li>e) the availability (in Pakistan) of spare parts and after-sales services for the equipment offered in the Bid;</li> </ul>

	<p>f) the projected operating and maintenance costs during the life of the equipment; g) the performance and productivity of the equipment offered; and/or h) other specific criteria indicated in the <b>TBS</b> and/or in the Technical Specifications.</p>
<p align="center">33.6</p>	<p>For factors retained in <b>BDS</b>, pursuant to <b>ITB 33.5</b> one or more of the following quantification methods will be applied, as detailed in the <b>BDS</b>:</p> <p><b>(a) Inland transportation from EXW/port of entry/border point, Insurance and incidentals.</b> Inland transportation, insurance, and other incidental costs for delivery of the goods from EXW/port of entry/border point to Project Site named in the <b>BDS</b> will be computed for each Bid by the PA on the basis of published tariffs by the rail or road transport agencies, insurance companies, and/or other appropriate sources. To facilitate such computation, Bidder shall furnish in its Bid the estimated dimensions and shipping weight and the approximate EXW or as per applicable INCOTERM value of each package. The above cost will be added by the <b>NBP</b> to EXW or as per applicable INCOTERM price.</p> <p><b>(b) Delivery schedule.</b></p> <p>i) The <b>NBP</b> requires that the goods under the Invitation for Bids shall be delivered (shipped) at the time specified in the Schedule of Requirements. The estimated time of arrival of the goods at the Project Site will be calculated for each Bid after allowing for reasonable international and inland transportation time. Treating the Bid resulting in such time of arrival as the base, a delivery “adjustment” will be calculated for other Bids by applying a percentage, specified in the <b>BDS</b>, of the EXW or as per applicable INCOTERM price for each week of delay beyond the base, and this will be added to the Bid price for evaluation. No credit shall be given to early delivery.</p> <p align="center"><i>Or</i></p> <p>ii) The goods covered under this invitation are required to be delivered (shipped) within an acceptable range of weeks specified in the Schedule of Requirement. <b>No credit will be given to earlier deliveries, and Bids offering delivery beyond this range will be treated as non-responsive.</b> Within this acceptable range, an adjustment per week, as specified in the <b>BDS</b>, will be added for evaluation to the Bid price of Bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.</p> <p align="center"><i>Or</i></p> <p>iii) The goods covered under this invitation are required to be delivered (shipped) in partial shipments, as specified in the Schedule of Requirements. Bids offering deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the Bid price a factor equal to a percentage, specified in the <b>BDS</b>, of EXW or as per applicable INCOTERM price per week of variation from the specified delivery schedule.</p> <p><b>(c) Deviation in payment schedule.</b></p> <p>i) Bidders shall state their Bid price for the payment schedule outlined in the <b>SCC</b>. Bids will be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in Bid price they wish to offer for such alternative payment schedule. The <b>NBP</b> may consider the alternative payment schedule offered by the selected Bidder.</p> <p align="center"><i>Or</i></p> <p>ii) The <b>SCC</b> stipulates the payment schedule offered by the <b>NBP</b>. If a Bid deviates from the schedule and if such deviation is considered acceptable to the <b>NBP</b>, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in this invitation, at the rate per annum specified in the <b>BDS</b>.</p> <p><b>(d) Cost of spare parts</b></p> <p>i) The list of items and quantities of major assemblies, components, and selected spare parts, likely to be required during the initial period of operation specified in the <b>BDS</b>, is annexed to the Technical Specifications. The total cost of these items, at the unit prices</p>

		<p>quoted in each Bid, will be added to the Bid price.</p> <p align="center"><i>Or</i></p> <p>ii) The <b>NBP</b> will draw up a list of high-usage and high-value items of components and spare parts, along with estimated quantities of usage in the initial period of operation specified in the <b>BDS</b>. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the Bidder and added to the Bid price.</p> <p align="center"><b>Or</b></p> <p>iii) The <b>NBP</b> will estimate the cost of spare parts usage in the initial period of operation specified in the <b>BDS</b>, based on information furnished by each Bidder, as well as on past experience of the <b>NBP</b> or other <b>NBP's</b> in similar situations. Such costs shall be added to the Bid price for evaluation.</p> <p><b>(e) Spare parts and after sales service facilities in Pakistan</b> The cost to the NBP of establishing the minimum service facilities and parts inventories, as outlined in the BDS or elsewhere in the Bidding Documents, if quoted separately, shall be added to the Bid price.</p> <p><b>(f) Operating and maintenance costs</b> Since the operating and maintenance costs of the goods under procurement form a major part of the life cycle cost of the equipment, these costs will be evaluated in accordance with the criteria specified in the BDS or in the Technical Specifications.</p> <p><b>(g) Performance and productivity of the equipment.</b> iv) Bidders shall state the guaranteed performance or efficiency in response to the Technical Specification. For each drop in the performance or efficiency below the norm of 100, an adjustment for an amount specified in the <b>BDS</b> will be added to the Bid Price, representing the capitalized cost of additional operating costs over the life of the plant, using the methodology specified in the <b>BDS</b> or in the Technical Specifications.</p> <p align="center"><b>Or</b></p> <p>v) Goods offered shall have a minimum productivity specified under the relevant provision in the Technical Specifications to be considered responsive. Evaluation shall be based on the cost per unit of the actual productivity of goods offered in the Bid, and adjustment will be added to the Bid price using the methodology specified in the BDS or in the Technical Specifications.</p> <p><b>(h) Specific additional criteria.</b> Other specific additional criteria to be considered in the evaluation and the evaluation method shall be detailed in the <b>BDS</b> and/or the Technical Specifications.</p>
	33.7	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, including any discounts offered in the Form of Bid, is specified in the <b>BDS</b> .
<b>34. Domestic Preference</b>	34.1	If the <b>BDS</b> so specifies, the <b>NBP</b> will grant a margin of preference to certain goods in line with the rules, regulations, regulatory guides or instructions issued by the Authority from time to time.
<b>35. Determination of Most Advantageous Bid</b>	35.1	In case where the <b>NBP</b> adopts the Cost Based Evaluation Technique and, the Bid with the lowest evaluated price—from amongst those which are eligible, compliant and substantially responsive shall be the Most Advantageous Bid.
	35.2	<p>The <b>NBP</b> may adopt the Quality &amp; Cost Based Selection Technique due to the following two reasons:</p> <p>i) Where the <b>NBP</b> knows about the main features, usage and output of the products; however not clear about the complete features, technical specifications and functionalities of the goods to be procured and requires the bidders to submit their proposals defining those features, specifications and functionalities; or</p> <p>ii) Where the <b>NBP</b>, in addition to the mandatory requirements and mandatory technical specifications, requires parameters <b>specified in Evaluation Criteria</b> to be evaluated while determining the quality of the goods:</p>



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		In such cases, the <b>NBP</b> may allocate certain weightage to these factors as a part of Evaluation Criteria and may determine the ranking of the bidders on the basis of combined evaluation in accordance with provisions of Rule 2(1)(h) of PPR-2004.
<b>36. Post-qualification of Bidder and/or Abnormally Low Financial Proposal</b>	36.1	After determining the Most Advantageous Bid, if neither the pre-qualification was undertaken separately nor any qualification parameters were undertaken as part of determining the Most Advantageous Bid, the <b>NBP</b> shall carry out the post-qualification of the Bidder using only the requirements specified in the <b>BDS</b> . In case of International Tendering, the parameters for incorporation or licensing within Pakistan may be fulfilled as part of post qualification.
	36.2	Where the Bid price is considered to be abnormally low, the <b>NBP</b> shall perform price analysis either during determination of Most Advantageous Bid or as a part of the post-qualification process. The following process shall apply: a) The <b>NBP</b> may reject a Bid if the <b>NBP</b> has determined that the price in combination with other constituent elements of the Bid is abnormally low in relation to the subject matter of the procurement (i.e. scope of the procurement or related services) and raises concerns as to the capability and capacity of the respective Bidder to perform that contract. b) Before rejecting an abnormally low Bid the <b>NBP</b> shall request the Bidder an explanation of the Bid or of those parts which it considers contribute to the Bid being abnormally low; take account of the evidence provided in response to a request in writing; and subsequently verify the Bid or parts of the Bid being abnormally low; c) The decision of the <b>NBP</b> to reject a Bid and reasons for the decision shall be recorded in the procurement proceedings and promptly communicated to the Bidder concerned; d) The <b>NBP</b> shall not incur any liability solely by rejecting abnormally Bid; and e) An abnormally low Bid means, in the light of the <b>NBP</b> 's estimate and of all the Bids submitted, the Bid appears to be abnormally low by not providing a margin for normal levels of profit. <b>Guidance for NBP:</b> In order to identify the Abnormally Low Bid (ALB) following approaches can be considered to minimize the scope of subjectivity: (i) Comparing the bid price with the cost estimate; (ii) Comparing the bid price with the bids offered by other bidders submitting substantially responsive bids; and (iii) Comparing the bid price with prices paid in similar contracts in the recent past either government- or development partner-funded.
	36.3	The <b>NBP</b> will determine to its satisfaction whether the Bidder that is selected as having submitted the most advantageous Bid is qualified to perform the contract satisfactorily, in accordance with the criteria listed in ITB 13.3.
	36.4	The determination will take into account the Bidder's financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB 13.3, as well as such other information as the <b>NBP</b> deems necessary and appropriate. Factors not included in these Bidding Documents shall not be used in the evaluation of the Bidders' qualifications.
	36.5	<b>NBP</b> 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.
	36.6	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 <b>NBP</b> will proceed to the next ranked bidder to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**F – AWARD OF CONTRACT**

<p><b>37. Criteria of Award</b></p>	<p>37.1 Subject to ITB 36 and 38, the <b>NBP</b> will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the Bidding Documents and who has been declared as Most Advantageous Bidder, provided that such Bidder has been determined to be:</p> <ul style="list-style-type: none"> <li>a) eligible in accordance with the provisions of ITB 3;</li> <li>b) is determined to be qualified to perform the Contract satisfactorily; and</li> <li>c) Successful negotiations have been concluded, if any.</li> </ul>
<p><b>38. Negotiations</b></p>	<p>38.1 Negotiations may be undertaken with the Most Advantageous Bid relating to the following areas:</p> <ul style="list-style-type: none"> <li>a) a minor alteration to the technical details of the statement of requirements.</li> <li>b) reduction of quantities for budgetary reasons, where the reduction is in excess of any provided for in the Biding documents.</li> <li>c) a minor amendment to the special conditions of Contract;</li> <li>d) finalizing payment arrangements;</li> <li>e) delivery arrangements;</li> <li>f) the methodology for provision of related services; or</li> <li>g) clarifying details that were not apparent or could not be finalized at the time of Bidding;</li> </ul>
	<p>38.2 Where negotiation fails to result into an agreement, the <b>NBP</b> may invite the next ranked Bidder for negotiations. Where negotiations are commenced with the next ranked Bidder, the <b>NBP</b> shall not reopen earlier negotiations.</p>
<p><b>39. The NBP's Right to reject All Bids</b></p>	<p>39.1 Notwithstanding <b>ITB 37</b>, the <b>NBP</b> reserves the right to reject all the bids, and to annul the Bidding process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders. However, the Authority (i.e. PPRA) may call from the <b>NBP</b> the justification of those grounds.</p>
	<p>39.2 Notice of the rejection of all Bids shall be given promptly to all Bidders that have submitted Bids.</p>
	<p>39.3 The <b>NBP</b> shall upon request communicate to any Bidder the grounds for its rejection of its Bids, but is not required to justify those grounds.</p>
<p><b>40. The NBP's Right to Vary Quantities at the Time of Award</b></p>	<p>40.1 The <b>NBP</b> reserves the right at the time of contract award to increase or decrease the quantity of goods or related services originally specified in these Bidding Documents (schedule of requirements) provided this does not exceed by the percentage indicated in the BDS, without any change in unit price or other terms and conditions of the Bid and Bidding Documents.</p>
<p><b>41. Notification of Award</b></p>	<p>41.1 Prior to the award of contract, the <b>NBP</b> shall issue a Final Evaluation Report giving justification for acceptance or rejection of the bids.</p>
	<p>41.2 Where no complaints have been lodged, the Bidder whose Bid has been accepted will be notified of the award by the <b>NBP</b> prior to expiration of the Bid Validity period in writing or electronic forms that provide record of the content of communication. The Letter of Acceptance will state the sum that the <b>NBP</b> will pay the successful Bidder in consideration for the execution of the scope of works as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price).</p>
	<p>41.3 The notification of award will constitute the formation of the Contract, subject to the Bidder furnishing the Performance Security (or guarantee) in accordance with <b>ITB 43</b> and signing of the contract in accordance with <b>ITB 42.2</b>.</p>
	<p>41.4 Upon the successful Bidder's furnishing of the performance security (or guarantee) pursuant to <b>ITB 43</b>, the <b>NBP</b> 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 Bidders pursuant to <b>ITB 18.7</b>.</p>
<p><b>42. Signing of Contract</b></p>	<p>42.1 Promptly after notification of award, <b>NBP</b> shall send the successful Bidder the draft agreement, incorporating all terms and conditions as agreed by the parties to the contract.</p>
	<p>42.2 Immediately after the Redressal of grievance by the GRC, and <b>after fulfillment of all conditions</b></p>

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		<b>precedent</b> of the Contract Form, the successful Bidder and the <b>NBP</b> shall sign the contract.
	42.3	Where no formal signing of a contract is required, purchase order issued to the bidder shall be construed to be the contract.
<b>43. Performance Security (or Guarantee)</b>	43.1	After the receipt of the Letter of Acceptance, the successful Bidder, within the specified time, shall deliver to the <b>NBP</b> a Performance Security (or Guarantee) in the amount and in the form stipulated in the <b>BDS and SCC</b> , denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the Conditions of Contract.
	43.2	If the Performance Security (or Guarantee) is provided by the successful Bidder and it shall be in the form specified in the <b>BDS</b> which shall be in any of the following: (a) certified cheque, cashier's or manager's cheque, or bank draft. (b) irrevocable letter of credit issued by a Scheduled bank 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; (c) bank guarantee confirmed by a reputable local bank or, in the case of a successful foreign Bidder, bonded by a foreign bank; or (d) surety bond callable upon demand issued by any reputable surety or insurance company. Any Performance Security (or guarantee) submitted shall be enforceable in Pakistan.
	43.3	Failure of the successful Bidder to comply with the requirement of ITB <b>43.1</b> shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security, in which event the <b>NBP</b> may make the award to the next ranked Bidder or call for new Bids.
<b>44. Advance Payment</b>	44.1	The advance payment will not be provided in normal circumstances. However, in case where international incoterms are involved, the same will be dealt with standard international practices and in the manner as prescribed in ITB 44.2.
	44.2	The <b>NBP</b> will provide an Advance Payment as stipulated in the Conditions of Contract, subject to a maximum amount, as stated in the <b>BDS</b> . The Advance Payment request shall be accompanied by an Advance Payment Security (Guarantee) in the form provided in Section IX. For the purpose of receiving the Advance Payment, the Bidder shall make and estimate of, and include in its Bid, the expenses that will be incurred in order to commence Delivery of Goods. These expenses 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 <b>NBP's</b> "Notice to Commence" as specified in the <b>SCC</b> .
<b>45. Arbitrator</b>	45.1	The Arbitrator shall be appointed by mutual consent of the both parties as per the provisions specified in the <b>SCC</b> .
<b>46. Corrupt &amp; Fraudulent Practices</b>	46.1	<b>NBP</b> 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 engaging in any corrupt and fraudulent practices.



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

<b>47. Constitution of Grievance Redressal</b>	47.1	<b>NBP</b> shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of person with proper power and authorization to address the complaint. The GRC shall not have any of the members of Procurement Evaluation Committee. The committee must have one subject specialist depending upon the nature of the procurement.
<b>48. GRC Procedure</b>	48.1	Any party can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to provision of Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the bid submission deadline.
	48.2	Any Bidder feeling aggrieved by any act of the <b>NBP</b> after the submission of his bid may lodge a written complaint concerning his grievances not later than seven calendar days of the announcement of technical evaluation report and five calendar days after issuance of final evaluation report.
	48.3	In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
	48.4	In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
	48.5	The GRC, in both the cases shall investigate and decide upon the complaint within ten calendar days of its receipt.
	48.6	Any bidder or the <b>NBP</b> not satisfied with the decision of the GRC may file Appeal before the Appellate Committee of the Authority on prescribed format after depositing the Prescribed fee.
	48.7	The Committee, upon receipt of the Appeal against the decision of the GRC complete in all respect shall serve notices in writing upon all the parties to Appeal.
	48.8	The committee shall call the record from the concerned <b>NBP</b> or the GRC as the case may be, and the same shall be provided within prescribed time.
	48.9	The committee may after examination of the relevant record and hearing all the concerned parties, shall decide the complaint within fifteen (15) calendar days of receipt of the Appeal.
	48.10	The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

**H – MECHANISM OF BLACKLISTING**

<p><b>49. Mechanism of Blacklisting</b></p>	<p>49.1</p>	<p>The <b>NBP</b> shall bar for not more than the time prescribed in Rule-19 of the Public Procurement Rules,2004, from participating in their respective procurement proceedings, bidder or contractor who either:</p> <ul style="list-style-type: none"> <li>i. Involved in corrupt and fraudulent practices as defined in Rule-2 of Public Procurement Rules;</li> <li>ii. Fails to perform his contractual obligations; and</li> <li>iii. Fails to abide by the id securing declaration;</li> </ul>
	<p>49.2</p>	<p>The show cause notice shall contain: (a) precise allegation, against the bidder or contractor; (b) the maximum period for which the <b>NBP</b> proposes to debar the bidder or contractor from participating in any public procurement of the <b>NBP</b>; and (c) the statement, if needed, about the intention of the <b>NBP</b> to make a request to the Authority for debarring the bidder or contractor from participating in public procurements of all the <b>NBP</b>.</p>
	<p>49.3</p>	<p>The <b>NBP</b> shall give minimum of seven calendar days to the bidder or contractor for submission of written reply of the show cause notice</p>
	<p>49.4</p>	<p>In case, the bidder or contractor fails to submit written reply within the requisite time, the <b>NBP</b> may issue notice for personal hearing to the bidder or contractor/ authorize representative of the bidder or contractor and the <b>NBP</b> shall decide the matter on the basis of available record and personal hearing, if availed.</p>
	<p>49.5</p>	<p>In case the bidder or contractor submits written reply of the show cause notice, the <b>NBP</b> may decide to file the matter or direct issuance of a notice to the bidder or contractor for personal hearing.</p>
	<p>49.6</p>	<p>The <b>NBP</b> shall give minimum of seven calendar days to the bidder or contractor for appearance before the specified officer of the <b>NBP</b> for personal hearing. The specified officer shall decide the matter on the basis of the available record and personal hearing of the bidder or contractor, if availed</p>
	<p>49.7</p>	<p>The <b>NBP</b> shall decide the matter within fifteen calendar days from the date of personal hearing unless the personal hearing is adjourned to a next date and in such an eventuality, the period of personal hearing shall be reckoned from the last date of personal hearing.</p>
	<p>49.8</p>	<p>The <b>NBP</b> shall communicate to the bidder or contractor the order of debarring the bidder or contractor from participating in any public procurement with a statement that the bidder or contractor may, within thirty calendar days, prefer a representation against the order before the Authority.</p>
	<p>49.9</p>	<p>Such blacklisting or barring action shall be communicated by the <b>NBP</b> to the Authority and respective bidder or bidders in the form of decision containing the grounds for such action. The same shall be publicized by the Authority after examining the record whether the procedure defined in blacklisting and debarment mechanism has been adhered to by the <b>NBP</b>.</p>
	<p>49.10</p>	<p>The bidder may file the review petition before the Review Petition Committee Authority within thirty calendar days of communication of such blacklisting or barring action after depositing the prescribed fee and in accordance with “Procedure of filing and disposal of review petition under Rule-19(3) Regulations, 2021”. The Committee shall evaluate the case and decide within ninety calendar days of filing of review petition</p>
	<p>49.11</p>	<p>The committee shall serve a notice in writing upon all respondent of the review petition. The notices shall be accompanied by the copies of review petition and all attached documents of the review petition including the decision of the <b>NBP</b>. The parties may file written statements along with essential documents in support of their contentions. The Committee may pass such order on the representation may deem fit.</p>
	<p>49.12</p>	<p>The Authority on the basis of decision made by the committee either may debar a bidder or contractor from participating in any public procurement process of all or some of the <b>NBP</b> for such period as the deemed appropriate or acquit the bidder from the allegations. The decision of the Authority shall be final.</p>



**SECTION-III**  
**BID DATA SHEET (BDS)**



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### BID DATA SHEET (BDS)

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

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instructions to Bidders
<b>A. Introduction</b>		
1.	1.1	Name of Procuring Agency: <b>National Bank of Pakistan</b>  The subject of Procurement is: <b>Supply, Installation, testing &amp; commissioning of New Passenger Lift in place of Existing Passenger Lift installed at NBP Kehkashan Building Karachi.</b>  Period for Contract: <b>300 Calendar days</b>  Commencement date for delivery of Goods: <b>15 calendar days after signing the contract or as specified in the Certificate of Contract Commencement.</b>
2	2.1	Financial year for the operations of the Procuring Agency: <b>2026</b>  Name of Project: <b>Supply, Installation, testing &amp; commissioning of New Passenger Lift in place of Existing Passenger Lift installed at NBP Kehkashan Building Karachi.</b>  Name of financing institution: <b>Not Applicable</b> Name and identification number of the Contract:  <b>Supply, Installation, testing &amp; commissioning of New Passenger Lift in Place of Existing Passenger Lift installed at NBP Kehkashan Building Karachi.</b>  <b>NBP Tender ID</b>
3.	3.1	Maximum number of members in the joint venture, consortium or association shall be: <b>As per PPRA Guidelines and Provisions</b>
4.	4.1	Ineligible country(s) is or are: <b>India &amp; Israel</b>
5.	4.5	Demonstration of authorization by manufacturer: <b>Required</b>
<b>B. Bidding Documents</b>		
6.	7.2	The number of documents to be completed and returned is: <b>One Original to be uploaded on EPADS.</b>
7.	8.1	The address for clarification of Bidding Documents is: <b>Through EPADS.</b>
8.	8.5	<b>Pre-bid meeting will be held.</b>



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BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instructions to Bidders
<b>C. Preparation of Bids</b>		
9.	10.1	The Language of all correspondences and documents related to the Bid is: <b>English</b>
10.	11.1(b)	Detail of sample(s) to be submitted with the Bid are: <b>N/A</b>
11.	11.1 (h)	In addition to the documents stated in <b>ITB 11</b> , the following documents must be included with the Bid: <b>(Refer Section VI – Evaluation Criteria; for Bid Compliance)</b>
12.	11.2 (a) & (d)	Sample quantities, dimensions and details: <b>N/A</b> Sample Characteristics [ List if any]: <b>N/A</b>
13.	12.3(c)	Other procurement specific documentation requirements are: <b>(Refer Section VI – Evaluation Criteria; for Bid Compliance)</b>
14.	12.4	Spare parts required for __ years of operation. (List attached)
15.	13.3 (b) & (d)	The qualification criteria required from Bidders in ITB 13.3(b) is modified as follows: <b>((Refer Section VI – Evaluation Criteria; for Bid Compliance)</b>
16.	15.6 15.7 (a) (iii), (iv) (optional)	For goods manufactured from within Pakistan the price quoted shall be <b>EXW</b> and in addition shall include: a) all necessary custom duties, sales tax and other taxes applicable in Pakistan paid or payable on goods or on the components and raw materials used in their manufacture or assembly b) the price of the related services such as inland transportation, insurance and other local costs incidental to delivery of the goods, unloading, installation, testing and commissioning of goods at NBP's Place as specified in the bidding documents; c) all necessary custom duties, sales tax and other taxes applicable in Pakistan, paid or payable on the related, incidental or allied services as stated in (b) above.
17.	15.7 (a) (i) & 15.6 (b) (i)  (ii), (iii) (optional) (iv), (v) (optional)	For goods offered from abroad the price quoted shall be: <b>DDP (NBP's Place for installation as specified in bidding documents) and in addition shall include:</b> a) all necessary sales tax and other taxes applicable in Pakistan paid or payable on goods. b) the price of the related services such as unloading, installation, testing and commissioning of goods at NBP's place as specified in the bidding documents. c) all necessary custom duties, sales tax and other taxes applicable in Pakistan, paid or payable on the related, incidental or allied services as stated in (b) above.
18.	15.8	The price shall be fixed.

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instructions to Bidders
19.	16.1 (a)	a) For goods and related services originating in Pakistan the currency of the Bid shall be <b>Pak Rupees</b> ; b) For goods and related services originating outside Pakistan, the Bidder shall express its Bid in <b>Pak Rupees</b> .
20.	16.2	For the purpose of comparison of bids quoted in different currencies, the price shall be converted into a single currency i.e., Pak Rupee. The rate of exchange shall be the selling rate, prevailing on the date of opening of bids specified in the bidding documents as notified by the State Bank Of Pakistan on that day.
21.	17.1	The Bid Validity period shall be <b>120 calendar days</b>
22.	18.1	The amount of Bid Security shall be: <b>Rs. 500,000/-</b> The currency of the Bid Security shall be: <b>Pak Rupees</b> Bid Security shall be In favor of: <b>“National Bank of Pakistan”</b> Bid Securing Declaration: <b>Not Applicable</b> .
23.	18.3	The Bid Security shall be in the form of <b>Banker’s Cheque</b> or <b>Payment Order</b> or <b>Bank Guarantee</b> ( <i>Form of Bid Security for Bank Guarantee is given in Section-VI: Standard Forms</i> )
24.	18.3 (c)	Other forms of security are: <b>Not Applicable</b>
25.	19.1	Alternative Bids to the requirements of the Bidding Documents <b>will not</b> be permitted.
26.	21.1	The number of copies of the Bid to be completed and returned shall be: <b>Soft Copy of the bid i.e. this bidding document complete in all respects as per instructions and requirements; contained in this bidding documents is to be uploaded on EPADS.</b>
27.	21.2	Written confirmation of authorizations are: <b>Duly Notarized Power of Attorney</b> authorizing the Signatory of the Bidder to sign and submit the bid. ((Refer Section VI – Evaluation Criteria; for Bid Compliance)
<b>D. Submission of Bids</b>		
28.	22.2 (a)	Bid shall be submitted through <b>EPADS</b> Street Address: <b>Not applicable</b> Building / Plot No: <b>Not Applicable</b> Floor / Room No: <b>Not Applicable</b> City / Town: <b>Not Applicable</b>
29.	22.2 (b)	Title of the subject Procurement or Project name: <b>Supply, Installation, testing &amp; commissioning of New Passenger Lift in place of Existing Passenger Lift installed at NBP Kehkashan Building Karachi.</b> ITB title and No: <b>Same as above</b> Time and date for submission: <b>As specified in Invitation to Bid</b>
30.	23.1	The deadline for Bid submission is: <b>Date and Time as specified in the Invitation to Bids advertised on NBP and PPRA Websites or may be in Press (if applicable).</b>
<b>BDS Clause</b>	<b>ITB</b>	<b>Amendments of, and Supplements to, Clauses in the</b>

Number	Number	Instructions to Bidders
<b>E. Opening &amp; Evaluation of Bids</b>		
31.	26.1	The Bid opening shall take place at: <b>Through EPADS</b> Bidder may visit NBP Head Office Building on the day of bid opening as specified in the Invitation to Bid; Street Address: <b>I.I. Chundrigar Road;</b> Building / Plot No: <b>NBP Head Office Building;</b> Floor / Room No: <b>3<sup>rd</sup> Floor;</b> City / Town: <b>Karachi;</b> Country: <b>Pakistan</b>
32.	32.2	The currency that shall be used for Bid evaluation and comparison purposes to convert all Bid prices expressed in various currencies is: <b>Pak Rupees</b> The source of exchange rate shall be: <b>State Bank of Pakistan</b> The date of exchange rate shall be: <b>The selling rate prevailing on the date of opening of the bids intimated by NBP, as notified by the SBP.</b>
33.	33.2	<b>Evaluation Techniques</b> <b>Least Cost Based Selection (LCBS) (to be used for award of Contract)</b> After meeting the requirements of eligibility and qualification and substantial responsiveness, the bid in compliance with all the mandatory (technical) specifications/requirements and/or requisite quality threshold (as given in the Section-V <b>Schedule of Requirements, Technical Specifications</b> ) and having lowest evaluated cost (or financial proposal) shall be considered Highest Ranked Bid or <b>Most Advantageous Bid.</b>
34.	33.4 (h)	Other specific criteria are: <b>As specified in Qualification Criteria; refer BDS: 13.3 (b) above and Compliance of Technical Specifications. (Refer Section VI – Evaluation Criteria; for Bid Compliance)</b>
35.	33.5 (a)	Inland transportation from EXW/port of entry/border point to: <b>NBP HEAD OFFICE KARACHI.</b> and insurance and incidentals. Any cost incurred shall be borne by the bidder.
36.	33.5 (b)	Delivery schedule: <b>No later than 300 Calendar days. (Project Completion Period)</b> Adjustment of Price: <b>Not Applicable</b>
37.	33.5 (c) (ii)	Deviation in payment schedule is <b>Not Applicable</b> Annual interest rate: <b>Not Applicable</b>
38.	33.5 (d)	Cost of spare parts: <b>Yes, list attached in the bid (BOQ)</b>
39.	33.5 (e)	Spare parts and after sales service facilities in Pakistan: <b>Yes</b>
40.	33.5 (f)	Operating and maintenance costs: <b>Not Applicable</b>
41.	33.5 (g)	Performance and productivity of equipment: <b>Not Applicable</b>
42.	33.5 (h)	Specific additional criteria to be used in the evaluation and their evaluation method or reference to the Technical Specifications.: <b>Section V (B-Technical Specifications)</b>

BDS Clause Number	ITB Number	Amendments of, and Supplements to, Clauses in the Instructions to Bidders
43.	33.6	In case of award to a single Bidder of multiple lots; the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Bid is: <b>Not Applicable</b>
44.	34.1	<b>Domestic preference is not applicable</b>
<b>F. Award of Contract</b>		
45.	40.1	Percentage for quantity increase or decrease is: <b>15%</b>
46.	43.1	The Performance Security (or guarantee) shall be: <b>5% of the Contract Price</b> . The Performance must be submitted within fourteen (14) working days after the receipt of Letter of Acceptance or as stated in the Letter of Acceptance.
47.	43.2	The Performance Security (or guarantee) shall be in the form of: <b>Bank Guarantee</b> . <i>The validity of the Performance Security shall be 28 Calendar days beyond the Delivery Period (Project Completion Period) + Defect's Liability/Warranty Period (as specified in SCC Clause: 22) from the date of issuance of such Security.</i> <b>Note:</b> <i>The Performance Security will only be applicable for the Good(s) supplied and installed by the bidder including related services for its smooth operation; for the Defect's Liability/Warranty Period specified in SCC Clause 18; and will not be applicable for any extensive warranty associated to any part of the good(s) beyond the said Defect's Liability/Warranty Period.</i>
48.	44.1	The Advance Payment if essential shall be limited to: <b>Not Essential and is therefore Not Applicable</b>
49.	44.2	Maximum amount of Advance payment shall be: <b>Not Applicable</b>
50.	45.1	Arbitrators shall be appointed by mutual consent of both parties.
<b>G. Review of Procurement Decisions</b>		
51.	49.1	The address of the Procuring Agency: <b>Divisional Head, Procurement Division, Logistics Communications &amp; Marketing Group, 3rd Floor, NBP Head Office Building, I.I Chandigarh Road, Karachi</b>
		The Address of PPRA to submit a <b>copy</b> of grievance: <b>Grievance Redressal Appellate Committee, Public Procurement Regulatory Authority 1<sup>st</sup> Floor, G-5/2, Islamabad, Pakistan Tel: +92-51-9202254</b>



**SECTION-IV**  
**ELIGIBLE COUNTRIES**

### **Section IV. Eligible Countries**

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

Following countries are ineligible to participate in the procurement process:

1. India
2. Israel

Ministry of Interior, Government of Pakistan has notified List of Business Friendly Countries (BVL), information can be accessed through following link:

<http://www.dgip.gov.pk/Files/Visa%20Categories.aspx#L>

**SECTION–V**  
**SCHEDULE OF REQUIREMENTS,**  
**TECHNICAL SPECIFICATIONS, SCOPE OF**  
**WORK & SERVICE LEVEL AGREEMENT**  
**OBLIGATIONS**

## A – SCHEDULE OF REQUIREMENTS

### - Project Schedule

Bidder shall provide a program in a bar-chart showing the sequence of work items by which he proposes to complete the Works of the entire Contract after receiving of work order/Certificate of Project Commencement. The program should indicate the sequence of work items and the period during which he proposes to complete the Works including the activities like designing, schedule of submitting drawings, ordering and procurement of materials, manufacturing, delivering, construction of civil works, erection, testing and commissioning of Works to be supplied under the Contract. The proposed sequence of execution of various sections of the project shall be according to the given Key Performance Indicators (KPIs) as follows:

Duration of substantial completion of Key Performance Indicators		
Scope of Work	Activities	No. of Days To be filled by bidder
Submission of work plan detailed description and sequence of activity of dismantling, delivery, storage, installation and commissioning from the date of Letter/Certificate of Project Commencement.	1	1
Submission of technical documents along with shop Drawings, data sheets, and specifications for the offered lift (complete).	2	
Placement of Order and submission of documentary evidence, copy of Letter of Credit etc.	3	
Submission of copies of Factory Acceptance Test (FAT) reports with English Translation and shipment documents	4	
Shipment period	5	
Material inspection at port and submission of appropriate documentary evidence after arrival in Pakistan	6	
Material delivery at Site	7	
Dismantling of Lift (Old)	8	
Installation of Lift.	9	
Testing & commissioning of Lift.	10	
Finishing Work and attending punch list items	11	
<b>Total Time for Project Completion (Should not be more than 300 days)</b>		

The works for dismantling and installation of lift/elevator are recommended to be carried out after office hours in working days i.e. Monday – Friday (7pm – 7am). The works during non-working days i.e. Saturday & Sunday may be carried out on full-day basis in multiple shifts in compliance with the applicable labor laws and Bank’s policies. However, Bank may allow any work to be carried out during the working hours as well, subject to its prior approval. The Contractor may depute the team accordingly to complete the works within the timelines mentioned above. The above Key Performance Indicators should be taken into consideration by the bidder in order to execute the works.

Note : If the above KPI is not acceptable to any bidder, the bidder will prepare its own Work Program along with detailed justification for its change, however, the project/work completion duration/period should not be more than 300 days in any case.


  
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**B-TECHNICAL SPECIFICATIONS**

Sr No.	Item	Description	Provided Yes/No	Attached Page No.
1	No: of Lift	One (01)		
2	Type	Machine Room based		
3	Motor	Permanent Magnet Gear Hoisting motor		
4	Hoisting System	Stainless steel Ropes for traction sheave elevators or Stainless steel coated Belt technology with monitoring system		
5	Motor Location	Machine Room		
6	Loading Capacity	630 kg or higher, utilizing maximum space of shaft and in compliance with lift standards EN-81		
7	Door System	Microprocessor Based VVVF Control		
8	Car Operation System	Car Operating Panels (future provision for integration of Destination Dispatch System) with supervisory Group Control system		
9	Control System	Microprocessor Based VVVF Control System with provision of integration with Destination Dispatch system		
10	Speed	Minimum of 1 meter/sec. or higher subject to compliance of lift safety standards EN-81		
11	Floors/Stops	07 stops		
12	Traveling Height	Approximately 23 M (The bidders are advised to visit the site for verification of the dimensions before submission of the bids.)		
13	Well Size	Well size for lift: 2200 mm x 2300 mm The bidders are advised to visit the site for verification of the dimensions before submission of the bids. The bidder shall fill this section: Quoted Lift Capacity (kg): _____ Quoted lift Car Size (mm): _____ Quoted lift speed (m/sec): _____		
14	Pit Depth	1660 mm (The bidders are advised to visit the site for verification of the dimensions before submission of the bids).		
15	Overhead size from last serving floor level to bottom of slab	3840 mm (The bidders are advised to visit the site for verification of the dimensions before submission of the bids).		
16	Car Entrances	One		
17	Car and Landing Doors	Automatic, two-panel center-opening, stainless steel finish		
18	Car Finishes	The quoted price should include finishes, wall, ceiling design and flooring of lift car to be of Executive/Premium/highest category. The bid shall highlight, sign & stamp the category offered of car finishes in technical brochures and the Bank will choose the finishes from this category.		



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Sr No.	Item	Description	Provided Yes/No	Attached Page No.
19	Type of Jamb	Wide Jamb in stainless steel at all floors		
20	Entrance Sill	Extruded Hard Aluminum		
21	Car Indicators	Emergency light, position, direction indicators		
22	Landing Indicators	Position and direction indicators at all landing floors		
23	Car Push Buttons	Illuminated, stainless steel push buttons with braille and buzzer for Ground to 06 <sup>th</sup> floors, open/close inside the lift cabin & Reservation services system inside each car		
24	Landing Push Buttons	Floor operating panels on each lift lobby equipped with up/down call buttons (Illuminated, stainless steel push buttons with braille and buzzer)		
25	Alarm and Safety System & Additional Features	<ul style="list-style-type: none"> <li>• Seismic sensor</li> <li>• Alarm Bell push button</li> <li>• Floor indicator bell</li> <li>• Telephone extension and Intercom system</li> <li>• Automatic rescue device ARD</li> <li>• Full length light curtain, with door closing force limiting device or photoelectric beam as backup</li> <li>• Weight overload buzzer</li> <li>• Emergency lighting and emergency alarm unit</li> <li>• Air Purification System inside the car Provision</li> <li>• Future interface with Integrated Building Management System (IBMS) and Destination Dispatch System (DDS)</li> <li>• LED/LCD display inside the lift car with audio feature for displaying audio/visual message and Air-conditioning system for lift Car</li> </ul>		
26	Model	The lift should be of the latest model offered by the manufacturer. The bidder shall include a letter from the manufacturer in his bid that the offered product is not on End of Support notice including spare parts availability for the next 15 (fifteen) years from the date of Bid submission. Note: The Employer reserves the right to get confirmation from the manufacturer regarding launch of offered lift model.		
27	Standards Compliance Certifications	The lift should comply with international standards such as: <ul style="list-style-type: none"> <li>• EN 81-20 / EN 81-50 or BS5655</li> <li>• CE or equivalent Certificate where applicable</li> </ul> The Lift Manufacturing/Production facility should be <b>ISO 9001 &amp; ISO 45001</b> certified.		
28	Technical Literature and other details including manufacturer's Catalogue.			



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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## C - SCOPE OF WORK

### 1 GENERAL

This section shall cover Lift where indicated on the drawings (i.e. Manufacturer's Drawings to be submitted by the bidder at the time of delivery/installation) and specified therein. Any conflicts between the requirements in this specification and the codes, drawings, standards and specifications referred to herein shall be brought immediately to the attention of the Engineer for resolution. The Bidder shall submit technical data sheets, outline drawing and printed technical literature to fully elaborate offered equipment. Subject to **The Bidder is advised to visit the site to check the available lift shafts, pit depth and machine room etc. to ensure that offered equipment will suit to existing conditions.**

### 2 SCOPE OF WORK

#### 2.1 General

Following lift work is required for NBP Kehkashan Building Clifton Karachi,

One (01) brand new passenger Lift, having minimum capacity of 630kg at least, serves Ground to 6<sup>th</sup> Floor.

Specified dismantling of existing lift of capacity 630 kg serving 07 floors (GF + 06).

The scope of work shall cover dismantling of existing one number lift and design, supply, installation, testing & commissioning of brand new one (01) passenger lift and allied equipment including hoisting machinery, sheaves and girders, controller, car, ropes, counterweights, supports, brackets and guides for car & counterweights, car & landing doors, door operator, switches & control, safety devices, signals, governor, safety gears, buffers, pit screens, well trimming girders, pit access ladder, trap door and such related accessories complete in all respects as specified herein.

The Contractor shall also furnish all labor, erection equipment, (i.e. winches, scaffolding etc.), erection tools, appurtenances, embedded parts and materials, etc. necessary for dismantling the existing lift and thereafter supply, install, test & commission the new lift in perfect operating condition in accordance with these Specifications and Drawings.

The Contractor shall submit design drawings / shop drawings as per the Work program after award of work as for approval of Engineer. The lift design shall be reviewed by the Original Equipment Manufacturer (OEM). The drawings must show final arrangement of equipment, dynamic & static loads imposed on the building, openings, location of embedded parts etc. wiring and control logic diagrams.

The Contractor shall be responsible to make good any damage done to the civil works for erection or other purposes without cost to the Employer.

The Contractor shall also provide and install, from designated electrical power supply point, all required cabling and accessories without cost to the Employer.

The Contractor shall maintain the works during defect liability period. In addition to routine periodic maintenance, the Contractor shall execute all such work of repair, rectification, parts replacement and making good defects occurring during this period.

The Contractor shall also quote the amount for purchasing the dismantled lift in his Bid which is given in BOQ. The Contractor shall also provide training to the staff of Employer regarding operation and maintenance of the equipment.

Prior to substantial completion date, the Contractor shall submit 3 copies of Operating and Maintenance Manuals for each lift to the Employer/Engineer.

#### 2.2 Technical Support Services of Lift during Defect Liability Period

After successful completion of all works, the contractor shall maintain the lift during the defect liability period of two (02) years (warranty period) and shall supply all necessary labor, tools, parts, spares, consumables and other material for smooth and uninterrupted operation and maintenance and to rectify or repair defects as per the Contract agreement.

The technical resources shall be deputed in lift machine room during office hours, Monday to Friday and Saturday for maintenance activities, the technical support services shall be made available after office hours and weekends in case of any emergency / fault condition. The overtime for the services beyond office hours from Monday to Saturday may be considered by the Employer as per the terms of the Contract agreement.

No separate payment will be made by the Bank for rectifying defects, providing spare parts, consumable or labor for the above-mentioned works. The cost thereof shall be deemed to have been included in the quoted rates of the respective item of the schedule of prices.

### 3 Methodology for Performing of Works

No extension in project completion period and no extra payment shall be made to the Contractor if the work is delayed due to above mentioned requirement.



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**4 Applicable Codes and Standards**

The standards and codes applicable to only a portion of the works specified in this section are referred to in the relevant clauses of this section. The works shall generally conform to standards & codes (latest additions) listed hereunder:

British Standards Specification (B.S.)

B.S. 5655/ : Safety rules for construction and installation of electric lift  
 EN 81 : Parts 1, 5, 6, 8, 9 & 10 with Appendices

International Standards (I.S.O.)

ISO 4190-1 : Part-1 Lift installation (Class I, II, III & IV lift).

American Welding Society (AWS)

AWS B 3.0 : Standard Qualification Procedure  
 D 1.1 : Structural Welding Code

National Electric Manufacturer's Association (NEMA)

NEMA-1CS6 : Enclosures for Industrial Controls and System

National Electric Code (NEC) by NFPA

NFPA.70 : National Electrical Code  
 ANSI-A 17.1 : American National Standard Institute  
 "Safety Codes for Elevators & Dumbwaiter"

Other authoritative codes and standards which ensure equal or higher quality than those referenced may also be acceptable subject to approval of the Engineer.

Any conflict between the requirements of this specification and those on the figures herein or in the codes, standards and specifications referred to herein shall be brought to the attention of the Engineer for resolution whose decision will be final and binding.

**5 Packing**

The Contractor shall prepare all articles and materials for shipment in such a manner as to protect them from damage in transit or loss from repeated handlings and withstand extremes of climate during transport and storage at site. Packing's shall be non-returnable. Safe delivery of materials will be the responsibility of the contractor.

**6 Handling & Storage**

The Contractor shall carry out port clearance, arrange inland transportation and deliver at site the lift machinery/equipment in their original packages and bundles bearing identification tags. A dry and protected area, close to work site, will be assigned to the Contractor for storage of his materials and tools. The Contractor shall store the equipment at his own cost and arrange guards to ensure safety of equipment.

**7 Painting**

**7.1 General**

All lift equipment including exposed steel work, ferrous metal parts of machine room equipment, gear & controllers, structures, car, doors, guide rail fixings and other materials in the hoist way (except guide rails) shall be properly prepared, primed, undercoated and then painted in accordance with recognized international standards. The type and shade of paints particularly the finishes shall be subject to the approval of the Engineer.

**7.2 Preparation of metal surfaces prior to painting**

Before application of primer, all surfaces shall be made clean and free from rust and grit by means of blast cleaning. Automatic blasting may be used with most of the common abrasives such as shot, chilled iron, cut wire, or proprietary grit abrasives. The surfaces shall be immediately painted after blast cleaning. In the event the surface become otherwise contaminated in the interval between cleaning and painting, re-cleaning shall be done before painting.

Surfaces of stainless steel, aluminum, bronze and machined surfaces adjacent to metal work being cleaned or painted shall be protected by effective masking or other suitable means, during the cleaning and painting operations.

**7.3 Application of Paints:**

All paints shall be in a thoroughly mixed condition at the time of application. All work shall be done in a workmanlike manner, leaving the finished surface free from drips, ridges, waves, laps and brush marks. All paints shall be applied under dry and dust-free conditions. Unless approved by the Engineer paint shall not be applied when the temperature of the metal or the surrounding air is below 45 OF. Surfaces shall be free from moisture at the time of painting.

The first coat of paint shall be applied immediately after cleaning. When paint is applied by spraying, suitable measures shall be

taken to prevent segregation of the paint in the container during painting operation. Effective means shall be adopted for removing all free oil and moisture from the air supply lines of the spraying equipment. Each coat of the paint shall be allowed to dry or harden thoroughly before the succeeding coat is applied. Surfaces to be painted that will be inaccessible after assembly shall be completely painted prior to assembly operation.

## 8 Materials & Workmanship

### 8.1 Materials

All materials shall be of the highest grade, free from defects and imperfections, of recent manufacture and unused, and of the classification and grades designated, conforming to the requirements of the latest issue of the appropriate specifications and standards. All materials, supplies, and articles not fabricated by the Manufacturer shall be the products of recognized reputable manufacturers.

### 8.2 Workmanship

All work shall be performed and completed in a thorough workmanlike manner and shall follow the best modern practice in the manufacture of high-grade machinery, notwithstanding any omissions from the Bid Documents. All work shall be performed by mechanics skilled in their various trades. All parts shall be made accurately to American Standard or other approved gage, where possible, so as to facilitate replacement and repairs. All bolts, nuts, screws, rivets, threads, pipes, gages and gears shall conform to applicable American or other approved standards.

### 8.3 Structural Metal Work

The fabrication of the Structural Steel shall be performed strictly in accordance with these specifications and shall otherwise conform to the latest revision of the American Institute of Steel Construction "Specifications for the Design, Fabrication, and Erection of Structural Steel for Buildings". Surface finish shall conform to ANSI Standard B 64.1 Surface Texture. The Manufacturer shall be responsible for all errors of fabrication and for the correct fitting of the elements of the equipment. Structural Steel shall be thoroughly straightened by methods that will not result in injury. Sharp kinks or bends in members to be straightened will be cause for rejection. Completed work shall be free from kinks, bends or winds. Shearing shall be accurately done, with neat finish. Corners shall be square and true unless otherwise shown on the Drawings. Re-entrant cuts shall be made in a workmanlike manner and, where they cannot be made by shearing, a re-entrant punch may be used. Re-entrant cuts shall be filleted unless otherwise approved by the Engineer. Bends, except for minor details, shall be made with approved dies or bending rolls. Where heating is required, precautions shall be taken to avoid overheating the metal, and it shall be allowed to cool in such a manner as not to destroy the original properties of the metal. Steel with welds will not be accepted except where welding is definitely specified, called for on the Drawings, or otherwise approved. Low-carbon structural steel may be cut by machine-guided or hand-guided torches instead of shears or by saws. Flame cutting of material other than low-carbon steel shall be subject to approval and where proposed shall be definitely indicated on detailed drawings submitted to the Engineer. Where a torch is mechanically guided, no chipping or grinding will be required except where necessary to re-move the slag and sharp edges. Flame gouging will be permitted in preparation of welding where a torch is hand-guided. All cuts shall be chipped, ground or machined to sound levels.

## 9 Works Description

### 9.1 General

New lift shall be installed by the Contractor at locations and in the positions in the lift well and machine room as per site.

Structurally the lift well has been designed to withstand the loads normally expected for lift of such capacity. The Contractor is recommended to provide equipment loading on the lift well and pits of lift sufficiency in advance to ensure conformance and stability of the structure for the installation and operation of the equipment.

Any changes in the lift shaft and pit floor structure or other design changes due to particular equipment requirement shall be submitted by the Contractor to the Employer/Engineer for approval within 15 days from the date of Award of the Contract. All such approved amendments shall be made by the Contractor without any additional cost to the Employer. Similarly, the lift contractor must coordinate the installation with the other trades. The machine room of Lift is above the shaft. The machinery layout shall suit the machinery room orientation so as to allow easy access and sufficient space for maintenance work.

Sound reducing materials to isolate motor set from beams and building structure, balance rotating parts to eliminate vibrations and flexible electrical conduits shall be provided. The operation of lift car and doors shall be completely free from all abnormal jerks, vibration and sound. The maximum sound level within the car must be within comfortable limits for human beings (max 45 db).

## 9.2 Civil Construction

### a) Lift Well

The lift shall be installed in the existing lift well.

The Contractor, however, shall be responsible to carry out minor correction for the purpose of installation of guides in perfect plumb and other equipment to ensure perfect installation and operation of the lift without any cost to the Employer.

### b) Hook/I-beam for Equipment Installation

Hook/I-beam shall be available on ceiling of the lift well to facilitate installation and maintenance of equipment. The exact location of the hooks/I-beam and any additional requirement in the lift well shall be intimated in advance within 15 days by the Contractor for incorporation in the civil works.

## 9.3 New Lift

The lift offered by the contractor shall be equipped such controls and interfaces to be connected with and respond to the Integrated Building Management System (BMS) of building. The construction and functional details are given hereunder:

### 9.3.1 Lift Car

#### a) Car Frame & Platform

The car frame, consisting of upper yoke with cross yoke side braces and bottom frame shall be made of welded or bolted steel channel sections, sufficiently rigid to withstand the operation of the safety-gear without permanent deformation of the car frame. The elevator car, platform, door operating mechanism, safety doors, maintenance station etc. shall be mounted on car frame.

The deflection of the members carrying the platform shall not exceed 1/1000 of their span under static conditions with the contract load evenly distributed over the platform.

Roller guides, mounted on car frame, shall have individual suspension to cushion jolts and minimize noise and vibration.

The platform shall be of fabricated frame of formed and structural steel shapes gusseted and rigidly welded, with provision for a floor covering as specified with the car body work. Rubber pads of sufficient size shall be provided between the car frame and the platform to provide sound and vibration isolation. The underside of the platform will be covered with sheet steel to provide adequate fire resistance.

#### b) Car Bodywork

The car bodywork shall be of steel construction with provision for interchangeability of décor finishes and ceiling designs. The roof shall be constructed to withstand the weight of two men without deformation.

The car top shall have provision for emergency communication. A 3-pin socket outlet shall be fitted on top of the Lift car, besides two outdoor protected type lights one each at the bottom and top of the car operated through an MCB.

#### c) Finish

The car enclosure shall be as per technical data sheet. Recessed kick plate 6" high of stainless steel shall be provided on the three walls of the lift car. The floor shall be provided with sheet steel sound – isolated platform with granite flooring unless otherwise specified.

A 6 mm thick full width safety glass mirror will be fitted between the ceiling and half height of the rear wall of the car.

Ceiling shall be of removable type with modular light fittings and emergency exit with safety switch. Handrails on three walls shall be provided with satin finish standard stainless steel hollow section. Fixing brackets shall also be in stainless steel.

Notwithstanding the above, the design and finish of car interior together with suspended ceiling, light fittings, floor covering and other fittings shall be to the Engineer's approval. The Contractor shall offer various options of car finish with his bid.

#### d) Intercom System

The Contractor shall provide a suitable intercom system to enable two-way communication to an attendant in the machine room. The system design shall be subject to approval by the Employer. Contractor will be responsible for all necessary wiring, connections and satisfactory operation of the lift intercom system.

### 9.3.2 Doors

#### a) Landing Doors

Each landing shall be provided with two panel center opening doors unless otherwise specified in technical data sheet.

The doors, frames and architraves (if applicable) shall be made of stainless steel in satin finish. The door panels shall have a fire resistance rating of at least one hour. The panels shall be interconnected by a maintenance- free self-tensioning synchronizing wire rope.

Each landing shall be equipped with a toe-guard apron at the hoist way entrance side. The toe-guard apron shall be of sheet steel not less than 16 gauge thick, and shall extend not less than 50mm beyond the entrance jamb at each side. Toe-guard apron shall be approximately 2 feet deep, adequately fastened and braced, the lower edge turned inward. The frames shall be of 14 SWG (min.) and panels fascia, toe-guards, dust and hanger covers shall be of 16 SWG. All other features not covered above shall be similar to that specified under Car Doors.

Each landing entrance shall be equipped with an approved type factory tested interlock as required by the code. The interlock shall be designed to prevent moving of the car away from the landing until the doors are locked in the closed position as defined by code and shall prevent opening of the doors at any landing from the corridor side unless the car is at rest at that landing or is in the leveling zone and stopping at that landing.

Landing door unlocking device as specified by the ANSI A17.1 or B.S. 5655: part 1 Code shall be provided to permit authorized persons to gain access to hoist way when Lift car is away from the landing. Each Landing door or door panel shall be furnished with sheave type two-point suspension hangers and tracks complete in all respects. The sheaves shall have polyurethane tires with ball bearings sealed and lubricated for life. Hangers shall be provided with an adjustable slide to take the up-thrust of the doors. Tracks shall be of cold drawn steel shapes with smooth surface and shaped to conform to the hanger sheaves. Tracks shall be removable for replacement.

**b) Car Doors**

The car doors shall be two panel center-opening type unless otherwise specified in technical data sheet under para 11. The door-gear shall be operated by VVVF AC drive. The door gear shall be built-in unit with the car door top track support, mounted on the car entrance column extensions.

A retractable car door coupling shall be provided to connect the car and landing doors to eliminate any backlash and ensure complete door synchronization.

The car doors, frame and front shall be of stainless steel (satin finish) with panel construction and other features such as fire rating, etc. similar to the Landing Doors.

The door panels shall be suspended from sheave hangers with polyurethane tires and sheaves running on a polished steel track, and guided at the bottom by non-metallic shoes sliding in an extruded aluminum threshold groove.

If the car is stationary at floor level with the doors closed, it shall be possible to open the car doors from inside the car by pushing the car door in the opening direction. To open the doors from the landings, the triangular key must be used.

**c) Door Safety Devices**

**i) Full Width Light Curtain**

The car doors shall be fitted with light barrier system extending from 25mm above floor level up to a height of 1600mm, operating between car and landing doors. The barrier system shall comprise of a transmitter and a receiver strip containing several pairs of transmitters & receivers generating a large number of invisible light rays. In case if any one of these rays is interrupted, the control unit immediately reverses the door motion. The light curtain shall recalibrate itself at regular intervals to update its scanning cycle.

In addition to above, the car doors shall be provided with an additional safety such as Door closing force limiting device or photoelectric beam etc. to maintain operational safety in case of failure of the main light barrier system.

**ii) Door Open Timing Feature**

The door operation shall also have door open timing feature operation in conjunction with light rays to provide adjustable, reduced, hold open time once rays are broken and re-established. In the event rays are broken beyond an adjustable time, a buzzer shall sound and doors to close at reduced speed.

**d) Door Operator**

A variable frequency controlled variable speed door operating unit capable of opening and closing car and landing doors simultaneously shall be mounted on the car frame independent of the car bodywork. The mechanism shall be designed to achieve smooth acceleration and retardation of doors without the use of dashpots. All pivot and bearing points shall be of steel and nylon or bronze busted pins, ball or roller bearings suitably lubricated shall be fitted.

The driving mechanism shall be designed such that:

The closing force applied to the doors shall meet the requirements of B.S.5655: Part I. The car doors can be opened by hand in the event of a mains failure.

The motion of the doors will be reversed if they meet an obstruction. An AC motor with VVVF drive to provide variable speed shall be provided to obtain the performance required by the control system.

Mechanical Control Station, carrying controls and equipment as specified in B.S. 5655 shall be fitted on the top of the operator.



**9.3.3 Machine Room Equipment**

The lift offered by the contractor shall be able to get equipped such controls and interfaces to be connected with and respond to the future Integrated Building Management System (IBMS) of NBP Kehkashan Building Clifton Karachi.

**A) General**

**i) Arrangement**

The hoisting machines over hoist way shall be placed on steel beams, which shall be provided by the Contractor for placing over concrete foundations as per Engineer's approval. Anchor bolts, templates, inserts, signal boxes, and sleeves for installation shall be furnished by the Contractor.

**ii) Identification**

Each hoisting machine and corresponding controller shall be numbered with 100mm high numerals giving lift numbers.

**iii) Sound Control**

Sound reducing buffers of elastic material shall be provided under the base of the hoisting machines to isolate sound and vibrations from the building structure. The rotating parts shall be dynamically balanced to eliminate vibration. The conduit to controller frames, starter frame and machinery with flexible connection shall be suitable fastened.

**B) Hoisting Machines**

**i) Gear Drive**

The hoisting machine shall be of the permanent magnet gear drive with motor, brake and other integral parts mounted as one assembly on steel bed plates so that proper alignment of these parts is maintained under all conditions.

Means shall be provided on all lift machines to enable the lift car to be raised or lowered in an emergency by manual operation. The direction of winding corresponding to the raising and lowering of the lift car shall be clearly indicated.

Manual operation shall be by a smooth-rimmed detachable, spoke less wheel fitted to the shaft.

**ii) Brakes**

The brake shall be spring actuated, electrically released and of adequate proportions for the duty involved and fitted with two self-aligning shoes actuated by compression springs.

The brake shall be instantly and automatically applied in the event of interruption of the power supply.

The brake shall be capable of bringing the car to rest smoothly, under maximum conditions of load and speed, and capable of sustaining static load of 150% of the contract load.

**iii) Motor**

The variable voltage variable frequency (VVVF), motor specially designed to meet all lift duty requirements shall have a duty cycle rating of a minimum of 180 starts per hour. The motor speed shall have controls to allow smooth transition between acceleration and deceleration phase. The motor shall be capable of stable operation at all speeds up to the stated maximum and no abrupt speed change shall be permitted. It shall have a drip proof enclosure and may be force ventilated.

The drive motor shall be rated to provide sufficient power to accelerate the elevator to full speed in the shortest period while maintaining passenger comfort.

The power system shall incorporate solid state equipment controlling the speed of the lift motor. Smooth performance with step-less acceleration and deceleration are to be provided with a leveling accuracy of  $\pm 0.25''$  and the final stop at floor level is to be achieved dynamically after which the machine brake shall be applied to hold the lift car stationary.

**9.3.4 Hoist way Equipment**

**a) Stainless steel coated belt Hoisting System**

Carbon Fiber Hoisting/ Belt technology shall be used for hoisting of lift. The hoisting system must be complaint with elevator standards and equipped with belt monitoring mechanism as well.

**b) Guides, Fixings and Inserts**

The guides shall consist of high quality 'T' section steel of adequate strength and dimensions suitable for travel, car weight, speed and lift capacity. Guiding surfaces shall be accurately machined. The joints shall be spotted and joined by machined steel finish plates.

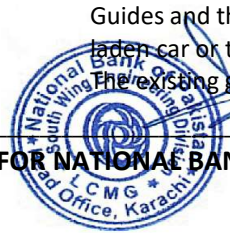
Guides shall be of sufficient length to prevent any of the car or counterweight shoes from running off the guides.

All guides are to be securely fixed to the walls of the lift well by steel brackets bolted to metal inserts or by other approved means. Rag bolts shall not be permitted. All metal inserts, fixings, guide rails, anchor bolts etc. shall be provided by the lift Contractor.

Guides shall be so jointed and fixed to their brackets that they do not deflect by more than 3mm under normal operation.

Guides and their fixing shall withstand the application of the safety-gear without permanent deformation when stopping a fully laden car or the counterweight.

The existing guide rails, fixing and brackets may be utilized if technically feasible/compatible with newly proposed model of lift.



Otherwise, bidder will have to provide new guide rails and amount may be incorporated in BOQs.

**c) Counterweight**

The existing counterweight may be utilized if technically feasible/compatible with newly proposed model of lift. Otherwise, bidder will have to provide new counterweight, and amount may be incorporated in BOQs.

A counterweight equal in weight to the car plus 40% to 50% of the specified load shall be provided to each lift. Structural Steel frame shall support requisite number of cast iron weights. It shall be fitted with guide shoes and suspension arrangements and accessories suitable for specified lift capacity.

Car and counterweight are to be fitted with roller guide shoes unless otherwise specified.

**d) Safety Gear and Governor**

A friction type progressive safety gear actuated by centrifugal over speed governor shall be securely bolted to the car frame under the car platform.

The governor wire rope operating the safety gear mechanism shall not be less than 8mm diameter.

The tension weight fitted with an electrical safety device shall be provided to cause the hoist motor to stop should the governor rope break or slacken.

The governor shall be fitted with a direct driven unit to relay to the control system both the speed and position of the lift in shaft.

The governor should be equipped with two electrical switches, preset to operate progressively in case of over speeding to reduce the lift speed in the first stage and if the lift speed is not brought under control, operate to cut of power supply to the hoist machine and apply brakes.

If the car continues to travel downwards at excessive over-speed, the mechanical trip shall operate causing the governor jaws to grip the rope to bring the safety gear mechanism into operation causing the jaws to grip the guide rails equally through self-aligning friction shoes thus bringing the car to rest gradually and smoothly. The governor and safety gear shall be released by raising the car.

The governor and safety gear shall be adjusted to operate as specified by B.S. 5655.

**e) Buffers**

Oil buffers of spring-return type (unless otherwise stated) shall be supplied and installed in pit under car and counterweight for each Lift. The minimum total stroke of the buffer shall be based on the retardation of 32 feet/sec.<sup>2</sup> based on 115% contract speed. The maximum rate of retardation of the oil buffers based on 115% contract speed shall be 80.5 feet/sec.<sup>2</sup> excluding any transient declarations having duration not exceeding 0.04 sec.

The buffers shall be mounted on continuous channels securely anchored to the pit floor and fastened to the guide rails.

The channels, anchors and any additional supports required for buffers shall be provided by the Contractor.

The buffers shall be fitted with means of ascertaining the correct amount of oil in the buffers.

Each buffer shall be permanently and legibly marked to indicate the type and quantity of oil to be used within the buffer.

The buffers shall be self-setting type fitted with safety device to ensure their return to their normal position after operation.

**f) Final Limit Switches**

The lift shall be equipped with an automatic device arranged to bring the car to a stop at the terminal landings independent of the regular operating devices in the car. Final limit switches should stop the car and prevent normal operation should it travel beyond the normal stopping device.

Separate control devices for normal stopping and final limit switches shall conform to the requirements of BS 5655: Part I.

**9.3.5 Controller & Control System**

The lift offered by the contractor should be equipped with such controls and interfaces to be connected with and respond to the future Integrated Building Management System (IBMS) of SBP BSC Islamabad. Manufacturer's interface software, if available, licensed to State Bank of Pakistan may also be provided with hands-on training.

**a) Controller**

The controller shall be floor mounted, upright type enclosed in enamel finish steel cabinet with either hinged doors at the front and removable panels at back or hinged door both at front and back.

The control system should be microprocessor based and fitted with all safety devices to protect equipment and motors from damage in the event of overload or other malfunction. Protection against phase reversal shall be provided as per code and BMS.

The driving unit control module, comprising of power and command module, shall control drive performance parameters.

The controller unit shall control acceleration & deceleration, speed and jerk rates during change in acceleration or deceleration to provide step less speed variation for maximum passenger comfort. The jerk rates shall be individually adjustable to user's satisfaction. Upon receiving signal to perform journey, the command module shall evolve optimum

speed profile for each journey and trigger power module for AC/DC and DC/AC conversion for necessary drive current and voltage to obtain desired motor torque.

The controller shall control car motion on feedback from motor-mounted tachometer and operate the brakes of hoisting motor through the signals received from micro switches and load weighing devices.

The controller shall be arranged to cut off the power supply, apply the brake and bring the car to rest upon failure of operation of any of the electrical safety devices.

The controller shall meet the requirements as specified in BS 5655.

**b) Control System**

**i) General**

The design of control systems shall be based on functionally arranged section modules featuring high degree of efficiency, economy of operation, adaptability to changing operating conditions, safety and reliability in operation through maintenance free electronic circuitry.

The control equipment shall be microprocessor based electronic solid state. The total system shall be designed to operate in normal machine room ambient and incorporate full protection against noise and electrical interference generated within the power section, controller and switchgear. The system design shall allow the control algorithm to be reprogrammed by software changes.

The Controller for each main bank lift shall be capable for individual lift control as well as group control. It shall be state-of-art microprocessor based controller capable of high- speed data transmission and analysis for optimization of traffic control.

All modules shall be tested at the manufacturer's works prior to installation. System component shall be subjected to environmental endurance, thermal shocks and salt spray in test chambers.

The control system for the passenger lift shall be Group Supervisory type as per technical data sheet with provision to operate any lift independently from the group.

**ii) Load weighing**

Means shall be provided for weighing cargo/ passenger load. Control system shall be designed to provide dispatching in advance of normal intervals and to provide landing call by-pass when the car is filled to approximately 80% of full capacity load.

Settings shall be individually adjustable. A buzzer shall be provided to indicate overload in lift.

**iii) Door Operation**

Doors shall open automatically when a car arrives at a terminal to permit egress of passengers. When another car is at the terminal and is loading for departure or upon expiration of a timed interval, the doors shall close until car is designated for loading. In the event a passenger has entered the elevator, the doors shall reopen upon registration of call on the car button or by pressing the door open button. If no other car is at the terminal, an arriving car shall have its doors open until the car is dispatched or expiration of a timed interval with no demand.

**iv) Automatic leveling**

An automatic 2-way leveling device shall be provided, designed to govern the leveling of the car to within 6mm above or below the landing sill. The leveling operation shall avoid over-travel, under-travel, of the car and maintain the leveling accuracy regardless of the load in the car, direction of travel, rope slippage or stretch in ropes.

**v) Independent Operation**

Controls shall be provided for operation of the lift from car buttons only. A key operated switch shall be provided in each car.

**vi) Emergency Features**

1) Emergency operation: The Lift shall be equipped with control system to operate and recall the car in fire or other emergency conditions and to allow the lift to run on emergency power supply.

The operation of lift on emergency service shall be as follows:

- The Lift shall be operable only by a person in the car.
- Lift shall not respond to Lift corridor calls.

The opening of power operated doors shall be controlled only by buttons or switches. If the switch or button is released prior to the doors reaching the fully open position, the doors shall automatically re-close. Open doors shall be closed by either the registration of a car call or by "door close" switch or button.

Lift shall be removed from emergency service by moving the emergency service key-operated switch in the car to the 'off' position with the car at the main floor.

2) Emergency Lighting and Emergency Alarm Unit: An emergency light shall be included for the lift car. An automatic change over switch shall be provided in the controller so that upon normal supply failure Emergency power supply shall be provided by the

Contractor for the light fixture, exhaust fan, and alarm unit.

The Contractor shall supply a suitable button in the car control station wired to a terminal box fixed in the lift shaft near the bottom floor served. A suitable alarm bell shall be provided and fixed including all necessary wiring connecting up to the terminal box.

The power for the emergency lighting, exhaust fan and alarm bell shall be from the same emergency supply consisting of rechargeable nickel cadmium battery unit with trickle charger and 10 years' minimum life expectancy.

- 3) Emergency power transfer: In the event of normal power failure, adequate emergency power will be supplied through Employer furnished stand-by generator to run the Lift.
- 4) Automatic power evacuation device (Automatic Rescue Device (ARD): In the event of normal power failure the lift shall be provided with an automatic evacuation device which will bring the lift car to stop at the next floor and open the doors.
- 5) Hand Winding System: Provision shall be made on each hoisting machine such that the lift car can be raised or lowered during emergency by manual operation.
- 6) Intercom: The Contractor shall install for each lift, an intercom facility with control room or at location designated by Employer for 24 hours communication.
- 7) Earthquake control: In the event of an earthquake, the lift facility shall be provided with a seismic detector which will bring all car to stop at the next floor and open the doors.
- 8) Fireman Switch: A fireman switch shall be provided in the ground floor lift lobby. In the event of fire & upon manual actuation of the fireman switch, all the registered calls shall be cancelled and shall stops at the designated parking floor and open the doors.

The emergency alarm unit shall also sound once the fireman switch is actuated.

#### 9.4 Signal & Fixture

##### 9.4.1 Integrated Hall Indicator

An integrated hall indicator consisting of digital car position indicator (revealing floor position of car) and illuminated or digitalized arrows indicating the arrival and departing direction, as determined by the control system, shall be installed for each individual lift and at each landing. A two tone electronic gong shall also be provided for audible announcement of the arrival of the lift car.

##### 9.4.2 Landing Call Station

Landing call station fitted with call buttons shall be installed at each landing. It shall be designed for mounting on the landing door frame or on adjacent side wall, subject to Engineers' approval.

The call buttons shall be of micro-movement type, constructed of stainless steel presell suitable for long arduous duty. The translucent surround of the button shall illuminate to indicate acceptance of call signal. The presell shall incorporate two light emitting diodes. The presells shall be mounted flush with the faceplate. The faceplate shall be of stainless steel 2mm thick, fixed with tamper resistant screw.

The call buttons of each landing station shall be inter-linked such that with the pressing of call button of any lift, call buttons of lift in the same direction shall light up and record the call.

##### 9.4.3 Car Station

The car station shall be integral with the front return of the car and constructed from 1.6mm thick stainless steel, plate of natural satin finish.

The hinged full height front panel of the car station shall carry the controls and indicators. The panel shall be fitted with a secret release, which can only be opened from the back of the trough. When the hinged panel is opened an isolate/ normal switch shall be available.

The car-operating panel shall contain at least the following controls:

- Alarm button
- One floor button for each floor served
- Open door button/hold on button
- Key operated car independent service switch
- Key operated fan switch
- Digital car position indicator and direction arrows

All buttons shall be set flush with the panel surface for maximum resistance against abuse. When operated, a LED illuminated halo shall surround the buttons thereby informing that the call has been registered. The buttons shall be plastic presell engraved with the appropriate floor marking.

COP shall be equipped with car call cancellation feature. This feature should allow cancellation of an incorrect registered car call by pressing the floor button twice.

The digital car position indicator and direction arrows shall be positioned above the buttons.

**9.5 Power Supply & Electrical Installations****9.5.1 General**

The power supply at load break switch will be available in the Lift machine room. All further wiring, controls and providing proper distribution boards, along with necessary material and accessories beyond the power supply points shall be supplied and installed by the Contractor. The electrical installation and appliances shall comply with B.S. 5655: Part I.

**9.5.2 Wiring Installation**

All wiring shall be carried out in accordance with the IEE regulation, NEC standard and B.S.S. wherever applicable.

All cables shall be PVC insulated, and if required PVC sheathed also, single or multi-core having tinned copper conductors. Cables for different voltage circuits which are run together must have the insulation rating, suitable for the highest voltage present. Wherever cables are subjected to high temperatures such as termination to car light, it shall be protected by suitable heat-resistant sleeve. At all terminations, cable ends shall have numbered ferrule to match with the mark on respective components and control drawings. All wiring shall be continuous between terminations.

Travelling cables between the lift well and lift car terminal boxes shall be suspended by looping over reels or by suitable clamps. The connections in the terminal boxes shall be marked for identification purposes.

Travelling flexible cables shall be fire resistant and shall comply with B.S. 6977.

**9.5.3 Trunking and Conduits**

All wiring from machine room to motor controls at each floor and to other circuits shall either be run in 16 SWG galvanized steel conduit or trucking, the selection and route of which shall depend on the number of cables and ease of installation and maintenance. If trunking installed it shall have removable covers, and the trunking finished in dark grey enamel as per B.S. 381C. Fixing arrangements of conduit or trucking shall be vibration proof suitable for the existing conditions. All connections, from trunking or conduits to motors or other equipment subjected to vibration shall be with flexible galvanized steel conduit. All trunking and conduct shall be continuous throughout the length to ensure good earth continuity.

**9.5.4 Earthing**

Earthing of all equipment and metal work which can be subjected to dangerous voltage under normal operating and fault conditions shall be earthed in accordance with NEC or equivalent standard. One PVC insulated earth conductor of suitable size having yellow color with green tracer shall be run along the trunking or conduit as main earth. All branch circuits in conduit or trunking and other metal work shall have branch earthing cable connected to main earth. All length of trunking shall also be bonded to main earth.

**9.5.5 Testing**

Testing of electrical installations shall be carried out to the satisfaction of the Engineer in accordance with standard practice and recognized international standards/codes.

**9.6 Local Materials****9.6.1 Pit Access Ladder**

Rugged steel ladders for easy access to the pits shall be provided by the lift Contractor in all pits.

**9.6.2 Pit Screen**

A suitable rigid steel screen should be provided and fixed by the Lift Contractor at the bottom of the lift well where the counter-weight comes down on its buffers and between lift. The screen shall have a minimum height of 7 ft. or as per code requirements.

**9.6.3 Separator Beams & Well Trimming Girders**

Properly designed separator beams and trimming girders shall be supplied and installed at proper location in Lift well by the lift contractor to suit fixing requirements of offered lift. The separator beams and trimming girders installed in lift shall be of at least 200 mm rolled I-beams of prime quality structural steel (**ASTM A-36 or equivalent**).

**9.6.4 Trap Door**

The Contractor shall provide and install the trap doors of rugged construction in the machine rooms at location shown on relevant drawing to enable access of the hoisting machinery into the machine rooms. The trap door shall be strong enough to temporarily withstand/support heavy machinery. It shall be installed flush with the finished floor when closed and be lockable only from inside the machine room.

The Contractor shall include the above items in his bid price for the lift.

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**MINIMUM MANDATORY STAFF:** The Contractor shall arrange all requisite resources for timely completion of project as per provisions given in the Bidding Documents. However, the technical team deputed at site for the execution of Project Works shall be led by Mandatory Site Supervisor as per following Qualification & Experience. In case Contractor fails to deploy the Mandatory Site Supervisor, Bank will deduct the amount mentioned at column (E) for the respective personnel. However, the deduction of the amount does not relieve the Contractor to deploy the minimum staff at site and shall not prejudice Employer from any other remedy defined in the Contract.

<i>Designation</i>	<i>Nos.</i>	<i>Minimum Qualification</i>	<i>Min. Relevant Working Experience</i>	<i>Minimum Amount to be deducted per month per person in case the personnel is not deployed at site (Rs.)</i>
<i>(A)</i>	<i>(B)</i>	<i>(C)</i>	<i>(D)</i>	<i>(E)</i>
Site Supervisor (Mechanical)	01	BE/DAE/B-Tech (Mechanical)	08 years	100,000/-



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**E- DEFECT LIABILITY / WARRANTY PERIOD**

**Defect Liability / Warranty Period:**

The proposed elevators shall carry a warranty for a period of not less than two (02) years / 24 Months effective from the date of issuance of Substantial Completion Certificate/ Taking-Over Certificate of the respective lift. The entire system/equipment /sub-assemblies etc. shall be free from defective material/part and workmanship and any shortfall/defect that may appear/be detected during Warranty period of the respective lift, shall be removed / rectified / replaced free of cost.



  
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## 1. Scope of Services

Service Level Agreement (SLA) of 24 Months (operation and maintenance) will be effective from the date of issuance of Substantial Completion Certificate/ Taking-Over Certificate of the lift installed/commissioned. During the SLA period, the system shall be serviced as and when necessary and as per OEM's recommendations. The bidder shall attend to scheduled/ unscheduled replacement of parts and associated maintenance, free of charge during Warranty period. The bidder shall be responsible for providing the following services during SLA period:

### a) **Services at Machine Room:**

Continuous and uninterrupted management services are required in the machine room, including the following:

- i. Attending to phone calls and responding as necessary.
- ii. Communicating with trapped persons inside lift and issuing instructions as necessary.
- iii. Monitoring lift machinery for abnormal noise, vibration or any other condition.
- iv. Calling for external help in emergency situations and whenever necessary.
- v. Supervision of activities and liaison with the Bank's staff in emergency situations.
- vi. Maintaining a log of attendances and SOP's as required by the Bank.
- vii. Supervision of inspection and maintenance activities as per Appendix-E necessary to maintain the lift in trouble-free and smooth service condition.
- viii. Troubleshooting in case of defects, abnormal working and complaints. Calling for backup support if necessary to further troubleshoot and rectify the malfunction.
- ix. Removal and disposal of waste.

### b) **Services at Landings:**

In addition to, and concurrent with, a) above, continuous and uninterrupted services are required near the landings including the following:

- i. Immediately attending to the lift in case of emergency.
- ii. Immediate evacuation of trapped people in case of emergency.
- iii. Immediately attending to faults and defects in components and rectifying the same to facilitate smooth and uninterrupted services.
- iv. Reporting to service provider's supervisor or calling for external help in emergency situations and whenever necessary.
- v. Carrying out the SOPs
- vi. Removal and disposal of waste.

### c) **Services for Lift**

In addition to, and concurrent with, a) & b) above, continuous and uninterrupted services are required for 01 (One) lift including the following:

- i. Checking the car for proper working of safety and communication devices, lighting and ventilation.
- ii. Immediate evacuation of trapped people in case of emergency.
- iii. Reporting to Service provider's supervisor or calling for external help in emergency situations and to report missing parts or abnormal running conditions.
- iv. Cleaning the car.

### d) **Support Services**

In addition to, and concurrent with, a), b) & c) above, continuous and uninterrupted services are required including the following:

- i. Provide assistance in emergency situations and evacuations.
- ii. Provide assistance in troubleshooting or repair and rectification work.
- iii. Carry spare parts, tools or documentation between work sites.
- iv. Going off-site to bring in parts, material, documents or consumables as instructed by service provider's supervisory staff.
- v. Any other work assigned by the Bank

### e) **General**

- i. Service provider shall provide continuous and uninterrupted management services as well as general upkeep of the above listed equipment.
- ii. Service provider shall refer to Maintenance manuals of equipment for performing maintenance and upkeep work and follow instructions therein.
- iii. Service provider shall ensure to attend any instruction/call from the Bank immediately upon such communication. Service provider shall obtain confirmation/approval from the Bank's authorized representative before execution of services.
- iv. A complete daily general checking of the entire installation shall be carried out by the Service provider and will immediately convey any abnormality in the equipment and allied systems listed above, as well as make immediate arrangements to set

- right such abnormalities. Moreover, Service provider shall maintain related records and produce such records on demand by the Bank.
- v. Service provider shall attend the maintenance or repair work on priority basis after office hours or on holiday(s) if so warranted, or at any time due to exigencies/ emergencies and will provide continuous and uninterrupted services. Service provider shall inform the Bank's Engineer In-charge well in advance about any maintenance/repair/service work scheduled to be done by him after office hours or on holiday(s) so that necessary security arrangement and access to bank may be made.
- vi. A complete general checking of the entire lift and its allied equipment/accessories shall be carried out by the Service provider at least once a month during which the defective part(s) shall be replaced by new one(s), if required.
- vii. Routine maintenance services will not be limited to the working schedule. The Service provider must carry out other repair / maintenance & services upkeep as and when required so as to keep the equipment in top running condition.
- viii. A fitness certificate regarding performance and excellent condition of lift, countersigned by the Bank, will be submitted by the Service provider along with each monthly bill.
- ix. Service provider at site shall immediately report to the Bank if the fault is beyond their capability, and the Service provider shall depute its team immediately to resolve the issue.
- x. The Service provider's supervisor at site shall inform Bank about spare parts so that same could be arranged in time by the Bank.
- xi. Consumable materials like kerosene oil, grease, cotton, duster, cleaning brush, vacuum cleaner tools etc. will be arranged by the Service provider from its own sources for which no extra payment will be made by the Bank.
- xii. Service provider shall carry out the Services in accordance with professional codes and instructions and with the required skilled labor under the direction of the experienced engineer-in-charge of the Service provider and in line with the service manual of the supplier/manufacturer. The Service provider shall provide servicing for all parts of lift. Service provider will not make any alteration/modification etc. in existing lift machinery without prior written approval of the Bank.
- xiii. Service provider shall be responsible for continuous and uninterrupted services of all control and electric panels installed for the lift, and fitness certificate shall be provided monthly.
- xiv. Machine room and its vicinity pertaining to lift and allied equipment will be kept clean and tidy and light/fan etc. repair shall be performed.
- xv. All routine maintenance and normal repairs will be done by the Service provider at his own cost and the total bid will be inclusive of all such repairs.
- xvi. Service provider shall submit reports for modification in equipment or processes to improve the performance of system for smooth/uninterrupted services.
- xvii. Cost of spares/lubricants required for scheduled maintenance shall be borne by the Client and the parts (under warranty) required for unscheduled maintenance or breakdowns will be provided by the Service provider.
- xviii. Service provider is responsible to maintain sufficient stock of running spare parts for immediate replacement to avoid interruption in smooth/uninterrupted services.
- xix. Bank has the right to Contact OEM of the lift if Service provider fails to rectify the fault for prolonged outage.
- xx. Service provider will be responsible to troubleshoot and rectify the fault and replace any faulty part from its store at the earliest. Cost of card will be borne by the bank.

***Daily Inspection Checklist***

- Check manufacturer's instructions;
- Checking of Phase voltages.
- Checking of AC system.
- Checking of panel for start.
- Cleaning of lift car.
- Cleaning of doors.
- Cleaning of sills.
- Cleaning of floor of lift car
- Checking lights and fans of lift car
- Checking of intercom.
- Checking floor indicators.
- Checking call buttons.
- Checking of door functioning.

- Maintain log sheets and checklists.
- Checking all safeties (Speed Governor, Safety switches, Landing door, Car roof, door drive contacts, Buffer spring at pits, and counter weights).
- Checking electrical, electronic, mechanical and civil installations and report immediately to the Bank's engineer-in-charge about any abnormal condition.

**Weekly Inspection Checklist**

- Check manufacturer's instructions;
- Checking of Ampere load and phase voltages.
- Checking doors of lift for any roll back or out of level condition.
- Cleaning and oiling of door mechanism, door roller.
- Checking oil cups for lubrication.
- Checking oil level for lubrication of gears.
- Checking for corrosion.
- Checking all safeties (Speed Governor, Safety switches, Landing door, Car roof, door drive contacts, Buffer spring at pits, counterweights).
- Checking easy and smooth running of door panel.
- Checking of door mechanism including checking of rollers, up-thrust interlock, unlocking device, motor inspection, door control box.
- Visual checking of parts installed in lift machine rooms.
- Cleaning of machine room.
- Cleaning of pits and removal of trash.
- Checking relay contacts of control panel.
- Inspect hoist motor, oil level and its bearing check.
- Examine chain for free rotation with shaft.
- Dust blowing with blower.
- Observe working of brake. Inspect drum and shoe clearance, clean and lubricate pivot points.
- Observe working including tension sheave of speed governor and check electrical switches for proper working.
- Check all sensors and safeties for working. Test alarm bell and emergency stop switch.
- Checking of electrical, electronic, mechanical and civil installations and report immediately to Bank's engineer-in-charge about any abnormal condition.

**Monthly Inspection Checklist**

- Check manufacturer's instructions;
- Inspect, clean, lubricate, and properly adjust all roller guides, guide rails, guide shoes and rail oilers.
- Remove all dirt, dust, and oil from pits.
- Check the working of the emergency lights; replace as necessary.
- Solid State Components and Circuit Boards: Inspect printed circuit board and other solid state devices for cleanliness, condensation spots, evidence of heating and deterioration. Check and replace defective solid state devices.
- Inspect leveling activation. Clean and lubricate switches, vanes, and all other related parts. Adjust to obtain the proper leveling at all landings in both the UP and DOWN directions within ¼ inch above or below the landing sill.
- Checking and cleaning of door tracks.
- Checking and cleaning of landing door contacts.
- Checking all safeties (Speed Governor, Safety switches, Landing door, Car roof, door drive contacts, buffer spring at pits, and counter weights).
- Checking oil level in gear unit.
- Checking of hoisting motor.
- Checking brake functioning.
- Checking steel ropes.
- Cleaning and lubrication of speed governor.
- Checking oil in lubrication cup and refilling of cups if required.
- Lubrication of chain links.
- Cleaning the control panels for dust with blower.



- Check the worm gear and thrust bearing and shaft for smooth working.
- Check the floor selector, door controller, door roller, controller and motor.
- Inspect, clean, lubricate and manually activate safety mechanisms.

***Semi – Annually Inspection Checklist***

- Check manufacturer's instructions;
- Inspect, clean, lubricate and manually activate safety mechanisms.
- Completely dismantle brake assembly, clean, and inspect for wear. Replace defective parts required for proper working. Where brake shoes are asbestos-containing, check for dust, and practice appropriate cleanup and maintenance precautions. Lubricate bearing, pins, and pivot points.
- Thoroughly clean controller with blower or vacuum. Inspect and check the working of switches, relays, timers, capacitors, resistors, contacts, overloads, wiring, connections, fuses and overload settings. Check for zone control, and load by-pass door failure time. Check programming up peak, down peak, off peak, off hours. Replace worn or defective parts and adjust controller for proper working.
- Clean, inspect, and lubricate all door working mechanisms; including but not limited to rollers, up thrusts, interlocks, clutches, self-closer and sills. Replace worn or defective parts, repair and adjust door mechanisms as required for proper working.
- Clean rails, beams, and all related iron work in hoist way. Dust hoist way walls. Clean top, bottom, and sides of car. Clean counterweight and pit area.
- Check oil level and working of switches. Add oil or adjust switches as necessary for proper working.
- Checking of door reopening devices, stop switches, working control devices, car floor and landing sill, car lighting, car emergency signal, car door or gate, door closing force, power closing of doors or gates, power opening of doors or gates, car vision panels and glass car doors, car enclosure, emergency exit, ventilation, signs and working device symbols, rated load, platform area, and data plate, standby power activation, restricted opening of car or hoist way doors and car ride.
- Checking rope fastenings, terminal stopping devices, slack rope devices, governor, over speed switch & seal and car & counterweight safeties.
- Checking car leveling devices; top emergency exit; counterweight safeties, traveling cables and junction boxes, door and gate equipment, governor rope, compensating ropes and chains.
- Checking car platform guard, hoist way doors, vision panels, hoist way door locking devices, access to hoist way, power closing of hoist way doors, sequence working, elevator parking devices, emergency doors blind hoist ways, and standby power selection switch.
- Checking Pit access, lighting, stop switch, counterweight buffer and final terminal stopping devices, normal terminal stopping devices, traveling cables, governor-rope tension devices, compensating chains, ropes, and sheaves, car frame and platform, and car safeties and guiding members.
- Checking brakes and brake torque.
- Checking and observation of slip of ropes and condition.
- Checking all safeties (Speed Governor, Safety switches, Landing door, Car roof, door drive contacts, buffer spring at pits, counterweights).

***Annual Inspection Checklist***

- Checking standby power working.
- Check and torque all connections to correct specifications, and check and lubricate cooling fan); check primary and secondary voltages phase to phase and phase to ground and ampere load.
- Checking traction sheaves; terminal stopping devices & switches, slack rope devices; governor, over speed switch, and seal; and counterweight and car safeties.
- Drill for working of elevators under fire and other emergency conditions.
- Testing of the working of the electrically released brake by manually activation the other safety devices and observing.
- Testing speed governor safety by manually activating the trip mechanism.



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## 2. Technical Resources

a) The bidder will be responsible to depute following technical resources to operate and maintain the lift during SLA Period.

<i>Designation</i>	<i>Nos.</i>	<i>Minimum Qualification</i>	<i>Min. Relevant Working Experience</i>
<i>(A)</i>	<i>(B)</i>	<i>(C)</i>	<i>(D)</i>
Machine Room Technician	01	DAE/B-Tech (Mechanical)	05 years
Lift Operator	01	Matric	03 Years

- b) The Service Provider shall be responsible for complying with all applicable laws of the land to fulfill the regulatory payments under Labor Laws which includes but not limited to
- Payment of at-least minimum wages/salaries/remuneration as notified by the respective Government.
  - Ensure EOBI/Social Security registration of its resources and regular payment of contributions.
  - Group Life and Medical Insurance.
  - Casual, medical and maternity or any other leaves as per applicable laws.
  - Any other requirement as applicable under the relevant law.
- c) The Service Provider will ensure that the terms and conditions of employment/ service of its employees are compliant and in accordance with the applicable labor laws existing in Pakistan and any of the Provinces in Pakistan.
- d) The Service Provider shall take all practicable steps to ensure that all of its resources comply with the Applicable Law.

## 3. Duty Hours and Schedule

- a) The following timings shall be followed:  
8:00 AM to 6:00 PM Monday to Friday (5 days per Week)
- b) The above-mentioned timings may be changed as per Bank's instructions. Service provider shall follow the same pattern during the month of Ramadan or as may be directed by the Bank.
- c) If services are required beyond the mentioned hours & weekend, the Service Provider shall be responsible to provide the service .
- d) Service provider shall follow the general schedule given above for performing Services. However, the schedule shall not limit the Services performed by the Service provider, and the Service provider shall carry out such Services, as and when required immediately to keep the equipment covered under this contract in good running condition. Service provider shall also follow the instructions of Bank's engineer-in-charge and carry out all repairing / maintenance work as and when required / pointed out by the Bank's engineer-in-charge.
- e) Daily and periodic maintenance/checking for all lift shall be carried out as per manufacturer's instructions and as per Electrical Handbook. Checklists and reports for the following work must be submitted to the Bank with their invoices:
- f) Service Provider's is responsible to provide on call Support services when required by the bank.

**4. SLA Severity Matrix:**

Severity	RED category	Orange category	Green category
Criteria	The <b>operational</b> system(s) or their sub-system(s) is/are down, or a major control component(s) is/are inoperative affecting most of the staff. System(s) or sub-system(s) performance has become unacceptable.	The <b>operational</b> system(s) or their sub-system(s) is/are down. The system is operating normally, but a redundant component or supporting feature has failed.	The system is available and performing adequately, however preventive maintenance activity will ensure smooth operation of the lift.
	<b>Example:</b> 1. Inverter failure of main motor of the lift 2. Free falling of lift due to breakage of ropes/belts 3. Power outage	<b>Examples:</b> 1. Failure of the lift due to activation of a safety device 2. Slow or jerky movements, malfunctioning of mechanical components i.e. track rollers, door sleepers, cabin/counter weight shoes etc. 3. Control PCB card error 4. Unusual noises due to main motor bearing malfunction	<b>Examples:</b> 1. Doors not closing or opening properly 2. Irregular leveling with the floor 3. Oil contamination 4. Temperature control system in the machine room
Response Time	Two (02) hour	Two (02) hour	Two (02) hour
Recovery Time *	Twelve (12) hours	Twenty Four (24) hours	Forty Eight (48) hours
Action	Escalation to OEM for technical support via internet or phone.	On-Site Technical Support on Call Basis.	Technical Support on Call Basis or On-Site as per requirements.
	Troubleshoot, Rectify, Repair, Replace faulty component (s) within specified hours to restore the operations.	Escalation to OEM for technical support from OEM via internet or phone (if required).	Technical assistance from OEM via internet or phone.
Support Coverage	24 hrs. x 730 days	24 hrs. x 730 days	24 hrs. x 730 days

(\*) Bidder will be responsible for replacing all the defective parts (Critical Level or Non-Critical Level parts) with new ones during Recovery Time. However, immediate replacement can be done with the old parts, in case such part is unavailable in stock and the old parts will be replaced later with the new parts at the earliest but not later than 45 days, as per agreement with NBP.

In case of non-compliance of above SLA severity matrix and resolution within the prescribed recovery time, the penalty of Rs. 5000/- per occurrence would be deducted from the SLA payments to the service provider.

## SECTION-VI

  
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# EVALUATION CRITERIA



FOR NATIONAL BANK OF PAKISTAN

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**A. Preamble**

The Procuring agency/Employer shall evaluate the bids in accordance with predefined evaluation and qualification criteria mentioned in this document. The Bidder shall provide all the information requested in the forms included in the Bidding Forms. Qualification will be based on all the criteria given hereinafter.

- 1) The Bidders pursuant to Clause ITB.3 should be eligible to participate in the bidding process.
- 2) Information supplied by the Bidders must apply to the company, named on the statement only. The substitution of background information pertinent to qualification will not be considered for another company related to the applicant company through a "Group Ownership".
- 3) NBP will review the information supplied by the bidders and will make public the results of evaluation as per PPR-2004.
- 4) Bidders applying to qualify are advised that any variation of constitution or membership from that put forward in response to this bid, without prior approval of NBP may result in their disqualification.
- 5) The response to this bid must be sufficiently detailed to convince NBP that the bidder applying for qualification has the experience as well as the technical / administrative /managerial capabilities and financial capabilities necessary for the execution of the services and they must prove that they have carried out similar services in their own country.
- 6) The evaluation will be conducted; provided the bidders have proven their Eligibility in accordance with Sub Clauses of ITB.3; and their bid to be responsive pursuant to Clause ITB.32 otherwise their bids will be declared as non-responsive being Ineligible bids or having submitted a non-responsive bid and will not be evaluated for the Qualification.
- 7) Evaluation is based on different criterion listed hereunder; regarding the Bidder's qualification, general and particular experience, personnel and equipment capabilities, and financial position, as demonstrated by the Bidder's responses accompanied with relevant documents in the forms as desired for each criterion.
- 8) NBP reserves the right to waive minor deviations in accordance with Sub Clause ITB.32.4.
- 9) NBP reserves the right to verify or seek clarifications of the documents or information furnished by the Bidders. In this regard, NBP reserves the right to have site visits to verify the previous installation /work experience etc.
- 10) NBP may reject any bid for any misrepresentation knowingly made by any bidder in, or pursuant to, their submittals or for any statement furnished in connection therewith, and intended to be relied upon by the NBP, which is incorrect in any respect.
- 11) The bidders MUST provide relevant responses/documents for all the Criteria/Requirements for Bidder's Eligibility & Bidder's Qualification, and fulfill the bid responsiveness requirements as well, detailed in the succeeding Section, will be declared as Technically Qualified Bidders.
- 12) The Financial Bids of the technically qualified bidders will only be subsequently opened through EPADS and the lowest financial bid will be declared as "Most Advantageous Bid".
- 13) The Qualified Bidders will also be screened from Sanctions Compliance through Compliance Group, NBP.
- 14) The decision of NBP in this connection shall be final and binding on all the Bidders



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## B. Evaluation & Qualification Criteria

S. No.	Criteria	Document Submission Requirements	Filled by Bidder Yes/No
<b>B-I</b>	<b><u>ELIGIBILITY</u></b>		
1	Bidder must be on Active Taxpayer List of FBR.	FBR Online Verification Document	
2	Bidder must have active status on Sindh Revenue Board (SRB) for Sales Tax on Services.	SRB Online Verification Document	
3	Bidder must have valid registration with Pakistan Engineering Council (PEC) in Financial Category C-6 or above with Specialization Code: ME-03.	Valid PEC Certificate	
4	Valid Manufacturer's Authorization Document for the offered Lift in favor of the bidder, provided bidder is not the Manufacturer.	Form 7 of Section VII -Manufacturer's Authorization Form	
5	Lift Manufacturer should provide following confirmations/certifications: <ul style="list-style-type: none"> <li>• That the Lift is offered from an "Active Production Line".</li> <li>• That the Lift Manufacturing/Assembling facility has dedicated Testing Tower.</li> <li>• That the Lift Manufacturer has continuous R&amp;D capability to optimize and produce energy efficient lifts.</li> <li>• That the lifts including all its components/parts has a minimum End of Support (EOS) of 10 years.</li> </ul>	Necessary supporting document / certificates etc. issued by the Manufacturer.	
6	No Conflict of interest.	Form 1 of Section-VII (Letter of Bid – Technical Proposal)	
7	An Undertaking/Affidavit by the bidder that he has <b>not been blacklisted</b> 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 in the past.	Desired Affidavit on Stamp paper to be uploaded with the Bid.	
<b>B-II</b>	<b><u>BID RESPONSIVENESS</u></b>		
1	Bid Security in accordance with Clause ITB. 22.	To be uploaded on EPADS and original to be submitted before the Bid Submission Deadline.	
2	Authorization for the Signatory of the Bid in accordance with ITB Clause: 11.1. (Provided the Signatory of the bid is not the Owner/CEO/Proprietor etc. of the Company)	Duly Notarized Power of Attorney authorizing the Signatory of the Bidder to sign and submit the bid.	
3	Duly signed & stamped Bidding Documents.	Complete Bidding Documents.	
	Technical Specifications of Section V has been filled by the bidder.	Sub-Section B – Technical Specifications	
4	Detailed Technical Brochure or literature or document elaborating detailed descriptions of the essential technical specifications and performance characteristics of the offered Lift.	Technical Brochure/Literature of the Manufacturer to verify relevant technical Specifications of the Lift.	

<b>B-III</b>	<b>QUALIFICATION</b>		
1	<b>General Experience:</b> Bidder should possess at least Ten years' experience in the related field in Pakistan.	Necessary documents showing bidder's establishment since last ten (10) years performing similar nature of works.	
2	<b>Specific Experience:</b> The bidder should have satisfactorily supplied and installed lift(s) of similar capacity or above at three (03) different Public / Commercial buildings such as Banks, Public Sector entities, Major Private Developers or Highrise Buildings, during last five (05) years.	Proof of award of contract with satisfactory Completion Certificate from the Client for Supply, installation, testing & commissioning of Lift	
4	<b>Office presence in Karachi:</b> Bidder should have office presence in Karachi with necessary after-sales service capability with dedicated service team on 24/7 basis.	Necessary Supporting Document to prove presence of after sales service presence in Karachi.	
5	<b>Financial Capability:</b> The bidder should have average Sales Volume/Revenue of at least Rs. 20 M in the last three latest Years.	Audited Financial Statements or FBR Tax Returns or any other acceptable documents as per Law of Pakistan for the last three (03) latest Years.	

## SECTION–VII

# STANDARD FORMS OF BID

Form 1:	Letter of Bid – Technical Proposal
Form 2:	Letter of Bid – Financial Proposal
Form 3:	Bidder Information Form
Form 4:	Bidder’s JV Members Information Form
Form 5:	Price Schedule: Goods & Related Services
Form 6:	Form of Bid Security (Bank Guarantee)
Form 7:	Manufacturer’s Authorization

**Letter of Bid – Technical proposal**

*INSTRUCTIONS TO BIDDERS: (delete this box once you have completed the document)*

*Upload this Letter of Bid on EPADS with “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 (as day, month and year) of Bid submission/upload]*

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

**Request for Bid No.:** *[insert identification]*

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

**To:** *[insert complete name of Procuring Agency]*

We, the undersigned Bidder, hereby upload our Bid, in two parts, namely:

- (a) the Technical Proposal, and
- (b) the Financial Proposal. In submitting/uploading 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 based on execution of a Bid Securing Declaration or Proposal Securing Declaration in the Procuring Agency’s country in accordance with **ITB 3**;
  - (d) **Conformity:** We offer to supply in conformity with the bidding document and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods: *[insert a brief description of the Goods and Related Services]*;
  - (e) **Bid Validity Period:** Our Bid shall be valid for the period specified in **BDS 21** (as amended, if applicable) from the date fixed for the Bid submission deadline specified in **BDS 30** (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/uploading 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 19**;
  - (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. 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 but meet the requirements of ]*;
  - (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.



FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)

- (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:** \*[insert complete name of Bidder]

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

**Title of the person signing the Bid:** [insert complete title of the person signing the Bid]

**Signature of the person named above:** [insert signature of person whose name and capacity are shown above]

**Date signed** [insert date of signing] **day of** [insert month], [insert year]

\*: In the case of the Bid upload 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 to the Bid Schedules.



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

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# SECTION–VII

## Letter of Bid Financial Proposal

(Draft attached in Volume-II: Financial Bid)



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)

### 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 (as day, month and year) of bid submission]

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: [insert Bidder's year of registration]
5. Bidder's Address in country of registration: [insert Bidder's legal address in country of registration]
6. Bidder's Authorized Representative Information Name: [insert Authorized Representative's name] Address: [insert Authorized Representative's Address] Telephone/Fax numbers: [insert Authorized Representative's telephone/fax numbers] Email Address: [insert Authorized Representative's email address]
7. Attached are copies of original documents of [check the box(es) of the attached original documents] <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB3.4. <input type="checkbox"/> Establishing that the Bidder is not under the supervision of the Procuring Agency
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

### 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 (as day, month and year) of Bid submission]*

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

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

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

1. Bidder’s Name: <i>[insert Bidder’s legal name]</i>
2. Bidder’s JV Member’s name: <i>[insert JV’s Member legal name]</i>
3. Bidder’s JV Member’s country of registration: <i>[insert JV’s Member country of registration]</i>
4. Bidder’s JV Member’s year of registration: <i>[insert JV’s Member year of registration]</i>
5. Bidder’s JV Member’s legal address in country of registration: <i>[insert JV’s Member legal address in country of registration]</i>
6. Bidder’s JV Member’s authorized representative information Name: <i>[insert name of JV’s Member authorized representative]</i> Address: <i>[insert address of JV’s Member authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV’s Member authorized representative]</i> Email Address: <i>[insert email address of JV’s Member authorized representative]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITB4.4.
8. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.



FOR THE BIDDER  
(Duly signed & stamped by the Authorized Representative)  
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# SECTION–VII SCHEDULE OF PRICES (BOQ)

(Draft attached in Volume-II: Financial Bid)

**Form of Bid Security  
(Bank Guarantee)**

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

[Guarantor letterhead or SWIFT identifier code]

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

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

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

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

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

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

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

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

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

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

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

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

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

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



\_\_\_\_\_  
**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)



## Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its Bid, if so indicated in the **BDS**.]

Date: [insert date (as day, month and year) of Bid submission]

No.: [insert number of Bidding process]

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

To: [insert complete name of Procuring Agency]

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a Bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 28 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

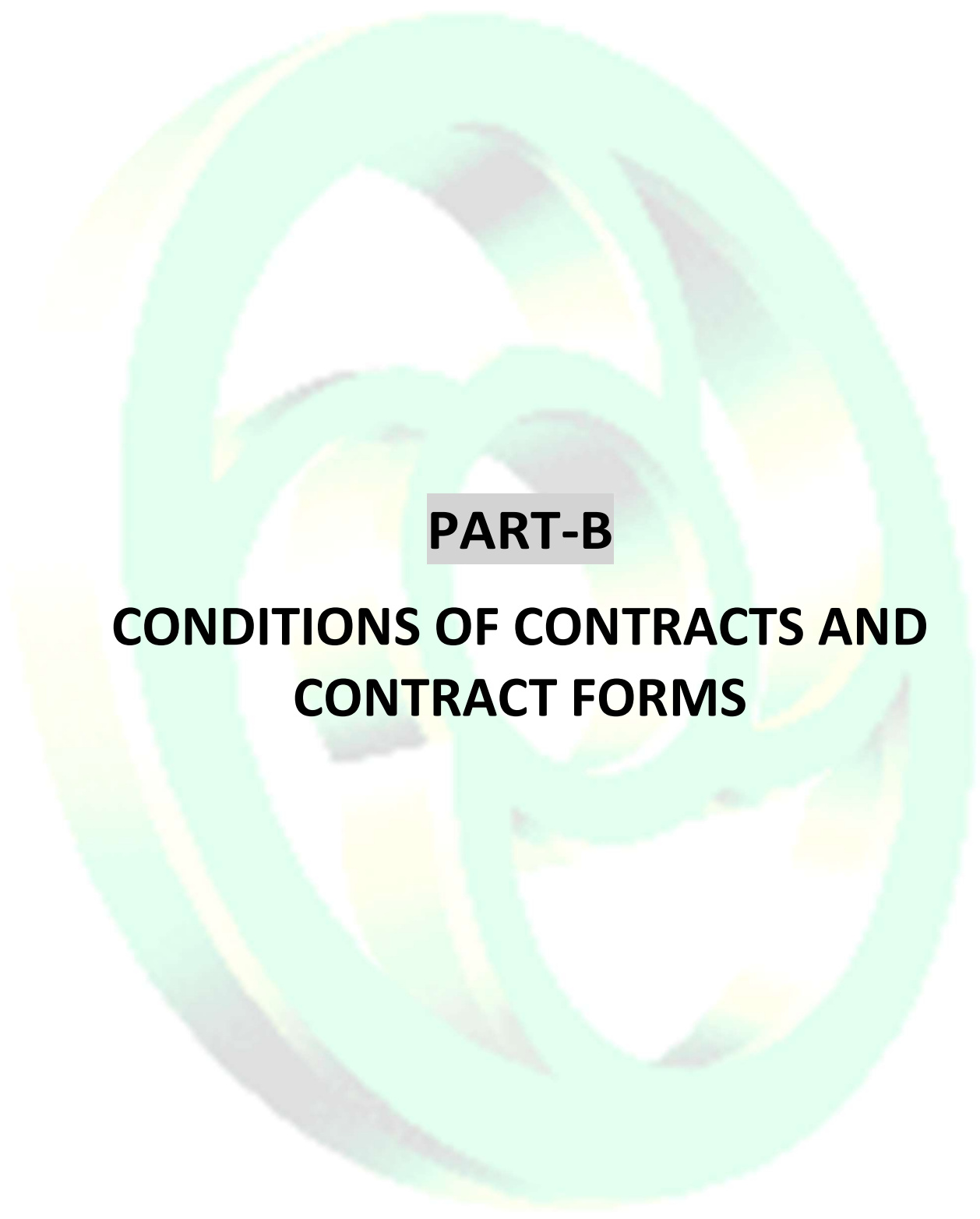
Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

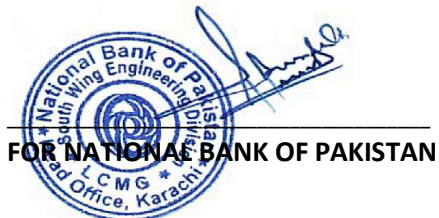
Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]

  
FOR NATIONAL BANK OF PAKISTAN

\_\_\_\_\_  
FOR THE BIDDER  
(Duly signed & stamped by the Authorized Representative)  
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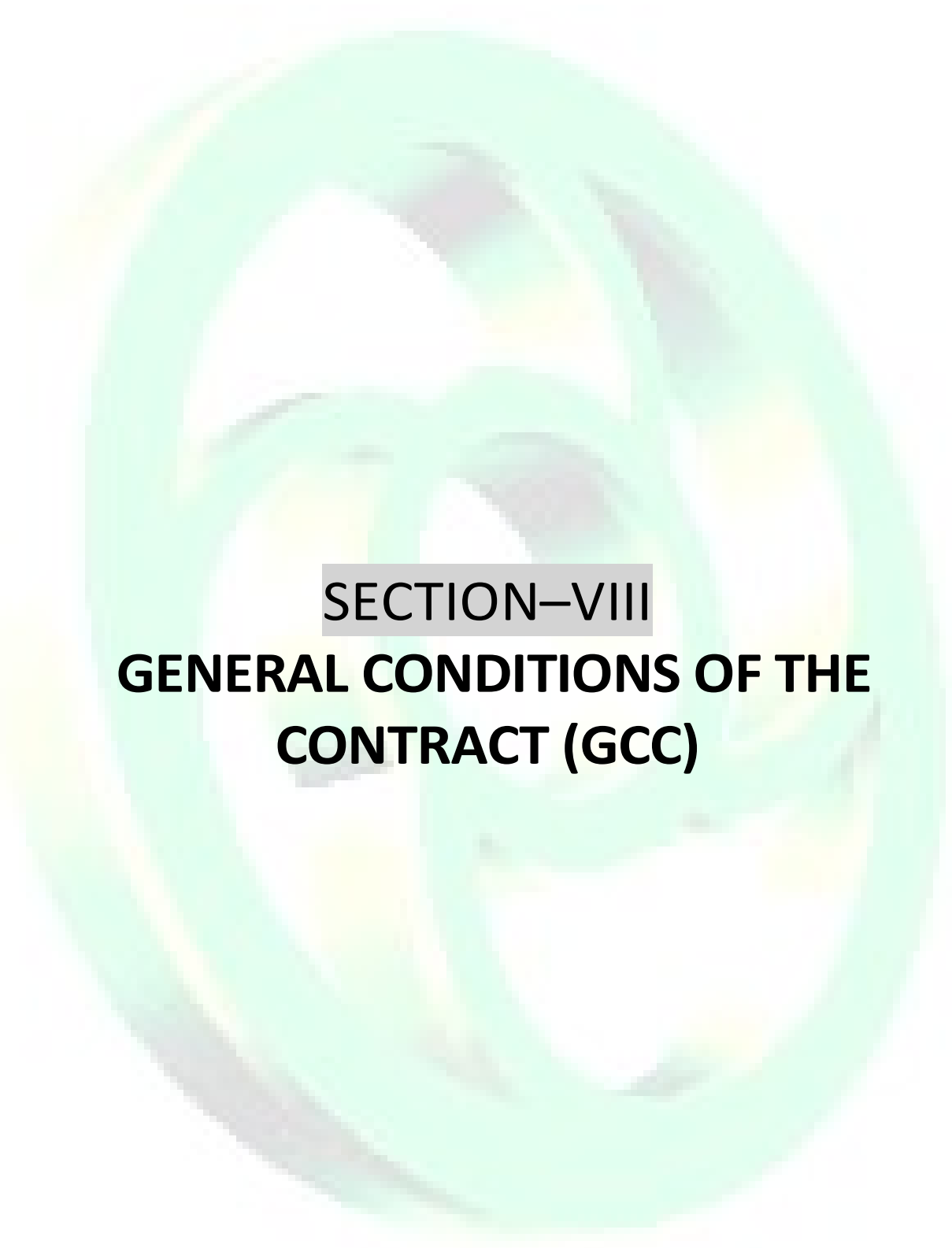


**PART-B**  
**CONDITIONS OF CONTRACTS AND**  
**CONTRACT FORMS**




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**SECTION–VIII**  
**GENERAL CONDITIONS OF THE**  
**CONTRACT (GCC)**



**FOR NATIONAL BANK OF PAKISTAN**

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**GENERAL CONDITIONS OF THE CONTRACT (GCC)**

1.	Definitions	1.1	The following words and expressions shall have the meanings hereby assigned to them:
			<p>a) <b>“Authority”</b> means Public Procurement Regulatory Authority.</p> <p>b) The <b>“Arbitrator”</b> is the person appointed with mutual consent of both the parties, to resolve contractual disputes as provided for in the General Conditions of the Contract <b>GCC Clause 31</b> hereunder.</p> <p>c) The <b>“Contract”</b> means the agreement entered into between the National Bank of Pakistan and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.</p> <p>d) The <b>“Commencement Date”</b> is the date when the Supplier shall commence execution of the contract as specified in the <b>SCC</b>.</p> <p>e) <b>“Completion”</b> means the fulfillment of the related services by the Supplier in accordance with the terms and conditions set forth in the contract.</p> <p>f) <b>“Country of Origin”</b> means the countries and territories eligible under the PPRA Rules 2004 and its corresponding Regulations as further elaborated in the <b>SCC</b>.</p> <p>g) The <b>“Contract Price”</b> is the price stated in the Letter of Acceptance and thereafter as adjusted in accordance with the provisions of the Contract.</p> <p>h) <b>“Defective Goods”</b> are those goods which are below standards, requirements or specifications stated by the Contract.</p> <p>i) <b>“Delivery”</b> means the transfer of the goods from the supplier equipment, machinery, and /or other materials which the Supplier is required to supply to the <b>NBP</b> under Contract.</p> <p>j) <b>“Effective Contract date”</b> is the date shown in the Certificate of Contract Commencement issued by the Procuring Agency upon fulfillment of the conditions precedent stipulated in <b>GCC Clause 3</b>.</p> <p>k) <b>“Procuring Agency”</b> means the person named as Procuring Agency in the <b>SCC</b> and the legal successors in title to this person, procuring the Goods and related service, as named in <b>SCC</b>.</p> <p>l) <b>“Related Services”</b> means those services related to the delivery of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, initial maintenance and other such obligations of the Supplier covered under the Contract.</p> <p>m) <b>“GCC”</b> mean the General Conditions of Contract contained in this section.</p> <p>n) <b>“Intended Delivery Date”</b> is the date on which it is intended that the Supplier shall effect delivery as specified in the <b>SCC</b>.</p>

**SECTION VIII – GENERAL CONDITIONS OF THE CONTRACT (GCC)**

			<p>o) <b>“SCC”</b> means the Special Conditions of Contract.</p> <p>p) <b>“Supplier”</b> means the individual private or government entity or a combination of the above whose Bid to perform the contract has been accepted by the Procuring Agency and is named as such in the Contract Agreement, and includes the legal successors or permitted assigns of the supplier and shall be named in the <b>SCC</b>.</p> <p>q) <b>“Project Name”</b> means the name of the project stated in <b>SCC</b>.</p> <p>r) <b>“Day”</b> means calendar day.</p> <p>s) <b>“Eligible Country”</b> means the countries and territories eligible for participation in accordance with the policies of the Federal Government.</p> <p>t) <b>“End User”</b> means the organization(s) where the goods will be used, as named in the <b>SCC</b>.</p> <p>u) <b>“Origin”</b> means the place where the Goods were mined, grown, or produced or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new produce results that is substantially different in basic characteristics or in purpose or utility from its components.</p> <p>v) <b>“Force Majeure”</b> means an unforeseeable event which is beyond reasonable control of either Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.</p> <p>For the purposes of this Contract, <b>“Force Majeure”</b> means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances. and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.</p> <p>w) <b>“Specification”</b> means the Specification of the Goods and performance of incidental services in accordance with the relevant standards included in the Contract and any modification or addition made or approved by the Procuring Agency.</p> <p>x) <b>“Supplier's Bid”</b> is the completed Bid document submitted by the Supplier to the Procuring Agency.</p>
2.	Application and interpretation	2.1	These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

**SECTION VIII – GENERAL CONDITIONS OF THE CONTRACT (GCC)**

		<b>2.2</b>	In interpreting these Conditions of Contract headings and marginal notes are used for convenience only and shall not affect their interpretations unless specifically stated; references to singular include the plural and vice versa; and masculine include the feminine. Words have their ordinary meaning under the language of the Contract unless specifically defined.
		<b>2.3</b>	The documents forming the Contract shall be interpreted in the following order of priority: Form of Contract, Special Conditions of Contract, General Conditions of Contract, Letter of Acceptance, Certificate of Contract Commencement Specifications Contractor's Bid, and Any other document listed in the Special Conditions of Contract as forming part of the Contract.
<b>3.</b>	<b>Conditions Precedent</b>	<b>3.1</b>	Having signed the Contract, it shall come into effect on the date on which the following conditions have been satisfied: - a) Submission of performance Security (or guarantee) in the form specified in the <b>SCC</b> . b) Furnishing of Advance Payment Unconditional Guarantee.
		<b>3.2</b>	If the Condition precedent stipulated on GCC Clause 3.1 is not met by the date specified in the <b>SCC</b> this contract shall not come into effect;
		<b>3.3</b>	If the Procuring Agency is satisfied that each of the conditions precedent in this contract has been satisfied (except to the extent waved by him, but subject to such conditions as he shall impose in respect of such waiver) he shall promptly issue to the supplier a certificate of Contract commencement, which shall confirm the start date.
<b>4.</b>	<b>Governing Language</b>	<b>4.1</b>	The Contract as all correspondence and documents relating to the contract exchanged by the Supplier and the Procuring Agency shall be written in the language specified in <b>SCC</b> . Subject to <b>GCC Clause 3.1</b> , the version of the Contract written in the specified language shall govern its interpretation.
<b>5.</b>	<b>Applicable Law</b>	<b>5.1</b>	The contract shall be governed and interpreted in accordance with the laws of Pakistan, unless otherwise specified in <b>SCC</b> .
<b>6.</b>	<b>Country of Origin</b>	<b>6.1</b>	The origin of Goods and Services may be distinct from the nationality of the Supplier.
<b>7.</b>	<b>Standards</b>	<b>7.1</b>	The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, the American Standards (such as ACI, IEEE, ASME, etc.) or the Pakistani standards such as PSQCA Such standards shall be the latest issued by the concerned institution.


 **FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**  
(Duly signed & stamped by the Authorized Representative)  
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**SECTION VIII – GENERAL CONDITIONS OF THE CONTRACT (GCC)**

8.	<b>Use of Contract Documents and Information; Inspection and Audit by the Government of Pakistan</b>	8.1	The Supplier shall not, without the Procuring Agency’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring Agency in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.
		8.2	The Supplier shall not, without the Procuring Agency’s prior written consent, make use of any document or information enumerated in <b>GCC Clause 7.1</b> except for purposes of performing the Contract.
		8.3	Any document, other than the Contract itself, enumerated in <b>GCC Clause 7.1</b> shall remain the property of the Procuring Agency and shall be returned (all copies) to the Procuring Agency on completion of the Supplier’s performance under the Contract if so required by the Procuring Agency.
		8.4	The Supplier shall permit the Government of Pakistan or / and donor agencies involved in financing the project to inspect the Supplier’s accounts and records relating to the performance of the Supplier and to have them audited by auditors appointed by the Government of Pakistan or / and the appropriate donor agencies, if so required by the Government of Pakistan or / and the appropriate donor agencies.
9.	<b>Patent and Copy Rights</b>	9.1	The Supplier shall indemnify the Procuring Agency against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in Pakistan.
		9.2	The patent right in all drawings, documents, and other materials containing data and information furnished to the Procuring Agency by the Supplier herein shall remain vested in the supplier, or, if they are furnished to the Procuring Agency directly, or through the Supplier by any third party, including suppliers of materials, the patent right in such materials shall remain vested in such third party.
10.	<b>Performance Security (or Guarantee)</b>	10.1	The Performance Security (or Guarantee) shall be provided to the Procuring Agency no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a bank or surety acceptable to the Procuring Agency, and denominated in the types and proportions of the currencies in which the Contract Price is payable as specified in the <b>SCC</b> .
		10.2	The proceeds of the Performance Security (or 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.
		10.3	The Performance Security (or Guarantee) shall be in one of the following forms: a) A bank guarantee, an irrevocable letter of credit issued by a reputable bank, or in the form provided in the Bidding Documents or another form acceptable to the Procuring Agency; or b) A cashier’s or certified check.

**FOR NATIONAL BANK OF PAKISTAN**




National Bank of Pakistan  
South Wing Engineering Division  
LCMG  
Head Office, Karachi

**FOR THE BIDDER**  
(Duly signed & stamped by the Authorized Representative)  
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**SECTION VIII – GENERAL CONDITIONS OF THE CONTRACT (GCC)**

		10.4	The performance security (or guarantee) will be discharged by the Procuring Agency and returned to the Supplier not later than thirty (30) calendar days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, unless otherwise specified in <b>SCC</b> .
<b>11.</b>	<b>Inspections and Test</b>	11.1	The Procuring Agency or its representative shall have the right to inspect and /or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Procuring Agency. <b>SCC</b> and the Technical Specifications shall specify what inspections and tests the Procuring Agency shall notify the Supplier in writing or in electronic forms that provide record of the content of communication, in a timely manner, of the identity of any representatives retained for these purposes.
		11.2	The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Procuring Agency.
		11.3	Should any inspected or tested Goods fail to conform to the Specifications, the Procuring Agency may reject the Goods, and the Supplier shall replace the rejected Goods to meet specification requirements free of cost to the Procuring Agency.
		11.4	The Procuring Agency's right to inspect, test and, where necessary, reject Goods after the Goods' arrival in the Procuring Agency's country shall in no way be limited or eared by reason of the Goods having previously been inspected, tested, and passed by the Procuring Agency or its representative prior to the Goods' shipment from the country of origin.
		11.5	Nothing in <b>GCC Clause 10</b> shall in any way release the supplier from any warranty or other obligations under this Contract.
<b>12.</b>	<b>Packing</b>	12.1	The supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods final destination and the absence of heavy handling facilities at all points in transit.
		12.2	The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in <b>SCC</b> , and in any subsequent instructions ordered by the Procuring Agency.
<b>13.</b>	<b>Delivery and Documents</b>	13.1	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements. The details of shipping and or other documents to be furnished by the Supplier as specified in <b>SCC</b> .

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		13.2	For purposes of the Contract, “EXW”, “FOB”, “FCA”, “CIF”, “CIP,” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris.
		13.3	Documents to be submitted by the Supplier are specified in SCC.
<b>14.</b>	<b>Insurance</b>	14.1	The Goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery in the manner specified in the <b>SCC</b> .
<b>15.</b>	<b>Transportation</b>	15.1	Where the Supplier is required under Contract to deliver the Goods FOB, transport of the Goods, up to and including the point of putting the Goods on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price. Where the Supplier is required under the Contract to deliver the Goods FCA, transport of the Goods and delivery into the custody of the carrier at the place named by the Procuring Agency or other agreed point shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
		15.2	Where the Supplier is required under Contract to deliver the Goods CIF or CIP, transport of the Goods to the port of destination or such other named place of destination in Pakistan, as shall be specified in the Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
		15.3	Where the Supplier is required under the Contract to transport the Goods to a specified place of destination within Pakistan, defined as the Project Site, transport to such place of destination in Pakistan, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.
<b>16.</b>	<b>Related Services</b>	16.1	The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in <b>SCC</b> : a) Performance or supervision of on-site assembly, Installation Commissioning and/or start-up of the supplied Goods; b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods; c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods; d) Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and e) Training of the Procuring Agency’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.
<b>17.</b>	<b>Spare Parts</b>	17.2	As specified in <b>SCC</b> , the Supplier may be required to

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			<p>provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:</p> <p>a) Such spare parts as the Procuring Agency may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract; and</p> <p>b) In the event of termination of production of the spare parts:</p> <p>i) advance notification to the Procuring Agency of the pending termination, in sufficient time to permit the Procuring Agency to procure needed requirements; and</p> <p>ii) following such termination, furnishing at no cost to the Procuring Agency, the blueprints, drawings, and specifications of the spare parts, if requested.</p>
<b>18.</b>	<b>Warranty/ Defect Liability Period</b>	18.1	<p>The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Procuring Agency, specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in Pakistan.</p>
		18.2	<p>This warranty shall remain valid for a period specified in the <b>SCC</b> after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract, or for a period specified in the <b>SCC</b> after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in <b>SCC</b>.</p>
		18.3	<p>The Procuring Agency shall promptly notify the Supplier in writing or in electronic forms that provide record of the content of communication of any claims arising under this warranty.</p>
		18.4	<p>Upon receipt of such notice, the Supplier shall, within the period specified in <b>SCC</b> and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Procuring Agency other than, where applicable, the cost of inland delivery of the repaired or replaced Goods or parts from EXW or the port or place of entry to entry to the final destination.</p>
		18.5	<p>If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in <b>SCC</b>, the Procuring Agency may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Procuring Agency may have against the Supplier under the Contract.</p>
<b>19.</b>	<b>Payment</b>	19.1	<p>The method and conditions of payment to be made to the Supplier under this Contract shall be specified in <b>SCC</b>.</p>
		19.2	<p>The Supplier's request(s) for payment shall be made to the Procuring Agency in writing or in electronic forms that provide record of the content of communication,</p>

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			accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to <b>GCC Clause 13</b> , and upon fulfillment of other obligations stipulated in the Contract.
		19.3	Payments shall be made promptly by the Procuring Agency, within sixty (60) calendar days after submission of an invoice or claim by the Supplier. If the Procuring Agency makes a late payment, the Supplier shall be paid interest on the late payment. Interest shall be calculated from the date by which the payment should have been made up to the date when the late payment is made at the rate as specified in the <b>SCC</b> .
		19.4	The currency or currencies in which payment is made to the Supplier under this Contract shall be specified in <b>SCC</b> subject to the following general principle: payment will be made in the currency or currencies in which the payment has been requested in the Supplier's Bid.
		19.5	All payments shall be made in the currency or currencies specified in the <b>SCC</b> pursuant to <b>GCC Clause 19.4</b>
<b>20.</b>	<b>Prices</b>	20.1	The contract price shall be as specified in the Contract Agreement Subject to any additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
		20.2	Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its Bid, with the exception of any price adjustments authorized in <b>SCC</b> or in the Procuring Agency's request for Bid Validity extension, as the case may be.
<b>21.</b>	<b>Change Order</b>	21.1	The Procuring Agency may at any time, by a written order given to the Supplier pursuant to <b>GCC Clause 22</b> , make changes within the general scope of the Contract in any one or more of the following: <ul style="list-style-type: none"> <li>a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Procuring Agency;</li> <li>a) The method of shipment or packing;</li> <li>b) The place of delivery; and/or</li> <li>c) The Services to be provided by the Supplier.</li> </ul>
		21.2	If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) calendar days from the date of the Supplier's receipt of the Procuring Agency change order.
		21.3	Prices to be charged by the supplier for any related services that might be needed but which were not included in the Contract shall be agreed upon in advance by the Parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.
<b>22.</b>	<b>Contract Amendments</b>	22.1	Subject to <b>GCC Clause 21</b> , no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

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23.	<b>Assignment</b>	23.1	Neither the Procuring Agency nor the Supplier shall assign, in whole or in part, obligations under this Contract, except with the prior written consent of the other party.
24.	<b>Sub-contracts</b>	24.1	The Supplier shall consult the Procuring Agency in the event of subcontracting under this contract if not already specified in the Bid. Subcontracting shall not alter the Supplier's obligations.
		24.2	Subcontracts must comply with the provision of <b>GCC Clause 5</b> .
25.	<b>Delays in the Supplier's Performance</b>	25.1	Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.
		25.2	If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Procuring Agency in writing or in electronic forms that provide record of the content of communication of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.
		25.3	Except as provided under <b>GCC Clause 28</b> , a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to <b>GCC Clause 26</b> , unless an extension of time is agreed upon pursuant to <b>GCC Clause 25.2</b> without the application of liquidated damages.
26.	<b>Liquidated Damages</b>	26.1	Subject to <b>GCC Clause 25</b> , if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring Agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in <b>SCC</b> of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the performance security (or guarantee) specified in <b>SCC</b> . Once the said maximum is reached, the Procuring Agency may consider termination of the Contract pursuant to <b>GCC Clause 27</b> .
27.	<b>Termination for Default</b>	27.1	The Procuring Agency or the Supplier, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the concerned party may terminate the Contract if the other party causes a fundamental breach of the Contract.
		27.2	Fundamental breaches of Contract shall include, but shall not be limited to the following: a) the Supplier fails to deliver any or all of the Goods within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Agency pursuant to <b>GCC Clause 25</b> ; or b) the Supplier fails to perform any other obligation(s) under the Contract;



  
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			<p>c) Supplier’s failure to submit performance security (or guarantee) within the time stipulated in the <b>SCC</b>;</p> <p>d) the supplier has abandoned or repudiated the contract.</p> <p>e) the Procuring Agency or the Supplier is declared bankrupt or goes into liquidation other than for a reconstruction or amalgamation;</p> <p>f) a payment is not paid by the Procuring Agency to the Supplier after 84 calendar days from the due date for payment;</p> <p>g) the Procuring Agency gives Notice that goods delivered with a defect is a fundamental breach of Contract and the Supplier fails to correct it within a reasonable period of time determined by the Procuring Agency; and</p> <p>h) if the Procuring Agency determines, based on the reasonable evidence, that the Supplier has engaged in corrupt, coercive, collusive, obstructive or fraudulent practices, in competing for or in executing the Contract.</p>
		27.3	<p>For the purpose of this clause:</p> <p><b>“Corrupt and Fraudulent Practice”</b> means the practices as described in Rule-2 (1) (f) of Public Procurement Rules-2004.</p>
		27.4	<p>In the event the Procuring Agency terminates the Contract in whole or in part, pursuant to <b>GCC Clause 27.1</b>, the Procuring Agency may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Procuring Agency for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p>
28.	<b>Termination for Force Majeure</b>	28.1	<p>Notwithstanding the provisions of <b>GCC Clauses 25, 26, and 27</b>, neither Party shall have any liability or be deemed to be in breach of the Contract for any delay nor is other failure in performance of its obligations under the Contract, if such delay or failure is a result of an event of Force Majeure.</p> <p>For purpose of this clause, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood, epidemics, or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent</p>
		28.2	<p>If a Party (hereinafter referred to as “the Affected Party”) is or will be prevented from performing its substantial obligation under the contract by Force Majeure, it shall give a Notice to the other Party giving full particulars of the event and circumstance of Force Majeure in writing or in electronic forms that provide record of the content of communication of such condition and the cause thereof. Unless otherwise directed by the Procuring Agency in writing or in electronic forms that provide record of the content of communication, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and</p>

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			shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
29.	<b>Termination for Insolvency</b>	29.1	The Procuring Agency may at any time terminate the Contract by giving written notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Agency.
30.	<b>Termination for Convenience</b>	30.1	The Procuring Agency, by written notice sent to the Supplier, may terminate the contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Procuring Agency's convenience, the Contract is terminated, and the date upon which such termination becomes effective.
		30.2	The Goods that are complete and ready for shipment within thirty (30) calendar days after the Supplier's receipt of notice of termination shall be accepted by the Procuring Agency at the Contract terms and price. For the remaining Goods, the Procuring Agency may elect: a) To have any portion completed and delivered at the Contract terms and prices; and / or b) To cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Services and for materials and parts previously procured by the Supplier.
31.	<b>Disputes Resolution</b>	31.1	In the event of any dispute arising out of this contract, either party shall issue a notice of dispute to settle the dispute amicably. The parties hereto shall, within twenty-eight (28) calendar days from the notice date, use their best efforts to settle the dispute amicably through mutual consultations and negotiation. Any unsolved dispute may be referred by either party to an arbitrator that shall be appointed by mutual consent of the both parties.
		31.2	After the dispute has been referred to the arbitrator, within 30 calendar days, or within such other period as may be proposed by the Parties, the Arbitrator shall give its decision. The rendered decision shall be binding to the Parties.
32.	<b>Procedure for Disputes Resolution</b>	32.1	The arbitration shall be conducted in accordance with the arbitration procedure published by the Institution named and in the place shown in the <b>SCC</b> .
		32.2	The rate of the Arbitrator's fee and administrative costs of arbitration shall be borne equally by the Parties. The rates and costs shall be in accordance with the rules of the Appointing Authority. In conducting arbitration to its finality each party shall bear its incurred costs and expenses.
		32.3	The arbitration shall be conducted in accordance with the arbitration procedure published by the institution named and in the place shown in the <b>SCC</b> .
33.	<b>Replacement of Arbitrator</b>	33.1	Should the Arbitrator resign or die, or should the Procuring Agency and the Supplier agree that the Arbitrator is not functioning in accordance with the provisions of the contract, a new Arbitrator shall be appointed by mutual consent of the both parties.


  
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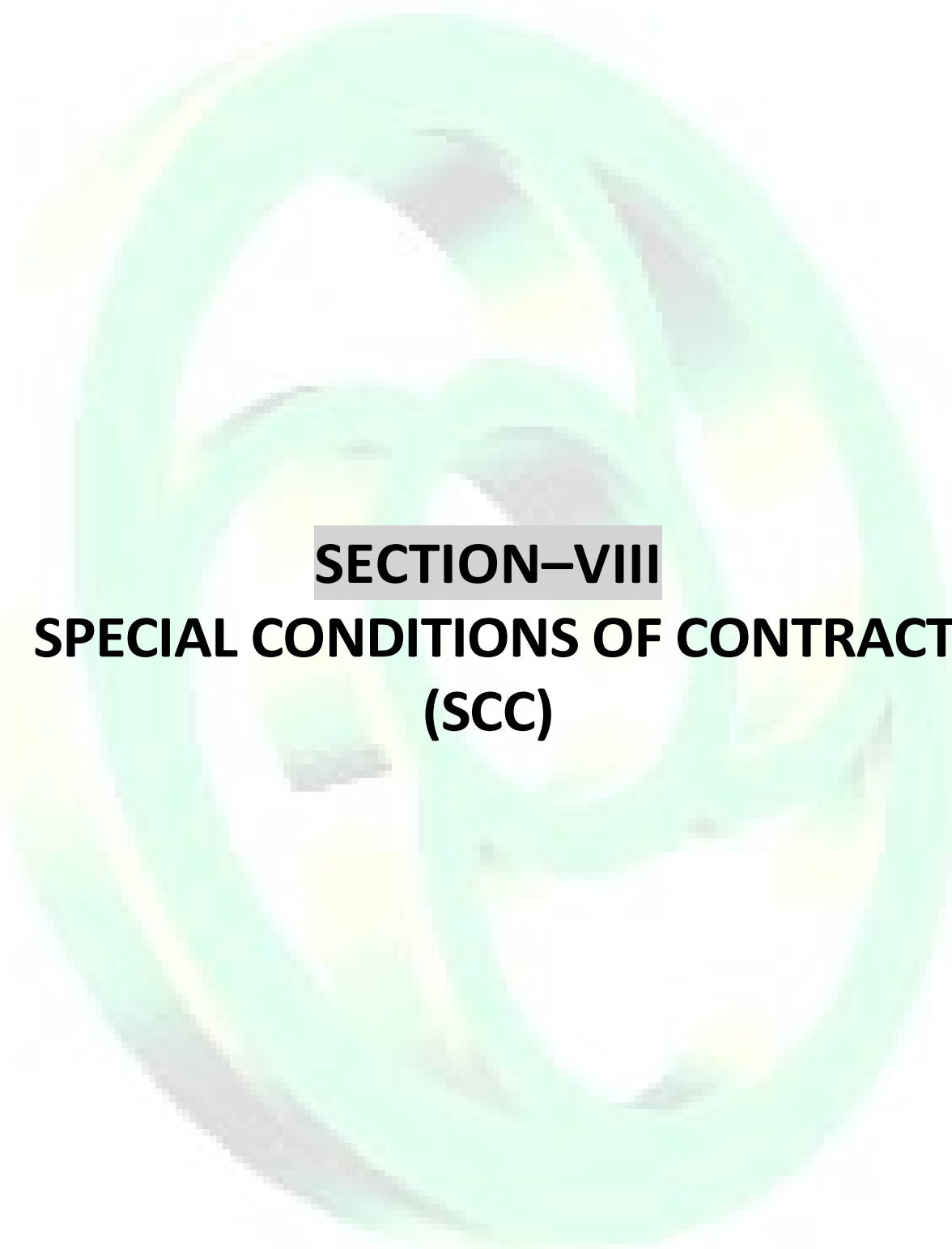
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34.	<b>Limitation of Liability</b>	34.1	<p>Except in cases of criminal negligence or willful conduct, and in the case of infringement pursuant to <b>GCC Clause 8</b>,</p> <p><b>a)</b> The supplier shall not be liable to the Procuring Agency, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Procuring Agency; and</p> <p><b>b)</b> The aggregate liability of the Supplier to the Procuring Agency, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment or to any obligation of the Supplier to indemnify the Procuring Agency with respect to patent infringement.</p>
35.	<b>Notices</b>	35.1	<p>Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or in electronic forms that provide record of the content of communication and confirmed in writing or in electronic forms that provide record of the content of communication to the other party's address specified in <b>SCC</b>.</p>
		35.2	<p>A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>
36.	<b>Taxes and Duties</b>	36.1	<p>A foreign Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside Pakistan.</p>
		36.2	<p>If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in Pakistan the Procuring Agency shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent.</p>
		36.3	<p>A local Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Procuring Agency.</p>


  
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**SECTION–VIII**  
**SPECIAL CONDITIONS OF CONTRACT**  
**(SCC)**

### SPECIAL CONDITIONS OF CONTRACT (SCC)

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

SCC Clause Number	GCC Clause Number	Amendments of, and Supplements to, Clauses in the GCC
<b>Definitions (GCC 1)</b>		
1.	1.1(d)	The Commencement Date is: <b>As stated in the Certificate of Contract Commencement</b>
2.	1.1(f)	Country of Origin means: <b>Origin of the Country where Goods are manufactured and can be imported as per Laws of Pakistan.</b>
3.	1.1(k)	The Procuring Agency is: <b>National Bank of Pakistan</b> Goods & related Services: <b>Supply of Lift, its installation, testing &amp; commissioning at NBP Kehkashan Clifton, Karachi.</b>
4.	1.1(n)	Intended Delivery Date is: <b>300 Calendar days from the Effective Contract Date.</b>
5.	1.1(p)	The Supplier is named as such in the Contract Agreement.
6.	1.1(q)	The title of the subject procurement or The Project is: <b>SUPPLY, INSTALLATION, TESTING &amp; COMMISSIONING OF NEW PASSENGER LIFT IN PLACE OF EXISTING PASSENGER LIFT INSTALLED AT NBP KEHKASHAN BUILDING KARACHI.</b>
7.	1.1(t)	End User: <b>National Bank of Pakistan</b>
<b>Conditions Precedent (GCC 3)</b>		
8.	3.1	a) The Performance Security (or guarantee) is to be submitted in the form of: <b>As specified in the BDS Clause: 47.</b> b) The Advance payment unconditional Guarantee to be submitted in the form of: <b>Not Applicable</b>
9.	3.2	The date for Condition precedent is : <b>As specified in the Letter of Acceptance</b>
<b>Governing Language (GCC 4)</b>		
10.	4.1	The Governing Language shall be: <b>English</b>
<b>Applicable Law (GCC 5)</b>		
11.	5.1	The Applicable Law shall be: <b>Laws of the Pakistan</b>
<b>Country of Origin (GCC 6)</b>		
12.	6.1	Country of Origin is the country where offered Air-Conditioners are manufactured.
<b>Performance Security ( or guarantee) (GCC 10)</b>		
13.	10.1	The amount of performance security (or guarantee), as a percentage of the Contract Price, shall be: <b>5% of the Contract Price</b>
14.	10.4	After delivery and acceptance of the Goods, <b>100</b> percent of the Performance Security (or guarantee) shall be withheld to cover the Supplier's warranty obligations in accordance with <b>GCC Clause 18.2.</b>

<b>Inspections and Tests (GCC 11)</b>		
15.	11.1	<p>Inspection and tests prior to shipment of Goods and at final acceptance are as follows:</p> <p>Quality and quantity inspection shall be carried out prior to shipment of Goods by the manufacturer(s) at the supplier’s own expense and responsibility in terms of the items specified in the specifications. The supplier shall submit the inspection certificate issued by himself which should be attached with the certificate(s) of the manufacturer(s) to the National Bank of Pakistan in order to ensure that the goods are manufactured in compliance with the contract.</p>
<b>Packing (GCC Clause 12)</b>		
16.	12.2	<p>The following <b>SCC</b> shall supplement <b>GCC Clause 12.2</b>:</p> <p>The Goods shall be packed properly in accordance with standard export packing specified by the National Bank of Pakistan in the Technical Specification.</p>
<b>Delivery and Documents (GCC Clause 13)</b>		
17.	13.1	<p><b>For Goods supplied from abroad:</b></p> <p>Upon shipment, the Supplier shall notify the Procuring Agency and the Insurance Company by cable the full details of the shipment, including Contract number, description of Goods, quantity, the vessel, the bill of lading number and date, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the National Bank of Pakistan, with a copy to the Insurance Company:</p> <ul style="list-style-type: none"> <li>(i.) One original plus four copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;</li> <li>(ii.) original and four copies of the negotiable, clean, on-board bill of lading marked “freight prepaid” and four copies of nonnegotiable bill of lading;</li> <li>(iii.) One original plus four copies of the packing list identifying contents of each package;</li> <li>(iv.) Insurance Certificate;</li> <li>(v.) Manufacturer’s or Supplier’s warranty certificate;</li> <li>(vi.) inspection certificate, issued by the nominated inspection agency, and the Supplier’s factory inspection report; and</li> <li>(vii.) certificate of country of origin issued by the chamber of commerce and industry or equivalent authority in the country of origin in duplicate.</li> </ul> <p>The above documents shall be received by the Procuring Agency at least one week before arrival of the Goods at the port or place of arrival and, if not received, the Supplier will be responsible for any consequent expenses.</p>
18.	13.3	<p><b>For Goods from within Pakistan:</b></p> <p>Upon delivery of the Goods, the Supplier shall notify the Procuring Agency and mail/deliver the following documents to the Procuring Agency:</p> <ul style="list-style-type: none"> <li>(i.) one original plus two copies of the Supplier’s invoice showing Goods’ description, quantity, unit price, and total amount;</li> <li>(ii.) delivery note;</li> <li>(iii.) Manufacturer’s or Supplier’s Warranty Certificate;</li> <li>(iv.) Inspection certificate issued by the nominated inspection agency, and the Supplier’s factory inspection report (if any); and</li> <li>(v.) certificate of country of origin issued by Pakistan Chamber of Commerce and</li> </ul>

		Industry or equivalent authority in the country of origin in duplicate (optional). The above documents shall be received by the Procuring Agency before or after arrival of the Goods and, if not received, the Supplier will be responsible for any consequent expenses.
<b>Insurance (GCC Clause 14)</b>		
19.	14.1	The Insurance shall be in an amount equal to 110 percent of the applicable INCOTERM value of the Goods from “warehouse” to “warehouse” on “All Risks” basis, including War Risks and Strikes. (For Goods imported from abroad)
<b>Related Services (GCC Clause 16)</b>		
20.	16.1	Related services to be provided are: <b>Inland transportation from Supplier’s Warehouse, unloading, installation, testing and commissioning at the Procuring Agency’s place.</b>
<b>Spare Parts (GCC Clause 17)</b>		
21.	17.1	Additional spare parts requirements are: Stated in the Schedule of Prices / BOQ
<b>Warranty /Defect Liability (GCC Clause 18)</b>		
22.	18.2	GCC Clause 18.2—In partial modification of the provisions, the warranty period shall be <b>Twenty four months</b> from date of acceptance of the Goods (Taking Over Certificate). The Supplier shall, in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either: (a) make such changes, modifications, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4, <b>Or</b> (a) pay liquidated damages to the Procuring Agency with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be <b>0.2</b> percent per day of undelivered materials/goods value up to the sum equivalent to the amount of ten percent of the contract value.
23.	18.4 & 18.5	The period for correction of defects in the warranty period is: <b>Five Working Days</b>
<b>Payment (GCC Clause 19)</b>		
24.	19.1	The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: <b>a. Payment for Supply of Material/Equipment:</b> Up to Fifty percent (50%) of the supply part of the BOQ items will be paid against delivery of material/equipment on site, and upon production of Factory Test Reports / Warranties / Shipping documents/ Inspection Reports at Manufacturer’s Facility (where applicable) and indemnity bond as per approved format. <b>b. Payment upon Installation, Testing and Commissioning:</b> Up to ninety percent (90%) of the supply and installation parts of BOQ items will be paid upon successful Testing & Commissioning.

		<p><b>c. Payment upon issuance of Taking-Over Certificate:</b> Ten percent (10%) amount of whole BOQ item i.e. Supply and Installation will be paid upon issuance of Taking-Over Certificate and completion of the Whole Works, including punch list noted at commissioning time. The Contractor shall submit testing and fitness certificate in compliance with safety standards.</p> <p><b>d. Payment in Service Level agreement (SLA) period:</b> Payment for Service Level agreement (SLA) period shall be made on Monthly basis after submission of satisfactory performance certificate to the Employer and documentary evidence required. The payment shall be subject to deductions, in case of service unavailability and non-submission of the documents from the Contractors as per the conditions of the Contract. No payment shall be made for the replacement of parts during the warranty period. Each payment will be subject to deduction of taxes as per applicable laws.</p>
25.	19.3	Rate to be used for paying the Supplier’s interest on the late payment made by Procuring Agency shall be: <b>0%</b>
26.	19.4	Payment to be made to the supplier in : <b>Pak Rupees</b>
<b>Prices (GCC 20)</b>		
27.	20.1 & 20.2	Prices shall be adjusted in accordance with provisions in the Attachment to SCC. <b>Not Applicable</b>
<b>Liquidated Damages (GCC Clause 26)</b>		
28.	26.1	Applicable rate: <b>0.1% per day</b> of undelivered materials/good’s value Maximum deduction: is equal to the <b>Performance security</b> .
<b>Termination for Default (GCC Clause 27)</b>		
29.	27.2 (c)	Deadline for submission of Performance Security: <b>As specified in the Letter of Acceptance</b>
<b>Procedure for Dispute Resolution (GCC Clause 32)</b>		
30.	32.1	Place: <b>Karachi</b>
31.	32.3	<p><b>Dispute Resolution</b></p> <p><b>a) For Contracts to be entered with foreign Contractor/ Service Provider:</b></p> <p>1. All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules.</p> <p><b>b) For Contracts to be entered with nationals of Pakistan:</b></p> <p>1. If any dispute of any kind whatsoever shall arise between the National Bank of Pakistan and the Supplier in connection with or arising out of the Contract, including without prejudice to the generality of foregoing, any question regarding its existence, validity, termination and the execution of the Contract– whether during developing phase or after their completion and whether before or after the termination, abandonment or breach of the Contract – the parties shall seek to resolve any such dispute or difference by mutual diligent negotiations in good faith within 7 (seven) calendar days following a notice sent by one Party to the other Party in this regard.</p> <p>2. At future of negotiation the dispute shall be resolved through mediation and mediator shall be appointed with the mutual consent of the both parties.</p>

		<p>3. At the event of failure of mediation to resolve the dispute relating to this contract such dispute shall finally be resolved through binding Arbitration by sole arbitrator in accordance with Arbitration Act 1940. The arbitrator shall be appointed by mutual consent of the both parties. The Arbitration shall take place in <i>[Insert name of the city]</i> and proceedings will be conducted in – <i>[Specify language]</i> language.</p> <p>4. The cost of the mediation and arbitration shall be shared by the parties in equal proportion however the both parties shall bear their own costs and lawyer’s fees regarding their own participation in the mediation and arbitration. However, the Arbitrator may make an award of costs upon the conclusion of the arbitration making any party to the dispute liable to pay the costs of another party to the dispute.</p> <p>5. Arbitration proceedings as mentioned in the above clause regarding resolution of disputes may be commenced prior to, during or after delivery of goods.</p> <p>6. Notwithstanding any reference to the arbitration herein, the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree that the Procuring Agency shall pay the Supplier any monies due to the Supplier</p>
<b>Notices (GCC Clause 35)</b>		
29.	35.1	<p>— Procuring Agency’s address for notice purposes:  <b>Divisional Head</b>  <b>Procurement Division,</b>  <b>Logistics Communications &amp; Marketing Group,</b>  <b>3rd Floor, NBP Head Office Building,</b>  <b>I.I Chandigarh Road, Karachi</b></p> <p>—Supplier’s address for notice purposes: _____</p>

A large, semi-transparent green watermark of the NBP logo is centered on the page, serving as a background for the title text.

# SECTION-IX CONTRACT FORMS

## FORM OF CONTRACT

(To be submitted on Stamp Paper of worth in accordance to existing Stamp Paper Act)

THIS AGREEMENT made on the \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ between **National Bank of Pakistan**; having its registered Office at **Head Office Building, I.I.Chundrigar Road, Karachi** (hereinafter called the “**NBP**”) of the one part and M/s. \_\_\_\_\_ having its registered Office at \_\_\_\_\_; Pakistan (hereinafter called the “Supplier”) of the other part.

WHEREAS the **NBP** invited bids for the certain goods and related services viz., **Supply, Installation, testing & commissioning of New Passenger Lift in place of Existing Passenger Lift installed at NBP Kehkashan Building Karachi**; and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of Rs. \_\_\_\_\_; (In \_\_\_\_\_ Words: \_\_\_\_\_)  
(hereinafter; called “Contract Price”).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Contract. In the event of any ambiguity or conflict between the Contract Documents listed below, the order of precedence shall be the order in which the Contract Documents are listed below;
  - a. This form of Contract;
  - b. The Form of Bid and the Priced Schedule submitted by the Bidder;
  - c. The Schedule of Requirements;
  - d. The Technical Specifications;
  - e. The Special Conditions of Contract;
  - f. The General Conditions of the Contract;
  - g. The NBP’s Letter of Acceptance; and
  - h. The Certificate of Contract Commencement.
  - i. The Performance Security Ref No: \_\_\_\_\_ dated: \_\_\_\_\_ (If any)
  - j. The completed Contractor’s bid
3. In consideration of the payments to be made by the NBP to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the NBP to provide the goods and related Services and to remedy defects therein in conformity in all respects within the provisions of the Contract.
4. The NBP hereby covenants to pay the Supplier, in consideration of the goods and related Services 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, month and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Seal)

(for the NBP)

Witness to the signatures of the **NBP**: \_\_\_\_\_

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Seal)

(for the Supplier i.e. \_\_\_\_\_ )

Witness to the signatures of the **Supplier**: \_\_\_\_\_

## PERFORMANCE SECURITY (OR GUARANTEE) FORM

(To be submitted in a form of Bank Guarantee from any Scheduled Bank of Pakistan on Stamp Paper of worth in accordance to existing Stamp Paper Act)

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

Expiry date \_\_\_\_\_

To: [name of National Bank of Pakistan]

WHEREAS [name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [reference number of the contract] dated [insert date] to delivery [description of goods and services] (hereinafter called “the Contract”).

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

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

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

This guarantee is valid until the: [insert date]

### Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]



\_\_\_\_\_  
**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)

## FORM OF INTEGRITY PACT

### DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH RS. 2.00 MILLION OR MORE

Contract No: \_\_\_\_\_ Dated: \_\_\_\_\_

Contract Value (Figures and in words): \_\_\_\_\_

Contract Title: \_\_\_\_\_

(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 National Bank of Pakistan (NBP) or any administrative subdivision or agency thereof or any other entity owned or controlled by NBP 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, fees 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 consultation 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 NBP, 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 NBP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

\_\_\_\_\_ (Name of Supplier) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts 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 rights and remedies available to NBP under any law, contract or other instrument, be voidable at the option of NBP.

Notwithstanding any rights and remedies exercised by NBP in this regard, \_\_\_\_\_ (Name of Supplier) agrees to indemnify NBP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to NBP in an amount equivalent to ten times 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 NBP.

\_\_\_\_\_  
[Buyer]\_\_\_\_\_  
[Seller/Supplier]



# NATIONAL BANK OF PAKISTAN

**SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF NEW PASSENGER LIFT IN  
PLACE OF EXISTING PASSENGER LIFT INSTALLED AT NBP KEHKASHAN BUILDING  
KARACHI**

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## **BIDDING AND CONTRACT DOCUMENTS VOLUME- II (Financial Bid)**

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**Bidding Opening Procedure: PPRA Rule 36 (b)  
(Single Stage Two Envelope Procedure)**

**LETTER OF BID - FINANCIAL PROPOSAL  
SCHEDULE OF PRICES (BILL OF QUANTITIES)**

**(Volume-II to be submitted with Letter of Bid for Financial proposal in sealed envelope clearly  
marked "Financial Bid/Proposal")**

**April 2026**



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)

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**FOR NATIONAL BANK OF PAKISTAN****FOR THE BIDDER**

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

## NATIONAL BANK OF PAKISTAN

### SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF NEW PASSENGER LIFT IN PLACE OF EXISTING PASSENGER LIFT INSTALLED AT NBP KEHKASHAN BUILDING

#### KARACHI

1. This Invitation to Bids follows the Procurement Notice for the subject Project/Procurement which appeared in Newspapers and on **NBP** and **PPRA** Websites.
2. The National Bank of Pakistan has reserved the funds for the procurement planned during the financial year 2026. It is intended that part of the proceeds of the fund will be used to cover eligible payment under the contract for the aforesaid procurement.
3. The National Bank of Pakistan; now invites bids from eligible Suppliers for Procurement of Supply, Installation, Testing & Commissioning Of New Passenger Lift with related Services; **through EPADS only**.
4. The bidding shall be conducted in line with the Single Stage One Envelope procedure of the Public Procurement Rules 2004 and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the Authority (from time to time), and is open to all potential bidders.
5. All bids must be accompanied by a scanned Copy of Bid Security in the form of Banker's Cheque or Payment Order or Bank Guarantee in the amount of **RS. 500,000/-**. The ORIGINAL BID SECURITY MUST be submitted to the National Bank of Pakistan any time before the Closing time of Bid Submission, failing which the bid shall be rejected.
6. The Pre-bid Meeting will be held on **Jun 8, 2026**, at 11:00 AM at Auditorium, 1st Floor, NBP, Head Office Building, Karachi.
7. The original bid, along with all the required documents as stated in the bidding documents; properly filled in, must be submitted Only through e-Pak Acquisition & Disposal System (EPADS) at or before **11:00 AM** dated: **16 Jun 2026**. The bids will be opened promptly thereafter on **EPADS** at **11:30 AM** the same day, and in the presence of bidders' representatives who choose to attend the opening at the below-mentioned address.

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

**Divisional Head,  
Procurement Division,  
Logistics Communications & Marketing Group,  
3rd Floor, NBP Head Office Building,  
I.I Chandigarh Road, Karachi**



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)

## Letter of Bid – Financial Proposal

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

*Upload 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:** *[insert date (as day, month and year) of Bid submission/Upload]*

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

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

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

**To:** *[insert complete name of Procuring Agency]*

We, the undersigned Bidder, hereby submit/upload 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 17.1 (as amended, if applicable) from the date fixed for the bid submission deadline specified in BDS 23.1 (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, excluding any discounts offered in item (c) below 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) **Discounts:** The discounts offered and the methodology for their application are: **NOT APPLICABLE**

(i) The discounts offered are: *[Specify in detail each discount offered]*

(ii) The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*

- (d) **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.”)

- (e) **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:** \**[insert complete name of the Bidder]*

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

**Title of the person signing the Bid:** *[insert complete title of the person signing the Bid]*

**Signature of the person named above:** *[insert signature of person whose name and capacity are shown above]*

**Date signed** *[insert date of signing]* **day of** *[insert month]*, *[insert year]*

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

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



**FOR NATIONAL BANK OF PAKISTAN**

**FOR THE BIDDER**

(Duly signed & stamped by the Authorized Representative)



# Form 5 SCHEDULE OF PRICES (BOQ)



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)

## SCHEDULE OF PRICES / BILL OF QUANTITIES (BOQ)

### SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF NEW PASSENGER LIFT IN PLACE OF EXISTING PASSENGER LIFT INSTALLED AT NBP KEHKASHAN BUILDING KARACHI

Category - Tonnage Capacity \_\_\_\_\_

Sr#	Description	Quantity	Amount Rs
A.	Dismantling of Passenger lift	01 Job	
B.	Procurement, supply & installation, testing & Commissioning of New Passenger lift.	01 No	
C.	Supply of Critical Parts of Lift	11 Nos.	
E	Supply and Installation of Electrical and Protection Works in Lift Room of NBP Kehkashan Building Clifton Karachi	01 No.	
D.	Service Level Agreement Charges	2 Years	
<b>Total (Rs)</b>			

Note. Total amount (A+B +C+D+E) =

Rupees in Word: \_\_\_\_\_

#### Note:

1. All duties, taxes, liabilities including overheads, transportation charges etc. and other levies payable by the Bidder under the Contract, or for any other cause shall be included in the total Bid price submitted by the Bidder. (No variations in any context will be applicable during the Contract Duration).
2. Bid shall be compliant with all the prevailing & applicable laws of Pakistan and any of the Provinces of Pakistan necessary for execution of these services.
3. Since participating bidders are required to ensure compliance with relevant laws, therefore, NBP may ask any or all of the bidders whose financial bid will be opened for detailed breakup of financial bid in order to ascertain the economic viability.
4. While assessing economic viability, if NBP found that cost quoted by the technically qualified bidder is not workable to comply with the provisions of contract, NBP reserves the right to reject such bid/s.



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)

## NATIONAL BANK OF PAKISTAN

### A) DISMANTLING OF PASSENGER LIFT AT NBP KEHKASHAN BUILDING CLIFTON KARACHI.

(To be Filled –In by the Bidder)

S#	Description	Qty	Unit	Amount
A	Safe Dismantling of complete existing lift system (car counter weight, machine controller guide rails doors cabling, including all accessories). Removal & carting away of old equipment scrap debris to approved disposal site. Breaking out /removal of embedded supports/fixing in shafts, temporary hoarding/protection during dismantling including installation of scaffolding for removal /dismantling of lifts with all accessories, all lifting equipment, Tools & Plants, machinery etc require for complete dismantling, Handling of existing elevators and safe custody included.	1	Job	



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)



**B) SUPPLY, INSTALLATION, TESTING & COMMISSIONING OF NEW PASSENGER LIFT IN PLACE OF EXISTING PASSENGER LIFT INSTALLED AT NBP KEHKASHAN BUILDING KARACHI.**

(To be Filled -In by the Bidder)

Item No.	DESCRIPTION	Qty.	Unit	Amount (Rs)
B1	<p>Supply of passenger lift of 07 stops (Ground + 06) WITH minimum capacity 630Kg, as per EN-81 safety standards, operational on 380-415 Volts, 3-phase, 50 Hz, 07 stops, minimum speed of 1 m/s with following features:</p> <p>Permanent magnet gear hoisting motor capable of serving Ground + 06 Floors with microprocessor control panel, stainless steel ropes for traction sheave elevators OR stainless-steel coated belt technology, Car Operating Panels with future provision for integration of Destination Dispatch System</p> <p>Floor operating panels (FOP) One (01) with lift lobby (Ground to 06th Floor) equipped with up/down stainless-steel call buttons with braille and buzzer, door tracks, sills, door drive mechanism and its complete control system</p> <p>Complete car operating panel (COP) for Ground to 6th floors with open/close stainless steel call buttons with braille and buzzer, trailing cables, etc.</p> <p>Reservation services system inside each car</p> <p>Indicator flicker and chime before car arrival (Audible alert system in the car announcing the floor that the car has arrived at)</p> <p>Automatic control of the door's operating closing time according to the kind of floor and call.</p> <p>Automatic rescue device (ARD)/Emergency Landing Device,</p> <p>Full length light curtain, with door closing force limiting device</p> <p>LED/LCD display inside the lift car with audio feature for displaying audio/visual message</p> <p>Weight overload buzzer</p> <p>All safety devices as per safety standards of EN-81</p> <p>Telephone intercom system</p> <p>Alarm bell</p> <p>Voice Prompt System for blind people indicating each floor reached</p> <p>Air Purifier system inside the car</p> <p>Air conditioning system inside the car</p> <p>Provision for future interface with Integrated Building Management System (IBMS) Further equipped with lights, fan, call bell, emergency backup for lights, fan, alarm and intercom</p> <p>Operation manual, maintenance manual and circuit diagrams (English Version)Two Hard Copies &amp; One Soft copy in USB.</p> <p>In accordance with manufacturer's standard design/drawings and confirming to Technical Specifications and Data. Submission of Shop Drawings after work order and As-Built Drawings after completion along with final bill.</p> <p>Note: Where applicable, lift should be equipped with lift operating software for printing of data reports and error logs, change operating parameters etc.</p>	1	No	



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)



B2	<p>Installation, Testing, Commissioning of Lift at Sr. 1 above, in accordance with drawings and confirmation to Technical Specifications, Technical Data and specified Installation Material.</p> <p>The work includes installation of new doors/frame as per new requirement of floor levels/height, control panel, main hoisting motor, control wiring, ERD, landing door panels, door track, sill and door drive motor and track, complete cabin with COP, hoisting ropes or belts and trailing cables, Floor Operating panel on all lobbies, including dismantling and repairing work for installation if display board of lift position, including all required Civil repair work of plaster/paint finish, tiles etc. as per adjacent lift, complete in all respect including the cost of material, labor, cutting necessary holes in machine room slab, machine, tools, all finishing work after fixing doors, thresholds, panels etc. required to complete the installation of lift. Complete in all respects as required to the entire satisfaction of the Engineer-in charge. Dismantling and stacking of all mechanical, electrical and electronic parts with proper wrapping and shifting to engineering store NBP Head office.</p>	1	Job	
B3	<p><b>STRUCTURAL STEEL WORKS FOR LIFT WELL</b></p> <p>Providing, fabricating, erection, at any level, floor, height or lift for all steel work conforming ASTM A36 including welding, anchor bolts, embedding into RCC structure, etc. (Contractor should include the cost of wastages and two coats of epoxy paint plus 1 coat of red oxide) complete in all respects as per drawings and specifications and entire satisfaction of the Engineer in charge.</p> <p><b>Note:</b> New Mild steel (free from rust) should be used.</p>	1	Job	
<b>TOTAL OF SECTION B</b>				



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)

### C) SUPPLY OF CRITICAL SPARE PARTS

Critical spare parts for the maintenance of 01 No. passenger lift as per the list. The Contractor shall provide the spare parts as per the need of the Bank within 24 hours. After the completion of the Defects Liability Period, the critical spare parts shall be handed over to the Employer.

(To be Filled –In by the Bidder)

Item No.	DESCRIPTION	Qty.	Unit	Unit Rate (Rs)	Amount (Rs)
C-1	Inverter Module of main hoisting motor with all control PCBs complete in all respect	1	No.		
C-2	Inverter Module of door drive motor with all complete control PCBs complete in all respect	1	No.		
C-3	Control PCB card of COP (Car Operating Panel)	1	No.		
C-4	Complete set of all push buttons (G-06, Up/Down, Open/Close)	1	Set		
C-5	Floor Indicator card on the lobby	2	Nos.		
C-6	Floor Indicator card inside the cabin	1	No.		
C-7	Door Full beam sensor with mechanical push and power supply module complete in all respect	1	No.		
C-8	Door Track Rollers (up/down)	8	No.		
C-9	Door Sleepers / Shoes	12	Nos.		
C-10	Guide Rail Shoes of Main Car	4	Nos.		
C-11	Guide Rail Shoes of CWT (Counterweight)	4	Nos.		
<b>Total Amount Section C</b>					

### D) SERVICE LEVEL AGREEMENT(SLA) CHARGES FOR MANAGEMENT SERVICES OF LIFTS

(To be Filled –In by the Bidder)

DESCRIPTION	Qty.	Unit	Unit Rate (Rs)	Amount (Rs)
Service Level Agreement Charges for Management Services of Lifts (as per Sub-Section F of Section V) and shall be effective from the date of issuance of Substantial Completion Certificate/ Taking-Over Certificate of the respective lift and will be paid on Monthly basis.	24	Months		
<b>Total Amount Section D</b>				



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)



**E) SUPPLY AND INSTALLATION OF ELECTRICAL AND PROTECTION WORKS  
IN LIFT ROOM OF NBP KEHKASHAN BUILDING CLIFTON KARACHI**

(To be Filled –In by the Bidder)

Sr. No	Description	Qty	Unit	Rate	Amount
E-1	Supply and installation of 2*2 ft Industrial light panel Specifications: Size 600×600 mm, Power 20–50 W, Luminous Flux 2400–6500 lm, Efficacy 100–130 lm/W, Input Voltage 100–277 VAC, Power Factor >0.9, Color Temperature 3000–6500 K, CRI ≥80, Beam Angle 110– 120°, Lifespan 30 000–50 000 h, Operating Temperature –20 °C to +45 °C, IP Rating IP20–IP40, Dimming 0–10 V/DALI optional, Certifications CE/UL/DLC, Warranty 2 years. (Philips /OSAKA)	2	No.		
E-2	Supply and installation of Molded Case Circuit Breaker (MCCB) 100 A, 3-Pole, Rated Operational Voltage 400/415 VAC, Rated Insulation Voltage 690 VAC, Rated Current 100 A, Breaking Capacity Icu ≥ 50 kA at 415 V, Service Breaking Capacity Ics ≥ 25 kA, Thermal-Magnetic Trip Unit, Adjustable Long-Time and Short-Time Settings, Trip Curve C or D, Power Factor >0.9, Ambient Temperature –20 °C to +40 °C, Conforms to IEC 60947-2, Optional Shunt Trip/Auxiliary Contacts, Warranty 2 Years. (ABB/Schneider)	1	No.		
E-3	Supply and installation of distribution box of sheet-steel, wall-mounted, 14 SWG mild steel, powder-coated RAL7035 finish, hinged front door with pad lockable handle provision, IP54 indoor rating, copper phase bus bar assembly rated 250 A with insulated supports and phase separators, neutral bus bar of matching capacity, copper earth bar with multiple tapping points, removable top and bottom gland plates with neoprene grommets, DIN rails and 2 mm galvanized mounting plate for future devices, internal earthing jumpers and hardware, engraved nameplates along with voltmeter, ammeters, phase light indicators (Size as per site requirement)	1	No.		
E-4	Main protection panel: 3-phase + N, 400/415 V AC, 50 Hz system, main incoming MCCB 4-pole (3P + N) rated 150 A, breaking capacity ≥50 kA @ 415 V, service breaking capacity ≥25 kA, electronic trip unit with adjustable long- time/short-time/instantaneous and ground-fault protection, incoming copper conductors 3 × 50 mm <sup>2</sup> phase + 1 × 50 mm <sup>2</sup> neutral + 1 × 25 mm <sup>2</sup> earth, copper bus bar rated ≥200 A continuous, 3 × 200/5 A CTs accuracy class 0.5 for metering, three-phase energy meter (kWh, kW, PF, V, A, Hz display), earth leakage relay integrated with MCCB, surge protection device Type 2, phase failure/sequence relay, indicator lamps (R/Y/B/N), door interlock with pad-lockable handle, enclosure IP54 indoor/outdoor powder-coated CRCA sheet, ventilation louvers/fan as required, downstream feeders via MCCB/MCB sized per load with discrimination coordination, documentation including single-line diagram, protection settings sheet, cable schedule, and test certificates. Warranty 2 Years. (ABB/Schneider)	1	No.		
<b>Total Amount Section E</b>					

Total Bid Amount (Rs.) (A +B +C+D+E) =.....

Rupees in Words: \_\_\_\_\_



FOR NATIONAL BANK OF PAKISTAN

FOR THE BIDDER

(Duly signed & stamped by the Authorized Representative)