

**NATIONAL BANK OF PAKISTAN
ENGINEERING DIVISION**

LOGISTICS, COMMUNICATION, AND MARKETING GROUP
ENGINEERING WING (CENTRAL), RHQ LAHORE
(HEAD OFFICE I.I CHUNDRIGARH ROAD KARACHI)

BIDDING DOCUMENTS

FOR

CONSULTANCY SERVICES

FOR

**PLANNING, DESIGNING, TENDERING, APPROVAL FROM
LOCAL AUTHORITIES AND DETAILED SUPERVISION FOR
CONSTRUCTION OF PROPOSED NBP K.B KAMALIA BRANCH
/ BUILDING, DISTT: T.T SINGH, R.O JHANG**

ISSUED TO / DOWNLOADED BY

M/s.

Mailing Address:- _____

Signature & Stamp of Consultant

**NATIONAL BANK OF PAKISTAN
ENGINEERING DIVISION
LOGISTICS, COMMUNICATION, AND MARKETING GROUP
ENGINEERING WING (CENTRAL), RHQ LAHORE**

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Signature & Stamp of Consultant

NATIONAL BANK OF PAKISTAN
ENGINEERING DIVISION
LOGISTICS, COMMUNICATION & MARKETING GROUP
ENGINEERING WING (CENTRAL), RHQ BUILDING, LAHORE

INVITATION FOR BIDS
PROCUREMENT OF CONSULTANCY SERVICES FOR PLANNING, DESIGNING,
TENDERING AND DETAILED CONSTRUCTION SUPERVISION FOR
NBP K.B KAMALIA BRANCH, DISTT: T.T SINGH, R.O JHANG

National bank of Pakistan invites sealed bids for the procurement of services of a Consultancy Firm for aforesaid works with an active status on FBR Active Taxpayer List & Provisional Revenue Boards and have vast experience of Consultancy Services in field of Building Construction Works may download bidding documents. Consultancy Firms Eligibility Criteria for participation in bidding process consists of the following:-

- a. Valid PCATP and PEC Registration Certificates in the name of firm on the date of bidding and having managerial capability.
- b. Having relevant experience and completed minimum three building construction projects of similar nature like Banks, Financial Institutions, Hospitals, Educational Institutions etc. & each project costing not less than Pak Rupees One hundred (100) Million and 10,000 Sft covered Area for each project during last 07 years.
- c. Valid Income Tax Registration Certificate (NTN) & Registration Certificate of provisional Sales Tax on services.
- d. An affidavit on e-stamp to the effect that the firm has never been blacklisted by Government / Semi-Government or any other autonomous body.

All the interested bidders, who wish to participate in the bidding, must submit the documentary proof of above-mentioned eligibility criteria in the office of the Wing Head, Engineering Wing (Central), NBP, RHQ Building, Lahore, for verification by or before 19-10-2023. In case of noncompliance / ineligibility the contractor firm will not be allowed to participate in the bidding process.

For interested bidders **Single Stage-One Envelope Bidding Documents as per PPRA Rule 36 (a)** containing details of bid, detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc., have been made available at NBP web site <https://www.nbp.com.pk/TENDER> which can be downloaded by interest contractors / firms till 19-10-2023.

The bids prepared in accordance with the instructions in the Bidding Documents along with Bid security amounting to PKR 0.10 (M) in shape of Pay order must reach in the office of:

"Wing Head, Engineering Wing (Central), National Bank of Pakistan, 26-McLagon Road, Lahore. Ph. 092-42-99210641"

on or before **11:30** am on 25-10-2023. Bids will be opened on the same day at **12:00** hours in the presence of Bid opening committee and firm / contractor representative, who wish to be participated. If office remains closed on bidding date for some reasons, this work will be carried out on the consecutive working day. This advertisement is also available on PPRA website at www.ppra.org.pk as well as on the National Bank of Pakistan website <https://www.nbp.com.pk/TENDER>.

WING HEAD (CENTRAL)
NBP, ENGG: WING (CENTRAL),
RHQ BUILDING, 26-MCLAGON ROAD,
LAHORE
PH. 042-99210641

Signature & Stamp of Consultant

NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE
INSTRUCTIONS TO BIDDERS

A. General.

Brief Planned Details of Project:

- Plot size: 5440 Sft
- Proposed Covered area: 5151 Sft
- Proposed No. of Floors: Ground & 1st Floors
- Estimated Cost of Project: PKR 38,026,202

1. Scope of Bid.

1.1 The Employer as defined in the Bidding the Bidding Data hereinafter Called "The Employed" wishes to receive bids for Designing/ Planning, Tendering and Detail Supervision of works as described in these bidding documents and summarized in the Bidding Data hereinafter referred as the "Work".

2. Eligible Bidders.

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

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

3. One Bid per Bidder.

3.1 Each Bidder shall submit only one bid either by himself or as partner in joint venture (For partner in joint venture must submit legal joint venture document).

4. Site Visit

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

B. Bidding Documents.

5. Contents of Bidding Documents.

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

- a) Instruction to Bidders
- b) Bidding Data
- c) Form of Bid
- d) Bill of Quantities
- e) Form of Contract Agreement.

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

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**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE**

6. Bid Validity.

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

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

7. Submission of Bids

8. Sealing and Marking of Bids.

8.1 Each bidder shall submit his bid as under:-

- a) ORIGINAL and COPY of the Bid shall be separately sealed and put in one sealed envelope and marked as stated.
- b) The envelopes containing the ORIGINAL and COPY will be put in one sealed envelope and addressed / identified as given in Sub clause 8.2 hereof.

8.2 The inner and outer envelopes shall:-

- a) Addressed to the Employer at the address provided in the Bidding Data.
- b) Bear the name and identification number of the contract as defined in the Bidding Data.
- c) Provide a warning no to open before the time and date for bid opening, as specified in the Bidding data.

9. Deadline for Submission of Bids.

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

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

9.3 The Employer, at his discretion, extend the deadline for submission of bids by issuing an amendment, in which case all the rights and obligations of the Employer and bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

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LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE

10. Late Bids.

10.1 Any bid received by the Employer after the deadline for submission of bids prescribed in Clause 9 will be returned unopened to such bidder.

C. BID OPENING AND EVALUATION**11. Bid Opening.**

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

12. Clarification of Bids.

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

13. Examination of Bids and Determination of Responsiveness

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

13.2 A substantially responsive bid is one which (I) meets the eligibility criteria (II) has been properly signed & seal (III) is accompanied by the required Bid Security, if applicable (IV) conforms to all the terms, conditions and specifications of the Bidding Documents, without material deviation / observation.

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

14. Corrections of Errors.

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

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

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

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**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE**

15. Evaluation and Comparison of Bids.

15.1 The Employer will evaluate and compare only Bids determined to be substantially responsive in accordance with clause 13.

15.2 In evaluating the Bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid Price as per clause 14.

D. AWARD OF CONTRACT.

16. Award.

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

17. Singing of Contract Agreement.

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

E. RUNNING / FINAL PAYMENTS& All TAXES

18.1 The payments will be made as per Schedule of Payments given on page No. 12 of bidding document.

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

Signature & Stamp of Consultant

**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), NBP BUILDING LAHORE
BIDDING DATA.**

Instruction to Bidders

1- Name of Employer

National Bank of Pakistan, Engineering Wing (Central), LCMG, Ground Floor, RHQ Building Lahore

2- Brief Description of Work

Planning, Designing, Tendering and Detailed Supervision of Proposed Construction of NBP K.B Kamalia Branch / Building, R.O Jhang.

3- Employer's Address

AS ABOVE

4-Bid shall be quoted in entirely in Pak Rupee. The payment shall be made in Pak Rupee.

5- Amount of Bid Security

PKR 0.10 Mn

6- Period of Bid Validity

180 Days from the date of opening of tender

7- Number of Copies of the Tender to be submitted

One Original and One Copy.

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

Wing Head, Engineering Wing (Central), Engineering Group, LCMG, Ground Floor, NBP, RHQ Building, Lahore.

9. Venue, Time and Date of Bid Opening.

Venue: as mentioned in clause 8 above

Time Bid Submission: 11:30 hour's

Time Bid Opening: 12:00 hour's

Date: 25-10-2023

Signature & Stamp of Consultant

**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE**

FORM OF BID

**PLANNING, DESIGNING, TENDERING, APPROVAL FROM LOCAL AUTHORITIES
AND DETAILED SUPERVISION FOR CONSTRUCTION OF PROPOSED
NBP K.B KAMALIA BRANCH / BUILDING, DISTT: T.T SINGH, R.O JHANG**

To,
The Wing Head,
Engineering Wing (Central),
Engineering Group, LCMG,
National Bank of Pakistan,
Regional Headquarters Building,
Lahore.

Gentleman,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data and Bill of Quantities and Addenda Nos. (if any)_____ for the execution of the above named works, we, the undersigned, offer to execute and complete such works and remedy any defects therein in conformity with the Conditions of Contract, Specifications, Drawings, B.O.Q and Addenda for the sum of Rs. (% @ cost of Project)(Inwords _____) or such other sum as may be ascertained in accordance with the said conditions.
2. We understand that all the Appendices attached hereto form part of this Bid.
3. We undertake, if our Bid is accepted, to commence the Works and to complete the whole of the works comprised in the contract within the time.
4. We agree to abide by this Bid for the period of _____ day from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We do hereby declare that the Bid is made without any collusion, comparison of figures of arrangement with any other bidder for the works.

Signature & Stamp of Consultant

**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE**

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

Dated this _____ day of _____ 20 _____

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

(Seal)

Address: _____

Witness;

Signature _____

Name _____

Address _____

Occupation _____

Signature & Stamp of Consultant

**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE**

Bill of Quantities / Services

S#	Description of Work	Consultancy on Services
1	Planning, Designing, Tendering and Detail Supervision (as per reference clauses and Scope of Services i.e Design & Construction supervision services given in this bidding document "Annexure A") of proposed Construction works of NBP K.B Kamalia Branch / Building R.O Jhang. (The payment will be made as given in Schedule of Payments given in this bidding document for various stages of work/ services, and % of payment against services/milestones will be finalized by NBP at the time of award of contract.	% of the Project Cost (Including all taxes such as, Income Tax, Provincial Sales Tax on services, all applicable tax by GOP, Provincial & Local Govt. etc.)

(In words _____)

_____)

Signature & Stamp of Consultant

NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE

SCHEDULE FOR PAYMENTS

(According to below mentioned Annexure-B / Financial Proposal)

DESIGN PHASE (Services 01)

Sr. No.	Description of Services / Milestones
1	Upon approval & submission of preliminary design
2	Upon submission of detailed design / drawings, tender documents & cost estimates.
3	Upon submission of prequalification report
4	Upon submission of bids evaluation report
5	Upon issuance of working drawings to the successful bidder
6	After six months of satisfactory completion of construction work

APPROVAL FROM AUTHORITIES (Services 02)

1	After successful completion of required approvals from concerned authority/authorities
2	After issuance of building completion certificate/fitness certificate by the local authorities (if required)

DETAILED/RESIDENT SUPERVISION (Services 03)

1	During execution of entire building & verification of contractors bills including making measurements books (MBs), signing & submission to NBP, and after issuance of completion certificate before processing of final bill.
2	After six months of satisfactory completion of construction work

Note:

The (%) of cost of work against various milestones shall be decided by NBP at the time of award of contract.

Initial payments will be made based on engineer's estimate. However actual payments will be adjusted after tendering process & based on actual bid price.

NATIONAL BANK OF PAKISTAN (ANNEX-B)
CONSULTANCY SERVICES FOR PLANNING, DESIGNING,
TENDERING, APPROVAL FROM LOCAL AUTHORITIES &
DETAILED SUPERVISION FOR CONSTRUCTION OF
NBP K.B KAMALIA BRANCH, DISTT: T.T SINGH, R.O JHANG

FINANCIAL PROPOSAL

DESCRIPTION OF SERVICES% OF COST OF WORK

1. Designing / Planning & Tendering _____ %

etc. (Services 01)

2. Approval from Concerned Local Authorities _____ %

Required for Construction of Building
(According to Details Mentioned in Bid Documents)
(Services 02)

3. Resident/Detailed supervision services _____ %
(Services 03)

TOTAL:- _____ % of cost of work

Name of Firm: _____

Address: _____

Contact No.: _____

FOR NATIONAL BANK OF PAKISTAN

CONSULTANT

(Sign & Stamp)

The Schedule of Payment is specified below:

- | | |
|--|----------------------------|
| A) Design Phase | 45% of the Consultancy Fee |
| B) Approval from Authorities | 15% of the Consultancy Fee |
| C) Detail Supervision (Construction) Phase | 40% of the Consultancy Fee |

A) Design Phase 40% of the Consultancy Fee

- (1) 05% of the Consultancy Fee upon signing of Consultancy Agreement
- (2) 10% of the Consultancy Fee upon approval of Final Architectural Drawings
- (3) 15% of the Consultancy Fee upon submission/receipt & approval of the bidding Documents.
- (4) 15% of the Consultancy Fee upon Submission / receipt of the Bid Evaluation Report.

B) Approval from Authorities 15% of the Consultancy fee

- (1) 10% after successful completion of required approvals from concerned authority
- (2) 05% after issuance of building completion certificate/fitness certificate by the local authorities

C) Detail Supervision (Construction) Phase 40% of the Consultancy Fee

1. 30% of the Consultancy Fee during execution of entire project & verification of Contractor's Bills
2. 10% of the Consultancy Fee on completion of the Project (after verification of works of final bill of contractor)

NOTE: (Initially payment of both phases will be paid on estimated cost of project, will be adjusted as per actual construction cost of project)

Signature & Stamp of Consultant

**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE**

Contract Agreement

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

**CONSULTANCY SERVICES FOR PLANNING, DESIGNING,
TENDERING, APPROVAL FROM LOCAL AUTHORITIES &
DETAILED SUPERVISION FOR CONSTRUCTION OF NBP K.B
KAMALIA BRANCH, DISTT: T.T SINGH, R.O JHANG**

THIS CONTRACT ("Contract") is entered on this _____ day of _____ 2023 by and between the Office of National Bank of Pakistan ("The Client") having its Head Office at I.I. Chundrigar Road, Karachi and selected Consultant _____

_____ Having its Principal Office, located at _____

_____ .

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

WHEREAS, the Consultant is willing to perform these services:

Signature & Stamp of Consultant

NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE

NOW, therefore the Parties have agreed as follows:

1.	Services	<p>The Services includes Planning, Designing, Tendering, approval from local authorities, and Detail Supervision of Construction works of NBP K.B Kamalia Branch / Building at R.O Jhang.</p> <p>The Consultant shall perform the services specified in Annexure-A, "Terms of Reference and Scope of Services", which is made an integral part of this Contract ("the Services").</p>
2.	Term	The Consultant shall perform the services during the period commencing from the date of signing of Agreement and continuing till completion of job.
3.	Payment	<p>A. For services rendered pursuant to Annexure-A, the Client shall pay the Consultant as "Consultancy Fee _____% of the Total Construction Cost.</p> <p>This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.</p>
		<p>B. <u>Schedule of Payments:</u></p> <p>(As mentioned above)</p>

Signature & Stamp of Consultant

NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), NBP BUILDING LAHORE

		1) <u>Payment Conditions:</u> Payment Shall be made in Pak Rupee.
4.		A. <u>Tender Documents.</u> The deliverables listed in Annexure–A, shall be submitted in the course of the assignments, and will constitute the basis for the payments to be made.
.5	Performance Standards:	The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.
6.	Confidentiality	The Consultant shall not, during the term of this Contract and within one year after its expiration, disclose any proprietary or confidentiality information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
7.	Ownership of Material	Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
8	Consultant not to be engaged in certain Activities	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the services and any continuation thereof)
9	Assignment	The Consultant shall not assign this Contract or Sub-Contract or any portion of it, without the Client's prior written consent.
10.	Law Governing Contract and Language	The Contract shall be governed by the laws of Pakistan and the language of the Contract shall be English.
11	Dispute Resolution	Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to NBP Dispute resolving committee with its decision binding on the consultant)
12	Additional Services	The Client may ask Consultant to perform Additional Services during the currency of this Agreement. Such additional Services subject to bank's approval shall be performed with the prior concurrence NBP.

Signature & Stamp of Consultant

NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), NBP BUILDING LAHORE

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

FOR THE CLIENT:

FOR THE CONSULTANT:

Wing Head (C)
National Bank of Pakistan
RHQ Building, Lahore

Consultant

1. Witness _____

2. Witness _____

Signature & Stamp of Consultant

**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE**

Annexure-A

Terms of Reference & Scope of Work

1. Scope of Services

It Covers Design and Construction Supervision for following Branch of Bank.

**PLANNING, DESIGNING, TENDERING, APPROVAL FROM LOCAL
AUTHORITIES & DETAILED SUPERVISION FOR CONSTRUCTION
OF NBP K.B KAMALIA BRANCH, DISTT: T.T SINGH, R.O JHANG**

The Services comprises the following

1.1 Design Phase.

- Collection of requirements/details and information such as dismantling of existing structure as well as functional requirement from the bank for the development of conceptual and detailed design of the new building
- Carryout Site Topographic survey and Geo-technical Investigation and submission "Soil Investigation Report"/any other required reports.
- Preparation of preliminary design for consideration of the bank, such plans to be amended till finally approved by the bank. Preliminary design to include conceptual layout plan preparation of isometric views, 3D views (internal & external) and Submission to NBP for approval
- Preparation of Architectural, Structural, Civil, Electrical, Plumbing & Mechanical working drawings and their complete details including bar bending schedules etc.
- Preparation of External Development drawings for the Site which will include Water Supply & Sewerage System, Road & Walkway, Parking & Paved Areas, Boundary Wall, External Electrification, Electric Sub-station (if any) Telephone, Gas and Landscaping, etc
- Preparation of tender documents & cost estimates. Tender documents include instructions to Tenderers, conditions of contract, tender drawings, bill of quantities, technical specifications & appendices, etc.
- Assisting the Bank in pre-qualification of contracting firms & submission of prequalification report
- Evaluation of bids after tendering process and submission of bid evaluation report to NBP
- Preparation of working/construction drawings for issuance to successful bidder for execution of works
- Providing revised amended drawings as per site requirement as and when required till the completion of project
- Assisting the Bank for any communication / documentation pertaining to the design, tendering or construction with Govt. Agencies such as PPRA, NAB etc if required

Signature & Stamp of Consultant

NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE
Annexure-A

1.2 Approval from Local Authorities for Construction of Building.

- Assisting the Bank for Approval of building plans from concerned authorities including NOC for the construction and completion certificate after completion of building(if required)
- Preparation of submission file and submitting it to concerned authorities for approval
- Acquiring all required certificates during & after completion of the building
- Any other approval required for construction of the said building.

Note: NBP shall pay the official DNs / payments required for various approvals if any.

1.3 Construction Supervision.

Construction Supervision & Management of the project shall be carried out by the Consultant. The Consultant will deploy a full time Resident Engineer (Qualified Professional Civil Engineer having vast experience in Construction of multistory building projects) and Experienced Quantity Inspector and as & when require bases Electro-Mechanical Engineer

/AE at site as per the Site Staff Deployment schedule approved by the Bank till the completion of project.

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

- To supervise the construction in accordance with the latest working drawings and Contract Documents and instruct the contractor where required
- To Review and approve Shop Drawings and other submission of the Contractor(s).
- Assist in liaison between the Bank and the contractor(s) to resolve site related matters
- The consultants will review, approve and recommend the work schedule, sequence of construction activities as well as mechanism to achieve the target dates submitted by the contractor(s)for execution of the constructions works
- The consultants shall monitor the progress of works in accordance with timeline set out in the agreement and approved work schedule, and will submit monthly progress report to the client pointing out any deficiencies and shall suggest remedial measures thereof
- The consultants shall monitor the contractor(s) in all matters concerning safety and care of the work and advise the client on any problem arising in the Construction work during its execution
- The consultants shall keep the record of daily report(s) in the site office
- To check the quality control procedures of the Contractor and ensure the selection and use of building material in accordance with the Project Specification
- To supervise and monitor all quality control tests carried out by the Contractor in the field or to be carried out in the Laboratory
- The consultants shall certify that the construction materials brought at site by the contractor(s) is in accordance with the specifications and tested as per standards
- To give written intimation to the Contractor about defects and deficiencies found in the work observed during its supervision under intimation to the Bank.

NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE

Annexure-A

- The consultants shall certify the contractor(s) interim/running payments, clarify that the quality of works executed is according to the specifications, design, drawings, and contract agreement and make recommendations for payment to the contractor(s) along with test reports
- To initiate variation orders and instructions relating to the site works
- The consultants shall be responsible for getting all such defects rectified from the concerned contractor(s)
- The consultants shall carryout detailed inspection of the works and recommend to the client for issuance of Taking-Over Certificate along with snag list of defects in works
- To issue certificate of satisfactory completion of work in consultation with Client as per the provision of the Contract
- To review and approve the “AS BUILT” drawings submitted by the contractor.
- To submit Project Close Out Report within 2 weeks after completion of the all Construction works
- Make measurements of the work done as basis for the interim/running & final payments to the contractor(s) including recording measurements at measurements books (MB) , signing MB & submitting it to NBP.
- The consultants shall monitor the contractor(s) in all matters concerning safety and care of the work and advise the client on any problem arising in the Construction work during its execution.
- The consultants will scrutinize, recommend the work schedule, sequence of construction activities, mechanism as submitted by the contractor(s) for executing the project.
- The consultants will monitor the progress of work in accordance with the timeline set-out in the agreement and will submit monthly progress report to the client pointing out there in the deficiencies and shall suggest remedial measures thereof.
- The consultants shall certify the contractor(s) interim/running payments clarify indicating that the quality of work executed is according to the specifications, design, drawings, contract agreement and make Recommendations for payment to the contractor(s) along with test reports.
- The consultants shall keep the record of daily report(s) in the site office.
- The consultants shall carry-out detailed inspection of the works and recommend to the client for the issuance of Taking Over Certificate and there of the snag list of defects in works.
- The consultants shall be responsible for getting all such defects rectified from the concerned contractor(s)
- The consultants shall verify all the running bills and the final bill & issue the work completion Certificate after completion of project.

Signature & Stamp of Consultant

**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE**

Time Schedule:

1.4 Effective Date of Commencement / Completion of the Services.

- a) The effective date of commencement of Services will be the date of signing of the Agreement and remains effective till the completion of the project.
- b) Completion time for the Project is as under: -
 - 1) Design Phase: 02-1/2 months from date of the signing of the Consultancy Agreement.
 - 2) Supervision Phase: Up to the completion of project

1.5 Schedule of Services

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

The Final Design / drawings shall be submitted to the Client within 02 week after approval of the preliminary drawings.

The tender documents/ detailed, tender drawings and Engineer's Cost Estimate will be submitted to the Client within 04weeks after approval of the final design.

The Bid Evaluation Report shall be submitted to the Bank within 01 week after receipt of bids from the bidder.

1.6 Time for Approval by Client

The Client shall give approvals of the submissions made by the Consultant within 01 week of the submission.

Signature & Stamp of Consultant

**NATIONAL BANK OF PAKISTAN
LCMG, ENGINEERING WING (CENTRAL), RHQ BUILDING LAHORE**

DELIVERABLES TO THE CLIENT

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

1. Preliminary Design Drawings	04 Set
2. 3 D Views of Layout Plans and Elevations	04 Set
3. Detailed Design Drawings	04 set
4. Submission Plans / Drawings for approval from local Authorities	as per requirement
5. Tender Documents & Engineer's Cost Estimate	04 Set
6. Bid Evaluation Report	04 Copies
7. Work Drawings for Construction	04 Set
8. Reviewed as Built Drawings (Prepared by Contractor)	04 Set.

Signature & Stamp of Consultant