

**SNDB/COK/ADMIN/TD/980/2018**

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# **Sindh Bank Limited**

**Tender Document  
REVISED LOW COST SPECIFICATIONS FOR  
BRANCHES**

**RENOVATION OF DERA ISMAIL KHAN BRANCH  
(URBAN AREA)**

*This document contains ;53pages*

## Table of Contents

DEFINITIONS	iii
1 INVITATION FOR BIDS (IFB)	1
2 INSTRUCTION TO BIDDERS (ITB)	2
2.1 Correspondence Address	2
2.2 Eligible Bidders	2
2.3 Corrupt Practice	2
2.4 Preparation of Bids	2
2.4.1 Bidding Process	2
2.4.2 Cost of Bidding	2
2.4.3 Language of Bid	3
2.4.4 Company Profile	3
2.4.5 Financial Proposal	3
2.4.6 Bid Currencies	3
2.4.7 Bid Security	3
2.4.8 Bid Validity	4
2.5 Submission of Bids	4
2.5.1 Sealing and Marking of Bids	4
2.5.2 Response Time	4
2.5.3 Extension of Time Period for Submission of Bids	4
2.5.4 Clarification of Bidding Documents	4
2.5.5 Late Bids	5
2.5.6 Withdrawal of Bids	5
2.5.7 Cancellation of Bidding Process	5
2.5.8 Mechanism for Redressal of Grievances	5
2.5.9 Review Panel	7
2.5.10 Matters not subject to Appeal or Review	7
2.6 Opening and Evaluation of Bids	8
2.6.1 Opening of Bids by SNDB	8
2.6.2 Clarification of Bids	8
2.6.3 Preliminary Examination	8
2.6.4 Supplier Evaluation Criteria	8
2.6.5 Eligibility Criteria	8
2.6.6 Discussions Prior to Evaluation	8
2.7 Award of Contract	8
2.7.1 Award Criteria	8
2.7.2 SNDB's Right to Accept Any Bid and to reject any or all Bids	9
2.7.3 Notification of Award	9
2.7.4 Signing of Contract	9
2.7.5 Performance Security	9
2.7.6 General Conditions of Contract	9
2.7.7 Special Conditions of Contract	9
2.7.8 Integrity Pact	10
2.7.9 Non Disclosure Agreement	10
3 SCOPE OF WORK	11
4 FINANCIAL PROPOSAL	30

<b>5</b>	<b>CONTRACT</b>	<b>31</b>
5.1	Conditions Of Contract	31
5.1.1	Definitions	31
5.1.2	Law Governing Contract	31
5.1.3	Notice	31
5.1.4	Authorized Representative	32
5.1.5	Taxes and Duties	33
5.1.6	Effectiveness of Contract	33
5.1.7	Expiration of Contract	33
5.1.8	Modifications or Variations	33
5.1.9	Force Majeure	33
5.1.10	Termination	33
5.1.11	Good Faith	33
5.1.12	Settlement of Disputes	33
5.1.13	Data Ownership	34
5.1.14	Obligations of the Supplier	34
5.2	Special Conditions of Contract	34
5.2.1	Performance Security	34
5.2.2	Payment	35
5.2.3	Price	35
	Annexure “A”	36
	Annexure “B”	38
	Annexure “C”	39
	Annexure “D”	40
	Annexure "E"	41
	Annexure “F”	44
	Annexure“G”	45
	Annexure “H”	46
	Annexure “I”	51

## **DEFINITIONS**

**“Bid”** means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by SNDB.

**“Bid with Lowest Evaluated Cost”** means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;

**“Bidder”** means a person or entity submitting a bid;

**“Bidding Documents”** means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;

**“Bidding Process”** means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

**“Blacklisting”** means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

**“Calendar Days”** means days including all holidays;

**“Conflict of Interest”** means -

- (i) where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SNDB to obtain an undue benefit for himself or those affiliated with him;
- (ii) receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;
- (iii) any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SNDB under the contract;
- (iv) where an official of the SNDB engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

**“Consultant”** means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;

**“Consulting Services”** means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and programme implementation;

**“Contract”** means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

**“Contractor”** means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

**“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;

**“Coercive Practice”** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

**“Collusive Practice”** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the SNDB to establish prices at artificial, noncompetitive levels for any wrongful gain;

**“Corrupt Practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

**“Fraudulent Practice”** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

**“Obstructive Practice”** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.

**“Emergency”** means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;

**“Goods”** means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

**“Government”** means the Government of Sindh;

**“Head of the Department”** means the administrative head of the department or the organization;

**“Lowest Evaluated Bid”** means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids

**“Lowest Submitted Price”** means the lowest price quoted in a bid, which is otherwise not substantially responsive;

**“Mis-procurement”** means public procurement in contravention of any provision of Sindh Public Procurement Act, 2010, any rule, regulation, order or instruction made thereunder or any other law in respect thereof, or relating to, public procurement;

**“Notice Inviting Tender”** means the notice issued by a SNDB through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

**“Open Competitive Bidding”** means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

**“SNDB”** means the Sindh Bank Limited;

**“Services”** means any object of procurement other than goods or works, and includes consultancy services;

**“Substantially Responsive Bid”** means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;

**“Supplier”** means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

**“Value for Money”** means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SNDB’s requirements.

## **1 INVITATION FOR BIDS (IFB)**

Sindh Bank Limited (SNDB) invites proposal from candidates for renovation, construction, interior work and electrical works in its, DERA ISMAIL KHAN BRANCH. Details of the specifications of related services to be provided are given in the scope of service in Section [3] hereto.

Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010(Amended 2017)issued thereunder (“**SPPRA**”) which can be found at [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk). For the purposes of this document, any reference to the term “Act” shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010(Amended 2017)(SPPRA) which can be found at [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)

This TD includes the following Sections:

- Instructions to Bidders (ITB)
- Scope of Work
- Eligibility Criteria
- Financial Proposal
- Conditions of Contract

Proposals must be submitted in drop at the below mentioned address;

Yours sincerely,

Head of Administration Division  
SINDH BANK LIMITED  
HEADOFFICE  
Basement-2 Floor, Federation House,  
Abdullah Shah Ghazi Road,  
Karachi 75600

## **2 INSTRUCTION TO BIDDERS (ITB)**

For All legal purpose, all clauses of instructions to bidders (ITB) hoisted by SPPRA on their website [www.sppra.org](http://www.sppra.org) will be taken as part and parcel of this tender document and the agreement thereof. Accordingly the bidders are advised in their own interest to go through the same meticulously as ignorance of the said ITB will not be taken as excuse to waive off any plenty or legal proceedings.

However, few important clauses of the above mentioned ITB are appended below for the guidance/perusal of the bidders.

### **2.1 Correspondence Address**

The contact number and the correspondence address for submitting the proposals are as follow:

Head of Administration Division  
SINDH BANK LIMITED  
HEADOFFICE  
Basement-2 Floor, Federation House,  
Abdullah Shah Ghazi Road,  
Karachi 75600

### **2.2 Eligible Bidders**

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

### **2.3 Corrupt Practice**

1. SNDB requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. SNDB will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010, in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/ blacklisting/ legal proceeding regardless of the price or quality of the product.

### **2.4 Preparation of Bids**

#### **2.4.1 Bidding Process**

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (Not applicable, as contractors already being qualified) and **FINANCIAL PROPOSAL**. [SPPRA Rule 46 (1-a & b)]

#### **2.4.2 Cost of Bidding**

The bidder shall bear all costs associated with the preparation and submission of its bid and SNDB will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.



### **2.4.3 Language of Bid**

The bid prepared by the bidders as well as all correspondence and documents exchanged by the bidder and SNDB must be written in English. [SPPRA Rule 6 (1)]

### **2.4.4 Company Profile**

Bidders are required to submit the Technical Proposal stating a brief description of the bidder's organization outlining their recent experience, the names of Sub-Bidder/Professional Staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, including workable suggestions that could improve the quality and effectiveness of the assignment. The firm will be only technically qualified after confirmation of specifications on physical verification of asked items and satisfying of sufficient production mechanism. The date of visit for above inspection by the procurement committee of the bank will be given during process of completing eligibility criteria. After due inspection of requisite items, the bidder will be declared "Qualified" in Technical Qualification Phase.

### **2.4.5 Financial Proposal**

The Financial Proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the Bidder. It should list all costs associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by SNDB. Alternatively, the bidder may provide his/her/its own list of costs with all items described in the Technical proposal priced separately.

### **2.4.6 Bid Currencies**

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

### **2.4.7 Bid Security**

The SNDB shall require the bidders to furnish the Earnest Money of 2% of the total bidding cost or Irrevocable Bank Guarantee acceptable to the bank, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the SNDB reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with Financial Proposal. Bidders are also required to submit affidavit that the Bid Security has been attached with the Financial Proposal.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SNDB as non – responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form;  
or
- In the case of a successful Bidder, if the Bidder fails to;

- Sign the contract in accordance with ITB Section [2.7.4]; or
- Furnish performance security in accordance with ITB Section [2.7.5].

### **2.4.8 Bid Validity**

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SNDB; [SPPRA Rule 38 (1)]

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

## **2.5 Submission of Bids**

### **2.5.1 Sealing and Marking of Bids**

This is the Single Stage – One Envelope Procedure; the bid shall comprise a single package containing **ELIGIBILITY CRITERIA** (*Not applicable, as contractors already being qualified*) and **FINANCIAL PROPOSAL**. [SPPRA Rule 46 (1-a & b)]

### **2.5.2 Response Time**

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids must be received by SNDB at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

### **2.5.3 Extension of Time Period for Submission of Bids**

SNDB may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SNDB is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders un-opened; [SPPRA Rule 22 (1)]
- If the SNDB is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

### **2.5.4 Clarification of Bidding Documents**

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SNDB shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid. [SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

### **2.5.5 Late Bids**

Any bid received by SNDB after the deadline for submission of bids prescribed by SNDB pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)]. The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt

### **2.5.6 Withdrawal of Bids**

The Bidder may withdraw their bids after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by SNDB prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

### **2.5.7 Cancellation of Bidding Process**

1. SNDB may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SNDB shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 - 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. SNDB shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

### **2.5.8 Mechanism for Redressal of Grievances**

SNDB has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the SNDB during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and
3. reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

SNDB shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SNDB. [SPPRA Rule 31(5)]

SNDB shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31 (6)]

Mere fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]

A bidder not satisfied with decision of the SNDB complaints' redressal committee may lodge an appeal to the Chief Secretary through the Authority, who shall refer the matter to a review panel in accordance with ITB section [2.5.9]; [SPPRA Rule 31(8)]

A bidder may file an appeal to the Chief Secretary provided; [SPPRA Rule 31(9)]

1. that the bidder has exhausted his complaint to the complaint redressal committee [SPPRA Rule 31(9-a)]; and
2. That he has not withdrawn the bid security deposited by him during the procurement process. [SPPRA Rule 31(9-b)]

The bidder must submit the appeal to the Chief Secretary with the following documents: [SPPRA Rule 31(10)]

1. a letter stating his wish to appeal to the Review Panel and the nature of complaint; [SPPRA Rule 31(10-a)]
2. a copy of the complaint earlier submitted to the complaint redressal committee of the Department and all supporting documents in a sealed envelope; [SPPRA Rule 31(10-b)] and

Upon receipt of an appeal and registration fee, the Chief Secretary shall select a Review Panel to examine the complaint. Simultaneously, the Authority shall inform the bidder and the Head of the concerned Department of the action taken by the Chief Secretary. [SPPRA Rule 31(11)]

On receipt of reference from the Chief Secretary, the Chairperson of the Review Panel shall convene a meeting of the review panel within five working days. [SPPRA Rule 31(12)]

Unless the Review Panel recommends dismissal of the complaint being frivolous, in which case the bidder shall loose the bid security deposited with the SNDB, the Review Panel may: [SPPRA Rule 31(13)]

1. propose rejection of the complaint, stating its reasons; [SPPRA Rule 31(13-a)]
2. state the rules or principles that govern the subject matter of the complaint; [SPPRA Rule 31(13-b)]
3. point out the infirmities and breach of rules and regulations by the procuring agencies; [SPPRA Rule 31(13-c)]
4. suggest annulment in whole or in part of a non-compliant act or decision of a SNDB, other than any act or decision bringing the procurement contract into force; [SPPRA Rule 31(13-d)]

5. if the SNDB is in breach of its obligations under the Act, Rules or Regulations, suggest the payment of compensation by the officer(s) responsible for mis-procurement for cost incurred by the bidder on preparation of bid, including the cost of the complaint registration fee paid by the complainant; [SPPRA Rule 31(13-e)]or
6. Recommends that the procurement proceedings may be terminated, in case the procurement contract has not been signed. [SPPRA Rule 31(13-f)]

It shall be mandatory for both, the complainant and the SNDB to appear before the Review Panel as and when called and produce documents, when so required. The Review Panel shall issue the notice of appearance to the Head of the Department for its service who shall ensure the attendance of the Head of SNDB along with relevant record. In case of failure of Head of SNDB to appear before review panel despite service, the Authority shall bring the matter to the notice of Chief Secretary. In case the complainant fails to appear twice, despite service the reference may be decided ex-parte. The Review Panel shall hear the parties and give its recommendations to the Authority within thirty days of receipt of reference. In case, more time is required, the Review Panel may seek extension from the Chief Secretary through the Authority enumerating the reasons for delay. The Authority shall submit these recommendations to the Chief Secretary who shall decide the appeal keeping in view the recommendations of the Review Panel; Provided that the Chief Secretary may refer the matter back to the Review Panel, if there is some ambiguity or vagueness in the recommendations and a clarification is to be sought. The Review Panel shall clarify the matter within seven calendar days, following which the Chief Secretary would decide the matter; [SPPRA Rule 31(14)]

The decision of the Chief Secretary shall be final and the SNDB shall act upon such findings. After the decision has been issued, the complaint and the decision shall be hoisted by the Authority on its website within three working days; Provided that no information shall be disclosed if its disclosure would be against the public interest or may jeopardize national security. [SPPRA Rule 31(15)]

### **2.5.9 Review Panel**

The Authority shall maintain a list of Review Panelists for the purpose of reviewing a bidder's complaint. The Panelist shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Chief Secretary. [SPPRA Rule 32(1)]

The List of Specialists shall be formed from a number [SPPRA Rule 32(2)]

1. persons who have been legal professionals; [SPPRA Rule 32(2-a)]
2. persons who have been senior officers in the service of the Government with experience in the procurement area, [SPPRA Rule 32(2-b)]and
3. Persons from a list of specialists with experience in the relevant field. [SPPRA Rule 32(2-c)]

The Specialists shall be grouped into a number of Review Panels, each with a nominated Chairperson, both as approved by the Chief Secretary. Each panel shall have a minimum of 3 members, one from each of the groups listed in sub rule (2) above and up to 2 co-opted members on a case-by-case basis depending upon the nature of the complaint. [SPPRA Rule 32(3)]

The specialists shall be paid remuneration for their services as determined by the Authority from time to time with the approval of the Chief Secretary. [SPPRA Rule 32(4)]

### **2.5.10 Matters not subject to Appeal or Review**

The following actions of the SNDB shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the SNDB; [SPPRA Rule 33 (1)]
- Decision by the SNDB under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

## **2.6 Opening and Evaluation of Bids**

### **2.6.1 Opening of Bids by SNDB**

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

### **2.6.2 Clarification of Bids**

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, SNDB may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

### **2.6.3 Preliminary Examination**

SNDB will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

SNDB may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SNDB.

If a bid is not substantially responsive, it will be rejected by SNDB and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### **2.6.4 Supplier Evaluation Criteria (Not applicable, as contractors already being qualified)**

All bids shall be evaluated in accordance with the evaluation criteria. [SPPRA Rule 42 (1)]SNDB will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not conform to the specified requirements.

### **2.6.5 Eligibility Criteria (Not applicable, as contractors already being qualified)**

### **2.6.6 Discussions Prior to Evaluation**

If required, prior to evaluation of the bid, SNDB may, within 6-7 days of receipt of the bid, call upon any of the Bidders to discuss or to ask for clarification about anything contained in the bid submitted by that Bidder.

## **2.7 Award of Contract**

### **2.7.1 Award Criteria**

Subject to ITB Section [2.7.2], SNDB will award the contract to the successful Bidder, whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

### **2.7.2 SNDB's Right to Accept Any Bid and to reject any or all Bids**

SNDB annul the bidding process and reject all Bids at any time prior to Contract award, without thereby incurring any liability to the Bidder(s).

### **2.7.3 Notification of Award**

Prior to the expiration of the period of bid validity, SNDB will notify the successful Bidder in writing by letter or by facsimile, to be confirmed in writing by letter, that his/her bid has been accepted.

The notification of award will constitute the formation of the Contract.

Upon the successful Bidder's furnishing of the Performance Security pursuant to Section [2.7.5], SNDB will promptly notify each unsuccessful Bidder and will discharge his/her bid security, pursuant to ITB Section [2.4.7].

### **2.7.4 Signing of Contract**

Within 5 Days from the date of notification of the award the successful bidder shall furnish to SNDB particulars of the person who would sign the contract on behalf of the successful bidder along with an original power of attorney executed in favour of such person.

The Contract shall be signed by the parties at Central Office SNDB, Karachi, within 10 Days of award of contract.

### **2.7.5 Performance Security**

Within 15 DAYS of receipt of the notification of award from SNDB, the successful Bidder shall furnish to SNDB the Performance Security of 2% of contract price which shall be valid for at least ninety (90) days beyond the date of completion of contract to cover defects liability period or maintenance period. The Performance Security shall be in the form of a pay order or demand draft or bank guarantee issued by a reputable commercial bank, acceptable to SNDB, located in Pakistan. [SPPRA Rule 39 (1)]

Failure of the successful Bidder to comply with the requirement of ITB Section [2.7.4] shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event SNDB may make the award to the next lowest evaluated Bidder or call for new bids.

The Performance Security forms at Annexure "C" shall not be completed by the bidders at the time of their bid submission. Only the successful Bidder will be required to provide Performance Security.

The Performance Security will be discharged by SNDB and returned to the Supplier not later than thirty (30) days following the date of successful completion of the Supplier's performance obligation under the Contract.

### **2.7.6 General Conditions of Contract**

For detailed General Condition of Contract refer to Section [6.1] of this TD.

### **2.7.7 Special Conditions of Contract**

For detailed Special Condition of Contract refer to Section [6.2] of this TD.

**2.7.8 Integrity Pact**

The successful bidder shall upon the award of the contract execute an Integrity Pact with SNDB. *[Specimen is attached in Annexure “D”]*[SPPRA Rule 89]

**2.7.9 Non-Disclosure Agreement**

The successful bidder shall upon the award of the contract execute a Non-Disclosure Agreement with SNDB. *[Specimen is attached in Annexure “E”]*

**2.7.10 Mode of Payment**

**The payment will be given as per schedule attached as Annexure “K”.**



### **3 SCOPE OF WORK**

Sindh Bank Limited (SNDB) requires proposal from the Prequalified Contractors (SPPRA S.No. 22847) for RENOVATION OF DERA ISMAIL KHAN BRANCH (URBAN AREA).

For establishment of its new Branches, throughout the country and for renovation of Branches / offices, Sindh bank Ltd advised to pre-qualified contractors to submit their offer / bid, against tender, with following terms and conditions.

The complete set of tender consists of following,

1. Bank's Tender
2. Your site visit details
3. Lay out Plan, / Site plan, approved by Head Office
4. Special site requirement
5. Detail of specifications of items

After thorough visit of desired premises, the contractor will submit per square feet rate of said work, complete in all respect, as per given tender, lay out plan, specification and brand / make.

However as per actual site condition and market availability, equivalent item can be provided with prior written approval from Bank, failing which the payment of such items will be deducted accordingly from the final bill.

#### **The salient works which are the part of requirement will be as under;**

1. All execution of job will be according to Design Book CD of the same is attached with the tender document. If not available, please do get it from tender department mentioning the email address.
2. Your given per sq. feet rates will be based only for area, inside the developed branch. However provision for entire works, given follows and mentioned in specification will be included in internal area's PSFT charges and no additional payment for any work, executed outside will be given. We will multiply your given PSFT rates with internal developed area (Only between the internal walls) and will get entire internal and outer works with in that cost.
3. The cost of various works, which will be executed at outside of covered premises, such as entire outer paint, tough pavers at parking area, front elevation tiles with approved pattern, veranda works, terrace works, ATM and branch Steps, etc, will be calculated by the vender after visit of site and will be included in PSFT rate of developed area.
4. The given PSFT rates will also include charges for approval of proposed lay out / construction, from respective town / Municipal Corporation, if any.
5. Comprehensive visit of site and submission of proposed lay out plan. The number of required counters, staff strength and requirement of lockers will be given by the bank.

6. Complete demolition of existing structure, necessary for establishment of new branch, including brick walls, RCC, slab, beam, floor, etc. and removal of debris.
7. New Block masonry / Brick masonry walls/ RCC slab / lintel for bath, stores, guard post, ATM room, and other works as per plan.
8. Floor tiling, approved design tiles, matching skirting, false ceiling complete in all respect.
9. Wash rooms and kitchen tiles, approved fixtures, approved pipes, fittings, ventilators, exhaust fans, complete in all respect.
10. All internal and external plaster works
11. All RCC works for Strong Room and lockers, and other, as per lay out and specifications
12. All internal and external paint and polishing works with approved quality paint.
13. Approved false ceiling with approved hanging system/ lights/ down lighters
14. Solid and skin pasted flush doors for baths, kitchen, store, and other place with best quality locks, handle, hinges, tower bolt, stoppers, complete in all respect, including 16 SWG, GI frames for baths , kitchen and stores and solid beach wood frame for remaining door, if any. Beadings, approved polishing.
15. Two full height 3X7 feet wooden Almirah in store, kitchen cabinets, column cladding, complete in all respect.
16. Complete Electrical wiring for light points, power points, Air Conditioning units, ATM, sign Board, fridge, photo stat, Attendance machine, with / Fast / AGE / Pioneer copper wires or equivalent of approved size, in approved PVC pipes, Boxes, switches, main lines, three DBs, one for UPS, other for AC and 3<sup>rd</sup> for lighting & power as per plan. Two standard earth pits, as per approved specifications and lay out plans, along with all approved light fixture and fittings.
17. Technology box for each users with two Flat pins, one round pins, one RJ-45 for Data, one RJ-12 , I/O sockets for telephones, cat 6 cables from I/o to patch panel, telephone cat-6 cables from I/O to tag block, supply of 24 ports approved 3M or equivalent patch panel, one 15 u Cabinet, termination, necessary line cords and patch cords, with certification, 4 additional data points for fax machine & time attendance machine, and also for manager & ops Manager, tagging / numbering, testing report, at both ends, complete Electrical wiring, data and telephone works, in all respect.
18. Approved glass partitions for Manager room, ATM room, Entrance, fixed glazing, with approved glass, aluminium section, gasket, locks, D locks, handles, necessary frosting, Ajrak tiles film, Korean or equivalent floor door closer machines, necessary windows, doors, as per lay out plan.
19. Approved design grills for Entrance, all front and sides external windows, ATM internal door, Exit door, and Rolling shutters at all external glass doors, fixed glazing, ATM Entrance, MS approved Exit door, approved vertical blinds on all external glasses, windows, fixing of vault and lockers doors.
20. All elevation works, elevation tiles, full tiles steps for Entrance and ATM entrance, 35 degree Ramps, ATM , front landscaping, cc flooring, all front tough pavers, complete in all respect, as per lay out drawing & Design Book.

21. Islamic colour theme will be followed in Islamic branches  
 22. Approved copper piping for conventional AC, wiring, control wiring, breakers, drain lines, complete in all respect

<b>CIVIL &amp; INTERIOR WORKS</b>	
<b>S No</b>	<b>DESCRIPTION</b>
1	<b><u>DISMANTLING</u></b>
	<b><u>The demolition work will be executed only after approval from HO.</u></b> Dismantling / removing of existing constructed structures, RCC, walls, slab, floor fixtures, tiles, ceiling, windows, doors, grills, shutters, wiring, piping, partition, with proper tools & equipment's with all necessary precautionary measures, to make surface ready to receive finishes, stacking useable dismantled materials at designated place, as per new plan, as directed by bank., and disposal of surplus stuff / debris etc. away from site.
2	<b><u>COMPACTION OF FLOOR</u></b>
	Checking of floor compaction, by removing of 18 inches to 24 inches deep from existing floor and if loose soil is found / not properly compacted soil, then proper earth filling, with sand and stone after excavation up to 2' will be provided and afterward 3 inches thick PCC having cement ratio 1:3:6 will be laid, complete in all respect.
3	<b><u>TERMITE PROOFING</u></b>
	Providing and carrying out termite proofing using FIPROKILL/ BIFLEX / DURSBANE or equivalent with a solution of 1 gallon of chemical to 50 gallons of water, sparing this solution @ 2 litres per sq. meter area (or liters per 10.76 sft. Area) with a pressure ensuring at least 3" penetration in the soil of the area to be treated. The contractor will provide a guarantee for a period of five years against infestation of termite in the shape and mode approved by the Engineer, stating that in case of infestation, additional treatment will be provided by the contractor at no extra cost to the Client (horizontal & Vertical).
4	<b><u>REINFORCED CEMENT CONCRETE ( If required )</u></b>
	Providing and laying, compacting finishing & curing etc. straight or curved cast- in place designed mix <b>1:2:4</b> Reinforced Cement Concrete using 1 Part of Ordinary Portland Cement or equivalent, 2 Parts of silt free local sand and 4 Parts of 3/4" thick downgraded crushed stone; mixed in a manner to achieve a cube strength of 3000 psi in 28 days, using 3/4" down crush stone & fine sand (free from silt & dust), including mechanical mixing, transporting, hoisting, lifting & placing at any height / depth, vibrating and curing etc. Complete in all respect including cost of Steel Reinforcement (3/8" dia deformed steel bars G-60 @ 6" C/C both ways, staggered double jaal in a manner that the alternate spacing b/w bars should not increase 3" C/C) & form work for Cement Concrete including cutting, bending, laying in position, making joint and fastening, removal of rust from bars, cost of binding wire and labor charges for binding of steel reinforcement: also includes cost of water tight form work and its removal. Complete in all respects, at 6" or 9" walls, column or as per direction of Engineer.

4	<b>MASONRY WORK</b>
	<b>Brick or Block Masonry</b>
	Providing and laying Brick or block masonry walls, 4" or 6" or 9" thick as per site requirement, with first class solid burnt brick set in (1:4) cement sand mortar in super structure including scaffolding, curing, drilling for wall ties where brick work joins R.C.C columns, walls etc. Complete in all respects as per drawings and specifications to complete satisfaction of the consultant.
	-
5	<b><u>PLASTER WORK</u></b>
	Providing and laying 1/2" or 3/4" thick plaster as per site requirement with cement sand (CS) mortar on masonry and concrete surfaces, with G.I. expanded metal mesh at the interfaces / joints of structures of different materials, staging and curing, plaster stopper, corner beads, channels for making grooves and drip course etc., where required and/or as directed by the Architect / Engineer complete in all respect.
	-
6	<b><u>PORCELAIN TILES ON FLOOR &amp; SKIRTING</u></b>
	Providing and laying glazed full body Porcelain tiles 24" X 24" at floor, of approved design, colour and pattern, china or bone colour Master full body porcelain or equivalent, setting in Stile dry bond (with cement), with matching color imported Grout. Complete in all respect, including curing, cleaning, finishing & hacking/chipping of existing surface for bonding where necessary, and 4 inches wide skirting at walls of the same tiles as above mentioned, with 1:2:4 PCC 50 mm thick, etc. as per specifications and/or as directed by the Architect / Engineer (at any elevation)
7	<b><u>CERAMIC TILES (TOILETS &amp; KITCHEN)</u></b>
	Provide and lay 8"X13" or 12"X12" Ceramic Tiles (Matt or Glazed) of approved quality, beige / ivory colour Master tile, 9117 base color white with grey pigmentation Salt and pepper style for bathroom flooring and walls (Master Tile 12" x 12" LPF 28-108 for bath walls in light Beige color and Flooring Dark Beige LPF 14-106) for flooring / walls and in slope, if required, with 1:4 cement sand mortar of required thickness to achieve a minimum overall finished floor thickness of 2", setting the tiles with neat cement mortar, grouting the joints 1/4" with matching grout of approved supplier, curing, cleaning, finishing & hacking/chipping of existing surface for bonding where necessary, etc. complete in all respect.
8	<b><u>FALSE CELING</u></b>
	<b><u>Gypsum Board (24"X24")</u></b>
	Providing & laying 8 mm thick gypsum board False Ceiling, 24" x 24" Elephant Brand or approved equivalent in straight, curved, tiles or multiple profiles, as shown on drawing section, fixed with imported powder coated, with groove, aluminum, " T" & "L" section with ceiling suspension system having provisions for light and AC grill. Complete in all respect as per drawing and instruction of Bank's Engineer.

9	<b><u>COLUMNS CLADDING</u></b>
	Providing & making oak wood Cladding with 1/2" MDF board over Solignum treated partial wood framing horizontal and vertically over column from +2'-6" elevation up to false ceiling level as per drawing. Including all fittings polishing etc., complete in all respects. From 0' - 0" to 2'-6" Porcelain tile Spanish cladding or equivalent.
10	<b><u>WOODEN CABINETS</u></b>
	<b><u>Kitchen Cabinets</u></b>
	Providing and installing in position wooden pantry cabinets, 18" deep wall cabinet and 24" deep base, consisting of PARTIAL wood battens / framing, 3/4" thick chipboard 600 density shelf, partition and shutter, with beach wood lipping, MDF drawers with imported roller runners, hinges imported Japanese type or equivalent to show 1/4" groove in between, approved Fomite Formica finish on both sides of shutter, including all kind of best quality hardware's, spring hinges, SS handles, locks etc. Complete in all respects.
11	<b><u>Full Height Cabinets (for Record Room) / Store</u></b>
	Providing and fabrication in position <b>TWO</b> full height cabinets in record room (3' wide 7' high & 18" deep), consisting of 3/4" thick BEACH laminated board boxing with 3/4" thick beech wood Formica finished leaves. 1/4"x 3/4" solid Beech wood lipping with 1/2"x1" thick beech wood frame would be provided in front of boxes with clear lacquer polish. All fittings i.e. screws, bolts imported Italian hinges or equivalent, catchers, locks, handles and all other accessories are part of the job including polishing, and anti-termite treatment etc. Complete in all respects. .
12	<b><u>INTERNAL PAINT</u></b>
	Providing and applying with Roller, Ash white, Matt finish water based paint (ICI/Berger or equivalent) minimum three coats of approved shade over a coat of primer to internal plastered surfaces, base preparation consisting of rubbing with sand stone, filling the uneven surface with putty, rubbing with sand paper and preparation of smooth surface perfect in all respects. Complete in all respect as per specifications and/or as directed by the Architect/Engineer.
13	<b><u>WOODEN DOOR / FRAME / CHOWKAT / Beading</u></b>
	<b>DOOR FRAME:</b> Providing and fixing of required width, 16 SWG, GI door frames for bath, kitchen, stores, with polishing, including Lintels, hold fasts, where ever required, complete in all respect including painting / polish with proper beach / diyar wood beading.

	<b>SKIN DOORS D1-2'-6"x7'-0"</b> : , 1-1/4 inches thick (for Toilet/Kitchen) Provide and install doors consisting of best quality Malaysian skin, pressed over best quality treated partial wood framing, with approved quality of door locks, handle, tower bolt, hold fast, stopper, hardware and paint /polish, complete in all respect.
14	<b><u>ALUMINUM WINDOWS / VENTILATOR</u></b>
	Providing, fabricating and fixing in position heavy duty deluxe section approved color anodized aluminum local extruded Pak cable or equivalent (thickness of section 2mm minimum) or size using 4" wide section, 6 mm distortion free approved glass with gasket neoprene channels. Aluminum surfaces shall be anodized in approved color finish and shop protected including all accessories, fittings, rubber, locks, seals, neoprene weather strips between frame and wall and frame edge trimming, gasket, screws, fly screen etc. and approval of the Consultants, complete in all respect, as per drawing / required size.
15	<b><u>GLASS DOOR (Manager Cabin, Main Entrance, ATM front)</u></b>
	Providing, fabrication & fixing 12 mm thick glass door with top & bottom locking system, 4" Aluminum D-48 by Lucky or equivalent Pak Cable section, with 12mm thick Middle East / Saudi Arabia or equivalent clear glass with frost film and Bank's monogram, Approved Ajrak film, with gasket size and shape as shown on drawing, including bolts, D lock, nuts, screws aluminum channel, handle, floor machine (New Star Japan or Koreanor equivalent), locks etc. Complete in all respects as directed by Engineer.
16	<b><u>INSTALLATION OF VAULT / LOCKER ROOM DOOR</u></b>
	Lifting & Fixing charges of Bank's supplied Vault / Locker Doors, welding of door frame with RCC MS bars, and to facilitate the Vendors. Complete in all respects.
	-
17	<b><u>ALUMINUM SECTION &amp; fixed FRONT GLAZING</u></b>
	Providing and installation 4" Deluxe section D 48 of LUCKY or equivalent fixed aluminum glazing for elevation with hinged panels including latches, rollers, rubber gaskets all necessary hard ware and fittings, with frost film and Bank's monogram application of silicone for joints including approved 8 mm thick imported clear glass(KSA OR GHANI or equivalent) glass with complete as per drawing and as directed by the Architect.(Recommended Manufacturer: Pakistan cables OR Lucky)
	Complete in all respects ( <u>at front</u> )
	-
19	<b><u>GLASS PARTITION</u></b>
	Providing and installation 12mm thick glass KSA/UAEor equivalent polished glass with 100mm top & bottom rails, brush finish SS-304, lucky or equivalent Pak Cable section with frosted film surface as per approved design. Contractor is required to provide joints between the panels with minimum 5mm thick clear silicon from Dow corning or other approved by the Engineer. Complete in all respects. ( <u>in Manager room</u> )

20	<b><u>WINDOW BLINDS</u></b>
	Providing and installation of imported VERTICAL Blinds, in imported synthetic fabric (5" wide) with suspension mechanism, approved shade & colour (Light grey). Complete in all respect at all outside glasses only.
21	<b><u>SECURITY GRILLS</u></b>
	<b>Wrought Iron Grills for external windows, AC outers (If necessary)</b>
	This security grills will be provided at all external windows, ventilators., inside the fixed entrance glazing,, Providing and Fixing M.S Security Grills to windows, AC outers, comprising of 1/2" square bars @ 6" c/c 1"x1-1/2" MS pipe 16 gauge, welding, grinding, finishing, rubbing 3 coat of enamel paint (ICI,NIPPON,BERGER or equivalent) red oxide before paint. Complete in all respects, as per standardized design and /or as shown in drawing. as per approved design, attached herewith. Further proper lockable grills with abiove specification will also be provided for Generator and all AC outdoor units.
22	<b><u>SECURITY ROLLING SHUTTER</u></b>
	Providing and fixing Mild Steel Rolling Security Shutter at front main entrance door , before glass doors, ATM Room's door, outside windows, made of 20 s.w.guage GI sheet, guide channels 10 gauge MS sheet and Roll-up durable mechanism (Spring & MS Bar etc.). with 2.5" Dia box, consisting of steel frame of M.S. channel 2"x1.25"x1" (50x30x3 mm) angle iron 1.5"x1.5"x1" (40x30x3mm)M.S plate 1"x1"xa" (300x300x3 mm) G.I. pipe 1.5" (37mm) Ø, springs 2'(600mm) c/c. Rollers 24 S.W.G G.I. Covering 1'x1' (300x300 mm) with S. Steel sheet 18 S.W.G, handles, holdfast, etc. center of the roller sheet to be in chicken foldable type window / mesh ( 6" X 12" can be covered with sliding panel, from inside ) for looking outside, vertical removable channel. Complete with sliding bolts handles including 3 coats of enamel paint (ICI or equivalent) including base coat of anti-rust primer, Complete in all respects, including all types of hardware etc. as per satisfaction of the consultant and engineer incharge. as per attached layout .
23	<b><u>SECURITY DOORS</u></b>
	<b><u>Security Grill Door</u></b>
	Providing and fixing the MS enamel painted security grill door panel of 3/4" MS square solid bars @ 6"x8" c/c both ways welded with 1-1/2"x3/16" MS flat Frame and covered with MS Sheet 14 gauge, with all locks, including all necessary fittings. Complete in all respect at main entrance. Thus at entrance, inside will be security grill, the glass will be in center and rolling shutter will be outside.
24	<b><u>EMERGENCY EXIT M.S DOOR</u></b>

	Fabricating, providing and fixing fire exit door with 16 S.W.G M.S 3/4" square pipe, 16 SWG MS sheet pressed over this frame, at both sides, sheet frame painted with approved enamel colour including 2" x 5" eye level opening with proper MS shutter of 16 swg sheet to look outside , including best quality hinges, locks, handles, hold fasts and other necessary hardware etc. size as per site. Complete in all respects as per drawing attached herewith, , specifications and as directed by the Bank.
25	<b><u>EXTERNAL PAINT</u></b>
	Provide and apply with Roller / brush paint WEATHER SHEILD (ICI/Berger or equivalent) minimum three coats of approved shade over a coat of primer to internal plastered surfaces, base preparation, primer, smooth filling etc. complete in all respect as shown on the drawings specifications and/or as directed by the Architect/ Engineer.
26	<b><u>ATM INTERNAL DOOR</u></b>
	This consists of MS, 16 SWG, 3/4"x3/4" square pipe grill, 8" center to center distance, both ways, inside ATM room, 16 SWG GI sheet fitted over grill from atm room side and 3mm ply fixed from branch side. with lock, handles, polishing & finishing and making peep window 8" x 2" at a height of 5'-0 from floor level., this also include 16 SWG sheet made door frame, suitable to cater the weight of door, with hinges, holdfast, Complete in all respects or as directed by the Engineer
27	<b><u>MORCHA</u></b>
	Providing of block/brick Masonry 3' X 4' feet minimum inside, morcha in proper shape, totally covered from all four sides with 2 feet door & Exit door Sp), inside lock, 5X12 inches inspection opening at 5 Feet 6 inches height , 18 inches raised floor, stole, fan, paint, complete in all respect., where possible only
28	<b><u>ATM ACCESS RAMP FOR DISABLE PERSON</u></b>
	A three feet wide CC ramp, at 30 degree, will be provided for disable person. Wherever possible. The ramp tiles will be grooved tiles and at one side, SS railing will be provide
29	<b><u>Front Elevation</u></b>
	The front elevation of the Branch will consist of proper CC steps, fixed on it approved marble of 1" thick with nozing on steps & riser while 24"x24" floor tiles at platform. The portion other than window and door will consist of Bank's approved elevation of combination of grey Porcelain tiles with approved AJRAK tiles pattern above 24"x24" black tiles which will be installed up to 2' from ground level, as per attached design, as directed by the Bank's Engineer, If branch front/platform level is higher than 2' from ground level, SS railing, 2" dia will be provided at both sides of main entrance & ATM steps.
	<b>PLUMBING WORKS</b>



S. No	DESCRIPTION
	<b>General Specification</b>
	Providing and fixing / making of complete one kitchen fittings, two bath rooms fittings with all necessary best quality and proper sized upvc water pipes, best quality fitting, 4 inches and or 6 inches best quality Dadex or equivalent UPVC pipes, gasket type fittings, trap, joints, waist best pipes with best SS trap covers, All pipes and pvc fittings will be Dadex or equivalent, all other / fittings/ fixtures will be <b>MASTER / SONEX/ GROHE CHINA</b> or equivalent, <u>plastic coated</u> . (In one wash room Indian WC & other will have European type commode as specified below).
1	Providing and fixing European type ceramics ware coupled water closet, <b>(PORTA) or equivalent</b> , white / light colour, including 3 gallons cistern, P/S trap, C.P tee stop cock with wall cups, connection pipes, “SONEX”, “MASTER ( Royal)”, hinged double bacolite seat and cover of best quality, all joints to services and drains, plugging and screwing as necessary to the structure and make good the same, complete in all respect as per specifications and drawings.
2	Providing and fitting Glazed earthen ware water closet <b>(PORTA) or equivalent</b> , combined with foot rest, Best Quality including Plastic made Flushing tank, SONEX tee stop cock for cistern water inlet and C.P connector with nuts and fitting, approved other ancillary material complete in all respect.
3	Providing and fixing Wash hand Basin with pedestal, <b>PORTA or equivalent</b> , Ivory colour /white colour “SONEX” waste coupling, plug with C.P brass chain, 1.5” dia. P.V.C ( D type) waste pipe connections to water lines, tee stop cock for cold and hot water inlet connector with nuts and fitting, waste pipe waste coupling , plugs with chain other ancillary material C.P grating including C.P bottle trap, testing etc. complete in all respect and as directed by the Engineer.
4	Providing & fixing best quality Stainless Steel imported Kitchen Sink, <b>Balraco or equivalent</b> make (40" x 20") 1000mm x 500mm sink with CI or WI brackets 150mm (6") built in wall, 40mm(1 1/2") rubber plug & chrome plated brass chain, 40mm (1 1/2") C.P brass waste, pillar tap 2 way deluxe, 40 mm (1 1/2") dial malleable iron or C.P. brass trap, Bottle trap and unions. Make requisite holes in walls & floor for pipe connections & make good with approved material. (with SONEX or equivalent fittings).
5	Providing & fixing PVC floor drains of 4" dia of make Nikkassi, Pak Arab or approved equivalent, having minimum guaranteed 2" water seal with screw down C.P cover, peripheral drains with or without a vent arm. Make requisite holes in walls, floor for pipe connections & make good with approved material, including SS drain / grating with side perforation.

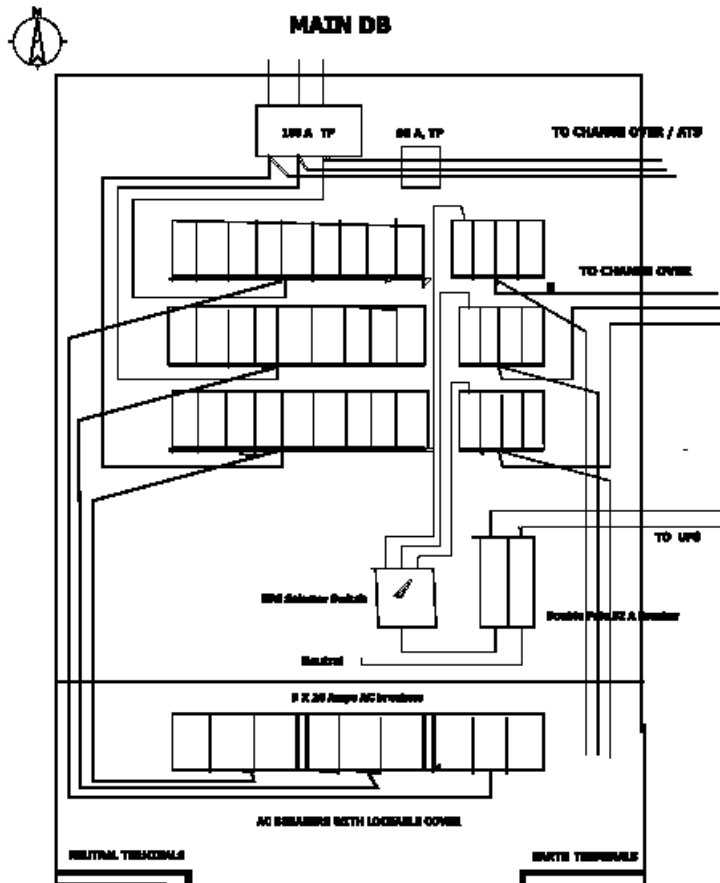
6	Provide & fix approved quality chromium plated towel rails 750mm x 20mm (30"x3/4") with brackets and C.P screws. (Taiwan make or equivalent)
7	Provide and fix approved quality C.P toilet paper holders and coat hook. (Taiwan make or equivalent)
8	Provide & fix chromium plated soap dish or master plastic, of approved quality with C.P screws. (Master /Sonex or equivalent)
9 (a)	Provide and fix Muslim Showers manufactured by Master/Sonex or equivalent, plastic coated, complete with stop cock and controlled spray head.
(b)	Providing and fixing 15 mm dia C.P. plastic coated mixer with C.P pipe 15 mm dia, of Master, Sonex or approved eq complete including pipe connections, all fittings, testing etc.
i)	For Wash basin
ii)	Kitchen Sink Mixer, Master/Sonex or equivalent Grohe China, Plastic coated, Kitchen Sink Mixer (Plastic Coated) . Master, Sonex or equivalent
10	Providing, fixing, jointing and testing Polypropylene Random (PPR) pipes make Dadex / AGM or approved equivalent pressure pipe for cold/hot water as per DIN 8077-8078, PN-20 for pipes and DIN 16962, PN-25 for fittings (poly fusion welded joints) inside building including fittings and specials (sockets, tees, elbows, bends, crosses, reducers, adaptor, plugs and union etc.) supported on walls or suspended from roof slab or run in chases including pipe hangers, supports, cutting and making good the chases and holes, its painting and insulation against sun light complete in all respects. Conforming to BSS. Cut and make good with Test and Commission for cold and hot water system. with appropriate dia and sizes.
11	Provide and fix of Gate valve, Threaded ends, bronze body with union bonnet, non-rising stem and wedge disc. Suitable for 8.5 bars SWP and 250 deg. F., manufactured by KITZ (Japan) or approved equivalent.
12	Providing approved / appropriate dia , size, and fix cast UPVC pipes( AGM/dadex /vebro turkey Brand or equivalent) including fittings such as tees, elbows, sockets, wyc, hangers/supports etc. conforming to BSS for soil waste and vent pipes as embedded in floor and walls or suspended from slab or clamped to wall including plaugsm hangars, beds, Tees, Yees. Include for making requisite number of holes in walls and floors where required and making good the same as necessary to the structure labeling, testing to 6.5 feet water height complete.
13	Provide and construct gully trap with 12"x12" cast iron frame and cover, including excavation, backfilling, masonry, plaster internally and externally vitreous China trap etc. complete and approved by the Engineer.

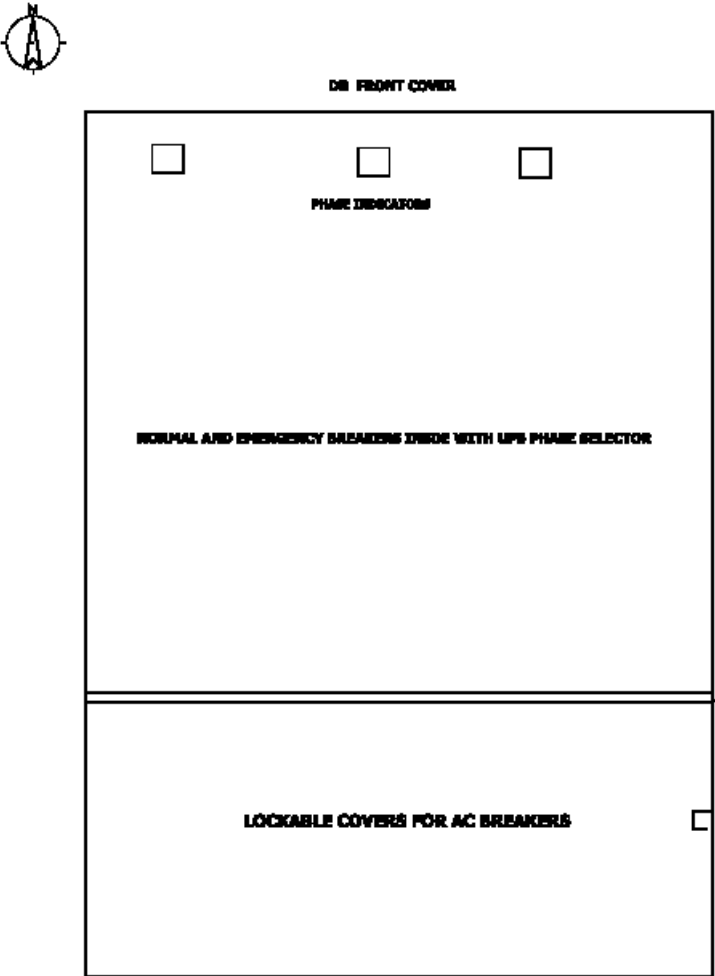
14	Provide and construct manholes for sewer with 24"x24" C.I frame and cover including 8" Masonry, puddlo plaster internally and externally up to depths; shown on drawings and approved by the Engineer. PCC 1:2:4 base slabs, benching with 1:3 cement sand mortar including 24" dia manhole cover, frame and rungs, complete in all respect.
15	Construction of Septic Tank one no size 6'x4'x5' avg depth at per site conditions in all respects as per drawings.
16	Make Sewer Connection to existing Sewerage disposal system with existing main line, Complete in all respect including all material. With 6 inches dia UPVC pipes with fittings.
17	Make Water Connection to existing Water supply system using pprc pipe fitting of Dadex or equivalent,
18	Providing, installing & testing of Over Head Fiber Glass Water Tank make Dura or approved equivalent, with 500 Gallons storage capacity, including electric pump, motor and all necessary fittings etc. Complete in all respects as per instruction of Architect.
<b>ELECTRICAL WORKS:</b>	
<b>S. No</b>	<b>DESCRIPTION</b>
<b>A. INTERNAL WIRING</b>	
1	Supply, installation and commissioning of <b>Light Circuit</b> wiring, from MCB in DB to Switch Board to be wired with 3x2.5mm sq. (P+N+PE) PVC insulated 300/500 V grade wire, manufactured by M/s. .AGE, Pioneer, FASTor <b>equivalent</b> , pioneer or as specified in Annexure A, in and including cost of 1" dia. heavy duty PVC conduit make Popular, Beta, installed on roof slab, above false ceiling, or concealed in walls, or as required as per site conditions, all PVC conduit accessories, pull boxes, steel pull wires , Complete in all respects. Each circuit shall have independent CPC. Maximum wiring of 2 light circuits can be pulled through 1" dia. PVC conduit. <b>Note:-Supply Certificate issued by Company will be attached with bills</b>
2	Providing, Installation, testing and commissioning of wiring of <b>One light point</b> controlled by one switch and wired with 3x1.5 mm sq. PVC insulated wires 300/500 V grade, in and including cost of 3/4" dia. heavy duty PVC conduit recessed in wall, columns slabs or above light carrier all PVC conduit accessories, 3" high PVC junction boxes, pull boxes, steel pull wires, PVC flexible conduit from ceiling junction box to light fixture with brass chuck nut including cost of 3x1.5mm sq from Ceiling Junction Box to Light Fixture , M.S. sheet steel switch box 16 SWG with earth terminal and 2 coats of enameled paint, M.S. box shall be of the same size as that of 1, 2 or 3 gang flush type plate switches, including cost of gang type light switches 10 amps.

3	Providing, Installation, testing and commissioning of wiring of <b>Two or three or four light points</b> controlled by one switch and wired with 3x1.5 mm sq. PVC insulated wires 300/500 V grade, in and including cost of 3/4" dia. heavy duty PVC conduit recessed in wall, columns slabs or above light carrier all PVC conduit accessories, 3" high PVC junction boxes, pull boxes, steel pull wires, PVC flexible conduit from ceiling junction box to light fixture with brass chuck nut including cost of 3x1.5mm sq from Ceiling Junction Box to Light Fixture , M.S. sheet steel switch box 16 SWG with earth terminal and 2 coats of enameled paint, M.S. box shall be of the same size as that of 1, 2 or 3 gang flush type plate switches, including cost of gang type light switches 10 amps.
4	Providing & wiring of <b>1-3 pin 15 Amps</b> power socket outlets (for General Use) wired with 2x4mm <sup>2</sup> +1x2.5mm <sup>2</sup> CU/PVC insulated cable 300/500 Volt grade, make, Fast, Pioneer, AGE, in 25mm dia PVC conduit make Beta, Popular, recessed in wall/floor, above false ceiling or as required as per site conditions, all PVC conduit make Beta accessories, pull boxes, steel pull wires. Complete with all conduits & wiring accessories including 15 Amps, 3 pin combined switch socket make Clipsal (Austria), Panduit, MK (UK), Legrand (France) or approved equivalent. Wiring shall be done directly from the MCB installed in the respective DB without any claim of circuit. Complete with suitable size 1.5mm thick sheet steel back box recessed in wall.
5	Providing & wiring of <b>1-3 pin 10 Amps</b> power switch socket outlets (for RAW supply / WAPDA) wired with 3x2.5mm <sup>2</sup> 1 core CU/PVC insulated cable in 25mm dia PVC conduit make Beta, Popular, recessed in wall/floor, above false ceiling or as required as per site conditions, all PVC conduit make Beta accessories, pull boxes, steel pull wires etc. Complete with all conduit & wiring accessories including 10 Amps, 3 pin combined switch socket make Clipsal (Austria), MK(UK), Legrand (France) or approved equivalent. Wiring shall be done directly from the MCB installed in the respective DB without any claim of circuit. Complete with suitable size 1.5mm thick sheet steel back box recessed in wall.
6	Confirming to same specification as mentioned above in item A-08, but outlet to outlet wiring. Complete in all respect.
7	Providing & wiring of <b>2-3 pin 13 Amps</b> power switch socket outlets (for UPS) wired with 3x2.5mm <sup>2</sup> 1 core CU/PVC insulated cable in 25mm dia PVC conduit make Beta , Popular, recessed in wall/floor, above false ceiling or as required as per site conditions, all PVC conduit make Beta accessories, pull boxes, steel pull wires. Complete with all conduit & wiring accessories including 13 Amps, 2/3 pins combined switch socket (duplex) make Clipsal (Austria), MK(UK), Legrand (France) or approved equivalent. Wiring shall be done directly from the MCB installed in the respective DB without any claim of circuit. Complete with suitable size 1.5mm thick sheet steel back box recessed in wall.

7	Installing &wiring for bank's supplied <b>Split A/C's</b> unit from distribution board to respective AC in 1-3 pin 16 Amps switch socket, for outer unit or indoor unit, as the case may be, wired with approved brand 2x4mm <sup>2</sup> + 1x4mm <sup>2</sup> 1 core CU/PVC cable, from DB to Indoor unit and indoor unit to outdoor unit, in 25mm dia PVC conduit make Beta, Popular, recessed in wall/floor, above false ceiling or as required as per site conditions, all PVC conduit make Beta accessories, pull boxes, steel pull wiresetc. Complete will all conduit & wiring accessories including 16 Amps, 3 pin combined switch socket make Clipsal (Austria), MK(UK), Legrand (France) or approved equivalent. Wiring shall be done directly from the MCB installed in the respective DB without any claim of circuit. Complete with suitable size 1.5mm thick sheet steel back box recessed in wall. Complete with all accessories including termination.
	<b>TECHNOLOGY BOXES for 7 users + Time attendance, UPS room, photo state machine</b>
8	Providing, Installation, wiring from respective breaker in respective DB, of CLIPSAL make <b>Floor / wall Technology Box</b> with cover, 1.5mm thick sheet, steel fabricated floor mounted water tight weather proof, fitted with two 13 Amps, UPS power flat pins and one 13Amps raw power round pin sockets, one dual face plate with RJ-45 out let for Data point and one RJ-12 I/o sock. for telephone , with power socket wired with approved 2.5 mm wires with earth wire of same size, from respective UPS and or normal DBs, data point and telephone points with cat-6e Clipsal /3M wire and Outlets. Complete in all respects from patch panel to Technology box, and same cables from Telephone Tag block to telephone I/O, win suitable PVC pipes, termination at both ends, tagging, numbering, including floor / wall cutting. Include termination of electrical wires at sockets, and DB, Data wires at I/O of face plate and at patch panel on other end, with telephone points at RJ-12 I/O at Box and 10 pairs Tag Block with MS box, at other end with complete termination, testing and submission of test report and 20 years termination warranty.. This work also include all respective cabling, proper tagging / numbering at both ends of all Data and telephone cables. This work is complete in all respect.
	<b>TOTAL</b>
<b>B. FITTING &amp; FIXTURES</b>	
9	
i)	Philips Down light FBH with 24 W, Philips PLC Lamp energy savers or equivalent
ii)	Mirror Light Fixture Philips GMP-118-84 or Equivalent
iii)	Recessed Ceiling Down light fixture (6" dia) circular shape equivalent to Philips Model Lunar with Optogan Emotion Series PLC lamp installed vertically and aluminum reflector as approved by architect./Engineer.
10	Supply, installation and commissioning of 12 inches dia <b>Exhaust / Bracket Fans</b> of following sizes, plastic body, louvers, all necessary fixing accessories, make Pak Fan, Asia, Climax, National or as manufactured by any one of the manufacturers or equivalent including its complete wiring. Wash rooms, Kitchen & Guard Post.
11	<b>MAIN SWITCHES AND DBs ( General Specifications )</b>

	All concealed with 16 SWG MS powdered coated box for DBs and 18 SWG MS sheet box for outside 100 Amps, TP breaker, with door, hinges, lock, Amps meter, Volt meters, selector switches, LED indicating lamps, earth strips with 10 holes, neutral strips with 12 holes, backed powdered coating, water proof gasket, The work include all internal wiring with / 99.995 copper busbars, proper sized above mentioned approved PVC wires, at all DBs from TP breakers / Switches with standard copper termination of each breakers at all phases., wiring for volts /Amps meters, selectors, indicators etc., thus complete DB in all respect with DB body earthing with earth wire.. All breakers in all DBs will be Japanese Brand, Terasaki, Clipsal; MG, Schneider, Legrand. or equivalent
11a	<b>Out Side Breaker / Switch at incoming line</b>
	One 100 Amps TP , approved Brand main breaker will be installed outside for KESC / WAPDA, incoming power supply, including connection to breaker, outgoing three phase four wires approved brand 25mm2 PVC cable from breaker to inside main DB breaker, with earthing of its above referred MS box.
	<b><u>MAIN DB, Raw power, AC and power sockets with Emergency power</u></b>
<b>11b</b>	Main DB will be above referred specification but will have one 100 Amps Main Breaker, one TP 60 A breaker fot ATS supply, 18, 15/20 A breakers of Terasaki / Legrand/ Clipsal, or equivalent at KE / Wapda side, 9, 20 A breakers for generator side, One three phase selector switch for UPS supply,, one double pole 32 A breaker for UPS, 9 , 20 A breakers for AC, at bellow with provision of generator wiring, volt meter, selector, three indicators, complete with all respect, Earth and neutral terminal, as per attached drawing



	
<b>11c</b>	<b>UPS DB</b>
	<p>This DB will also be same specification but consist of one SP, two pole incoming breaker and 6, 10 Amps and 3, 15 Amps breakers and one two pole 15 Amps breaker for ATM. With 3x4mm wires till ATM power socket.</p>
<b>12</b>	<b>Telephone System</b>



1	Providing & wiring of each <b>Telephone</b> socket outlet in preinstalled outlet technology boxes, wired with 4 Pair Cat-6 (UTP)Cable, make 3M / PANDUIT USA / Clipsal or <b>equivalent</b> in 25mm dia PVC conduit recessed in slabs, floors, walls, columns or on slab above false ceiling or as required as per site conditions,, complete with all conduit & wiring accessories including RJ-12 IOs & Face Plates. Complete in all respect with suitable size 1.5mm thick sheet steel back box recessed in wall for other than technology box.
2	Providing & fixing 10 Pairs Telephone Tag Block (MDF) enclosed in 1.5mm thick sheet steel box with all fixing accessories and termination ..
<b>13 Networking / Computer data cabling for technology boxes and other.</b>	
1	Providing, laying & testing of <b>Data Cable</b> 4 Pair Cat -6 e, , make 3M / PANDUIT USA/ Clipsal or <b>equivalent</b> in 25 mm dia PVC conduit including Data Outlet (3M make) Face plate (2port) w/o shutter RJ-45 (Panduit USA)K6 Jack fixed, on 1.5 mm thick steel back box complete in all respect and as per darwing. and providing of Fluke Test Report & 3M's 20 Years Certificate (Complete as per Client's requirement ). This work also includes tagging / numbering at both end.
2	Supply of machine made 3M Cat-6 Patch Cable (1m) with both end connectors
3	Supply of machine made 3M Cat-6 Drop Cable (3m) with both end connectors
4	Providing / Fixing termination of 15 U, standard Data Cabinet. With 24 ports 3M patch panel,
5	Providing of 15 A, power points for Photostat machine and Fridge.
6	Providing of 5A, power point with universal socket, for Time Attendance machine and also its cat-6 data cables from bank's network switch to time attendance machine, with Rj-45 jacks at both ends.
<b>14 Earthing</b>	
1	Providing, installation, commissioning and testing of one earthing pits (40 to 50 ft deep or up to water level ), back filling, ramming etc. complete with copper earth electrode 25mm dia and 1.5 meter long, as indicated in specification and drawings. 16 mm copper wire from electrode to ECP and to all DBs. Complete with cable clamps 38mm dia G.I. pipe till electrod from ECP, with "T", plug, for water refilling, and all accessories as per drawings. Each earth pit is to be provided with a concrete manhole 300 x 300 x 450(mm) deep with 225mm thick wall including cement mortar, internal plaster 1:4, with heavy duty C.I. cover including test clamp. Complete in all respect. Earthing bores shall be made at 6 to 8 feet away from foundation and distance between earth pits shall not be less than 10 feet. Further connection of earth pit to all DBs with proper earth wire. In case where earth bore is not possible, due to hilly area, copper plate earth , having size 2'X2'X1/4", with two 10 SWG 16 mm copper wires, tight on plates with brass nut / bolt, plate buried in 6 to 8 feet deep in earth will be provided with UPVC pipe for water refilling fro ground level till earth plate.
<b>AIRCONDITIONING / HVAC WORKS :</b>	

S. No	DESCRIPTION
15	Installation of Bank’s Supplied Split ACs, the job also includes supply & installation of required dia copper piping USA or equivalent with installation & testing complete in all respects; including control wiring from outdoor unit to indoor with 4 x 4 mm. sq. + 1 x 4 mm. sq ECC wire drawn in PVC 'D' class conduit clipped to wall or ceiling (wiring make Pakistan Cable, AGE or Pioneer or equivalent) & Ms angle. The return and supply copper tubing to be sized as per manufacturer's recommendation and to be drawn in separate Aero flex insulators or equivalent.
16 a	Provide & fix UPVC, 1-1/4” dia and 1” dia pipe, Beta or popular, for AC drain system, (medium) conforming to BSS 1307 of 1957, along with GI fittings such as tees, elbows, unions, reducers, sockets, Teflon tape for jointing, hangers, supports, sleeves, including testing and commissioning and insulation with Aero flex insulation.
17	<b>Sign Board Wiring</b> -3X4mm sq, wires (P+N+E) from breaker of main DB to Timer Box and from there to outside of branch, at sign board’ location.
<p><b>CERTIFICATION / DRAWINGS</b></p> <p>Following certification will be provided by the contractor, after completion of work/  1, Earth Pits Test Report ( Pit will be prepared in front of bank’s representative)  2, Photos of steel of strong room, before casting required.  3, Electrical, networking as built drawing  4, Networking points test report with nod number  5, Exact Internal measurement sheet of area.</p> <p><b><u>Special Site requirements</u></b>  Provision for Emergency Exit to be made.</p> <p>NOTE</p> <ul style="list-style-type: none"> <li>• It is a tentative planning. The contractor will construct the branch, keeping in view location of pillars, availability of drainage line, etc.</li> <li>• Paint or wooden works at newly plastered R.C.C/brick walls will only be executed once they are completely dried &amp; have no dampness at all.</li> <li>• Window opening will be closed by Brick masonry</li> <li>• Final Planning will be handed over after completion of owner works. However all bank’s requirement will be included.</li> </ul>	

## 4 FINANCIAL PROPOSAL

### PRICE SCHEDULE

Name of Bidder \_\_\_\_\_

Description	Unit	Rate per sq.ft	*Total Amount
Renovation, Interior, specified outer Works & Construction of DERA ISMAIL KHAN BRANCH (Urban Area)	1500 sq.ft(Approx.) (As per specification mentioned in scope of work)		

*\*This amount will be considered as only the "Bid Offered". Whereas be apprised that the successful bidder will be the one whose "Evaluated Bid" is the lowest. (For further clarification refer Note 10. below)*

**Note**

1. The branch has to be handed over within 45 days of issue date of award letter. In case of delay, a penalty @ 0.15% of total contract amount, for each day of delay will be imposed.
2. The cost must include all applicable taxes, stamp duty (as applicable under Stamp Act 1989) duly stamped on the contract agreement, installation, labor and any other charges.
3. No advance payment will be made, bills will only be processed for necessary payment on receipt of certificate of satisfaction from the Branch Manager/Project Manager.
4. **Calculation of bid security.** 2% of the \*Total Amount will be submitted with the tender document as bid security.
5. In case it is revealed at any stage after the completion of work that the asked specification of the tender have not been met, the amount of that specific item will be fined to the contractor with appropriate action as deemed necessary by the procurement committee.
6. In case of any observation arising in respect of quality of the item, the company will be liable to address it at his own cost, non-compliance of the same will result into initiation of a case against the company for non-commitment or cancellation of tender as will be decided by the Procurement Committee.
7. The per square ft. rate given above by the contractor will be for inside area of the premises. However for any outside premises work, its changes will be covered in premises per square ft. area. No charges for any necessary outside work will be entertained separately.
8. All terms and condition of Agreement (Annexure "H") are part of Tender Document.
9. In case financial bids are the same, the successful bidder will be the one who has acquired more marks in the technical evaluation.
10. Lowest evaluated bid is going to be the criteria for award of contract rather than considering the lowest offered bid, encompassing the lowest whole sum cost which the procuring agency has to pay for the services/items duration the contract period. SPPRA Rule 49 may please be referred. The successful bidder will be the one whose total sum of cost is the lowest. As it is package tender, so no partial lowest cost will be considered for award of any work.
11. Payment will be made as per the scheduled attached as Annexure "K".
12. The successful bidder has to deposit 2% retention money at the time of award of contract and 3% will be withheld at the time of final payment. The total 5% withheld amount on account of retention money/performance security will be released after 6 months of completion of tender assigned job and after due receipt of letter of satisfaction from concerned Branch Manager (performa attached as Annexure "L").
13. During final inspection, a performa (specimen attached as Annexure "L") will be filled by the representative of engineering department where he will award marks going by the quality of job executed in different categories. Any contractor awarded marks below 70 marks will be issued with warning letter and will not be eligible to take part in any future tender.
14. Deviation from specs of Design Book will also be taken as penalty, where the contractor will be asked to provide the material or supplies as per the Book Specification. If the same is not followed within given time, the amount equivalent to the cost of the job will be deducted from the final payment of the contractor and the job will be performed by Bank's own resources, here contractor will also be liable of penalty of 5 marks in marking performa for each deviation committed.

*Signature & Stamp of Bidder* \_\_\_\_\_

## **5 Contract**

### **5.1 Conditions of Contract**

#### **5.1.1 Definitions**

In this contract, the following terms shall be interpreted as indicated:

“Applicable Law” means the Sindh Public Procurement Act 2009 and the Sindh Public Procurement Rules 2010 (Amended 2017).

“Procuring Agency” or “PA” means SNDB Contractor.

“Contract” means the Contract signed by the Parties and all the attached documents listed in its Clause 1 that is General Conditions (GC), and the Special Conditions (SC).

“Contract Price” means the price to be paid for the performance of the Services. “Effective Date” means the date on which this Contract comes into force.

“GC” mean these General Conditions of Contract.

“Government” means the Government of Sindh.

“Currency” means Pak Rupees.

“Member” means any of the entities that make up the joint venture/consortium/association, and “Members” means all these entities.

“Party” means the PA or the Contractor, as the case may be, and “Parties” means both of them.

“Personnel” means persons hired by the Contractor or by any Sub- Contractors and assigned to the performance of the Services or any part thereof.

“SC” means the Special Conditions of Contract by which the GC may be amended or supplemented.

“Services” means the services to be performed by the Contractor pursuant to this Contract, as described in the scope of services.

“In writing” means communicated in written form with proof of receipt.

#### **5.1.2 Law Governing Contract**

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the laws of the Islamic Republic of Pakistan.

#### **5.1.3 Notice**

- Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or

made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the address specified in the SC.

- A Party may change its address for notice hereunder by giving the other Party notice in writing of such change to the address specified in the SC.

#### **5.1.4 Authorized Representative**

Any action required or permitted to be taken, and any document required or permitted to be executed under this Contract by the SNDB or the Supplier may be taken or executed by the officials.

#### **5.1.5 Taxes and Duties**

The Supplier, Sub-Suppliers, and their Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law as specified in the SC, the amount of which is deemed to have been included in the Contract Price.

#### **5.1.6 Effectiveness of Contract**

This Contract shall come into effect on the date the Contract is signed by both Parties. The date the Contract comes into effect is defined as the Effective Date.

#### **5.1.7 Expiration of Contract**

Unless terminated earlier pursuant to Clause GC 5.1.17 hereof, this Contract shall expire at the end of such time period after the Effective Date as specified in the SC.

#### **5.1.8 Modifications or Variations**

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

#### **5.1.9 Force Majeure**

The failure on the part of the parties to perform their obligation under the contract will not be considered a default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

##### **5.1.9.1 No Breach of Contract**

The failure of a Party to fulfil any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

##### **5.1.9.2 Extension of Time**

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

## **5.1.10 Termination**

### **5.1.10.1 Termination by SNDB**

The SNDB may terminate this Contract in case of the occurrence of any of the events specified in paragraphs (a) through (f) of this Clause GC 5.1.10.1. In such an occurrence the SNDB shall give a not less than thirty (30) days' written notice of termination to the Supplier, and sixty (60) days' in the case of the event referred to in (e).

- a. If the Supplier does not remedy the failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the SNDB may have subsequently approved in writing;
- b. If the Supplier becomes insolvent or bankrupt;
- c. If the Supplier, in the judgment of the SNDB has engaged in corrupt or fraudulent practices in competing for or in executing the Contract;
- d. If, as the result of Force Majeure, the Supplier(s) are unable to perform a material portion of the Services for a period of not less than sixty (60) days; and
- e. If the SNDB, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

### **5.1.10.2 Termination by the Supplier**

The Suppliers may terminate this Contract, by not less than thirty (30) days' written notice to the SNDB, such notice to be given after the occurrence of any of the events specified in paragraphs (a) through (c) of this Clause GC 5.1.10.2

- a. If the SNDB fails to pay any money due to the Supplier pursuant to this Contract without Suppliers fault.
- b. If, as the result of Force Majeure, the Supplier is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **5.1.10.3 Payment upon Termination**

Upon termination of this Contract pursuant to Clauses GC 5.1.10.1 or GC 5.1.10.2, the SNDB shall make the following payments to the Supplier:

- a. Payment for Services satisfactorily performed prior to the effective date of termination;
- b. except in the case of termination pursuant to paragraphs (a) through (c), and (f) of Clause GC 5.1.10.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract, including the cost of the return travel of the Personnel and their eligible dependents.

## **5.1.11 Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **5.1.12 Settlement of Disputes**

### **5.1.12.1 Amicable Settlement**

The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Contract and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

### **5.1.12.2 Arbitration**

If the SNDB and the Supplier fail to amicably settle any dispute arising out of or in connection with the Contract within ten (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

### **5.1.13 Data Ownership**

The data in the implemented Computer System shall at all times remain the exclusive property of SNDB. The Supplier is hereby required to transfer all necessary passwords, access codes or other information required for full access to the data to SNDB upon successful commissioning of the Computer System and should not be available to any other party including the employees of the supplier.

## **5.1.14 Obligations of the Supplier**

The Supplier shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Supplier shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the SNDB, and shall at all times support and safeguard the SNDB legitimate interests in any dealings with Sub-Suppliers or third Parties.

### **5.1.14.1 Conflict of Interest**

The Supplier shall hold the SNDB's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

### **5.1.14.2 Confidentiality**

Except with the prior written consent of the SNDB, the Supplier and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Supplier and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

## **5.2 Special Conditions of Contract**

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

### **5.2.1 Performance Security**

The amount of performance security shall be two (2%) percent of the Contract Price

### **5.2.2 Payment**

The payment to be made to the Supplier under this Contract shall be made in accordance with the payment schedule as shall be agreed between SNDB and the Supplier.

### **5.2.3 Price**

Schedule of prices shall be as fixed in the Contract.



**Annexure “A”**

**BID FORM**

Dated: \_\_\_\_\_, 2017

To,

Head of Administration Division  
SINDH BANK LIMITED  
HEAD OFFICE  
Basement-2 Floor, Federation House,  
Abdullah Shah Ghazi Road,  
Sindh Muslim Co-operative Housing Society (SMCH)  
Karachi 75600

Gentleman,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer, in conformity with the said bidding documents for the sum of currency \_\_\_\_\_ [total bid amount in words and figures].

We undertake, if our Bid is accepted, [to provide goods/work/related service], that will be in accordance with the terms defined in the proposal and /or contract.

Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries \_\_\_\_\_.

If our Bid is accepted, we will obtain the Bank Guarantee in a sum equivalent to ten percent (2%) of the Contract Price for the due performance of the Contract, in the form prescribed by SNDB.

We agree to abide by this Bid for a period of ninety (90) days from the date fixed for Bid Opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid and to contract execution if we are awarded the contract, are listed below:

**Name & Address of Agent**

**Amount and Currency**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(If none, State none)**

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_

\_\_\_\_\_

*[Signature]*

*[In the Capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

SPECIMEN

## **Annexure “B”**

### **BID SECURITY FORM**

Whereas [name of the Bidder] has submitted its bid dated [date of submission of bid] for \_\_\_\_\_.

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called “the Bank”), are bound unto SNDB (hereinafter called “the Purchaser”) in the sum of for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_ day of \_\_\_\_ 2017.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraw its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the SNDB during the period of bid validity:
  - a. fails or refuses to execute the Contract, if required; or
  - b. fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

We undertake to pay to the Purchaser up to the above amount upon receipt of its written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity and any demand in respect thereof shall reach the Bank not later than the above date.

*[Signature and Seal of the Bank]*

## **Annexure “C”**

### **PERFORMANCE SECURITY FORM**

To,

Head of Administration Division  
SINDH BANK LIMITED  
HEADOFFICE  
Basement-2 Floor, Federation House,  
Abdullah Shah Ghazi Road,  
Karachi 75600

WHEREAS [name of Supplier] (hereinafter called “Supplier” or “Contractor”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_ 2017 to \_\_\_\_\_ [details of task to be inserted here] (hereinafter called “the Contract”).

AND WHEREAS we have agreed to give the Supplier / Contractor guarantee as required pursuant to the bidding document and the contract:

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

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 2017.

#### **Signature and Seal of the Guarantors**

**Name of Bank**

**Address**

**Date**

## **Annexure “D”**

### **FORM OF CONTRACT**

#### **Declaration of Fees, Commissions and Brokerage etc Payable by the Suppliers of Services Pursuant To Rule 89 Sindh Public Procurement Rules Act, 2010**

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

Without limiting the generality of the foregoing, [the 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 GoP, except that which has been expressly declared pursuant hereto.

[The Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [The 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 right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

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

#### **For and On Behalf Of**

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

**Name:** \_\_\_\_\_

**NIC No:** \_\_\_\_\_

## **Form of Contract Annexure “E”**

This Mutual Non-Disclosure Agreement (“Agreement”) is made and entered into between Sindh Bank Limited, and [Supplier Name], individually referred to as a ‘Party’ and collectively referred to as the ‘Parties’. The Parties wish to exchange Confidential Information (as defined below in Section 2) for the following purpose(s): a) to evaluate whether to enter into a contemplated business transaction; and b) if the Parties enter into an agreement related to such business transaction, to fulfil each Party’s confidentiality obligations to the extent the terms set forth below are incorporated therein (the “Purpose”).

The Parties have entered into this Agreement to protect the confidentiality of information in accordance with the following terms:

1. The Effective Date of this Agreement is \_\_\_\_\_ 2017.
2. In connection with the Purpose, a Party may disclose certain information it considers confidential and/or proprietary (“Confidential Information”) to the other Party including, but not limited to, tangible, intangible, visual, electronic, present, or future information such as:
  - Trade secrets;
  - Financial information, including pricing;
  - Technical information, including research, development, procedures, algorithms, data, designs, and know-how;
  - Business information, including operations, planning, marketing interests, and products;
  - The terms of any agreement entered into between the Parties and the discussions, negotiations and proposals related thereto; and
  - Information acquired during any facilities tours.
3. The Party receiving Confidential Information (a “Recipient”) will only have a duty to protect Confidential Information disclosed to it by the other Party (“Discloser”):
  - If it is clearly and conspicuously marked as “confidential” or with a similar designation;
  - If it is identified by the Discloser as confidential and/or proprietary before, during, or promptly after presentation or communication; or
  - If it is disclosed in a manner in which the Discloser reasonably communicated, or the Recipient should reasonably have understood under the circumstances, including without limitation those described in Section 2 above, that the disclosure should be treated as confidential, whether or not the specific designation "confidential" or any similar designation is used.
4. A Recipient will use the Confidential Information only for the Purpose described above. A Recipient will use the same degree of care, but no less than a reasonable degree of care, as the Recipient uses with respect to its own information of a similar nature to protect the Confidential Information and to prevent:
  - Any use of Confidential Information in violation of this agreement; and/or

- Communication of Confidential Information to any unauthorized third parties. Confidential Information may only be disseminated to employees, directors, agents or third party contractors of Recipient with a need to know and who have first signed an agreement with either of the Parties containing confidentiality provisions substantially similar to those set forth herein.
5. Each Party agrees that it shall not do the following, except with the advanced review and written approval of the other Party:
- Issue or release any articles, advertising, publicity or other matter relating to this Agreement (including the fact that a meeting or discussion has taken place between the Parties) or mentioning or implying the name of the other Party; or
  - Make copies of documents containing Confidential Information.
6. This Agreement imposes no obligation upon a Recipient with respect to Confidential Information that:
- Was known to the Recipient before receipt from the Discloser;
  - Is or becomes publicly available through no fault of the Recipient;
  - Is independently developed by the Recipient without a breach of this Agreement;
  - Is disclosed by the Recipient with the Discloser's prior written approval; or
  - Is required to be disclosed by operation of law, court order or other governmental demand ("Process"); provided that (i) the Recipient shall immediately notify the Discloser of such Process; and (ii) the Recipient shall not produce or disclose Confidential Information in response to the Process unless the Discloser has: (a) requested protection from the legal or governmental authority requiring the Process and such request has been denied, (b) consented in writing to the production or disclosure of the Confidential Information in response to the Process, or (c) taken no action to protect its interest in the Confidential Information within 14 business days after receipt of notice from the Recipient of its obligation to produce or disclose Confidential Information in response to the Process.
7. EACH DISCLOSER WARRANTS THAT IT HAS THE RIGHT TO DISCLOSE ITS CONFIDENTIAL INFORMATION. NO OTHER WARRANTIES ARE MADE. ALL CONFIDENTIAL INFORMATION DISCLOSED HEREUNDER IS PROVIDED "AS IS".
8. Unless the Parties otherwise agree in writing, a Recipient's duty to protect Confidential Information expires [YEARS] from the date of disclosure. A Recipient, upon Discloser's written request, will promptly return all Confidential Information received from the Discloser, together with all copies, or certify in writing that all such Confidential Information and copies thereof have been destroyed. Regardless of whether the Confidential Information is returned or destroyed, the Recipient may retain an archival copy of the Discloser's Confidential Information in the possession of outside counsel of its own choosing for use solely in the event a dispute arises hereunder and only in connection with such dispute.
9. This Agreement imposes no obligation on a Party to exchange Confidential Information, proceed with any business opportunity, or purchase, sell, license and transfer or otherwise make use of any technology, services or products.

10. Each Party acknowledges that damages for improper disclosure of Confidential Information may be irreparable; therefore, the injured Party is entitled to seek equitable relief, including injunction and preliminary injunction, in addition to all other remedies available to it.
11. This Agreement does not create any agency or partnership relationship. This Agreement will not be assignable or transferable by Participant without the prior written consent of the other party.
12. This Agreement may be executed in two or more identical counterparts, each of which shall be deemed to be an original including original signature versions and any version transmitted via facsimile and all of which taken together shall be deemed to constitute the agreement when a duly authorized representative of each party has signed the counterpart.
13. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and supersedes any prior oral or written agreements, and all contemporaneous oral communications. All additions or modifications to this Agreement must be made in writing and must be signed by the Parties. Any failure to enforce a provision of this Agreement shall not constitute a waiver thereof or of any other provision.

*Sindh Bank Limited*

*Company Name:*

*Registered Address:*

*Registered Address:*

*Name:* \_\_\_\_\_

*Name:* \_\_\_\_\_

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

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

*Title:* \_\_\_\_\_

*Title:* \_\_\_\_\_

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

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



## **Annexure “F”**

### **Schedule of Opening & Submission of Bid**

For details refer to notification hoisted on Sindh Bank ([www.sindhbankltd.com](http://www.sindhbankltd.com)) and SPPRA ([www.pprasindh.gov.pk](http://www.pprasindh.gov.pk)) websites on the subject matter.

## ANNEXURE “H”

### CONTRACT AGREEMENT

**THIS AGREEMENT** is entered into at Karachi  
on this the \_\_\_\_ day of \_\_\_\_\_, 2018

#### BETWEEN

**M/S.** \_\_\_\_\_, a sole proprietorship, having its principal place of business at \_\_\_\_\_  
(hereinafter referred to as “Contractor”, which expression shall be deemed to mean and include its  
successors-in-interest and assigns) of the First Part;

#### AND

**SINDH BANK LIMITED**, a banking company incorporated under the laws of Pakistan and having its  
Head office at 3<sup>rd</sup> Floor, Federation House, Abdullah Shah Ghazi Road, Clifton, Karachi-75600, Pakistan.  
(Hereinafter referred to as “THE BANK”, which expression shall be deemed to mean and include its  
successors-in-interest and assigns) of the Second Part.

#### WHEREAS:

“THE BANK” intends to acquire the services of “Contractor” for Renovation, Interior and Electrical  
Work, for its \_\_\_\_\_ and Contractor agrees to provide the following services to the bank, as  
per the tender opened on \_\_\_\_\_.

- i. Renovation, Interior and Electrical work as per detailed BOQ submitted to the Bank.  
Total Price as per Financial / Technical Proposal  
Submitted by **M/s.** \_\_\_\_\_ :**Rs.** \_\_\_\_\_ /-

The terms and conditions are as follows:

#### Terms & Conditions:

All terms and conditions of the tender document will remain part of this agreement.

#### Change / alteration in the original Plan:

- Any change/alteration in the original plan, if required, due to site hindrance or any other reason shall be made after written approval of the Bank. Electricity & Water for renovation activities will be provided free of charge to the Contractor, by the Bank.

#### Payment Schedule:

- a) No advance payment will be made.
- b) First 30% interim Payment will be made to the contractor on confirmation of 35% work by respective Area / Regional Manager of the bank.

- c) Second interim payment of 30% will be made on receiving original invoice from the contractor and confirmation of 70% completion of work by respective Area / Regional Manager of the bank.
- d) Final 35% payment will be release to contractor on receipt of final invoice from the contractor and as per actual measurements by the Bank Engineer during his physical inspection of the completed project.
- e) 05% of the total project amount will be retained by the Bank as “Retention Money” which will be released after 90 days of completion of the project along with receipt of satisfactory letter from the concerned branch. On completion of said period a final inspection will be carried out and the retention amount will only be released addressing of observation and due verification from concerned Branch Manager.

Period of Contract:

- Date of Handing over site \_\_\_\_\_
- Branch Completion date: \_\_\_\_\_

Commencement of Work:

- The job will be commenced from the date of acceptance of Award/Letter by the Contractor.

Penalty:

- The completion period of the awarded work will be 45 days from the date of handing over the site.
- In case of delay in completion, a penalty @ 0.15% of total contract amount, for each day of delay will be imposed.
- The rates quoted by the Contractor will include all works, necessary for establishment of Bank Branch, complete in all respect strictly in accordance with our specifications given in design book. In case of any deviation in design/ specification, without written permission of Bank’s Engineer, the payment of such item will not be paid and the contractor will be liable to replace the objected item as per the design book at his own cost.

Notice:

- Any notice, request or consent required or permitted to be given or made pursuant to this agreement shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent to such Party at the given address.
- A party may change its address for notice by giving a notice to the other Party in writing of such change.

Authorized Representative:

- Any action required or permitted to be taken, and any document required or permitted to be executed under this agreement by the Bank or the Contractor may be taken or executed by the officials.

Taxes and Duties:

- The Contractor and its Personnel shall pay such direct or indirect taxes, duties, fees, and other impositions levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

Termination of Agreement by the Bank:

- If the performance of the Contractor is not satisfactory this agreement can be terminated by the Bank upon giving a 30 days' advance notice in writing to the Contractor. In such event the Contractor shall refund all advance money to the Bank after adjusting the cost of work done by that date.
- If the Contractor becomes insolvent or bankrupt.
- If the Contractor, in the judgment of the Bank has engaged in corrupt or fraudulent practices in competing for or in executing the Agreement.
- If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) days; and
- If the Bank, in its sole discretion and for any reason whatsoever, decided to terminate this Agreement.
- If issued with two warning letter/email by the bank for unsatisfactory current performance to the bidder.

Termination of Agreement by the Contractor:

- The Contractor may terminate this Agreement, by not less than (30) days' written notice to the Bank, if the Bank fails to pay any money due to the Contractor pursuant to this Agreement without Contractors fault.
- If, as the result of Force Majeure, the Contractor is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

Force Majeure:

- The failure on the part of the parties to perform their obligation under the agreement will not be considered as default if such failure is the result of natural calamities, disasters and circumstances beyond the control of the parties.

Extension of Time:

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

Good Faith:

- The Parties undertake to act in good faith with respect to each other's rights under this agreement and to adopt all reasonable measures to ensure the realization of the objectives of this agreement.

Settlement of Disputes:

- The Parties agree that the avoidance or early resolution of disputes is crucial for a smooth execution of the Agreement and the success of the assignment. The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with the Agreement or its interpretation.
- If Parties fail to amicably settle any dispute arising out of or in connection with the Agreement within (10) days of commencement of such informal negotiations, the dispute shall be referred to arbitration of two arbitrators, one to be appointed by each party, in accordance with the Arbitration Act, 1940. Venue of arbitration shall be Karachi, Pakistan and proceedings of arbitration shall be conducted in English.

-

Obligation of the Contractor:

- The Contractor shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. The Contractor shall always act, in respect of any matter relating to this Agreement or to the Services, as faithful advisers to the Bank, and shall at all times support and safeguard the Bank legitimate interests in any dealing with Sub-Suppliers or third Parties.
- If the obligation of warranty period are not met or delayed, the repair etc. requirement on this account will be carried out by the bank & the billed amount will be deducted from the performance security/ upcoming payment due to supplier. Risk & subsequent cost to this effect if any will be liability of the vendor and any subsequent expenses on the equipment will also be borne by the supplier

Conflict of Interest:

- The Contractor shall hold the Bank's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests.

Confidentiality:

- Except with the prior written consent of the Bank, the Contractor and the Personnel shall not at any time communicate to any person or entity and confidential information acquired in the course of the Services, nor shall the Contractor and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services.

SPECIMEN

In witnesses hereunder both the parties have set their hands on the day and year above first mentioned.

Contractor Signature \_\_\_\_\_

**Witness:**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Stamp

Costumer Signature \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

Company Name **Sindh Bank Limited**

Company Name **Sindh Bank Limited**

Address **Federation House, Sindh Bank  
Ltd. Head Office, Karachi**

Address **Federation House, Sindh Bank  
Ltd. Head Office Karachi**

Stamp

**Witness:**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

**Annexure “K”**

**PAYMENT SCHEDULE**

Payment Stages	Payment in terms of percentage	Job to be Completed
1 <sup>st</sup> Running Payment 30%	On completion of 35% job.	1.Site Visit & Demarcation
		2. Demolition/Removal of debris
		3. Block masonry for Bath/kitchen
		4.Strong Room/RCC work
		5.Floor Electric wiring/Bath drainage lines
		6.Plaster work
		7.Roof wiring/piping, circuit wiring
		8.AC piping, drain/False ceiling
		9.Floor tiling
2 <sup>nd</sup> Running Payment 30%	On completion of 70% job.	10.Bath Tiles
		11.Glass doors/Glass partition
		12.Light Fitting / Fixture
		13.Earthling
		14.Elevation Tiles/Shutters / Grills
		15.ATM Door
		16.Internal switch/Sockets
		17.Painting, polishing
		18.Wash rooms/kitchen door
		19.Water / Sewerage connections
3 <sup>rd</sup> Running Payment 35%	On completion of 100% job.	20.DBs/Switches, Bath /Kitchen fittings
		21.Steps / Ramps / Railing
		22.Control wiring
		23.Land scaping /External painting
		24.External painting/internal final painting/final polishing
		25. Pavers/Roof treatment if required
		26.Finalization of all remaining works
		27. Handing over to Bank.

- First running bill, 30% of total awarded cost. (On Completion of block masonry, strong room, piping, plaster, about 35% work)
- 2nd running bill, 30% of the total awarded cost (On completion of wiring, painting, wash rooms, tiles, ceiling frame, about 70% works )
- 3<sup>rd</sup> running payment of 20% of total awarded cost (On completion of final paint, fittings, doors, locks, elevation, 90% work)
- Final payment, 15% of awarded cost. (It will be released on satisfactory physical checking of work and may be vary, in accordance with the actual final verified bill)
- 5% retention money will be retained for a period of 90 days, from actual completion of work. However if vender agreed, their 2% performance security deposited earlier, may be adjusted in retained amount.

## Annexure “L”

### Final Visit Report for New construction / Renovation Works

Name of branch: \_\_\_\_\_

Date \_\_\_\_\_

No	Description	Max Marks	Good	Average	Unsatisfactory	Marks Obtained	Remarks
1	<b>Masonry Work;</b> Plaster finishes, smooth/non cracked surface, Termite Proofing certificate/warranty	3	<input type="checkbox"/>	<input type="checkbox"/>			
2	<b>Floor Tiles:</b> Fixing/bonding, levelling, make/size, grouting	5	<input type="checkbox"/>	<input type="checkbox"/>			
3	<b>Tile Skirting:</b> Cutting, fixing, grouting, bonding	3	<input type="checkbox"/>	<input type="checkbox"/>			
4	<b>Ceramic Tiles:</b> Fixing/bonding, levelling, make/size, grouting	3	<input type="checkbox"/>	<input type="checkbox"/>			
5	<b>False ceiling:</b> Suspension, channel/frame fixing, leveling, colour	5	<input type="checkbox"/>	<input type="checkbox"/>			
6	<b>Column Cladding:</b> Polishing, ply pasting quality, workman ship	3	<input type="checkbox"/>	<input type="checkbox"/>			
7	<b>Kitchen/Full Height Cabinets:</b> Finishing, liping, locks, shelves quality, lock	3	<input type="checkbox"/>	<input type="checkbox"/>			
8	<b>Paint Work:</b> finishing, color, proper filling, spots/stain free, smooth	3	<input type="checkbox"/>	<input type="checkbox"/>			
No	Description	Max Marks	Good	Average	Unsatisfactory	Marks Obtained	Remarks



9	<b>Wooden doors/Frames:</b> Polish, wood/skin/ply quality, solignum treated, hinges/locks/handles quality	3	<input type="checkbox"/>	<input type="checkbox"/>			
10	<b>Glass Doors:</b> Glass, floor machine, stiles, handles, D/locks, edging quality, stoper, opening/shutting hurdles	3	<input type="checkbox"/>	<input type="checkbox"/>			
11	<b>Glass Partition/Front Glazing:</b> glass, edging, top & bottom stiles section quality, fixing, silicon filling between gaps	4	<input type="checkbox"/>	<input type="checkbox"/>			
12	<b>Vertical Window Blinds:</b> Fiber, suspension mechanism, shade, color	3	<input type="checkbox"/>	<input type="checkbox"/>			
13	<b>Security Ms Grill/Door:</b> Ms Bar size, welding joints, finishing, paint, fixing	3	<input type="checkbox"/>	<input type="checkbox"/>			
14	<b>MS Rolling Shutter:</b> Channel, sheet guage, box, mechanism, paint	3	<input type="checkbox"/>	<input type="checkbox"/>			
15	<b>Gurad Post,</b> slit size height, view of main entrance & cash counter, door quality, Fan	3	<input type="checkbox"/>	<input type="checkbox"/>			
<b>No</b>	<b>Description</b>	<b>Max Marks</b>	<b>Good</b>	<b>Average</b>	<b>Unsatisfactory</b>	<b>Marks Obtained</b>	<b>Remarks</b>

16	<b>Front steps/Ramp/pavers.</b> Finishing/nosing/thickness steps, polish, ramp slope making finishing, pavers fixing/quality	4	<input type="checkbox"/>	<input type="checkbox"/>			
17	<b>ATM room</b> paint , socket, AC fixing, telephone fixing, branch side door, glass door, finishing	3	<input type="checkbox"/>	<input type="checkbox"/>			
18	<b>Ajrak tiles</b> at front and <b>glass frosting</b> in whole branch	3	<input type="checkbox"/>	<input type="checkbox"/>			
19	<b>Strong room/Door:</b> installation, R.C.C finishing/dampness	3	<input type="checkbox"/>	<input type="checkbox"/>			
20	<b>Emergency exit door,</b> quality, lock, painting , watch window	3	<input type="checkbox"/>	<input type="checkbox"/>			
21	<b>Commode/WC/flush tank/basin/sink</b> Make, quality, installation, working,	3	<input type="checkbox"/>	<input type="checkbox"/>			
22	<b>Wash room accessories,</b> Muslim shower, taps, tissue holder, mirror, exhaust fan, towel rod, soap dish make/quality/fixing	3	<input type="checkbox"/>	<input type="checkbox"/>			
23	<b>Kitchen sink / fittings,</b> drain, tap, counter marbel/exhaust fan etc	3	<input type="checkbox"/>	<input type="checkbox"/>			
<b>No</b>	<b>Description</b>	<b>Max Marks</b>	<b>Good</b>	<b>Average</b>	<b>Unsatisfactory</b>	<b>Marks Obtained</b>	<b>Remarks</b>

24	<b>Wiring of light, Acs, power, UPS, sign board</b> cable make, conduits, proper fixing with ceiling	<b>5</b>	<input type="checkbox"/>	<input type="checkbox"/>			
25	<b>DBS/Main Cable/breaker</b> make , guage, size, fixing	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>			
26	<b>Acscopper piping,</b> drain , installation, wiring,	3	<input type="checkbox"/>	<input type="checkbox"/>			
27	<b>Lights fixture</b> make, size, installation	3	<input type="checkbox"/>	<input type="checkbox"/>			
28	<b>Data /voice</b> cable, data cabinet, patch panel quality	3	<input type="checkbox"/>	<input type="checkbox"/>			
29	<b>Earthing</b> pit, cable, checking reading	3	<input type="checkbox"/>	<input type="checkbox"/>			
30	<b>Face plates,</b> light button sheet, power/UPS plates, techonlogy box, make quality	<b>4</b>					
	<b><u>Total marks</u></b>	<b><u>100</u></b>				<u>85 - 100</u>	<u>Good</u>
	<b><u>Marks obtained =</u></b>	-				<u>70 - 85</u>	<u>Average</u>
	<b><u>Overall performance</u></b>	-				<u>Bellow 70</u>	<u>Unsatisfactory</u>

**Faraz Ahmed**  
**Civil Engineer**

**Mohammad Saleem**  
**Chief Engineer**

CC: To Contractor