



Tender Fee: Free of Cost

Bidding Document

Tender for Renovation of HBFC Branch Quetta and Supply of Appliances 2022

Bid No. HBFC/HOK/GSD/2022/903



Bid No. HBFC/HOK/GSD/2022/903

April 30, 2022

Invitation for Bids (IFB)

Tender for Renovation of HBFC Branch Quetta and Supply of Appliances 2022

HBFC invites sealed bids from well reputed Firms / Contractors for Tender for Renovation of HBFC Quetta Branch and Supply of Appliance on running rate basis.

| S. No. | Branch |
|--------|--------|
| 1 | Quetta |

Bids will be evaluated separately in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., "Single stage-one envelope procedure". Bidding documents containing detailed list of required works/specifications and Mandatory Criteria etc. can be downloaded Free of Cost from HBFC website i.e., www.hbfc.com.pk This IFB is also available at PPRA website www.ppra.org.pk

Bids prepared in accordance with the instructions in the bidding document must reach at address given below on or before **May 16, 2022 at 11:00 am**. Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit Bid Security amounting to Rs.15,000/- (Rupees Fifty Thousand Only) along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi
Tel: 021-35641739/52

General

1. Scope of Bid

House Building Finance Company Limited (HBFC), Country’s premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrāh-e-Faisal, Karachi, hereinafter called “Company”, invites sealed bids from tax registered eligible bidders for Renovation of HBFC Branches / Office and Supply of Appliance nationwide. The bidding process is open to all bidders who meet the Mandatory Criteria at **Annexure – B**. Detailed BoQ / Financial is attached at **Annexure – A**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

| S. No. | Branch | Approx Area (Sft) |
|--------|--------|-------------------|
| 1 | Quetta | 1000 |

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.

ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.

iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be for Renovation of HBFC Branches / Office and Supply of Appliance nationwide as described **Annexure - A** and the bidder will fill in rates and prices for all items, accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be



adjusted.

Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders previously subject to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Mandatory Criteria and Selection of Bids

The bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single Stage - one envelope procedure. Bids will be evaluated as per the Mandatory Criteria at **Annexure - B**. Bidders must ensure to comply all the fields given in **Annexure - B**. If a bidder is unable to comply in any of the given field, their bid will be disqualified for further processing.

11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format (**Annexure D**) who shall be able to provide information about services rendered by the firm.

12. Bid Security

All bidders are required to submit bid security of an amount Rs.15,000/- with their bids in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

Award Criteria

13. Award Criteria

The Work Order will be awarded on the most advantageous bidder(s) whose bid(s) have been found compliant to the Mandatory Criteria and emerged as financially lowest on rate running basis as per PPRA rules.

14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

15. Payment

Payments will be made by HBFC against the invoice/s raised along with performance/satisfactory certificate by the bidder by following the procedure in vogue.

1. **Fifty Percent (50%)** running payment will be made upon completion of 50% work as per the given scope of work to the satisfaction of HBFC.
2. **Remaining Forty Five Percent (45%)** will be made upon 100% completion of the work to the satisfaction of HBFC.
3. **Five Percent (05%)** payment will be retained as Retention Money which will be released after completion of six months (06) Defect Liability Period which will start from the date of completion certificate rendered by HBFC.
4. Applicable sales tax (GST or any provincial taxes) must be indicated in the Financial Proposal and will be deducted from the invoice(s). Tax breakups must be provided along with the invoices.
5. HBFC reserve the right to reduce any quantity/item during execution.
6. Above payment terms shall be binding on all participating bidders / contractor and shall remain unchanged.
7. Penalty will be imposed on delayed completion at 5% per month or part thereof.
8. All quoted items/ works must be delivered/ completed within sixty (60) calendar days from the date of issuance of Purchase Order without any delay. Failure to comply the timeline will result in invoking of penalty clause.
9. In case of any justifiable delays in delivery of material / items, successful vendor must provide extended timeline with proper justifications on company's letter head for approval from HBFC. In this case, an extension will be provided only once.

16. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

17. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure – E**.

18. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

| Instructions to Bidders (ITB) | |
|--------------------------------------|---|
| S# | Details |
| 1. | Tender for Renovation of HBFC Branch Quetta and Supply of Appliances 2022 Ref No. HBFC/HOK/GSD/2022/903 |
| 2. | <p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Mr. Asad Baber Khan Designation: Manager Procurement – General Services Department (GSD) Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Mr. Munir Ahmed Designation: Manager – Property Management Department (PMD) Email: munir.ahmed@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: 0333-2347253 / 021 35641739</p> |
| 3. | Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process. |
| 4. | All bids will be evaluated in terms of Rule 36 (a) of Public Procurement Rules-2004 i.e., “Single stage-one envelope procedure”. Bidders must ensure to comply with Mandatory Criteria provided in Annexure – B . If a bidder is unable to comply in any of the given field of Mandatory Criteria, their proposal will be rejected for further processing. |
| 5. | The period of Bid validity will be 120 days after opening of the Bids. |
| 6. | All bidders are required to submit bid security of an amount Rs.15,000/- with their bids in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder. |
| 7. | <p>The Company’s address for the purpose of bid submission is:</p> <p style="text-align: center;">Head - General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641739</p> |

| | |
|---|--|
| 8 | <p>The deadline for submission of bids will be May 16, 2022 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi -Pakistan.</p> |
|---|--|

BoQ / Financial

Tender for Renovation of HBFC Branch Quetta and Supply of Appliances 2022

| S. No. | Description | Unit | Qty | Unit Rate |
|--------|---|------|-----|-----------|
| 1 | Providing and carrying out Termite Proofing using "Bifle", "Fipro Kill" or an approved equivalent, as per manufacturer's specifications. The work shall be carried out by an approved specialist Sub-Contractor who will provide 7 years warranty stating that in case of infestation during the period of warranty, he will carry out the remedial work without charge to the employer. | Job | 1 | |
| 2 | 1:4:8 PCC Floor | Cft | 1 | |
| 3 | Construction of Ramp at the entrance: 3' width with SS railing complete in all respect. | Job | 1 | |
| 4 | Supply and Installation of 2' x 2' Porcelain Tiles 'A'-grade Shabbir / Master or equivalent. As per approved colour by HBFC including but not limited to Sub-Base for Levelling, Bonding Agent, Grout etc. | Sft | 1 | |
| 5 | Supply and installation of 4" Skirting of 'A'-grade Shabbir / Master or equivalent as per approved by HBFC | Rft | 1 | |
| 6 | Construction of 5' X 6' x 10' Washroom (including Brick Masonry 4") with Master / Shabbir or equivalent Tiles of approved colour by HBFC up to 7' height with UPVC / PVC Door, Flush Tank, Vanity, W/C Porta or equivalent, Sanitary Fittings Master / Sonex or equivalent, Mirror, Muslim Shower etc. complete in all respects including connectivity with nearby drains for sewerage . All Plumbing Works included with supplies and fittings. | Job | 1 | |
| | OR | | | |
| | Construction of 5' X 6' x10' Washroom (excluding Brick Masonry 4") with Master / Shabbir or equivalent Tiles of approved colour by HBFC up to 7' height with UPVC / PVC Door, Flush Tank, Vanity, W/C Porta or equivalent, Sanitary Fittings Master / Sonex or equivalent, Mirror, Muslim Shower etc. complete in all respects including connectivity with nearby drains for sewerage . All Plumbing Works included with supplies and fittings. | Job | 1 | |
| 7 | Kitchenette with Counter 5' with Sink (Heavy Gauge) and all accessories. 4' x 2' Small Cabinet over the Counter for Crockery / Accessories with Floor Tiles and Wall Tiles (Shabbir / Master) up to 6' height approved by HBFC. PVC door and accessories and Drainage System connecting to main drains. Water Mixer and Fitting of Master / Sonex or equivalent and closure of area below sink and Counter Slab using Lamination Sheet with movable pans. All Plumbing Works included with supplies / fittings and connection with nearby sewerage system / drains. | Job | 1 | |
| 8 | Block / Brick Masonry Works | | | |
| 9 | Providing & Laying Block / Brick Masonry Walls including racking of joints with 1:4 Cement Sand Mortar, complete in all respects 4" thick Brick Masonry (First Class Bricks) | Sft | 1 | |
| 10 | Providing & Laying Block / Brick Masonry Walls including racking of joints with 1:4 Cement Sand Mortar, complete in all respects 9" thick Brick Masonry (First Class Bricks) | Sft | 1 | |

| | | | | |
|----|---|----------|---|--|
| 11 | Plaster Works | | | |
| 12 | Providing & laying 1/2" to 3/4" thick Cement Sand Plaster best quality locally available (Internal / External) with 1:4 Cement Sand Mortar on Walls, Columns, Beams, using best quality, smooth Trowel Finish complete in all respect. (This includes all the Base Plaster require for making diagonal and alignment for the Existing Walls) | Sft | 1 | |
| 13 | Pavements (Tuff Pavers) | | | |
| 14 | Providing & fixing 60 mm thick Envicrete / Banu Mukhtar or Equivalent Pavers over 3" thick Compacted Sand Cushion Bed including Leveling Dressing complete in all respect as per Bank's Engineer. Strength 2500 psi | Sft | 1 | |
| 15 | Providing and applying, 3 coats of Berger / ICI / Nippon or equivalent Matt Finish of approved colour, shade and manufacturer, at any Floor & at any Height / Ceiling over one coat of primer and making smooth and even surface by applying Base Wall Putty of approved manufacturer. Filling as per requirement to surface of walls, complete in all respects as specified and as approved by HBFC | Sft | 1 | |
| 16 | False Ceiling 2'x 2' panels Gypsum plain, Aluminum Frame / Channels with Groove Supply and Installation complete in all respects. | Sft | 1 | |
| 17 | Providing and Fabrication in position Full Height Cabinets 16" Deep and Height 6' or as per site requirements and Vertical Partitions of 18" or less as per site requirements using 4030 Al Noor MDF Lamination or equivalent 3/4" thick Laminated Board Boxing with 3/4" thick Finished Leaves, with PVC Lipping all around. All Fittings i.e. Screws, Bolts, Piano Hinges, Catchers, Hydraulic Locks, Handles and all other accessories are part of the job complete in all respects. | Sft | 1 | |
| 18 | 12 MM Glass Door (Main Entrance 5'x 7') | | | |
| 19 | Providing and Fixing 12 mm thick Clear Glass Doors with Floor Mounted Imported Door Closer of approved quality, and Top Pivot, including fixing 2 mm thick Aluminum D48 H Section (Pakistan Cables or Chawla Brand Series) Silver or Silver Colour + New Star, Khase, King, GCC (Range 8000/-With One Year Replacement Warranty from Contractor.) Floor Machine at Bottom, with Gasket, best quality Stainless Steel Door Handles 18" long, Locks, Flat Edging and Polish of Exposed Edges, complete in all respects. | Sft | 1 | |
| 20 | 12 MM Tempered Glass Partitions (Branch Manager Room + Front + Customer Area) fixing with all accessories | Sft | 1 | |
| 21 | Frost Paper on Glass | Sft | 1 | |
| 22 | Notice Board 4'x 3' | Lump Sum | 1 | |
| | Computer Networking System | | | |
| 23 | Providing, Laying & Testing of Data Cable Cat-6 in 25 mm dia PVC Conduit including Data Outlet Socket fixed on 1.5 mm thick Steel Coloured Orange Back Box complete in all respect (3M or equivalent) | No. | 1 | |

| | | | | |
|-------------------------|--|----------|---|--|
| 24 | Providing & Fixing 30 Ports Patch Panel with 12 U Rack for Computer Data Networking System with all Fixing & Mounting Accessories of Same Brand, Exhaust Fan etc. required 40 Patch Cables for Switch to Patch Panel. (3M or equivalent) | No. | 1 | |
| 25 | Providing & Fixing of Computer Junction Box 12" x 12" x 3" Powder Coated, 16 SWG Sheet Steel Box | No. | 1 | |
| Telephone System | | | | |
| 26 | Providing & installation of Telephone socket outlet (for Phone and Intercom) (Schneider or equivalent) with Cat-6, Telephone Cable in 25 mm dia PVC Conduit and Sheet Steel Back Box with Brass Earth Terminal, concealed / surface including all its accessories, including Installation & Termination of twisted 20 pair 0.6 mm Telephone Shielded Cable with Earth Conductor. | No. | 1 | |
| 27 | Supply, Installation and Connection of Telephone Junction Boxes (TJBs) fabricated in 16 SWG Sheet Steel Housing with Openable Hinged Cover, with Brass Earth Terminal with accessories, fixing arrangements etc. with 30 pair Tag Block as per Specifications and Drawings, complete in all respect (3M or equivalent Full Gauge) Fake & Sub-Standard Cable should be rejected. | No. | 1 | |
| CCTV System | | | | |
| 28 | Providing and Installation CCTV Camera 5 Mega Pixel with 1 DVR (2 TB Storage Capacity), LED Monitor 32" (Samsung) and all other accessories of Cameras, Vandal Resistant, Infrared Capability, Remote Video Monitoring, 180 Degree Field View, complete Indoor Outdoor IP System, complete in all respect including Cable and Conduits from DVR / LED to each Camera. | No. | 1 | |
| 29 | Power 3 Circuits Wiring for CCTV Power from DB-UPS to each Camera in looping arrangement using 3 x 1.5 sq mm Single Core PVC Insulated Wires in appropriate size of PVC Conduit. Complete in all respects. | No. | 1 | |
| Electrification | | | | |
| 30 | Providing, Fixing & Connecting of CLIPSAL / Philips or equivalent make 15 Amps, 5 Pin Universal Switch Socket Outlet complete with appropriate size 1.5 mm thick Sheet Steel Colour Orange Back Box recessed in Wall. Complete with all Conduit, Cables (Pakistan / Pioneer) & Wiring Accessories etc. | No. | 1 | |
| 31 | Providing & Wiring of 5 Amps 5 Pin Universal Power Socket Outlet (Clipsal / Philips or equivalent) Wired with 3 x 2.5 mm ² PVC Insulated Cable (Pakistan / Pioneer) in 25 mm dia PVC Conduit or PVC Duct recessed in Wall / Floor, complete with all Conduit & Wiring Accessories for Workstations / Desks, UPS, IT etc. | No. | 1 | |
| 32 | Providing, Installing & Wiring for (Three Phase) Split Unit or Floor Mounted type from Distribution Board to respective Switches or Split Unit with 2 x 6 mm ² + 1 x 4 mm ² S/C PVC Cable in 25 mm dia Conduit, complete with all accessories including termination with Clipsal / Philips Socket and Pakistan / Pioneer Cable | No. | 1 | |
| 33 | 3 x 10 sq mm PVC / PVC + ECC, 1 x 10 sq mm from MDB to Industrial Sockets for UPS input & Industrial Socket UPS to UPS DB (Industrial sockets are included in fixing) | Rft | 1 | |
| 34 | Providing and Fixing Distribution Board 18 Gauge with Powder Coating 2'x 3' Size Board as approved by HBFC with below configuration tentative may vary as per site requirements. | Lump Sum | 1 | |
| | MCB 4P/63 Amps - 01 Nos | | | |

| | | | | |
|----|--|-----|---|--|
| | CB 2P/25 Amps - 06 Nos | | | |
| | CB 2p/20 Amps - 02 Nos | | | |
| | CB 2P/10 Amps - 05 Nos | | | |
| | CB 2P/5 Amps - 05 Nos | | | |
| | CB 1P/5 Amps - 06 Nos | | | |
| | Selector Switch 4 Way - 03 Nos | | | |
| | Phase Indicator LED - 03 Nos | | | |
| | Volt Meter Digital - 3 Phase Wise | | | |
| 35 | Meter to DB connection using 25mm 4 core Pakistan cable | Rft | 1 | |
| 36 | Supply and Installation of Philips LED Downlight DN027B LED15 / CW D175 RD 7" 18W including all Cabling (Pakistan / Pioneer or equivalent), Conduits, Power Sockets (Clipsal / Philips or equivalent) | No. | 1 | |
| 37 | Socket for Generator Connection with Power Cable (16 mm 4-Core) and all accessories and linking it with Existing Power System excluding A/Cs | Rft | 1 | |
| 38 | Supply and Installation of Exhaust Fans for Washroom / Kitchenette 12" dia Pak / GFC / Royal or equivalent complete in all respects. | No. | 1 | |
| 39 | Planters with Indoor Plants of Minimum 3' Height from Top of Planter as per Approved Colour and Design by HBFC | No. | 1 | |
| | A/Cs | | | |
| 40 | Providing and Installation of Air Conditioners Inverter Technology Golden Fin Condenser Intelligent Defrosting LED Control Low Voltage Five Years compressor and One year Parts and Service Warranty Orient/Dawlance/PEL including all related & allied works complete in all respect. | | | |
| a. | 2.0 Ton (24000 BTU) Floor Mounted | No. | 1 | |
| b. | 1.5 Ton (18,000 BTU) Split | No. | 1 | |
| c. | 1.0 Ton (12,000 BTU) | No. | 1 | |
| 41 | Supply and Installation of Refrigerant Piping 22 SWG for (Muller USA or equivalent) Wall Mounted and Ceiling Cassette Type ACs with Expanded Rubber Foam Insulation Protected with Gray Tape, Gas Charging if required. Control Wiring for Reversible or Cool Only Units with the provision of Inside or Outside Power Supply PVC Insulated Copper Cable in PVC Conduit (Make: Pakistan cable or Equivalent complete in all respect. 1.0/0.75 TR | Rft | 1 | |
| 42 | Supply and installation of UPVC (3/4" and 1") Pipe for drain including cutting of CC Floor, Wall, Slab and filling by cement plaster complete in all respect. | Rft | 1 | |
| 43 | Supply & Installation of Wall Mounted / Floor Standing Angle Iron Frames Set 8 mm x 40 mm duly galvanized and painted for placing of Exhaust Air Fans. Details to be approved by Consultant prior to Installation. | No. | 1 | |
| 44 | Providing & Installation of Pedestal Fans Low Noise. (Younas / Pak Fan/ GFC or equivalent) | No. | 1 | |
| 45 | Bug Zapper Supply and Installations at appropriate place | No. | 1 | |
| 46 | Microwave Owen Dawlance / Orient or equivalent | No. | 1 | |
| 47 | Refrigerator 10 cft Dawlance / PEL / Orient or equivalent | No. | 1 | |

| | | | | |
|----|---|-----|---|--|
| 48 | Water dispenser Orient/PEL/Dawlance | No. | 1 | |
| 49 | Supply and Installation of Generator 5KVA Honda or equivalent | No. | 1 | |

Note:

1. Bidder, whose unit rates emerges on over all lowest will be awarded the Work Order for the project.
2. Rates must be quoted on unit/measure basis. Project total amount will be determined after final site visit and verification of the quantity jointly with the successful bidder and HBFC team. Final quantity then be calculated on above cited unit rates and the work order will be awarded.
3. Supply, Transportation and Fixing of the required material will be made by the successful bidder in accordance with the time schedule prescribed by HBFC in the Purchase Order which will be awarded to the successful bidder.
4. HBFC reserve the right to change the quantities before the award of contract.
5. All quoted rates should be inclusive of all applicable taxes either applicable Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
6. Bidder shall not claim or charge transportation, loading / unloading, labor or any other charges related to or in the name of logistics, accidents, insurance, freight, etc.
7. The quoted rates once offered by the bidder will not be changed during the contract period.
8. Successful supplier shall submit the invoices / bills after completion of assignment showing branch wise tax break-up, accordingly.

**Mandatory Criteria
Tender for Renovation of HBFC Branch Quetta and Supply of Appliances 2022**

| S. No. | Criteria | Compliance | | Evidence Provided | | Attach Evidences as Under |
|--------|---|------------|----|-------------------|-----|---------------------------|
| | | Yes | No | Yes | No. | |
| 1. | Contractor must be a registered Tax Payer and must appear on the Active Taxpayer List. | | | | | Appendix - A |
| 2. | Contractor must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any organization | | | | | Appendix - B |
| 3. | PEC Registration as contractor C6 or above | | | | | Appendix - C |

Note:

- i. Bids will be evaluated in terms of Rule 36 (a) of PPRA Rules. i.e., Single Stage - one Envelope procedure.
- ii. Bidder must ensure to comply all the fields given here above of Mandatory Criteria.
- iii. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- iv. Bidders must place their provided evidences as Appendix (clearly marked).
- v. Purchase Order will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid.
- vi. During the evaluation no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- vii. The bid security of bids of unsuccessful bidders will be returned once the Purchase Order is awarded to the successful bidder.

Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre,
Shahrah-e-Faisal, Karachi

Tender for Renovation of HBFC Branch Quetta and Supply of Appliances 2022

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Mandatory Criteria at Annexure - B and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 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.

If the Bid is accepted then 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.

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

Dated this _____ day of _____ 2022

[Seal & signature] [In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Client References

Tender for Renovation of HBFC Branch Quetta and Supply of Appliances 2022

| Reference One (1) | |
|----------------------------|--|
| Client Name | |
| Contact Person with email | |
| Address and Contact Number | |
| Industry | |
| Any Comments | |
| Reference Two (2) | |
| Client Name | |
| Contact Person with email | |
| Address and Contact Number | |
| Industry | |
| Any Comments | |

Integrity Pact

Tender for Renovation of HBFC Branch Quetta and Supply of Appliances 2022

[Bidder Name] 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, [Bidder Name] 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.

[Bidder Name] 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. [Bidder Name] 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, [Bidder Name] 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 Bidder] 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: _____

Non-Disclosure Agreement

Tender for Renovation of HBFC Branch Quetta and Supply of Appliances 2022

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as “RECIPIENT”) and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above-mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of “Authorized Representative”)

(Signature of HBFC Authorized Official)

