



Tender Fee: Free of Cost

## **Bidding Document**

**for**

**Tender for Misc. Electrical Works in HBFC Head Office**

**Bid No. HBFC/HOK/GSD/2023/02**

<b>Date of Issue:</b>	February 08, 2023
<b>Last Date of Submission:</b>	March 15, 2023 on or before 11:00 am
<b>Proposal Opening Date:</b>	March 15, 2023 at 11:30 am



Bid No. HBFC/HOK/GSD/2023/02

February 08, 2023

**Invitation for Bids (IFB)**

**Tender for Misc. Electrical Works in HBFC Head Office**

HBFC invites sealed bids from well reputed Firms / Contractors for Misc. Electrical Works in HBFC Head Office, Karachi.

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 BoQ / Scope of Work and mandatory criteria etc. can be downloaded Free of Cost from HBFC website i.e., [www.hbfc.com.pk](http://www.hbfc.com.pk) This IFB is also available at PPRA website [www.ppra.org.pk](http://www.ppra.org.pk)

Bids prepared in accordance with the instructions in the bidding documents must reach at address given below on or before **March 15, 2023 at 11:00 am**. Technical 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 02% Bid Security 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: 021-35641752/39

## General

### 1. Scope of Bid

House Building Finance Company Limited (HBFC) invites sealed bids from tax registered eligible bidders for Misc. Electrical Works in HBFC Head Office, Karachi. The bidding process is open to all bidders who meet the Mandatory Criteria at **Annexure – A**.

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

### 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 Misc. Electrical Works in HBFC Head Office, Karachi as described in Financial Proposal 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 - A**. Bidders must ensure to comply all the fields given in **Annexure - A**. 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 C**) who shall be able to provide information about services rendered by the firm.

### 12. Bid Security

All bidders are required to submit 02% Bid Security along with their bid in shape of Pay Order / Demand Draft 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.

### 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. **Ninety Five Percent (95%)** will be made upon 100% completion of the work to the satisfaction of HBFC and Electrical Consultant.
2. **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.
3. 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.
4. HBFC reserve the right to reduce any quantity/item during execution.
5. Above payment terms shall be binding on all participating bidders / contractor and shall remain unchanged.
6. Penalty will be imposed on delayed completion at 5% per month or part thereof unless justified before hand.
7. 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.
8. 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 - D**.

## 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.

<b>Instructions to Bidders (ITB)</b>	
<b>S#</b>	<b>Details</b>
1.	<b>Tender for Misc. Electrical Works in HBFC Head Office</b> Ref No. HBFC/HOK/GSD/2023/02
2.	<p><b><u>Contact Information and Communication</u></b> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Ms. Asad Baber Khan Designation: Manager Procurement Email: <a href="mailto:asad.baber@hbfc.com.pk">asad.baber@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><b><u>Technical Contact:</u></b> Name: Mr. Munir Ahmed Designation: Manager – Property Management Department (PMD) Email: <a href="mailto:munir.ahmed@hbfc.com.pk">munir.ahmed@hbfc.com.pk</a> Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance &amp; 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 <b>Annexure – A</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 02% bid security 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;"><b>Head - General Services Department,</b> House Building Finance Company Limited, 3<sup>rd</sup> 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 March 15, 2023 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, 3<sup>rd</sup>. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.</p>

**Mandatory Criteria****Tender for Misc. Electrical Works in HBFC Head Office**

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.					<b>Appendix - A</b>
2.	Contractor must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any organization					<b>Appendix - B</b>
3.	PEC Registration as contractor C6 or above					<b>Appendix - C</b>

**Note:**

- i. Bids will be evaluated in terms of Rule 36 (b) of PPRA Rules. i.e., Single Stage - two 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,  
3<sup>rd</sup> Floor, Finance & Trade Centre,  
Shahrah-e-Faisal, Karachi

**Tender for Misc. Electrical Works in HBFC Head Office**

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 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.

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 \_\_\_\_\_ 2023

\_\_\_\_\_  
[Seal & signature]      [In the capacity of]  
Duly authorized to sign Bid for and on behalf of \_\_\_\_\_







Client References

**Tender for Misc. Electrical Works in HBFC Head Office**

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 Misc. Electrical Works in HBFC Head Office**

[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 Misc. Electrical Works in HBFC Head Office**

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)



## **Financial Proposal**

**Tender for Misc. Electrical Works in HBFC Head Office**

**Bid No. HBFC/HOK/GSD/2023/02**

## Financial Proposal

### Tender for Misc. Electrical Works in HBFC Head Office

**Part-1: Block-'B', Third Floor**

Notes:

1. The List of Items / Works Listed in this Document are to be completed in all respects with Supply & Installation of all accessories.
2. All the works shall take place in close liaison with HBFC / Consultant.
3. All existing material dismantled under this scope shall be properly handed over to HBFC
4. Before commencement of work, Contractor is required to verify the existing Single Line Diagram on site.
5. Drawing can be obtained from HBFC Head Office in visiting hours i.e., from 09:00am to 5:30pm Monday to Friday from the date of issuance of this tender till the last date of submission.

S. No.	Item	Quantity	Unit	Unit Rate	Amount
<b>A : Drawings</b>					
1	Preparing Dimensional Shop Drawings (Layout Plan) on AutoCAD of the premises showing the Electrical Works / Items covered under the scope. The Drawings shall be prepared and submitted to Consultant for approval before the commencement of execution of works.	1	Job		
2	Preparing As-Built Drawings on AutoCAD, submission of Check Prints of A3 Size and Two (02) Sets of Final Prints along with Soft copies on Computer CDs of the Approved As-Built Drawings.	1	Job		
<b>Sub-Total - A:</b>					
<b>B : Lighting Fixtures &amp; Wiring</b>					
1	Wiring of Light Points with 3 x 2.5 sq. mm. 1-C PVC Insulated Cables in 20 mm dia or bigger PVC Conduit run above False Ceiling or in Existing Conduits concealed in Wall, complete in all respects with connections. The Conduits must be installed on or supported with RCC Ceiling. Flexible Conduit shall be provided b/w Junction / Terminal Box and Light Fixture. (Covered Area is 13,898 sq. ft.)	455	Nos.		
2	Disconnection and dismantling of Existing Wiring of Lights along with the allied raceways. The Work shall take place only after the Installation of New Wiring System.	1	Job		
3	Replacement of Existing Damaged Light Fixtures with New Fixtures. Work includes Supply, Installation and Testing of following Light Fixtures (Fixture Type and Lamp Colour to be same as Existing). Work also includes dismantling of Existing Light Fixtures. The Recessed Type Fixtures shall be independently supported with RCC Ceiling using Steel Wires.				
3.1	Recessed Down Light with 18 W LED Lamp				

a.	Office - MD Secretary	1	No.		
b.	Hall 1	4	No.		
3.2	Recessed Down Light with 10 W LED Lamp				
a.	Hall 1	1	No.		
3.3	Recessed Down Light with 18 W PLC Lamp				
a.	Offices	12	No.		
b.	Hall 2	9	No.		
c.	Hall 3	8	No.		
d.	NOC Room	7	No.		
e.	IT Hardware Room	5	No.		
f.	Dining Room	4	No.		
g.	Reception	3	No.		
h.	Corridor	32	No.		
3.4	Recessed, 2' x 2' Louvred Light Fixtures with 03 Fluorescent Tubes				
a.	Hall 1	4	No.		
3.5	Recessed, 1' x 4' Louvred Light Fixtures with 02 Fluorescent Tubes				
a.	Hall 2	2	No.		
b.	Corridor	3	No.		
3.6	4' Long Fluorescent Fixture				
a.	Hall 1	2	No.		
b.	Hall 3	1	No.		
4	Dismantling of following Existing Light Fixtures before removal of False Ceiling and Re-Installation after Fixing of New Ceiling. The Recessed Type Fixtures shall be independently supported with RCC Ceiling using Steel Wires.				
a.	Recessed Down Light with 18 W LED Lamp	97	No.		
b.	Recessed Down Light with 10 W LED Lamp	10	No.		
c.	Recessed Down Light with 18 W PLC Lamp	177	No.		
d.	Recessed, 2' x 2' Louvred Light Fixtures with 03 Fluorescent Tubes	4	No.		
e.	Recessed, 1' x 4' Louvred Light Fixtures with 02 Fluorescent Tubes	20	No.		
f.	Recessed, 1' x 4' LED Panel	2	No.		
g.	4' Long Fluorescent Fixture	37	No.		
				Sub-Total - B:	
<b>C : Miscellaneous Refurbishment Works</b>					
1	W-01: Replacement of Broken Socket Outlet: Supply and Installation of 13A, Simple Universal Switch Socket Outlet on Existing Back Box. Work also includes connections and dismantling of Existing Plate.				
a.	Office - MD Secretary	1	No.		
b.	Hall 2	2	No.		
c.	Meeting Room	2	No.		

d.	Interview Room	1	No.		
e.	Treasury Dealing Room	1	No.		
f.	Kitchen	1	No.		
2	W-02: Provision of PVC Duct for Small Power / Lighting Wiring. Supply and Installation of PVC Trunking. Work also includes dismantling of Existing Wiring and re-laying / connection after installation of trunking.	50	Meter		
3	W-03: Replacement of broken PVC Duct. Socket Outlet: Work includes Supply and Installation of PVC Trunking. Work also includes dismantling of Existing Wiring and re-laying / connection after installation of trunking.	50	Meter		
4	W-04: Removal of unused loose small Wiring Cables from entire premises including spaces above False Ceiling.	1	Job		
5	W-05: Provision of New Cables for Small Power Wiring in PVC Duct. wiring of Newly Installed General Power Outlets from DB or Nearest Outlet with 2 x 2.5 sq. mm. + 1 x 2.5 sq. mm. 1-C PVC Insulated Cables in 25 x 3 mm or bigger PVC Trunking Installed on surface.	104	Nos.		
6	W-06: Replacement of Extension Boards with Outlets: Supply and Installation of 13A 3 Pin Simplex Universal Switch Socket Outlet including Surface Mounted PVC Back Box.				
a.	Offices	54	No.		
b.	Hall 1	10	No.		
c.	Hall 2	5	No.		
d.	Hall 3	4	No.		
e.	Reception	2	No.		
f.	Board Room	3	No.		
g.	Meeting Room	8	No.		
h.	Interview Room	3	No.		
i.	IT Hardware Room	9	No.		
j.	Dining Room	6	No.		
7	W-07: Replacement of 2-Pin Outlets with Universal Outlets: Supply and Installation of 13A, Simple Universal Switch Socket Outlet on Existing Back Box. Work also include connections and dismantling of Existing Plate.	20	No.		
8	W-08: Provision of 3-Pin, 16A Plug: Supply and Installation of 3-Pin, 16A Plug in Existing Small wiring Cable for connection with the Socket Outlet.	10	No.		
9	W-09: Removal of Tape Joints: Removal of Taped Joints / Covering in Small Wiring and Replacement with 15A Connectors of Wago (or equivalent approved) make to eliminate Taped	50	No.		

	Joints in Wiring.				
10	W-10: Provision of Flexible PVC Conduit for Existing Small Power Wiring: Supply and Installation of Flexible PVC Conduit of following sizes. Work also includes dismantling of Existing Wiring and re-laying / connection after installation of conduit.				
a.	25 mm dia	20	Metre		
b.	32 mm dia	20	Metre		
c.	38 mm dia	20	Metre		
d.	50 mm dia	20	Metre		
11	W-11: Removal of Small Wiring Cables with signof overheating or Black Soot and replacement of Existing Wiring and Re-laying / Connection after Installation of Conduit.				
a.	2.5 sq. mm.	20	Metre		
b.	4.0 sq. mm.	20	Metre		
c.	6.0 sq. mm.	20	Metre		
12	W-12: Replacement of Existing Substandard Connectors with 15A Connectors of Wago (or equivalent approved) make.	20	Metre		
13	W-13: Replacement of Broken and Discontinuous Flexible PVC Conduits. Supply and Installation of Flexible PVC Conduit of following sizes. Work also includes Dismantling of Existing Cables / Wiring and re-laying / connection after Installation of Conduit. Removal of Existing Conduit is also required.				
a.	25 mm dia	20	Metre		
b.	32 mm dia	20	Metre		
c.	38 mm dia	20	Metre		
d.	50 mm dia	20	Metre		
14	W-14: Providing firm termination of the Flexible Conduits at the Equipment / Switchboard / Terminal Box, etc.	20	Job		
15	W-15: Replacement of Junction Box (With Cover) of Metallic Conduit. Supply and Installation of Junction Box. Work also includes Removal and Repulling of Existing Wiring outside Flexible / Solid Conduit.	10	Job		
16	W-16: Redressing of Small Power / Lighting Wiring after removing Excess Wiring outside the Flexible / Solid Conduit.	10	Nos.		
17	W-17: Provision of PVC Cable Ties with Loose Wiring.	10	Nos.		
18	W-18: Provision of Rigid PVC Cleats for supporting Small Power / Lighting Wiring.	30	Nos.		



19	Replacement of Existing Damaged Switch Plates with new. Work includes Supply and Installation of 10A, 220V Switch Plates on Existing Back Boxes. Work also include removal of Existing Switch Plates.				
a.	Five Gang (Hall 1)	1	No.		
Sub-Total - C:					
<b>D : Distribution Boards</b>					
1	Refurbishment of following Distribution Boards. Work also includes Tightening of Loose Connections, Circuit Tagging of all Incomings and Outgoings and making of DB Directory and providing the same in Soft Copy.				
a.	SMDB-N	1	Job		
b.	SMDB-E	1	Job		
c.	DB-UPS	1	Job		
d.	MDB-SR	1	Job		
e.	Main Power & UPS DB	1	Job		
f.	LDB-SR-1	1	Job		
g.	LDB-SR-2	1	Job		
h.	UPS-DB1	1	Job		
2	Load Balancing on Each Distribution Board under Full Load Conditions. The Final Results shall be duly recorded and got counter signed by Consultant's Representative.	8	Job		
Sub-Total - D:					
Total Cost of Block-'B' Electrical Works (Inclusive of all Taxes):					

**Part-2: Block-'C', Third Floor**

Notes:

1. The List of Items / Works Listed in this Document are to be completed in all respects with Supply & Installation of all accessories.
2. All the works shall take place in close liaison with HBFC / Consultant.
3. All existing material dismantled under this scope shall be properly handed over to HBFC
4. Before commencement of work, Contractor is required to verify the existing Single Line Diagram on site.
5. Drawing can be obtained from HBFC Head Office in visiting hours i.e., from 09:00am to 5:30pm Monday to Friday from the date of issuance of this tender till the last date of submission.

S. No.	Item	Quantity	Unit	Unit Rate	Amount
<b>A : Drawings</b>					
1	Preparing Dimensional Shop Drawings (Layout Plan) on AutoCAD of the premises showing the Electrical Works / Items covered under the scope. The Drawings shall be prepared and submitted to Consultant for approval before the commencement of execution of works.	1	Job		
2	Preparing As-Built Drawings on AutoCAD, submission of Check Prints of A3 Size and Two (02) Sets of Final Prints along with Soft copies on Computer CDs of the Approved As-Built Drawings.	1	Job		
<b>Sub-Total - A:</b>					
<b>B : Lighting Fixtures &amp; Wiring</b>					
1	Wiring of Light Points with 3 x 2.5 sq. mm. 1-C PVC Insulated Cables in 20 mm dia or bigger PVC Conduit run above False Ceiling or in Existing Conduits concealed in Wall, complete in all respects with connections. The Conduits must be installed on or supported with RCC Ceiling. Flexible Conduit shall be provided b/w Junction / Terminal Box and Light Fixture. (Covered Area is 13,898 sq. ft.)	631	Nos.		
2	Disconnection and dismantling of Existing Wiring of Lights along with the allied raceways. The Work shall take place only after the Installation of New Wiring System.	1	Job		
3	Replacement of Existing Damaged Light Fixtures with New Fixtures. Work includes Supply, Installation and Testing of following Light Fixtures (Fixture Type and Lamp Colour to be same as Existing). Work also includes dismantling of Existing Light Fixtures. The Recessed Type Fixtures shall be independently supported with RCC Ceiling using Steel Wires.				
3.1	Recessed, 2' x 2' Louvred Light Fixtures with 03 Fluorescent Tubes				
a.	Server Room	2	Nos.		
b.	Hall - Recovery Department	3	Nos.		

c.	Hall - MIS	2	Nos.		
d.	Hall - Credit Department	8	Nos.		
e.	Hall - Legal & Cheque	8	Nos.		
f.	Gymnasium	1	No.		
3.2	Recessed Down Light with 18 W PLC Lamp				
a.	Server Room	2	Nos.		
b.	Offices	12	Nos.		
c.	Halls	45	Nos.		
d.	Finance Department	8	Nos.		
e.	Training Room	2	Nos.		
f.	Call centre Room	2	Nos.		
g.	Gymnasium	10	Nos.		
h.	Reception	6	Nos.		
i.	Corridors	2	Nos.		
j.	Kitchen	3	Nos.		
k.	Store	2	Nos.		
3.3	Recessed Down Light with 24 W LED Lamp				
a.	Halls	3	Nos.		
b.	Dining Room	4	Nos.		
3.4	Recessed Down Light with 18 W LED Lamp				
a.	Hall - MIS	14	Nos.		
b.	Reception	2	Nos.		
c.	Payroll Section	1	No.		
d.	Corridors	2	Nos.		
e.	Miscellaneous Room	5	Nos.		
3.5	Recessed, 1' x 4' LED Lamp				
a.	Payroll Section	1	No.		
4	Dismantling of following Existing Light Fixtures before removal of False Ceiling and Re-Installation after Fixing of New Ceiling. The Recessed Type Fixtures shall be independently supported with RCC Ceiling using Steel Wires.				
a.	Recessed, 2' x 2' Louvred Light Fixtures with 04 Flourescent Tubes	21	Nos.		
b.	Recessed, 1' x 4' Louvred Light Fixtures with 02 Flourescent Tubes	4	Nos.		
c.	Recessed Down Light with 18 W PLC Lamp	117	Nos.		
d.	Recessed Down Light with 12 W PLC Lamp	6	Nos.		
e.	Recessed Down Light with 24 W LED Lamp	81	Nos.		
f.	Recessed Down Light with 18 W LED Lamp	229	Nos.		
g.	Recessed Down Light with 12 W Halogen Lamp	10	Nos.		
h.	Recessed, 1' x 4' LED Panel	6	Nos.		
i.	1' x 4' Tube Light	7	Nos.		
				Sub-Total - B:	

C : Miscellaneous Refurbishment Works					
1	W-01: Replacement of Broken Socket Outlet: Supply and Installation of 13A, Simple Universal Switch Socket Outlet on Existing Back Box. Work also includes connections and dismantling of Existing Plate.				
a.	Hall - Not In Use	1	No.		
b.	Training Room	4	No.		
c.	Audit Room	1	No.		
2	W-02: Provision of PVC Duct for Small Power / Lighting Wiring. Supply and Installation of PVC Trunking. Work also includes dismantling of Existing Wiring and re-laying / connection after installation of trunking.	50	Meter		
3	W-03: Replacement of broken PVC Duct. Socket Outlet: Work includes Supply and Installation of PVC Trunking. Work also includes dismantling of Existing Wiring and re-laying / connection after installation of trunking.	50	Meter		
4	W-04: Removal of unused loose small Wiring Cables from entire premises including spaces above False Ceiling.	1	Job		
5	W-05: Provision of New Cables for Small Power Wiring in PVC Duct. Wiring of Newly Installed General Power Outlets from DB or Nearest Outlet with 2 x 2.5 sq. mm + 1 x 2 sq. mm 1-C PVC Insulated Cables in 25 x 3 mm or bigger PVC Trunking Installed on Surface.	107	No.		
6	W-06: Replacement of Extension Boards with Outlets: Supply and Installation of 13A 3 Pin Simplex Universal Switch Socket Outlet including Surface Mounted PVC Back Box.				
a.	Halls	57	No.		
i.	Company Secretary Report Room	4	No.		
j.	Offices	16	No.		
k.	Payroll Section	13	No.		
p.	Micellaneous Rooms	17	No.		
7	W-07: Replacement of 2-Pin Outlets with Universal Outlets: Supply and Installation of 13A, Simple Universal Switch Socket Outlet on Existing Back Box. Work also include connections and dismantling of Existing Plate.	20	No.		
8	W-08: Provision of 3-Pin, 16A Plug: Supply and Installation of 3-Pin, 16A Plug in Existing Small wiring Cable for connection with the Socket Outlet.	10	No.		

9	W-09: Removal of Tape Joints: Removal of Taped Joints / Covering in Small Wiring and Replacement with 15A Connectors of Wago (or equivalent approved) make to eliminate Taped Joints in Wiring.	35	No.		
10	W-10: Provision of Flexible PVC Conduit for Existing Small Power Wiring: Supply and Installation of Flexible PVC Conduit of following sizes. Work also includes dismantling of Existing Wiring and re-laying / connection after installation of conduit.				
a.	25 mm dia	20	Metre		
b.	32 mm dia	20	Metre		
c.	38 mm dia	20	Metre		
d.	50 mm dia	20	Metre		
11	W-11: Removal of Small Wiring Cables with Signs of Overheating or Black Soot and Replacement with New Cables. Supply, Laying and Connection of following 1-C Cu / PVC Cables. Work also includes dismantling of Existing Cables.				
a.	2.5 sq. mm	20	Metre		
b.	4.0 sq. mm	20	Metre		
c.	6.0 sq. mm	20	Metre		
12	W-12: Replacement of Existing Substandard Connectors with 15A Connectors of Wago (or equivalent approved) make.	20	Metre		
13	W-13: Replacement of Broken and Discontinuous Flexible PVC Conduits. Supply and Installation of Flexible PVC Conduit of following sizes. Work also includes Dismantling of Existing Cables / Wiring and re-laying / connection after Installation of Conduit. Removal of Existing Conduit is also required.				
a.	25 mm dia	20	Metre		
b.	32 mm dia	20	Metre		
c.	38 mm dia	20	Metre		
d.	50 mm dia	20	Metre		
14	W-14: Providing firm termination of the Flexible Conduits at the Equipment / Switchboard / Terminal Box, etc.	20	Job		
15	W-15: Replacement of Junction Box (With Cover) of Metallic Conduit. Supply and Installation of Junction Box. Work also includes Removal and Repulling of Existing Wiring outside Flexible / Solid Conduit.	10	No.		
16	W-16: Redressing of Small Power / Lighting Wiring after removing Excess Wiring outside the Flexible / Solid Conduit.	10	No.		
17	W-17: Provision of PVC Cable Ties with Loose Wiring.	10	No.		

18	W-18: Provision of Rigid PVC Cleats for supporting Small Power / Lighting Wiring.	30	No.		
19	Replacement of Existing Damaged Switch Plates with new. Work includes Supply and Installation of 10A, 220V Switch Plates on Existing Back Boxes. Work also include removal of Existing Switch Plates.				
a.	One Gang (Kitchen)	1	No.		
b.	Five Gang (Dining Room)	1	No.		
				Sub-Total - C:	
<b>D : Wiring Accessories</b>					
3	Supply and Installation of 13A 3-Pin Simplex Universal Switched Socket Outlet, including Surface Mounted PVC Back Box.				
a.	Hall - General Services Department	4	No.		
b.	Hall - HR Operation	8	No.		
c.	Compliance and Audit	10	No.		
d.	Hall - MIS	4	No.		
e.	Hall - Risk Management	4	No.		
f.	Finance Department	4	No.		
g.	Hall - Credit Management	20	No.		
h.	Hall - Legal and Cheque	3	No.		
i.	Company Secretary Report Room	4	No.		
j.	HR Head	10	No.		
k.	Payroll Section	13	No.		
l.	Audit Room	4	No.		
m.	SAM and Recovery Head	3	No.		
n.	VP - Credit	3	No.		
o.	Miscellaneous Rooms	13	No.		
				Sub-Total - D:	
<b>E : Distribution Boards</b>					
1	Refurbishment of following Distribution Boards. Work also includes Tightening of Loose Connections, Circuit Tagging of all Incomings and Outgoings and making of DB Directory and providing the same in Soft Copy.				
a.	SMDB-1N	1	Job		
b.	SMDB-1N'	1	Job		
c.	SMDB-2E	1	Job		
d.	SMDB-2N	1	Job		
e.	SMDB-3N	1	Job		
2	Load Balancing on Each Distribution Board under Full Load Conditions. The Final Results shall be duly recorded and got counter signed by Consultant's	5	Job		



Representative.				
				Sub-Total - E:
				Total Cost of Block-'C' Electrical Works (Inclusive of all Taxes):
				Total Cost of All Electrical Works (Inclusive of all Taxes):

**Grand Total in Words Block B + Block C (Inclusive of all applicable taxes):**

**Bid Security @02% of Grand Total: PKR \_\_\_\_\_**

**Note:**

- i. All quoted products/items must be of below brands or equivalent:
  - Downlight / Lamps - Philips or equivalent
  - Electrical Wiring - Pakistan Cables or equivalent
  - Power Switches/Sockets - CLIPSAL or equivalent
  - PVC Conduits - Adamjee, Pak Arab or equivalent
  - Connectors - Wago or equivalent
- ii. All above cited works will be completed in close consultation with HBFC and Electrical Consultant. Satisfactory Report is subject to approval of HBFC and Electrical Consultant.
- iii. Mobilization of required resources, Transportation / Cartage and required labor along with tools and ancillary equipment / services will be the responsibility of the successful bidder in accordance with the time schedule prescribed by HBFC in the Work Order which will be awarded to the successful bidder.
- iv. Contract will be awarded to the firm / company who emerged as the most advantageous while conforming Specifications and Mandatory Criteria and offering lowest cost.
- v. Quoted rates should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
- vi. 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.
- vii. The quoted rates once offered by the bidder will not be changed during the contract.
- viii. HBFC reserves the right to change / alter / remove any item or article or reduce / enhance quantity before the award of Work / Purchase Order as per PPRA rules.
- ix. Successful supplier shall submit the invoices / bills after completion of assignment showing tax break-up, accordingly.
- x. Invoice / Bills must have valid NTN, Sales Tax Number and online Bank Account / IBAN No. clearly written.



**Contact Form**

**Tender for Misc. Electrical Works in HBFC Head Office**

Company / Bidder Name: M/s \_\_\_\_\_

Name of CEO / Managing Director / Manager Operations: \_\_\_\_\_  
*(As mentioned in the CNIC)*

CNIC No. of CEO / MD / MO: 

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*(Please provide a clear copy of CNIC)*

Head Office Address: \_\_\_\_\_

Official Email Address: \_\_\_\_\_

Contact Info. \_\_\_\_\_

\_\_\_\_\_  
Company Stamp and Authorized Signature