



Tender Fee: Free of Cost

Bidding Document

Tender for Hiring Services for Supply of Bottled Drinking Water to HBFC Offices and Branches Nationwide

Bid No. HBFC/HOK/GSD/2022/1389



Bid No. HBFC/HOK/GSD/2022/1389

June 25, 2022

Invitation for Bids (IFB)

Tender for Hiring Services for Supply of Bottled Drinking Water to HBFC Offices and Branches Nationwide

HBFC invites sealed bids from renowned bottled drinking water companies / suppliers to supply drinking water to HBFC Offices and Branches Nationwide.

Bids will be evaluated separately in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage-two envelope procedure". Bidding documents containing detailed BoQ / Scope of Work and evaluation criteria etc. can be downloaded 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 documents containing Technical and Financial Proposals, must reach at address given below on or before **July 27, 2022 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 **Bid Security amounting to Rs.100,000/-** 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), Country's premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "Company", invites sealed bids from tax registered and renowned bottled water supplying companies to supply drinking water to HBFC Offices and Branches Nationwide for a period of five (05) years. Contract period may be extendable upon mutual agreement at a maximum of 10% increase in per bottle rate at prevailing cost. The bidding process is open to all bidders who meet the eligibility criteria i.e., attached at **Annexure – B**. List of HBFC Offices and Branches is also placed at **Annexure - C**

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 supply of bottled drinking water to HBFC Offices and Branches Nationwide as described in Financial Proposal and the bidder will fill in rates per bottle of 18.9 – 19 liters. Contract will be signed for a period of five (05) years which may be extendable upon mutual agreement at a maximum of 10% increase in per bottle rate at prevailing cost. 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. Bid prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder.

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 pertaining 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. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per **Annexure - B** of **Technical Proposal**. 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 proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.

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 amount of Rs.100,000/- as bid security enclosed with their financial proposal. 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 contract will be awarded to the most advantageous bidder whose bid has been found technically and financially compliant and maximum numbers of offices and branches are quoted for thus, emerged as the most advantageous bidder 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 monthly invoice/s raised by the successful company / supplier. No advance payment will be admissible.

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 Hiring Services for Supply of Bottled Drinking Water to HBFC Offices and Branches Nationwide Ref No. HBFC/HOK/GSD/2022/1389
2.	<u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows: 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
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per Annexure – B of Technical Proposal . 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, the proposal will be disqualified for further processing. The financial proposal of technically compliant firm will only be opened.
5.	Bid prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ
6.	All bidders are required to submit amount of Rs.100,000/- as bid security enclosed with their financial proposal. 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.	The Company's address for the purpose of bid submission is: Head - General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021- 35641752-39
8.	The deadline for submission of bids will be July 27, 2022 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address: House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi –Pakistan.

Technical Proposal

**Tender for Hiring Services for Supply of Bottled Drinking Water to HBFC
Offices and Branches Nationwide**

Bid No. HBFC/HOK/GSD/2022/1389

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

Technical Proposal

Tender for Hiring Services for Supply of Bottled Drinking Water to HBFC Offices and Branches Nationwide

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 Technical Proposal 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 prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ

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]

Compliance Based Eligibility Criteria

Tender for Hiring Services for Supply of Bottled Drinking Water to HBFC Offices and Branches Nationwide

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No.	
1.	Bidder must be a registered Tax Payer and must appear on the Active Taxpayer List. Please attach valid documentary proof along with NTN / STRN certificates etc.					Appendix - A
2.	Bidder must be registered in Securities and Exchange Commission of Pakistan (SECP). Please attached valid documentary proof.					Appendix - B
3.	Bidder must be providing drinking water to at least two (02) commercial banks/DFIs and its branches or an organization of comparable scale. Please provide documentary proof.					Appendix - C
4.	Bidder must have valid license from Pakistan Standards and Quality Control Authority (PSQCA). Please attach documentary proof.					Appendix - D
5.	Bidder must provide Quality Test Report from PSQCA / AKUH					Appendix - E
6.	Bidder must quote for maximum number of offices/branches as cited in Annexure - C					Appendix - F
7.	Bidder must have large scale delivery mechanism all across Pakistan. Please provide documentary proofs.					Appendix - G
8.	Bidder must have functional / operational offices in Karachi, Lahore and Islamabad. Please provide documentary proofs.					Appendix - H
9.	Bidder must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any Law Enforcement Agency / Organization in Pakistan.					Appendix - I
10.	Bidder shall provide Four (04) fully maintained Water Dispensers (Hot & Cold) on Free of Cost (FOC) basis for Head Office, Karachi. Please provide confirmation on Company's Letter Head.					Appendix - J

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.
- iii. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- iv. The financial proposal of only technically compliant firm will be opened.
- v. Bidders must place their provided evidences as Appendix (clearly marked).
- vi. Contract will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerged as the most advantageous bid while quoting for maximum number of offices and branches nationwide.



House Building Finance Company

- vii. During the evaluation, no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- viii. The bid security of bids of unsuccessful bidders will be returned.



List of HBFC Offices / Branches Nationwide

S.No	Region/Area/Branch	Phone Number	Mobile Number	Address
1	Head Office - Karachi	021-35641741	0321-9200211	FTC Building, 3rd Floor, C-Block, Shahrah-e-Faisal, Karachi
2	Regional Office - South	021-34856013	0335-3036799	Front Right Wing of Civic Centre, Hasan Square, main University Road Karachi.
3	University Road Branch - Karachi	021-34610910 021-34610911 021-34610912 021-34610913 021-34610154 021-34610155	0300-2271088	Plot No. SB-28, Block-1, Mahnoor Apartment, Gulistan-e-Jauhar, Opposite NED University, KDA Scheme No. 36, Karachi
4	Hyderabad	022-2783825 022-2783826 022-2783827	0335-3036855	1st Floor , Civic Centre, Thandi Sarak Road, Hyderabad
5	Mirpurkhas	0233-821169 0233-821170	0334-2058115	Plot No.37 N-41 1st floor, Pakistan Railway Employees Cooperative Housing Society Limited, Hyderabad Road, Near Marvi Lawn, Mirpurkhas.
6	Tando Adam	0235-515013 0235-574448	0301-8559199	City Survey No. 877, Ward-D, Near Zaheer Town, Tando Allahyar Road, Tando Adam, District Sanghar
7	Nawabshah	0244-330881 0244-330882	0333-2712434	Plot No. A-84, City Survey No. 2267, Ward-'A', Government Employees Co-Operative Housing Society Limited (GECHS), Nawabshah
8	Thatta	0298-550587	0310-3007180	H. No. 327/2, Ward-4-, Shah Kamal Muhallah Thatta.
9	Gwadar	086-4211932	0333-2028832	Main Marine Drive, Near Sadaf Hotel, Gwadar
10	Area Office (S-2)	071-5630415	0333-2672262	H. No. C-16, Ground Floor, Muslim Co-Operative Housing Society, Military Road, Sukkur
	Sukkur	071-5630412	0331-3608855 0305-9893743	
11	Khairpur	0243-715494	0332-9988700	1st floor Suhag House, Katcheri Road, Khairpur.
12	Larkana	074-4040446 074-4040447 074-4040448	0333-7574099	City Survey No. 583 & 584, Ward A, Shiva Mandli Chowk, Bank Square, Larkana

13	Shikarpur	0726- 541245 0726-541246	0333-7554892	City Survey No. 123/1, 123/2, 123/3, Ward No. 22, General Post Office (G.P.O) Road, Lakhi Gate, Shikarpur
14	Dadu	0254-550899	0333-2788516	Plot No. 189, Gulshan-e-Ibrahim Colony, Near Excise Office, Dadu, Taluka & District Dadu
15	Quetta	081-2827026 081-2827004	0335-3036838 0333-7820699	Office No.03, Ground Floor, Bolan Arcade, Street No. 2, Model Town, Quetta.
16	Regional Head (Central)	042-37247181	0321-4156519 0335-4156519	HBFC House, 1-Lake Road, Chauburji, Lahore
17	Defence Phase-3 Branch - Lahore	042-37186334 042-37186335 042-37186336	0335-3036444	Plot No. 23/A, Block -XX, Phase 3/C DHA, Lahore
18	Johar Town Branch - Lahore	042-35311480 042-35311481 042-35137604	0335-3036779	Plot No. 105, Block G/1, Near Doctor's Hospital, Johar Town, Lahore
19	Kasur	049-2760314	0300-9695064	Cinema More, Near Pakistan Model School, Raiwind Road, Kasur
20	Sheikhupura	056-3783412 056-3811767	0335-3036781	19-C, Civil lines, near Passport Office, Sheikhupura
21	Gujranwala	055-4550211 055-4552013	0333-5648564	Citizen Fan Industries, Opposite MCB Bank Limited Tower, Near Nigar Chowk, Main G. T. Road, Gujranwala
22	Sialkot	052-3257638	0313-9997711	Ground Floor, Mate Tower, Hararr, Adjacent to National Bank of Pakistan (NBP), Wazirabad Road, Sialkot
23	Gujrat	053-3524537	0346-8523932	Main Sargodha Road, Opposite Inyat Hospital, Gujrat
24	Faisalabad	041-8556227	0335-3036795	48-Chanab Market, Madina Town, Faisalabad
25	Jhang	047-7650144 047-7621048	0335-3036796 0332-6267523	Katchery Road, Opposite Tasveer Mehal Cinema, Saddar, Jhang
26	Sargodha	048-3212759 048-3222759	0335-3036797	Islamiya Park, Near 47 Pull, Lahore Road, Sargodha
27	Sahiwal	040-4220771 040-4220772	0335-3036858	G. T. Road, Near Pakpattan Chowk, Sahiwal
28	Area Office (C-2)	061-6780171	0335-3036808	Gulistan chowk, Zoom Plaza, Masoom Shah Road, Multan
29	Multan	061-6779900 061-6779908	0335-3036809	Gulistan chowk, Zoom Plaza, Masoom Shah Road, Multan
30	Rahim Yar Khan	068-5877085 068-5877086	0301-8595104	Opposite DPO Office, Church Road, R. Y. Khan
31	Bahawalpur	062-2283202	0331-6348000	St. # 5, Qasim Town, Near RPO Office, Bahawalpur
32	Muzaffargarh	066-2426539	0322-6162131	Near Central Jail Road, Muzaffargarh
33	D.G. Khan	064-2430304	0333-6025652	Khata 53, 54, Mouza Choratha, Sind Janobi, D.G. Khan

34	Vehari	067-3362517 067-3201021	0333-6239112	41/WB, Opposite Tariq Bin Ziad Colony, 1-KM Main Ludden Road, Vehari
35	Bahawlanagar	063-2277988 063-2277079	0300-4218800	Near Chistian Road, Behind Noor Mahal Cinema, Nizampura West, Bahawalngar
36	Regional Head (North)	051-2808140	0333-9875808	Plot No.81, Street No.54, Sector G-9/4, I&T Center Islamabad
37	Rawalpindi	051-4252693 051-4252694	0333-0307105	Plot No. 13-A Commercial Civil Lines Scheme, Rashid Minhas Road, Near Lucky CNG, Opposite Punjab House, Rawalpindi
38	Jhelum	0544-620346	0336-5166000	First Floor, Choudhary Khalid Plaza, Old G.T.Road, Main Jada, Jhelum
39	Mirpur (AK)	05827-921621	0346-4110905	Allama Iqbal Road, Mirpur(AK)
40	Wah	051-4542414	0335-3036836	Al-Mubeen Plaza, Gulberg Town, Nawababad, G.T. Road, Branch Office Wah Cantt
41	Attock	057-2365335 057-2365336 057-2365337	0335-3036835	Ground Floor, Yousaf Ishfaq Plaza, Takbeer Colony Chowk, Kamra Road, Attock
42	Abbottabad	0992-341778 0992-330073	0321-9842206	Adjacent to Food Godowns, Near Caltex Petrol Pump, Havelian Road Abbottabad
43	Mansehra	0997-302277	0331-9816006	Faisal Plaza, Channai, Mansehra
44	Area Office (N-2)	091-5287590	0336-9173765	7th Floor, State Life Building, 34 The Mall Peshawar Cantt
45	Peshawar	091-5276926	0345-9451658	7th Floor, State Life Building, 34 The Mall Peshawar Cantt
46	Mardan	0937-875671	0334-9166399	Shops No. 51, 52, 53, 54, 55, 56, Upper Ground Floor, Mardan City Centre (MCC) Plaza, Qazi Bashir Road, Mardan Cantonment, Mardan
47	Kohat	0922-860644	0345-9407071	1st Floor, Najan Complex, Hangu Road, Kohat
48	Swat	0946-724162	0313-9717276	Shahzad Plaza, 1st Floor, Makanbagh, Chowk Saidu Sharif Road, Mingora, Swat.
49	Bannu	0928-613147	0301-8009195	Hayat Plaza, Near Saddar Police Station Bazar, Ahmed Khan Chowk, Bannu City.
50	Dera Ismail Khan (D.I.Khan)	0966-718232	0333-3484824	Opposite Haque Nawaz Shaheed Park, East Circular Road, Dera Ismail Khan.
51	Chitral	0943-413523	0333-9337977 0348-8024104	Shop No. 01 & 02, Ground Floor, Terichmer View Hotel, Shahi Masjid Road, Chitral
52	Area Office (N-3)	05811-920706	0335-3036837	Shahrah-e-Quaid-e-Azam, Jutial, Gilgit
53	Gilgit	05811-922051	0312-8947953	Shahrah-e-Quaid-e-Azam, Jutial, Gilgit



House Building Finance Company

54	Hunza	05813-920148	0344-8871831 0355-4367037	Ground Floor, Diamond Plaza Main Karakoram Highway (KKH) Front Location, Aliabad, Hunza
55	Skardu	05815-452880	0355-5550041 0300-5666464	Mohib Road, Skardu

Special Note:

Above cited office / branches location may change in future or more locations may also be added so vendor must be agreed to provide delivery where required.



Client References

(Must be filled in by the bidder)

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 Hiring Services for Supply of Bottled Drinking Water to HBFC Offices and Branches Nationwide

[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 Hiring Services for Supply of Bottled Drinking Water to HBFC Offices and Branches Nationwide

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 Hiring Services for Supply of Bottled Drinking Water to HBFC
Offices and Branches Nationwide**

Bid No. HBFC/HOK/GSD/2022/1389

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

Financial Proposal

Tender for Hiring Services for Supply of Bottled Drinking Water to HBFC Offices and Branches Nationwide

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 Technical Proposal 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 prices must be valid for 120 days from the date of opening of Financial Proposal till the award of contract to the successful bidder. Bid Prices once approved, shall not be changed till the completion of the entire project as per the scope of work / BoQ

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 _____.

Financial Proposal

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Scope of Work / Description	Unit	Rates per Bottle (Inclusive of all applicable taxes)				
		1 st Year Rate	2 nd Year Rate	3 rd Year Rate	4 th Year Rate	5 th Year Rate
Supply of Bottled Drinking Water according to the specifications of Pakistan Standards and Quality Control Authority (PSQCA) Note: Successful supplier shall provide Four (04) fully maintained water dispensers (Hot & Cold) on Free of Cost (FOC) basis. For Head Office – Karachi.	18.9 – 19 Liter Plastic Bottle	Rs._____	Rs._____	Rs._____	Rs._____	Rs._____

Note:

1. Transportation / Cartage for the required services / supplies will be the responsibility of the successful bidder on monthly basis during the contract period.
2. Quoted rates should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
3. 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, entertainment etc.
4. The quoted rates once offered by the bidder will not be changed during the contract period.
5. Annual increase in rates up to a maximum of 10% of prevailing rate will be admissible only in case the contract period is extended further upon mutual understanding after successful completion of initial period of five (05) years.
6. Successful supplier shall submit the invoices / bills at the end of each month showing tax break-up, accordingly.
7. Invoice/Bill & Delivery Challan must have valid NTN and Sales Tax Number clearly written and should be submitted to General Services Department, Head Office, HBFC and **Official Bank Account No.** along with **IBAN No.** must be mentioned on the invoice.

Company Stamp and Authorized Signature

