

**GOVERNMENT OF PAKISTAN
MINISTRY OF ENERGY (POWER DIVISION)
NATIONAL ENERGY EFFICIENCY AND CONSERVATION AUTHORITY (NEECA)**

Islamabad, the 20 October 2024

INVITATION TO BID

SUBJECT: - REQUEST FOR PROPOSALS/TENDERS FOR OPERATION AND MAINTENANCE OF NEECA OFFICE BUILDING AND VARIOUS SYSTEMS THEREIN

Attached herewith is a copy of Tender Document including Terms of Reference relating to the operations and maintenance of National Energy Efficiency and Conservation Authority (NEECA), Office Building and various systems therein.

2. You are requested to send us three copies of detailed Company's Profile giving the names of technical personnel along with their qualification and experience, pattern. company's background, reference pertaining to O&M of other large buildings in Islamabad/Rawalpindi, methodology to adopt, as well as any such information as you may consider of value in demonstrating your competence to handle this assignment.

3. You are also requested to submit your Tender/Price Proposal in a sealed envelope clearly marked as "Price Proposal". The monthly rate/price financial proposal should include cost of Operation and Maintenance Services for electrical, plumber, Janitorial and Gardening/Landscape Maintenance Services (for details please see **Annex-A**).

Total Cost Per month Rs. _____

Cost per Person/Resource Rs. _____

4. The total price as quoted above should be all inclusive lump-sum amount (fixed price), Open ended price proposals/tenders shall be rejected. The above price shall be valid for one year of service agreement extendable on yearly basis if mutually agreed to by both parties for the subsequent years.

5. Three copies of technical proposal including company profile, and one copy of financial proposal/bid sealed in separate envelopes and both envelopes are clearly identified should reach the undersigned by **1000 hours on 5th November 2024**. The Tender Document No. of this Invitation to Bid must be clearly written on the envelope containing and marked as "Company's Profile for "NEECA Building O&M/J&G Service" and as "Financial Proposal for NEECA Building O&M/J&G Services". (Single Stage Two Envelope)

6. Bids should be submitted on or before **5th November 2024 at 10:00 hours** at following address :

**Assistant Director (Admin)
National Energy Efficiency & Conservation Authority (NEECA)
NEECA Building, G-5/2 , Islamabad
051-9209024**

7. Bids will be opened on **5th November 2024 at 1100 hours** in the presence of bidders.

8. Only qualified and successful Firm(s)/Contractor(s), having office(s) in Rawalpindi/Islamabad, shall be selected by NEECA for the Building Operation & Maintenance Services and Janitorial & Gardening/Landscaping Maintenance Services.
9. The successful Bidder(s)/Tenderer(s) shall provide the services starting from within 15 days of the orders issued for the same.
10. The successful party has to pay Income Tax, as per prescribed rates, which shall be deducted from the payments to be made to it by NEECA.
11. Payments to the supplier of services shall be made by NEECA on monthly basis after having received the satisfactory services duly certified by the concerned quarters.
12. NEECA, Ministry of Energy (Power Division), Government of Pakistan does not bind itself by the issuance of this "Invitation to Bid" for selecting any firm and reserves the right to alter, add to, or reduce the services to be provided.
13. NEECA reserves the right to accept or reject any or all the Technical Proposals and/or Tenders/Price Proposals without assigning any reason thereof.
14. Bidders should submit all the forms / Tables / Annexures attached in this Bidding Document.
15. Bid Security amounting to @5% of the total bid amount should be provided in favour of National Energy Efficiency and Conservation Authority (NEECA).
16. Performance Guarantee Should be provided by most advantageous bidder amounting to 8% (Eight Percent) of the contract value in favour of National Energy Efficiency and Conservation Authority (NEECA).

Assistant Director (Admin) ,
NEECA 051-9209024

Contending Bidders/Tenderers

DUTIES TO BE PERFORMED BY THE SERVICE PROVIDER FIRM (CONTRACTOR) / Terms of Reference

PROJECT: - OPERATION AND MAINTENANCE OF NEECA OFFICE BUILDING AND VARIOUS SYSTEMS A THEREIN.

1. ACTIVITY

Operation and Maintenance of NEECA Office Building and various systems therein (Electrical, Plumbing), as well as Janitorial, Gardening/Landscape Maintenance Services, etc.

2. BACKGROUND

The NEECA office Building located near State Bank of Pakistan in Sector G-5/2, Islamabad was first occupied by NEECA staff in December 1993. It is a seven-storey building (including basement). The building is equipped with energy efficient fittings & fixtures. The total covered area is about 35000 sq. ft.

3. OBJECTIVES

The objectives of the assignment is to acquire services of qualified firm(s) for proper working, operation and maintenance of the NEECA office Building and all the systems therein including ing-HVAC, Fire Fighting, Telephone Exchange, Water Pumping, Water Disposal, Elevator, Electrical, Plumbing, Standby Generator, etc. as well as janitorial, Gardening/Landscape Maintenance Services, etc.

4. Scope of Work (SOW)

Scope of Work (SOW) for the assignment has been divided into two categories, namely:

- i. Operation & Maintenance Services for Electrician & Plumber.
- ii. Janitorial and Gardening /Landscape Maintenance Services.

I. Operation and Maintenance Services for Electrician and Plumber.

The Firm (s) /Contractor (s) shall be responsible for proper working, servicing, repairing. Operation and maintenance of the following systems in the NEECA Office Building and to always keep them in good working condition:

- i. Electrical Systems including Power Distribution.
- ii. Elevator System.
- iii. Telephone Exchange System.
- iv. Water Supply and Disposal / Sewerage Systems.
- v. Plumbing
- vi. Standby Generator System.

The term "Servicing" includes but not limited to manual cleaning and blowing, checking, and cleaning, lubricating, and greasing, etc.

The Firm(s)/Contractor(s) shall deploy adequately qualified and experienced staff on a full-time basis for the above services.

The routine service/maintenance task for the above systems shall be carried out by the Contractor as per the schedule/recommendations of the manufacturers/suppliers of the equipment. No additional cost will be paid by NEECA on account of routine service / maintenance of the equipment/systems and parts thereof. However, for breakdown of any parts /equipment and regular replacement of parts and equipment air filter, etc. the parts/equipment shall be repaired/replaced by the firm for which NEECA will pay the cost of such part(s) purchased by then firm on competitive basis fulfilling the codal requirements and with full involvement of NEECA. Prior approval of NEECA shall be required for such purchases.

General tools required for operation and maintenance services shall be the responsibility of the Contractor on its own cost.

II. Janitorial and Gardening/Landscape Maintenance Services

A) Janitorial Services

The Firm(s)/Contract be responsible for keeping the NEECA Office Building and its surroundings in and clean form all the time. The areas to be kept clean shall include but not limited to the followings:

- i- All floors and carpets including basement.
- ii- Walls/windows/doors/ceilings/roofs/hangings/marbles/rooms/offices/furniture & fittings
- iii- Staircases / Elevator
- iv- Glass Panels/Windows
- v- Reception / Parking Lots (both front and rear)
- vi- Corridors / Hallways / Passages / Approach and Exit Ways
- vii- Services & Machinery Rooms, Storerooms.
- viii- Conference Room, Telephone Exchange.
- ix- Water Reservoir/Tank
- x- Bathrooms, Sewerage System.

The term cleaning includes but not limited to brooming /brushing, sweeping, washing, dusting, vacuuming, shampooing, etc.

Water reservoirs/tanks shall be cleaned at least once in each quarter.

The car parking area on both sides of the building including approach ways shall be cleaned at least three days in a week and the passage shall be cleaned on a daily basis. Cleaning in each room shall be done on daily basis.

The frequency of general cleaning shall be atleast twice a week. However, bathrooms should be cleaned atleast two times a day. More frequent cleaning may be required and should be done by the contractor, at no extra cost, if NEECA so determines.

Consumables such as surf, vim, finyle, cleaning brushes/brooms, washing soap, water hose, buckets, chemicals, etc. shall be supplied by the contractor on its own cost.

The arrangements of equipment's and accessories such as shampooer, floor grinder, etc. and devices such as platforms, scaffolding, etc. in order to approach the high windows/walls, ceilings/roofs and concrete facade shall be the sole responsibility of the contractor/firm at its own cost. Any other

additional material, equipment, machinery, tools, testing kits and accessories required for the assignment shall be responsibility of the Contractor/Firm at its own cost.

B) Gardening/Landscape Maintenance Services

The Firm(S)/Contractor(s) shall be responsible for proper gardening and landscape maintenance of the NEECA Office Building. These services shall include but not limited to lawnmowing, cleaning and upkeep of lawns, seeding & planting plants and trees, hoeing, hedging irrigation, bed farming, plant pots (for outdoors as well as indoors), spraying, etc. on their own arrangement and cost. Any other material, equipment, machinery, tools, kits and accessories required for the assignment shall be the responsibility of the Contractor/Firms at its own cost.

Supply of tools etc. shall be the responsibility of the Contractor. However, plants, fertilizers. Manure, pesticides, sweet earth, gravel, pots, etc., if required, shall be arranged by the Contractor on a competitive basis fulfilling the codal requirements and involvement of NEECA for which payments shall be made by NEECA. Prior approval of NEECA for such purchases shall be required.

The Firm/Contractor shall deploy atleast one Gardener/Mali, well skilled and experienced in the trade/occupation, on full time basis. The Gardner/Mali will work under the supervision of General Supervisor.

5. Duties to be Performed by the Firm(s) /Contractor(s)

1. Overall management and detailed supervision of all services/systems and operation & maintenance services to ensure the desirable standard of services shall be the responsibility of the contractor/firm. The Contractor/Firm shall be frilly responsible to NEECA for overall management of the operation and maintenance of the building. Plant, equipment and services/systems and proper liaison with NEECA
2. The Contractor/Firm shall designate a member of their staff as a Supervisor who will:
 - a. Be provided with the necessary staff to assist him in the delivery supervision and management of the services.
 - b. Be responsible for the professional conduct of staff, and operation & maintenance contract with authority and responsibility for taking prompt action with reference to their activities.
 - c. Have full authority to represent firm and deal with all matters pertaining to the contract.
 - d. Be available, on a round-the-clock basis, in case of emergency situations.
3. Periodical Inspection and Evaluation of various systems including but not limited to the firefighting system and making recommendations for implementation of standard procedure etc. shall be the responsibility of the contractor.
4. The services shall be provided by the contractor/firm during normal office hours on all working days. Any service required by NEECA beyond office hours and/or on Fridays/Holidays shall also be provided by the contractor/firm for no extra charge on account thereof.
5. Contractor/Firm shall exercise all reasonable skill, care and diligence in the discharge of their duties.
6. In case of damage/loss to NEECA property due to negligence of personnel of Contractor, the Firm/Contractor shall be liable to make up the loss to the satisfaction of NEECA.

7. Contractor/firm shall take prior approval of NEECA before taking any action which involves extra payment or may jeopardize the interest of NEECA or may lead to unnecessary disputes, arbitration or litigation.
8. NEECA and contractor/firm shall make every effort to settle amicably any dispute or difference which may arise between them out of or in connection with the contract agreement. If no such settlement is reached within 90 days from the date on which the difference or dispute shall arise, or earlier if NEECA, so desires, the -difference or dispute shall be settled by arbitration under the laws of Pakistan. The venue of arbitration shall be Islamabad.
9. The Firm/Contractor shall be responsible for safety in the building and surroundings thereof as well as systems therein.
10. All durable items purchased at NEECA 's cost or provided by NEECA shall remain the property of NEECA and they shall be returned by the Contractor to NEECA in good working conditions on completion of the contract.

6. Logistic Support and Obligations of NEECA

NEECA shall take necessary steps to facilitate the work of the contractor particularly in the following matters:

- a) NEECA shall designate a member of its staff who shall coordinate all contractual and other matters between the contractor and NEECA.
- b) NEECA shall provide a room in the building along with some furniture, free of charge, for the office of the Supervisor of the Firm/Contractor. Additional furniture, furnishing fixtures, lighting etc. if required shall be arranged and paid for by the Firm/Contractor. The equipment, parts and accessories, supplies, etc. shall be stored in the office of the Supervisor . All room(s) along with furniture, furnishings, etc. Shall be returned by the contractor to NEECA in good condition on completion of contract.
- c) The cost of utilities such as electricity, gas and water charges for NEECA Office Building shall be paid for by NEECA.

7. Contractor's/Firm's Personnel

The contractor shall employ all technical and non-technical personnel as specified in the preceding paragraphs required to perform the activities as per Tender Document. The contractor is required to give an undertaking in writing that all the personnel have in fact been engaged by the contractor/firm for the period of atleast one year. The contractor/firm is also required to submit copies of the undertaking, regarding their availability for the subject assignment, from the personnel and agreement thereof. The said personnel shall be made available for the assignment by the contractor/firm on a full-time and continuous basis throughout the contract life of one year (likely to be continued).

Initially the Contractor shall appoint all the above-mentioned personnel. Subsequently, the contractor shall submit, for approval of NEECA, any replacement of staff during various stages of the contract for continued performance of the services. All appointments and subsequent changes in the personnel, including part-time employees, if any, shall be cleared first with the client NEECA.

8. Payment Method

Payment to the Contractor/firm will be made on monthly basis after the delivery of satisfactory services duly certified by concerned quarters of NEECA.

9. The firm shall submit regular reports, in the format mutually agreed upon, regarding matters related to the NEECA Building and systems therein including Security aspects etc. All reports shall be in English. The frequency and subjects of the reports shall be determined by NEECA.

10. Period of Contract

Duration of the Contract for the performance of the subject assignment shall be initially for one year extendable on mutual agreement. The Contract may be subject to termination at any time on prior notice.

11. Notice

Any notice given by any of the parties shall be sufficient only if in writing and delivered in person or through registered mail facsimile transmission (i.e. FAX) to the address of the parties designated by them. Notices shall be effective when delivered in accordance with this or the effective date of the notice whichever is later.

Summary of the Building

Floor	Number of Washrooms / Toilets	No of Rooms
Basement	0	10 Rooms
Ground	5	5 Rooms + 1 Hall
1 st	3	5 Rooms
2 nd	3	2 Rooms
3 rd	3	8 Rooms
4 th	3	6 Rooms
5 th	3	9 Rooms

Description	Installed Equipment in Building
Water Motors	2
Sludge Pumps	2
Telephone Exchange	1
Electric Geyser	9
Generator	1
AC	30+

Description	Number of persons
Sweeper cum Cleaner	8
Electrician	1
Plumber	1
Gardner	1

Annexure-A

Technical Proposal Submission Form _____

To

[Location, Date]

Assistant Director (Admin)

National Energy Efficiency and Conservation Authority

NEECA , G-5/2

Islamabad

Dear Sir,

We, the undersigned, offer to provide the _(insert title of assignment)_ in accordance with your Request for Proposal/Tender Document dated _(insert date)_ and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of related to the assignment.

We also confirm that the Government of Pakistan has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain, Yours sincerely,
Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm

Address

Annexure-B

Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Location, Date]

To (Name and address of Client / Purchaser)_

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of assignment)_ in accordance with your Request for Proposal dated _(insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of _(insert amount in words and figures)_. This amount is inclusive of all taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in of the Proposal Data Sheet.

We also declare that the Government of Pakistan has not declared us or any Sub- Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Signed

In the capacity of:

Duly authorized to sign the proposal on behalf of the Applicant. Date:

Annexure-C

Price Schedule/ Financial Cost Sheet

Description	Number of persons	Price per Resource / Person	Total Price
Sweeper cum Cleaner	8		
Electrician	1		
Plumber	1		
Gardner	1		

(Company Seal)

In the capacity of Dully authority by

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

Annexure-D

Format for Covering Letter

To
(Name and address of Purchaser)

Sub:
Dear Sir,

- a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.
- c) We agree to abide by this proposal for the period of days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser), incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
- g) We would like to clearly state that we qualify for this work as our company meets all the pre-F criteria indicated on your tender document. The details are as under:

Authorized Signatures with Official Seal

Annexure-E

INSTRUCTION FOR PREPARATION OF POWER OF ATTORNEY

- a) To be executed by an authorized representative of the bidder.
- b) The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- c) Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.
- d) In case the Application is signed by an authorized Director / Partner or Proprietor of the Applicant, a certified copy of the appropriate resolution / document conveying such authority may be enclosed in lieu of the Power of Attorney.

Format of Power-of-Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the (name of the Purchaser) including signing and submission of all documents and providing information/responses to (name of the Purchaser) in all matters in connection with our Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this day of 20 ____

For

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney) Date:

Annexure-F

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of tender and is liable to any punitive action for furnishing false information / documents.

Dated this day of 20 _____

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

Annexure-G

AFFIDAVIT

Integrity Pact

We _(Name of the bidder / supplier)_ being the first duly sworn on oath submit, that Mr. / Ms. (if participating through agent / representative) is the agent / representative duly authorized by _(Name of the bidder company)_ hereinafter called the Contractor to submit the attached bid to the _(Name of the Purchaser)_. Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the _(Name of the Purchaser)_ any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

Signature & Stamp

Subscribed and sworn to me this day of 20 _____

Notary Public

Annexure-H

TENDER SECURITY/BID SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has submitted Tender against Tender Name/No. _____ (hereinafter called "the Tender") to the [Name and Address of the Purchaser] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures _____) (in words _____).

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____)

and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor withdraws the Tender during the period of the Tender validity specified by the Contractor on the Tender Form; or
2. If the Contractor does not accept the corrections of his Total Tender Price; or
3. If the Contractor, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until furnishing of the Performance Security, whichever is later.

Date this _____ day of 20____

GUARANTOR

Signature

CNIC #

Name

Designation

Address

Annexure-I

PERFORMANCE SECURITY

Issuing Authority: Date of Issuance: Date of Expiry:
Claim Lodgment Date:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender Name/ No. (hereinafter called "the Contract") for the Contract Value of PKR (in figures) (in words).

AND WHEREAS it has been stipulated in the Tender Document that the successful Contractor shall furnish Performance Security, within seven working days of the receipt of the Acceptance Letter from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to Rs. (8% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures) (in words) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to or until expiry of warranties or all obligations have been fulfilled in accordance with the Contract, whichever is later.

Date this day of 20 ____

GUARANTOR
Signature

CNIC #
Name Designation Address

Annexure-J

Check List of the Document

Sr. No	Specification	Tick Mark
1	Company profile	
2	Registration Certificate (SECP etc.)	
3	FBR Registration Certificate (NTN , STRN etc.)	
4	Undertaking that the firm never blacklisted	
5	Bank maintenance letter	
6	Work Orders of Clients	
7	Firm Having 5 Year Experience or more	
8	Bid Security (@5% of the Bid value)	