



BAJK/HO/HRMD/EST/2021/ 898

April 5, 2021

M/s. RAI Enterprises,  
Office No. 01, Plot C-20,  
Block H, Double Road, Soan Garden,  
Islamabad.

**Work Order for Renovation/ Refurbishment of BAJK Nakyal Branch, District Kotli**

This is with reference to the tender submitted by you for captioned work. Based on these, we are pleased to award you Renovation/ Refurbishment of BAJK Nakyal Fatehpur Thakyala Branch District Kotli, Kotli Zone work at total cost of Rs. 1,906,710/- with all items mentioned in BOQ, inclusive of taxes and duties applicable in AJK/Pakistan on the terms and conditions with no owner supply items:

**Scope of Work:**

Full details of scope of work comprising specifications of each item of work in accordance with BoQ (Copy attached). It is advised that actual area/ scope of works must be measured/ reconfirmed before start of work as the bank shall not entertain any claim for additional payments thereafter unless duly authorized, once approved additional area works will be conducted as per BOQ. If, at any time during execution of work, any additional drawing is required, you will be required to finalise the same in accordance with the actual ground situation and get it approved from HRM Division, Head Office before execution of work.

**Completion Period:**

The assigned work must be completed in all respects within 40 days from the date of receipt of this letter. Extension can only be given on special request against some valid/ genuine reason on your written request.

**Certification / Drawings**

Further on completion of works you will be required to hand over following certification /actual drawings as per prescribed standards.

1. Earth Pits Test Report (Pit will be prepared in front of bank's representative)
2. Electrical, networking
3. Networking points test report with nod number

**Penalty:**

In case of failure of completion of work within given time, a penalty @ 0.1% of total contract amount, for each day of delay will be imposed.

**Mode of Payment:**

All payments shall be made strictly against the actual measurement/ quantum of work done at site duly verified by Bank's representative. Following mode of payment shall be adopted:

**Payment Schedule:**

- i. No advance payment will be made.
- ii. First interim Payment i.e 30% will be made on receiving original invoice from the contractor and confirmation of 35% completion of work by respective Zonal Chief / Regional Controller / Bank Representative of the bank.
- iii. Second interim payment i.e 30% will be made on receiving original invoice from the contractor and confirmation of 70% completion of work by respective Zonal Chief/ Regional Controller / Bank Representative of the bank.
- iv. Final 35% payment will be release to contractor on receipt of final invoice from the contractor and as per actual measurements by the Bank Representative during his physical inspection of the completed project.
- v. 05% of the total project amount will be retained by the Bank as "Retention Money" which will be released after 180 days of completion of the project along with receipt of satisfactory letter from the concerned branch. However if vender agreed, their 2% performance security deposited earlier, may be adjusted in retained amount On completion of said period a final inspection will be carried out and the retention amount will only be released addressing of observation and due verification from concerned Branch Manager.

Please sign and return the duplicate of this work order in acceptance of above terms and conditions and rates.

  
Manager Establishment

Accepted By

M/s. RAI Enterprises

Head Office: Bank Square, Chattar Domel, Muzaifarabad, Azad Kashmir. Tel:05822-921361-2, Fax:05822-921983