



Primary & Secondary  
Healthcare Department

# **BIDDING DOCUMENT**

**FOR**

**ANNUAL SERVICE CONTRACT FOR COLD ROOMS  
AND GENERATORS AT EPI WAREHOUSES (LAHORE  
&MULTAN) FOR THE FINANCIAL YEAR 2023-24**

**GOVERNMENT OF PUNJAB**

**Name of Procuring Agency: Director General Health Services,  
Punjab, Lahore.**

**Corresponding Address : 24-Cooper  
Road, Lahore. Phone No. : 042-99201145**

**Fax No. : 042-99201142**

**E-Mail Address : pcdghslahore@gmail.com**

# BID DATA SHEET

ITB CLAUSE	DESCRIPTION
<b>03</b>	Basic Eligibility requirements are as indicated in clause 03.
<b>07</b>	Language of Bid & correspondence shall be in English.
<b>08</b>	The bidder shall have to quote the prices as per DDP mode along with acceptance of Terms of Reference/ Scope of work, otherwise offer of the firm will straight away be rejected.
<b>09.3</b>	The price shall be quoted in PKR.
<b>12</b>	2 % Bid Security of the total estimated cost of tender
<b>13</b>	<b>180 Days</b> from the date of opening of bids.
<b>14.1</b>	<b>Joint Venture is not permissible.</b>
<b>19.1</b>	Single Stage-Two Envelope Bidding Procedure (38) (2) (a) shall be used for selection of Service Provider.
N/A	Procuring agency shall response to requests for clarification which it received within 7 days after publication of bidding document.
N/A	Any amendment in response to the clarifications sought by a bidder or as initiative by the department on its own will be uploaded on the website.
N/A	<b>Address for communication:</b> For clarification purposes, the Purchaser's address is: 24-copper road Lahore Lahore. Phone #: 042-99201145 Email:pcdghslahore@gmail.com
<b>29.1</b>	<b>Performance Guarantee</b> 5% Performance Guarantee/Security in the shape of Bank Guarantee having validity for 01 Year from the date of its issuance and will be released after completion of the contract.
<b>30.2</b>	The Service / Job of Repair & Maintenance must be completed within <b>two (02)</b> days from the date of issuance of Work Order(s). In case of emergency Turnaround time is <b>03 Hours</b> .
<b>32</b>	The Repair & maintenance Services (Category wise) with warranty period.
<b>33</b>	Penalties of different nature for delay in services.



## Primary & Secondary Healthcare Department

### INVITATION FOR BIDS

#### “ANNUAL SERVICE CONTRACT FOR COLD ROOMS AND GENERATORS AT EPI WAREHOUSES (LAHORE & MULTAN) FOR THE FINANCIAL YEAR 2023-24”

1. Directorate General of Health Services, Punjab invites sealed bids from the eligible bidders for the “Annual Service Contract for Cold Rooms and Generators at EPI Warehouses (Lahore & Multan) For the Financial Year 2023-24”.
2. The Bidding Document containing detailed Scope of Services / Terms of References can be downloaded from the DGHS official website ([www.dghs.punjab.gov.pk](http://www.dghs.punjab.gov.pk)) and from PPRA website ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)). The prospective bidders must purchase bidding document on payment of **PKR. 5,000/-** from the below mentioned address till the closing date. There is 2% bid security of total estimated cost for this tender.
3. Single Stage – Two Envelopes bidding procedure shall be applied as per rule 38(2) (a) of Punjab Procurement Rules, 2014. The envelopes shall be marked as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” in bold and legible letters.
4. Sealed bids are required to reach on or before **19<sup>th</sup> JANUARY, 2024 at 11:00 A.M** positively at the Purchase Cell, Directorate General Health Services, Lahore. The bids received till the stipulated date & time shall be opened at **11:30 A.M** on the same date in the presence of the bidders or their authorized representatives, who may choose to attend. Late bids will not be entertained.

**NOTE:** The procurement shall be conducted as per PPRA Rules, 2014.

**Director General Health Services, Punjab**

**GOVERNMENT OF THE PUNJAB.**

**24-Copper Road, LAHORE.**

**PH: +92-42-99201145**

# A. INSTRUCTIONS TO BIDDERS (ITB)

## General Instructions:

### 1. Content of Bidding Document

1.1 The goods required, bidding procedures, and Contract terms are prescribed in the Bidding Document. In addition to the Invitation for Bids, the bidding document include:

- Instructions to Bidders (ITB);
- General Conditions of Contract (GCC);
- Special Conditions of Contract (SCC);
- Schedule of Requirements;
- Technical Specifications;
- Contract Form;
- Performance Guarantee Form;
- Bid Form; and
- Price Schedule

1.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding document. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect shall be at the Bidder's risk and may result in the rejection of its bid.

### 2. Source of Funds

2.1 Government of the Punjab.

### 3. Eligible Bidders

3.1 The bidder must be an active payer. National Tax Number (NTN), Punjab Revenue Authority (PRA) registration (if applicable) and General Sales Tax Number (if applicable) with documentary proof shall have to be provided by bidder(s).

3.2 The bidder shall provide all information required in the bidding documents (evaluation criteria & specifications etc.) and documents to substantiate its claim for eligibility.

3.3 The firm must provide an affidavit states that not blacklisted or debarred from any Procuring agency/Government Department/Organization nor involve in any fraudulent practices.

3.4 Additional eligibility requirement (if any) is defined in the Evaluation Criteria/Sheet.

### 4. Cost of Bidding

4.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### 5. Qualification and Disqualification of Bidders

5.1 The Procuring Agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in Supplier's capacities may require the Suppliers to provide information concerning their professional, technical, financial, legal or managerial competence.

5.2 The Procuring Agency shall disqualify a Bidder if it finds, at any time, that the information submitted by him concerning his qualification as Supplier was false, fabricated and materially inaccurate or incomplete.

5.3 Bidders that are found to consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices shall be debarred & blacklisted as provided in Punjab Procurement Rules, 2014.

### 6. Corrupt or Fraudulent Practices

**6.1** The Procuring Agency requires that all Bidders/Service Providers/Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of PPR 2014 and its subsequent amendments, if any, the Procuring Agency:

- defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) **coercive practice** by impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;
  - (ii) **collusive practice** by arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;
  - (iii) **corrupt practice** by offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;
  - (iv) **fraudulent practice** by any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - (v) **obstructive practice** by harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights.
- shall reject a proposal for Award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question; shall declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Contract.

## **Preparation of Bids**

### **7. Language of Bid**

**7.1** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency shall be written in **English**. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in **English**, in which case, for purposes of interpretation of the Bid, the translation shall govern.

### **8. Bid Form and Price Schedule**

**8.1** The Bidder shall complete the Bid Form (**Annexure-A**) and an appropriate Price Schedule furnished in the bidding document (**Annexure-B**), indicating the total no. of personnel and HR Quoted Rate per month including of all taxes and other expenses.

### **9. Bid Prices**

**9.1** The Bidder shall indicate the prices of all parts /items on the prescribed Price Schedule (**Annexure-B**).

**9.2** Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/ correction must be initialed. Every page is to be signed and stamped at the bottom.

**9.3** The price shall be quoted in PKR (DDP Basis). The prices shall be inclusive of all type of taxes (except GST), duties, transportation charges etc. and Government will not pay any additional amount. However, the bidder shall specify GST/PST separately along with his financial offer.

**9.4** While tendering the bid, the present trend/ inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of services shall be entertained after the bid has been submitted.

## **10. Bid Currencies**

**10.1** The bidder shall quote the price in PKR.

## **11. Documents Establishing Bidder's Eligibility and Qualification.**

**11.1** The Bidder shall furnish, as part of its technical bid, documents (as specified in ITB Clause 3 above) establishing the Bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

**11.2** The documentary evidence to be submitted in the Technical Proposal for the purposes of qualification and technical evaluation shall be as specified in the evaluation criteria, technical specifications etc.

## **12. Bid Security**

**12.1** The value, validity & shape of Bid Security to be submitted by a bidder along with its bid is indicated in the Bid Data Sheet.

## **13. Bid Validity**

**13.1** Bids shall remain valid for a period as mentioned in Bid Data Sheet, after opening of a bid. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive. Any extension in bid validity will be dealt as per mechanism provided in rule 28 of Punjab Procurement Rules, 2014.

## **Submission of Bids**

### **14. Format and Signing of Bid**

**14.1** The bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the bid shall initial all pages of the bid.

**14.2** Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

### **15. Sealing and Marking of Bids**

**15.1** The envelopes shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in bold and legible letters to avoid confusion. The envelopes shall then be sealed in an outer envelope.

**15.2** The inner and outer envelopes shall:

- be addressed to the Procuring Agency at the address given in the Invitation to Bids; and
- bear the Procuring Agency name and number indicated in the Invitation to Bids, and shall be inscribed by the following sentence: "DO NOT OPEN BEFORE, to be completed with the time and the date specified in the Invitation To Quotation / Proposal."

**15.3** The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as non-responsive or late.

**15.4** If the outer as well as inner envelope is not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.

### **16. Deadline for Submission of Bids**

**16.1** Bids must be submitted by the Bidder and received by the Procuring Agency at the address, time and date specified in the Invitation to Quotation / Proposal.

### **17. Late Bid**

**17.1** Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall be rejected and returned unopened to the Bidder.

## **18. Withdrawal of Bids**

**18.1** The Bidder may withdraw its bid prior to the deadline specified in the invitation to quotation / proposals.

**18.2** No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of bid validity specified in ITB Clause 13. Withdrawal of a bid during this interval will make the bidder eligible to be debarred for further procurements for a period as deemed necessary by the Procuring Agency.

## **19. The Bidding Procedure**

**19.1** The detail description of the procedure is described in Rule 38 of Punjab Procurement Rules, 2014.

## **Evaluation of Bids**

### **20. Preliminary Examination**

**20.1** The Procuring Agency shall examine the bids to determine whether they are complete, whether any computational errors have been made (at the time of opening the financial proposal), whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

**20.2** In the financial bids (at the time of opening the financial proposal) the arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Bidders/Suppliers do not accept the correction of the errors, its bid shall be rejected. If there is a discrepancy between words and figures, the amount in words shall prevail.

**20.3** The Procuring Agency may waive any minor informality, nonconformity, or irregularity in a quotation/proposal keeping in view the emergent situation.

**20.4** Prior to the detailed evaluation, pursuant to ITB Clause 20 the Procuring Agency shall determine the substantial responsiveness of each bid to the bidding documents. For purposes of these Clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from, or objections or reservations to critical provisions shall be deemed to be a material deviation for technical proposals. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

**20.5** If a bid is not substantially responsive, it shall be rejected by the Procuring Agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### **21. Evaluation and Comparison of Bids**

**21.1** All bids shall be evaluated in accordance with the criteria and other terms and conditions set forth in these bidding documents and invitation of quotation / proposal.

**21.2** A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

### **22. Technical Evaluation Criteria**

# **TECHNICAL EVALUATION CRITERIA**

## **(KNOCK DOWN CRITERIA)**

**(All evaluation parameters defined below are mandatory for compliance)**

- Original Tender Purchase Receipt obtained by Depositing Rs. 5000/- (Non Refundable) to Cashier, Accounts Branch, DGHS
- The bidder will submit 2 % bid security of estimated cost mentioned in Section III of Bidding Document, in the form of Bank Draft/Bank Guarantee/Call Deposit Receipt (CDR) from any schedule bank.
- Basic Eligibility as per ITB Clause 3
- The bidder shall attach copy of NTN, GST/PST Certificate.
- The bidder must be ACTIVE Tax Payer which shall be verified from FBR Website.
- The bidder shall accept the Scope of Services/Terms of Reference mentioned in tender document. The bidder shall undertake on notarized Rs.100/- stamp paper.
- The firm must have minimum ONE (01) year relevant business experience since July 2018 till the submission of the bid. The bidder shall have to provide documentary evidence. (Attach Purchase Orders/Contract/Work Orders along with satisfactory performance report from Private / public sector institutions).
- The bidder shall accept all terms & conditions as mentioned in bidding documents and shall complete the repair works as per the advertised specifications. The bidder shall undertake on notarized Rs.100/- stamp paper.
- The bidder shall undertake that currently it is not Blacklisted/Debarred by DGHS Punjab on valid Rs.100 stamp paper duly verified by notary public.
- The offer will be considered as responsive if it fully meets the tender requirement. The offer which will not be as per requirement of tender and is to be declared as non-responsive.
- The firm/bidder must have at least 10 Personnel (A list of personnel with their Designation, CNIC number and cell number on their letter head must be provided by the participating bidder).
- The firm must have own workshop/repair center. The bidder shall submit its company/firm's/workshop profile including detail of technical / mechanical staff & list of tools, which may be physically verified by the procuring agency.

**Financial bids of only “Technically Responsive Bidders” will be opened.**

### **Profile of the Bidder**



The Bidders are required to submit its profile.

<b>Sr.#</b>	<b>Particulars</b>	
1.	<b>Registered Office</b>	
	Address	
	Office Telephone Number	
	Fax Number & E-mail	
2.	<b>Authorized Person</b>	
	Name	
	Personal Telephone Number	
	Email Address	

### **22.3 Financial proposals would be evaluated as follows:**

- After technical evaluation is completed, the Procuring Agency shall announce the reports on the website and notify the date, time and location for opening of the financial proposals through email provided by the firm. All bidders in attendance at the time of opening of financial proposals shall sign an attendance sheet.
- Financial proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The name of the bidders shall be read aloud. The financial proposal of the technically responsive bidders shall then be inspected to confirm that they have remained sealed and unopened. These financial proposals shall be then opened, and the bid amount read aloud and recorded. Financial Proposals of technically non-responsive Bidders shall be returned unopened as per procedure prescribed in PPR, 2014.
- Incomplete bid shall stand rejected. All items described in the technical proposal must be priced in financial proposal. Items described in the technical proposal but not priced, shall be assumed to be included in the price of other items.
- Minor oversight, clerical mistakes, other minor inconsistencies that do not alter the substances of the financial bid may be corrected by the Procuring Agency. When correcting computation error in case of discrepancy between a partial amount and the total amount or between the words and figures, the formers will prevail.
- The bidders will quote the Price Schedules.

### **23. Rejection of Bids**

**23.1** The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid as rule 35 of PPR, 2014.

### **24. Re-Bidding**

**24.1** If the Procuring Agency rejects all bids in pursuant to ITB Clause 23, it may call for a re-bidding or if deems necessary and appropriate the Procuring Agency may seek any alternative methods of procurement.

**24.2** The Procuring Agency before invitation for re-bidding shall assess the reasons for rejection and may revise specifications, evaluation criteria or any other condition for Bidders, as it may deem necessary.

### **25. Announcement of Evaluation Report**

**25.1** The Procuring Agency shall announce the results of bid evaluation of a report giving justification for acceptance or rejection of bids through electronic mail / website of the department.

### **Award of Contract**

#### **26. Acceptance of Bid and Award criteria**

**26.1** The Bidder declared Successful by the department, if not in conflict with any other law, rules & regulations, policy of the Government shall be awarded the Contract, within the original or extended period of bid validity for complete package/ partial quantity.

#### **27. Notification of Award**

**27.1** Prior to the expiration of the period of bid validity, the Procuring Agency shall notify the successful Bidder in writing that its bid has been accepted.

**27.2** The notification of Award shall constitute the formation of the Contract.

#### **28. Signing of Contract**

**28.1** The Procuring Agency will issue the Notification of Award/Advance Acceptance of Tender (AAT). The Procuring Agency and successful bidder shall sign and date the formal Contract. The firm will submit the required Performance Guarantee (as mentioned in bid data sheet) having validity till the expiration of contract and Stamp Duty as per prevailing government rules.

**28.2** If the successful Bidder shows inability to sign the Contract or fail to deposit Performance Guarantee & Stamp Duty etc., then the firm shall be blacklisted minimum for one year for future participation. In such situation, the Procuring Agency may make the Award to the next lowest evaluated Bidder or call for re-bidding.

**28.3** The enforcement of the Contract shall be governed by Rule 63 of Punjab Procurement Rules-2014.

#### **29. Performance Guarantee**

**29.1** After the issuance of Advance Acceptance of Tender (AAT), the successful Bidder shall furnish the Performance Guarantee/ Security in accordance with the Special Conditions of Contract, in the Performance Guarantee Form. The shape & value of Performance Guarantee to be submitted is indicated in the Bid Data Sheet.

#### **30. Schedule of Requirement/Commencement of Services (after issuance of Work Order(s))**

**30.1** The commencement of services will be as mentioned in Bid data Sheet.

**30.2** . In case of late provision of services beyond the period specified in the Bid Data Sheet, penalty shall be imposed as specified in penalties section of bidding document.

#### **31. Redressal of grievances by the Procuring Agency**

**31.1** The Procuring Agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

**31.2** Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of his bid may lodge a written complaint concerning his grievances not later than **Ten Days** after the announcement of the technical bid evaluation report.

**31.3** Mere fact lodging of a complaint shall not warrant suspension of the procurement process.

#### **32. Detail of Repair/Replace & Maintenance Services (with warranty)**

Replacement of lube oil **Havoline/Equivalent (15W-40)**, Air/Oil/Fuel Filter of 150 KVA (COELMO, ITALY)

**General Service / Preventive Maintenance of Generators (150 KVA)**

General Service / Preventive Maintenance includes:

- Washing of Radiator, Engine and Canopy.
- Checking of starting and test run of Generators
- Inspection of exhaust system leaks and audio pollution.
- Checking of Coolant Level.
- Cleaning of Air cleaner
- Checking the service ability of the battery, battery electrolyte level, Terminal and Cable Clips.
- Checking of Battery chargers whether it is working or not and replacement of it in case of malfunctioning.
- Checking all external nuts, bolts and unions for tightness.
- Cleaning axial fan drive belt irrespective of its condition.
- Checking and testing of all engine safeties,
- Checking that 'Hour Meter', Volt Meter and Amp Meter are working properly.

Note: General Service will be done twice in a month during contract period.

**Replacement of Mechanical Parts/Items of Generators(s) (COELMO,ITALY)**

Thermostat Housing, Air Filter Housing, Alternator Bearing, Armature Winding  
Stator Winding, Alternator Fan, Atomizer, Auto manual Switch, Atomizer Nozzle  
Auxiliary Points (Magnetic contactor ) 2 Pole, AVR Card, Battery Charger 12 volt fit fitting base, Battery Water (Distilled Water), Blow pipe, Complete Set of Alternator  
Complete Water Assembly Body/Pump, Control Module Deep Sea 4520 or Latest, Coolant 1 Liter, Cylinder Head Gasket, DC Alternator Motor, Digital AMF Panel Meter (Amp, Volt, Hz, Push button, Selector Switch 10 A) 72\* 72\* 38, Dip Stick, Drain Valve  
OPTIMA OR equivalent Dry Battery 815 A (maintenance free), Dynamo, Engine Block, Engine Mounting Engine Oil Cap, Exhaust Manifold, Fan Belt, Fuel Injector Pump, Fuel Pump, Fuel Separator filter Complete Housing, Fuel Solenoid Switch, Handle valve, Heat Patti for Silencer for Complete Silence, Hose Pipe (Upper and Lower), Hour Meter, Join Kit Complete, Key Switch off/On/Run, Lifty Pump, Main Oil Seal, Module Data Com,  
Module Deep Sea 4520, Oil Filter Housing Complete, Oil Pressure Gauges, Oil Pressure Sensor, Oil Pressure Shutdown Switch, Oil Pump, Radiator Caps, Radiator Fan, Radiator Mountings, Radiator New, Radiator safeguard Shield, Self-Starter Motor, Silencer Complete, Silencer flexible, Silencer Jan, Starting /Cutout Relay 12 V, Timing Plate Jan, Tippet Cover Jan, Water Pump Jan, Harness/wiring.

**Warranty: Three months from the date of installation/replacement.**

**Replacement of Electrical Parts/Items of Gen-Set(s) (COELMO,ITALY)**

Cable 35/50/95 mm 4 Core (per feet), Battery Terminal, Cable Duct 16\*16  
Circuit Breaker –MCB 63A (2/3 Pole), Circuit Breaker-MCB 10/20 A (1Pole), Circuit Breaker-MCB 32A (2Pole), Circuit Breaker-MCB 100A, 3Pole, Circuit Breaker-MCB 100A, 4Pole, 60 Amp Magnetic contactor 4-Pole, 100 Amp Magnetic Contactor 4-Pole, Control Cable Single Core 1.5 mm (Red & Black), Control Cable Single Core (3/4 mm), Panel Indication light (Red, Yellow, Green), Phase Failure Relay, PVC Pipe (1", 2"), Push Button, Relay 12V (DC) 8 Pin, Relay 48V (DC) 8 PIN, Relay 220 V (AC) 8 Pin, Timer Base 8 Pin, Timer 8 Pin, Panel 2\*2, Thimbles 6/8/16/25/35/95/300 MMSQ, Diode Kit ,AVR Card, Phase Failure

**Warranty: Three months from the date of installation/replacement.**

### Overhauling of Genetors(s) 150 KVA

Piston Set with Rings, Timing Seal, Main Oil Seal, Main Bearing, Valve seal, Head gas kit, Exhaust Valve, Radiator Descaling, Laith Work, Starter Motor/Self Service, Sleeve, Intake valve, Injectors, Cam Shaft, Connecting Rod, Coupling Plate, Crank Shaft, Fly Wheel Gear Service, Injection Assembly

**Warranty: Three months from the date of installation/replacement.**

### 33. Penalties

Sr. #	Description	Penalty charges (in PKR)								
1	Delay in Services	<p>Turnaround time for completion of job/work after issuance of work order is 48 hours (02 days) in case of delay penalty will imposed as follows:</p> <table border="1"><thead><tr><th>Time of Completion (in hours) (working days)</th><th>Penalty (on work order invoice amount)</th></tr></thead><tbody><tr><td>upto 72 hours</td><td>5% of the invoice</td></tr><tr><td>&gt;72 to 96 hours</td><td>10% of the invoice</td></tr><tr><td>&gt;96 to 120 hours</td><td>15% of the invoice</td></tr></tbody></table> <p><b>Note:</b> the delay in services more than 03 times in contractual period may lead to termination of contract.</p>	Time of Completion (in hours) (working days)	Penalty (on work order invoice amount)	upto 72 hours	5% of the invoice	>72 to 96 hours	10% of the invoice	>96 to 120 hours	15% of the invoice
Time of Completion (in hours) (working days)	Penalty (on work order invoice amount)									
upto 72 hours	5% of the invoice									
>72 to 96 hours	10% of the invoice									
>96 to 120 hours	15% of the invoice									

### 34. Scope of Services / Terms of Reference:

The overall scope is as follows. The Contractor shall be:

- The Contractor shall provide Services of Generator Repair & maintenance against the Work Order(s) issued by the Department.
- Responsible for the provision of skilled electrician/generator technician to maintain the (150 KVA) (coelom,italy generator sets.
- Placing a supervisor/generator technician(s) at warehouses Multan & Lahore two (02) times in a month for complete Preventive maintenance/General Service for all Generators.
- In case of emergency (24/7), placing a supervisor/generator technician at warehouses Multan & Lahore till the rectification of the problem and operationalization of Gen-Set.
- Ensure that fuel, oil and air filters are cleaned and will be replaced whenever required after intimation to and subsequent approval by the Purchaser.
- Ensure generator house concrete floor must be degreased and washed on every visit.
- Responsible to check / monitor all gauges and inspect before cleaning for oil and water leaks including all hoses and battery terminals.
- Responsible to wash engine with degreaser, battery with soap and clean water and wipe dry.
- Responsible to power spray radiators with water to remove dust, on every visit.
- Responsible to check and maintain coolant level in radiator on every visit.
- Responsible to check / maintain / fix battery acid level and battery terminal connections.
- Responsible to check / maintain / fix fan and alternate belts for correct tension and worn-out part.
- Responsible to make repairs / replace parts after intimation to and subsequent approval by the Purchaser.
- Be familiar with operating and maintenance manuals and other literature relating to our generators to ensure all necessary steps are taken to keep them in good running order and maximize their useful lives.
- Responsible to alert the Purchaser where improvements can be made in the operation and maintenance of our generators.
- Responsible for Labor work includes electrical, mechanical or any other type of work related to Gen-Set.
- The Turnaround time is 48 hours (02 days) while in case of emergency its three (03) hours. from the issuance of Work Order(s)/intimation through Email/call (in case of emergency) during the contract period
- During the contract period, transportation, lodging and travelling expenses etc. will also be an obligation on part of Contractor. No additional charges will be paid in this regard.
- The Contractor shall maintain sufficient backup stock of spare parts/items and tools, for the repair & maintenance of the supplied Goods, during the warranty period.
- In case of replacement of any part/item, the faulty part/item will remain the property of the department.
- Penalties of different nature will be imposed as mentioned in penalties section of Bidding Document.
- The Contractor will submit signed completion sheet after completing the job from the Provincial EPI cell, Punjab and submit it along with the invoice/bill.
- The Preventive Maintenance / General Service of each Generator will be done on two times in a month (24 times) in a year, maintain a logbook of General Service and part replace/repair for warranty purpose.

- The Contractor, while replacing any part during warranty period (mentioned in ITB clause 32) will replace it free of cost.

### **Detail of Repair/Replace & Maintenance Services of Cold Rooms (with warranty)**

#### Annual Operation & Maintenance Contract of cold rooms.

- Ensure Safe and Trouble-free operation & Maintenance.

#### Major and Minor Parts Replacement

- All minor parts and consumable item will be provided by the company including replacement of devices that are unserviceable though wear and tear or failure.
- Contractors have a comprehensive stock of spares of all kind and brand's units to ensure their availability with in time.
- All Major (PCB Kits, Compressor, thermostat (controller)all type of expansion valves) parts and consumable item will be provided by the EPI Program.

#### Cold rooms#09 (18 Units)

- 09 Cold rooms 18 units with its all-Auxiliary mechanical and electrical control wirings Module and components are installing at EPI warehouse Manga Mandi Lahore.

#### Freezer Rooms# 02 (04 Units)

- 02 Freezer rooms (-5c to -20c) 04 units with its all-Auxiliary mechanical and electrical control wirings Module and components are installing at EPI warehouse Manga Mandi Lahore.

#### Cold rooms#08 (16 Units)

- 08 Cold rooms 16 units with its all-Auxiliary mechanical and electrical control wirings Module and components are installing at EPI warehouse Kidney Center Multan.

#### Scope of Work

- Providing 02 qualified Technicians for operation, maintenance, data logging and troubleshooting and diagnosis of fault attending ASAP bases of cold rooms system.
- Complete team backup in case of major complains ASAP bases.
- Weekly visit 0f technical expert and submitted visit report and cross checking of all Unit seniors.

#### MAINTENANCE PLAN

- Following maintenance schedule is planned for cold rooms.
- All operation, maintenance working and parameters will be logged and verified from EPI Store Officer assigned officer.

#### Monthly

- General inspection of all units.
- Checking all machine safety components and ensure all safety are active.
- Checking/testing/servicing of refrigerant leakage in the system and remove leakage and adjustment of charge if required.
- Checking all drain and door heaters and maintain.  
Cleaning of electrical panel/control cards of all systems.

#### Quarterly

- Visual inspections of machine for any damage/loosening.
- Checking electrical wiring of system/components for any sign of overheating.
- Checking Evaporator coils and clean if necessary.

- Checking and inspect bearing/bushes and other moving parts.
- Checking of Electrical components and controls.
- Flashing of drain line
- Checking of electrical resistance of compressors.

Yearly

- Checking/servicing/replacement of compressor’s contactors and relay if necessary.
- Checking of transducers, sensors and other controls & replacement of faulty components.
- Checking of electrical resistance of evaporator and condenser fan motors.
- Checking/servicing of evaporator and condenser fan motor’s contactors.
- Checking of electrical terminals for tightness.

<b>COLD ROOM AND FREEZERS: 3 Monthly Inspection and Testing</b>	<b>Unit of measure</b>	<b>Checking /Testing</b>	<b>Quantity</b>
Check that the evaporator fins are clear of dirt and comb fins if necessary			
Check cooling operating parameters			
Inspect fan motor and blades			
Check operation of the timer			
Check operation of an expansion valves. Correct, repair or replace if necessary			
Check for condensate drain system. Test condensate AND remove any foreign particles.			
Check operation of thermostat (controller). Record any abnormalities			
Check and record suction and discharge pressures of refrigerants (LP/HP)			
Remove fan guard and check alignment and correct if necessary to get free rotation			
Check that all bolts and screws are properly secured on fans and compressor			
Inspect and test HP and LP switches for correct operation.			
Check/inspect all electrical devices (controllers, contactors, relays) and electrical wiring connections tightness in the electrical panel and correct If necessary. Record all abnormalities and report accordingly.			
Examine condenser coil and comb fins if necessary			
Inspect refrigerant piping insulation and condensate pump			
Check and record any leakage of refrigerant or recovered refrigerant.			

TOTAL - 3 Monthly Inspection and testing scope of work			
--	--	--	--

<b>COLD ROOM AND FREEZERS: Annual Service (EPI Warehouses)</b>	<b>Unit of measure</b>	<b>Checking/Testing</b>	<b>Quantity</b>
<b>Compressor Discharge and Suction Line</b>			
Note down compressor amperages before and after service			
Eliminate any undue noise or vibration to reach system. Check the entire system for loose components and tighten accordingly.			
Test and note down oil leaks or refrigerant leaks for each system. Repair all found leaks			
Get the refrigerant level right by refilling if level has dropped for each system. Ensure that the refrigerant is dry			
Bring HP up and ensure that HP cut-out trips at correct pressure, Note down the settings.			
Bring LP down and ensure that LP cut-out at correct pressure, Note down the setting			
Check and calibrate all transmitters, sensors and controllers			
<b>Electrical and Panel</b>	<b>Unit of measure</b>	<b>Checking/Testing</b>	<b>Quantity</b>
Clean out the panel (blow dry and wipe) and test operation of all power, circuit breakers and contactors. Ensure that all electrical terminals are tightened.			
Ensure that all protections are operational.			
Correctly set the defrost Intervals for the system.			
Set defrost elements, door and drain heaters timers to correct operational (Freezer rooms only). Also check element amperage and resistance			
During normal cold room and freezer operation, check the electrical panel of hot spots (by performing thermography)			
<b>Walls and Floors</b>	<b>Unit of measure</b>	<b>Checking/Testing</b>	<b>Quantity</b>
Ensure that cold and freezer room walls, floors, ceiling for deterioration all clear from ice build up			
Clean and remove loose paint and scale and repaint as required			
Ensure that cold and freezer room walls, floors, ceiling are all clear from ice build-up.			



# **Schedule of Requirements**

<b>Sr.</b>	<b>Name of Procurement (Description)</b>	<b>Total Duration</b>	<b>Estimated Cost (Per month), PKR</b>	<b>Total Estimated Cost PKR</b>
1	<b><u>General Service &amp; Preventive Maintenance of EPI cold rooms and Generator EPI Warehouses (Multan &amp; Lahore)</u></b> Cold rooms and Generators Repair & Maintenance Services Contract (19 cold rooms and 03 Generators)	12 Months	200,000	2,400,000

# DRAFT CONTRACT/ AGREEMENT

## CONTRACT FORM

**This Contract** (hereinafter called as “Contract”) is made at Lahore the \_\_\_\_ 2021, between on the one hand, Primary & Secondary Healthcare Department (hereinafter referred to as the “Procuring Agency”) (which expression shall include successors, legal representatives and permitted assigns) of the First Part

### AND

on the other hand, **M/s (Firm Name)**, a firm registered under the laws of Pakistan and having its registered office at **(Address)** acting through its \_\_\_\_\_ (hereinafter called the “Service Provider”) (which expression shall include successors, legal representatives and permitted assigns) of the Second Part

### WHEREAS

- a) The Purchaser on behalf of the procuring agency invited the bids/tender for Hiring of firm for the provision of Services of Data Entry Operators and Support Staff thereafter in which the (Service Provider/firm name) also participated and was declared as Lowest Evaluated Responsive Bidder on basis of least cost.
- b) The service provider having represented to the Procuring Agency that they have the required professional skills and personnel and technical resources have agreed to provide the services on terms and conditions set forth in this Contract as defined in the General Conditions / Special Conditions of the Contract and the Scope of services (hereinafter called as “Services”)
- c) The procuring agency in response thereof has decided to procure the Services of Data Entry Operator (Amount in Words and Words).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

- In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
- The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz: -
  - the General Conditions of Contract;
  - the Special Conditions of Contract;
  - Advance Acceptance of Tender (AAT);
  - the Scope of Services / Terms of Reference ;
  - Bid Data Sheet;
  - Bidding Document;
  - Any other document if deemed necessary.
- In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter hereby covenants with the Procuring Agency to provide the Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.

- The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
- *[The Service Provider]* 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 the Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Punjab) through any corrupt business practice.
- Without limiting the generality of the foregoing, *[The Service Provider]* 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 including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab, except that which has been expressly declared pursuant hereto.
- *[The Service Provider]* certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of the Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
- *[The Service Provider]* 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 Government of the Punjab under any law, Contract or other instrument, be void able at the option of Government of the Punjab.
- Notwithstanding any rights and remedies exercised by Government of the Punjab in this regard, *[The Service Provider]* agrees to indemnify Government of the Punjab for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of the Punjab in an amount equivalent to ten time the sum of any commission, gratification, bribe, finder's fee or kickback given by *[The Service Provider]* 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 Government of the Punjab.
- In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The decisions taken and/or award made by the Arbitrator shall be final and binding on the Parties.
- The Contract shall not constitute a partnership between the parties and that the *Service Provider* shall not in any manner represent itself as agent or authorized representative of the Procuring Agency of the Government of the Punjab etc. or be considered as such included.

- This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at \_\_\_\_\_ (the place) and shall enter into force on the day, month and year first above mentioned.

<b>Sign/ Seal by the Supplying firm</b>	<b>Sign/ Seal by Procuring Agency</b>
<b>Witness</b>	
<b>1.</b>	<b>1.</b>
<b>2.</b>	<b>2.</b>

## **B. GENERAL CONDITIONS OF CONTRACT (GCC)**

### **1 Approach & Methodology**

The Bidder shall explain his plan for performing the Repair & Maintenance services as per the terms of the references and overall scope of this document.

### **2 Roles & Responsibilities**

#### **2.1 Primary Responsibilities of the Service Provider**

Bidder shall provide the services of AC Repair & Maintenance as set forth in this document.

#### **2.2 Fines & Penalties**

Fines and Penalties of different nature are specified in ITB Clause 33 and Special Conditions of the contract.

#### **2.3 Responsibilities of the Client**

1. Facilitate the service provider in smooth provision of services.
2. Client will monitor the overall performance of the Service Provider during contractual period.
3. Process the Invoice/Bill submitted by the Service Provider after completion of services against the Work Order(s)

### **3 General Guidelines**

1. In the event of any illness / injuries resulting from any accident to their staff, the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same without making Procuring Agency a party to it.
2. In case of any labour disputes regarding their employees, resolve the same at the earliest to ensure scheduled work is completed satisfactorily and on time.
3. Ensure that all staff assigned to the offices be adequately immunized against all types of communicable diseases and periodically monitored through health check-ups.
5. The services provider shall provide the names, address, contact no and CNIC on the day of commencement of services.
6. The Procuring Agency reserves the right to direct the service provider for replacement of Security Personnel and the service provider shall be bound to do the same. Non-compliance may result in punitive action against the Service Provider.

### **4. Force Majeure**

1. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
2. The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event
  - (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and
  - (b) has informed the other Party as soon as possible about the occurrence of such an event.
3. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

## **5. Termination of the Agreement**

- a. Without prejudice to any other available rights / remedies, the Procuring Agency shall have the right to terminate this agreement at its option for any reason specifically provided hereunder or otherwise in case of any breach of this agreement by Service Provider.
- b. The performance of services by the Service Provider under this agreement shall remain under observation during the whole period of the agreement, in case the services are found unsatisfactory or below the specified standard mentioned in Bid Data Sheet and Scope of Services within contractual period may result in termination of the contract by the Client at any time with immediate effect.
- c. In such events e.g. non-performance due to strike or violation of contract, the Service Provider shall be blacklisted as per the prevailing PPRA rules and performance security will be en-cashed.
- d. Notwithstanding anything contained in this agreement, each party shall have the right to terminate this agreement upon 30 Days written notice to the other party and upon written/ recorded reasons for the same.
- e. The Procuring Agency shall be entitled to terminate this agreement forthwith at any time upon serving notice in the event of misconduct either on the part of the Service Provider or its employees or non-performance of responsibilities and services by the Service Provider.
- f. The termination shall be without prejudice to the acquired rights and liabilities of either party prior to termination.

## **6. Arbitration and Resolution of Disputes**

1. The Procuring Agency and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.
3. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The arbitrator for this contract will be Secretary Primary & Secondary Healthcare Department. The decisions of the Arbitrator shall be final and binding on the Parties.

## **7. Contract Validity**

1. The contract shall be valid for (01) one year from the date of issuance.

## **8. Renewal of Contract**

The contract between the Procuring Agency and the Service Provider can be extended further for same duration or less on the same terms & conditions and Scope of services. The renewal shall be based on the following (but not limited to) conditions:

1. Mutual consent of both parties
2. Performance review of the service provider.
3. Approval of Competent Authority
4. Renewal of the performance guarantee / security by the service provider.

## C. SPECIAL CONDITIONS OF CONTRACT (SCC)

1. The service provider shall be liable to pay compensation for any loss and damage caused to the property of the Client or its officers / staff by the Service Provider or its workers / personnel.
2. In such circumstances when the service provider is unable to provide the required services, the Client has the right to withhold payment and procure the services of any other service provider for the same financial amount.
4. Initially the Contract will be signed for One (01) Year and extendable for equal term(s) or less subject to the need/Government decision, performance review and approval of competent authority.
5. The completion of Job/Assignment must be done within 48 hours (02 days from the date of issuance of Work Order(s). and in case of delay penalty will be imposed.
6. The Details of Penalties is given below:

Sr. #	Description	Penalty charges (in PKR)								
1	Delay in Services	<p>Turnaround time for completion of job/work after issuance of work order is 48 hours (02 days) in case of delay penalty will imposed as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Time of Completion (in hours) (working days)</th> <th style="text-align: center;">Penalty (on work order invoice amount)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">upto 72 hours</td> <td style="text-align: center;">5% of the invoice</td> </tr> <tr> <td style="text-align: center;">&gt;72 to 96 hours</td> <td style="text-align: center;">10% of the invoice</td> </tr> <tr> <td style="text-align: center;">&gt;96 to 120 hours</td> <td style="text-align: center;">15% of the invoice</td> </tr> </tbody> </table> <p><b>Note:</b> the delay in services more than 03 times in contractual period may lead to termination of contract.</p>	Time of Completion (in hours) (working days)	Penalty (on work order invoice amount)	upto 72 hours	5% of the invoice	>72 to 96 hours	10% of the invoice	>96 to 120 hours	15% of the invoice
Time of Completion (in hours) (working days)	Penalty (on work order invoice amount)									
upto 72 hours	5% of the invoice									
>72 to 96 hours	10% of the invoice									
>96 to 120 hours	15% of the invoice									

# PERFORMANCE GUARANTEE FORM

To: *[Name & Address of the Procuring Agency]*

**Whereas** *[Name of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[number]* dated *[date]* to supply *[description of goods]* (hereinafter called “the Contract”).

**And whereas** it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of as defined in Bid Data Sheet of the total Contract amount as a Security for compliance with the Supplier’s performance obligations in accordance with the Contract.

**And whereas** we have agreed to give the Supplier a Guarantee:

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[Amount of the Guarantee in Words and Figures]* and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of *[Amount of Guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature and Seal of the Guarantors/ Bank

Address

Date

**Note:**

1. It should be valid for a period equal to the total warranty period.
2. The contract will be signed/ issued after submission of this Performance Guarantee.



**BID FORM**

Date:  
Tender No:  
Name of the Item:

To: *[Name and address of Procuring Agency]*

Respected Sir

Having examined the bidding document [insert numbers & Date], the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the Goods under the above-named Contract in full conformity with the said bidding documents for the sum of *[Total Bid Amount]*, *[Bid Amount in words]* and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, we have no reservation to these Bidding Documents, if our bid is accepted, to deliver the Goods in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance guarantee in the form, in the amounts, and within the times specified in the AAT.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid 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.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan.

We confirm that we comply with the eligibility requirements as per the bidding documents.

Name and address of bidder

Amount and Currency

(if none, state "none")."

Dated this day of , 2024

Signature

(in the capacity of)

Duly authorized to sign bid for and on behalf of Attachment

**PRICE SCHEDULE  
(DDP Basis)**

Name of Bidder \_\_\_\_\_

Tender No. and the name of the item -----

**Table-A Replacement of Lube Oil & Filters (Perkins/Hyundai Brand)**

Description	Rating (KVA) with Brand	Air Filter/Unit (in PKR)	Oil Filter/Unit (in PKR)	Fuel Filter/Unit (in PKR)	Lube Oil /Liter (in PKR)
Replacement of lube oil <b>COELMO, ITALY/Equivalent (15W-40) Air/Oil/Fuel Filter.</b>	150 (COELMO,ITALY)				

**Table-B (General Service/Preventive Maintenance)**

Description	Service Charges 150 KVA (COELMO) (in PKR)
General Service / Preventive Maintenance includes: <ul style="list-style-type: none"><li>• Washing of Radiator, Engine and Canopy.</li><li>• Checking of starting and test run of Generators</li><li>• Inspection of exhaust system leaks and audio pollution.</li><li>• Checking of Coolant Level.</li><li>• Cleaning of Air cleaner</li><li>• Checking the service ability of the battery, battery electrolyte level, Terminal and Cable Clips.</li><li>• Checking of Battery chargers whether it is working or not and replacement of it in case of malfunctioning.</li><li>• Checking all external nuts, bolts and unions for tightness.</li><li>• Cleaning axial fan drive belt irrespective of its condition.</li><li>• Checking and testing of all engine safeties,</li><li>• Checking that 'Hour Meter', Volt Meter and Amp Meter are working properly.</li></ul> Note: General Service will be done two (02) times in a month during contract period.	
<b>Emergency visit charges</b>	

**Table -C Replacement of Mechanical Parts/Items of Gen-Set(s) (Perkins/Hyundai)**

Sr. No	Description	Quoted Price (in PKR) Gen-set Capacity with Brand		
		100 KVA (Perkins)		
1	Thermostat Housing			
2	Air Filter Housing			
3	Alternator Bearing			
4	Armature Winding			
5	Stator Winding			
6	Alternator Fan			
7	Atomizer			
8	Auto manual Switch			
9	Atomizer Nozzle			
10	Auxiliary Points (Magnetic contactor ) 2 Pole			
11	AVR Card			
12	Battery Charger 12 volt fit fitting Base			
13	Battery Water (Distilled Water)			
14	Blow pipe			
15	Complete Set of Alternator			
16	Complete Water Assembly Body/Pump			
17	Control Module Deep Sea 4520 or Latest			
18	Coolant 1 Liter			
19	Cylinder Head Gasket			
20	DC Alternator Motor			
21	Digital AMF Panel Meter (Amp, Volt, Hz, Push button, Selector Switch 10 A) 72* 72* 38			
22	Dip Stick			
23	Drain Valve			
24	Dry Battery 180 Ah (maintenance free)			
25	Dynamo			
26	Engine Block			
27	Engine Mounting			
28	Engine Oil Cap			
29	Exhaust Manifold			
30	Fan Belt			
31	Fuel Injector Pump			
32	Fuel Pump			
33	Fuel Separator filter Complete Housing			
34	Fuel Solenoid Switch			
35	Handle valve			
36	Heat Patti for Silencer for Complete Silence.			
37	Hose Pipe (Upper and Lower)			
38	Hour Meter			
39	Join Kit Complete			
40	Key Switch off/On/Run			
41	Lifty Pump			

42	Main Oil Seal			
43	Module Data Com Module Deep Sea 4520			
44	Oil Filter Housing Complete			
45	Oil Pressure Gauges			
46	Oil Pressure Sensor			
47	Oil Pressure Shutdown Switch			
48	Oil Pump			
49	Radiator Caps			
50	Radiator Fan			
51	Radiator Mountings			
52	Radiator New			
53	Radiator safeguard Shield			
54	Self-Starter Motor			
55	Silencer Complete			
56	Silencer flexible			
57	Silencer Jan			
58	Starting /Cutout Relay 12 V			
59	Timing Plate Jan			
60	Tippet Cover Jan			
61	Water Pump Jain			
62	Harness/wiring			

**Table -D Replacement of Electrical Parts/Items of Gen-Set(s) (Perkins/Hyundai)**

Sr. No	Description	Quoted Price (in PKR) Gen-set Capacity with Made 100/60/22 KVA (Perkins/Hyundai)		
1	Cable 3/29 (per feet)			
2	Cable 7/29 (per feet)			
3	Cable 7/64 (per feet)			
4	Cable 7/44 (per feet)			
5	Cable 35 mm 4 Core (per feet)			
6	Cable 50 mm 4 Core (per feet)			
7	Cable 95 mm 4 Core (per feet)			
8	Battery Terminal			
9	Cable Duct 16*16			
10	Circuit Breaker -MCB 63A, 2Pole			
11	Circuit Breaker-MCB 63A, 3Pole			
12	Circuit Breaker-MCB 10A, 1Pole			
13	Circuit Breaker-MCB 20A, 1Pole			
14	Circuit Breaker-MCB 32A, 2Pole			
15	Circuit Breaker-MCB 100A, 3Pole			
16	Circuit Breaker-MCB 100A, 4Pole			
17	60 Amp Magnetic contactor 4-Pole			
18	100 Amp Magnetic Contactor 4-Pole			
19	Control Cable Single Core 1.5 mm (Red & Black)			
20	Control Cable Single Core (3mm)			
21	Control Cable Single Core (4mm)			
22	Panel Indication light (Red, Yellow, Green)			
23	Phase Failure Relay			
24	PVC Pipe (1", 2")			
25	Push Button			
26	Relay 12V (DC) 8 Pin			
27	Relay 24V (DC) 8 PIN			
28	Relay 220 V (AC) 8 Pin			
29	Timer Base 8 Pin			
30	Timer 8 Pin			

31	Panel 2*2	
32	Thimbles 6 MMSQ	
33	Thimbles 8 MMSQ	
34	Thimbles 16 MMSQ	
35	Thimbles 25 MMSQ	
36	Thimbles 35 MMSQ	
37	Thimbles 95 MMSQ	
38	Thimbles 300 MMSQ	
39	Diode Kit	
40	AVR Card	
41	Phase Failure	

**Table -E Overhauling**

Sr. No	Description	Quoted Price (in PKR) Gen-set Capacity with Made		
		100 KVA (Perkins)	60 KVA (Perkins)	22 KVA (Hyundai)
1	Piston Set with Rings			
2	Timing Seal			
3	Main Oil Seal			
4	Main Bearing			
5	Valve seal			
6	Head gas kit			
7	Exhaust Valve			
8	Radiator Descaling			
9	Laith Work			
10	Starter Motor/Self Service			
11	Sleeve			
12	Intake valve			
13	Injectors			
14	Cam Shaft			
15	Connecting Rod			
16	Coupling Plate			
17	Crank Shaft			
18	Fly Wheel Gear Service			
19	Injection Assembly			

**Lowest Evaluated Bidder (on least cost basis):**

The Sum of Quoted Price of Table A, B, C, D, E (in PKR)

**Sign and Stamp of Bidder** \_\_\_\_\_

**Note:**

1. The detail of warranty (category wise) mentioned in ITB clause 32.
2. The price shall be quoted in PKR (DDP Basis). The prices shall be inclusive of all type of taxes, labour, transportation charges etc. and Department will not pay any additional amount.

(TEMPLATE)

**BID EVALUATION SHEET****KNOCK DOWN CRITERIA****(All evaluation parameters defined below are mandatory for compliance)**

<b>Sr. No.</b>	<b>Evaluation Parameters</b>	<b>M/S ABC</b>	<b>M/S XYZ</b>
1	ITB Clause 03	Yes / No	Yes / No
2	Black listing Affidavit	Yes / No	Yes / No
3	Owned Workshop		
4	Acceptance of Scope of Services / Terms of Reference	Yes / No	Yes / No
5	One person one Bid	Yes / No	Yes / No
6	Similar Business Experience in last 05 years. *Attach at least 10 Purchase Order/Contract/Work Order	Yes / No	Yes / No
7	The firm/bidder must have at least 10 trained Personnel *A list of trained personnel with their Designation, CNIC number and cell number on firm's letterhead must be provided by the participating bidder	Yes / No	Yes / No
<b>Remarks:</b>			