DOW UNIVERSITY OF HEALTH SCIENCES



Baba-e-Urdu Road, Besides Civil Hospital, Karachi
Direct No: 92-21-99216065 Fax: 99216065, Tel: 99215754-57 Ext: 5604
Website: www.duhs.edu.pk, E-mail: directorpd@duhs.edu.pk

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N.I.T No. DUHS/P&D/2017/8767(05)

OPERATION AND MAINTENANCE OF GENERATORS / POWER HOUSE

DATE OF SUBMISSION OF TENDER: 05-08-2017 at 11:00 HRS. DATE OF OPENING OF TENDER: 05-08-2017 at 11:30 HRS.

At Directorate of Planning & Development, 3rd Floor Admn. Block Dow Medical College, Baba-e-Urdu Road, Besides Civil Hospital, Karachi

SCOPE OF WORK

The interested bidders will provide the "OPERATION AND MAINTENANCE OF GENERATORS" on monthly charges basis to the Dow University of Health Sciences (DUHS), Karachi.

TERMS & CONDITIONS

- 1) Bids should be submitted in accordance with SPPRA Rules 46 (2) **Single Stage Two Envelope Procedure**:
 - (a) Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
 - (b) Envelopes shall be marked as "FINANCIAL PROPOSAL" and TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
 - (c) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
 - (d) Envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
 - (e) Procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - (f) No amendments in the technical proposal shall be permitted during the technical evaluation;
 - (g) Financial proposals of technically qualified bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - (h) Financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
 - (j) Best evaluated bidder with 75% Technical and 25% Financial, shall be accepted.
- 2) The committee in the presence of the bidders or their authorized representatives, who may like to be present, will open the bids.

- 3) The Bids shall be evaluated in accordance with the specified evaluation criteria.
- 4) In case of discrepancies between the Invitation for Bids (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents, the Bidding Documents shall take precedence.
- 5) Any Bid not received as per terms and conditions of the Bid Document is liable to be ignored. Offer shall not be considered if:
 - i. Bid received without original bid document purchase receipt.
 - ii. Bid received without prescribed Bid Security.
 - iii. Bid received after the time and date fixed for the bid opening.
 - iv. Unsigned Bid.
 - v. Ambiguous Bid.
 - vi. Conditional Bid.
 - vii. Bid from a firm blacklisted, suspended or removed from the approved list.
 - viii. Bid through telegram.
 - ix. Bid with shorter bid validity period.
 - x. Bid not conforming to the technical requirements
- 6) The bidders are expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish complete information required in the bidding documents or to submit a bid not substantially responsive to the bidding documents may result in rejection.

7) Technical Proposal should have the following documents:

- i. Original bid document purchase receipt, else the bids will be rejected. For alternate offer a separate Original bid document purchase receipt of Tender Fee amounting to Rs. 2,000/- (Non-Refundable) shall be submitted, otherwise both Proposals will be ignored.
- ii. Photocopy of Pay Order / Demand Draft of Bid Security should be attached after hiding the amount in figure and words of the Pay Order / Demand Draft, otherwise the bid will not be considered.
- iii. Copy of the Price Schedule without showing the rates.
- iv. Complete Profile of the Bidder with legal status, organization structure and nature of business.
- v. Valid License for the relevant business (if applicable)
- vi. List of similar services provided to Public Sector Organizations including details of the services currently in operation.
- vii. A certificate / affidavit that firm (or consortium) is not black listed by any Government / Semi Government / Autonomous Body etc. and not involved in any kind of insolvency litigation.
- viii. Last three years audited financial statements / income tax return form.
 - ix. Key professional staff qualification.
 - x. Company Staff List with details of Workshop etc.
- xi. Income Tax Certificate / SRB Certificate / Valid Professional Tax Certificate, GST Registration Certificate (if applicable) etc.
- xii. Sealed letter from Bank that bidder can perform monthly business of more than *OR* equal to **Rs. 5.000 Million**.

8) Financial Proposals should have the following documents:

- i. Original Pay Order / Demand Draft of Bid Security.
- ii. Original copy of the Financial Proposals with Quoted price and prescribed certificate.
- 9) Bid will be valid for 90 days from the date of opening bids. The bidders shall quote their prices inclusive of all applicable duties and Taxes / Logistic Charges etc. and all other expenses.
- 10) The tender must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it duly stamped, else the offer will not be entertained.
- The rates of each item should be written in figures as well as in words. Arithmetical errors will be rectified on this basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be authenticated and final.
- 12) The bidder must be registered with GST / SRB and Income Tax Departments (copies to be attached).
- 13) The firm must be a valid license holder for the relevant business.
- 14) The firm should have a minimum of three (03) years' experience of similar assignments in the public sector organizations, including details of the services currently in operation and should have a proper setup / office at Karachi.
- 15) Last three years audited financial statements.
- 16) List of company profile with staff details.
- 17) In case of emergency, additional staff shall be provided by the bidder.
- Each offer will accompany pay order or bank draft of the 2% of the proposed bid as Bid Security but not more than Rs. 2,000,000/- (Rupees two million only) in favor of Dow University of Health Sciences, Karachi. The Bid Security is refundable to unsuccessful bidders but will be confiscated in case the bidder backs out or fails to abide by any condition of the agreement.
- 19) Expenses incurred on maintenance of equipment / parts / machinery / gadgets (if any) will be borne by the bidder.
- 20) Bidder will follow the disciplinary rules of the DUHS.
- 21) DUHS reserves the right for the physical verification of the equipment / parts / machinery / gadgets etc. prior to the opening of the bids.
- 22) Conditional Bids against the Rules / policy will not be considered / entertained / accepted.

- 23) The tendered rate should be inclusive of all applicable taxes to Federal & Provincial Govt. or local bodies and will be deducted from the bill of the bidder / suppliers.
- 24) Required documents shall be submitted, if the bidders / Suppliers require Tax exemption facility regarding non deduction of Advance Income.
- 25) Successful bidder will enter into agreement for providing requisite services for a period of One (01) Year (extendable upto Three (03) Years with mutual consent) starting from the date of signing of contract.
- During the currency of the contract, the firm will provide as per terms and conditions, to be settled later on in the shape of contract agreement.
- 27) Bidder will depute full time supervisors and other adequate staff for carrying out the desired services round the clock.
- 28) Bidder will provide the Uniforms with identification of person on his own cost and expenses.
- 29) Bidder will be liable for and make good any loss or damage caused by any act or default on the part of his servant or employee to the said premises and / or DUHS property on which decision of DUHS will be final.
- 30) DUHS reserves the right to increase / decrease or delete the quantities of goods / services at the time of award of contract and also reserves the right to enhance the quantity of goods / services without any change in unit price or other terms and conditions of goods at any time during contract period.
- 31) The DUHS reserves the right to purchase full or part of the services or ignore / scrap / cancel the tender as per relevant rules of SPPRA-2010 (Amended 2013/14).
- The successful bidders will have to deposit the performance security in the shape of a Pay Order / Demand Draft at 5% value of the contract amount. After the acceptance of the Bid, a work order may be issued during the bid validity period and if offer is not accepted by the Bidder, the Bid Security shall be forfeited by the PC.
- 33) Bid Security will be released to the bidder after deposit of requisite performance security. The performance security will be released within 30 days after successful completion of contract period.
- 34) Bidders shall purchase separate tender documents and furnish original Tender Purchase Receipt and prescribed Bid Security for each alternate offer in case they want to submit alternate offer. All the bids with alternate offers without separate Tender Purchase Receipt (original) and prescribed Bid Security shall not be considered and both bids, original and alternate will be rejected.
- 35) Bidders, whose bids are accepted, shall have to sign a written contract with the University on the judicial stamp paper amounting to Rs. 100/-. The Bidder shall pay Service Charges as per the article 22-A (Contract) of the schedule of stamp act 1899.

- The Bidder shall quote the bids on the attached Price Schedules only, and shall sign the certificate given therein to the effect that the services shall be provided exactly in accordance with the requirements. In case there is any deviation, it should be clearly stated by the Bidder separately, describing deviation from Specifications, otherwise it would be presumed that offer is strictly in accordance with the requirement and specifications.
- 37) Bidder should quote their firm and final rates.
- Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of bids shall be entertained.
- 39) The bidder shall have to accept any further conditions introduced by the Government during the period of contract.
- 40) An affidavit on legal stamp paper of Rs. 100/- to effect that the Bidder has not been blacklisted in the past on any ground by any Government (Federal or Provincial), a local body or a public sector organization. The Bidder will be debarred from the bidding process for submitting a false statement.
- Payment of the bills will be subject to the deduction of mandatory government taxes/levies.
- 42) Bidder shall comply with all Pakistani Laws, other, permits, codes and regulation applicable to the bidder's performance of services.
- 43) The contract will be awarded to the technically lowest evaluated responsive bidder.
- 44) Redressal of Grievances & settlement of dispute will be as per SPPRA Rule-2010 (Amended 2013/14).

All terms & conditions must be complied with.

ELIGIBILITY CRITERIA

1.	Name of the Firm		
1.	Name of the Firm		
2.	Address (Telephone, Fax & E-mail)		
3.	Year of Establishment		
	(Attach documentary evidence)		
4.	Sales Tax Registration No.		
	(Attach documentary evidence)		
5.	Income Tax No.		
	(Annual Turnover supported by Income Tax		
	Return)		
6.	Registration/Licences No. (if applicable)		
	(Attach documentary evidence)		
7.	Whether Pay Order, for the Bid Security enclosed?	3 7 F	1 N- [1
	enciosed?	Yes [] No []
8.	Clientage		
	(Attach as separate Annexure, if necessary)		
9.	Experience related to similar assignments		
10	(Attach as separate Annexure, if necessary)		
10.	Managerial Capability		
	a). Total No. of Permanent Staff:	a)	
	b). Total No. of Contract/Project Staff:	b)	
11.	(Attach as separate Annexure, if necessary) Assignment in Hand (Presently)		
11.	(Attach as separate Annexure, if necessary)		
12			
12.	Percentage of payment (Tentative) to be paid to the Staff out of total payment claimed by the		
	bidder/firm from DUHS.		
13.	Banker's Name & Contact Details		
14.			
17.	Contact Person		
			Name & Designation
	Date:		-
l		A	Authorized Signature & Stamp

TECHNICAL EVALUATION CRITERIA

The bids will be evaluated as per the following criteria;

S#	EVALUATION CRITERIA	Maximum Points
01.	A certificate / affidavit that the firm (or consortium) is not black listed by any Government / Semi-Government / Autonomous Body etc., and is not involved in any kind of insolvency litigation.	10
02.	NTN Certificate - Mandatory (05) SRB / GST Registration Certificate (05)	10
03.	Networking setup across Pakistan (1 mark for each setup upto maximum 5)	05
04.	Financial Turn-over for the last three years showing the financial soundness of the bidder	
	• Supported by Audit Reports (10)	15
	• Balance Sheets (5)	10
	• Bank Certificate showing the monthly Turn-over of Rs. 5.000 million or above (5)	
05.	List of similar services provided to public sector organizations, during last 5 years.	20
06.	List of Services currently in operation. (4 points for each services)	20
07.	Managerial Capability	10
08.	List of Staff on permanent roster	10
	TOTAL POINTS	100

NOTE:

- I. Minimum 75 points are required to technically qualify.
- II. The offer will not be entertained if the required documents have not been found attached.
- III. Financial Bids of Technically qualified bidders will be opened exclusively.

FINANCIAL PROPOSAL PRICE SCHEDULE

S. NO:	DESCRIPTION	QUANTITY	RATE	UNIT	AMOUNT
	Monthly Maintenance of Standard Generator Services of 3 KVA to 703 KVA in following Campus.				
	a) DMC Campus				
	• 500 KVA	02		Nos.	
	• 60 KVA	01		No.	
	b) Ojha Campus				
	• 500 KVA	03		Nos.	
1.	• 550 KVA	02		Nos.	
	• 703 KVA	01		No.	
	c) IPM&R Campus • 350 KVA	01		No.	
	• 30 KVA	01		No.	
	d) DDC (DHA Campus) • 150 KVA	01		No.	
	e) LEJ Campus • 350 KVA	01		No.	
	f) KDA HOUSE (OLD IHM CAMPUS)				
	• 30 KVA	01		No.	
	g) LAB. COLLECTION POINTS • 100 KVA				
	• 11 KVA	01			
		01			
	• 3 KVA	23		Nos.	
	• 6 KVA	05			
	• 5 KVA	01			
	• 20 KVA	03			
ı	TOTAL NO. OF GENERATORS				
ТО	TAL AMOUNT FOR ONE MONTH				

FINANCIAL PROPOSAL PRICE SCHEDULE

S. NO:	DESCRIPTION	QUANTITY	RATE	UNIT	AMOUNT
1.	Operation and maintenance of DUHS Power House, Cummins C1160, 1160KW at Ojha Campus, DUHS, Karachi Contract period One year. Operation 24 Hours X 7 days X 365 days	02		Nos.	
2.	Operation and maintenance of DUHS Power House, 60 KVA at Ojha Campus, DUHS, Karachi.	01		No.	
3.	Lube Oil Filter	04		Nos.	
4.	Air Filter – Primary	04		Nos.	
5.	Air Filter – Secondary	04		Nos.	
6.	Water Filter	02		Nos.	
7.	Lube Oil – Mobile Pegasus-805/1005.	Per Liter		Ltr.	
8.	Spark Plug	16		Nos.	
9.	Coil Ignition	16		Nos.	
10.	Chemical Dozing (40 Kg for 1-Month)	01		Pack	
11.	Pleat Air Filter	12		Nos.	
TOTA	L AMOUNT FOR ONE MONTH				
ТОТ	AL AMOUNT FOR ONE YEAR				

TECHNICAL SPECIFICATIONS

SCOPE:

• The scope of encompasses Gas Power Generating Sets, Generator Panels and all the equipment supplied for the purpose of power generation connected and supplied with Gas Engine 2 x Cummins 1160 KW installed in Dow University of Health Sciences, Karachi.

RESPONSIBILITY OF THE CONTRACTOR:

- Hiring & training of operators to be deputed at the Customer's site.
- Staffing of engineers and / or technicians for Mechanical / Electrical repairs and trouble shooting.
- Availability of fast moving parts. Sufficient stock of medium movers and prompt actions to make slow movers available as and when situation warrants.
- Implementing the professional O&M techniques including optimum warehousing of all relevant tools, parts, consumables etc.
- Performing utility based maintenance (UBM) and condition based maintenance (CBM) strictly in accordance with manufacturer's recommended practices.
- Maintaining the history of each & every equipment.
- Improving skills of its own and Customer's employees through training etc.
- Arranging regular supplies of consumables under its scope of supply. The Contractor shall also procure lubricating oils on behalf of the Customer. The cost of lubricating oils shall be reimbursed to the Contractor within a week's time.
- The Contractor will manage and provide the expertise for the <u>Supervision</u>, <u>Operation</u>, <u>and Maintenance Services</u> of the Generators on behalf of the owner of the equipment. Supervision, Operations and Maintenance Services are defined as under;

SUPERVISION

- The contractor shall supervise the operation of the Power Plant (which supervision shall extend but not be limited to providing and giving proper superintendence, guidance and directions to the Customer's staff and its own staff for and in relation to the operation and Scheduled Maintenance of the Power Plant) so as to ensure that the Equipment is kept, operated and maintained in accordance with Good Engineering Practices.
- The CONTRACTOR shall provide the Customer with a maintenance report within seven (7) days after every maintenance.

- o The Contractor shall from the notice of commencement at its own cost recruit and train operation, maintenance and supervisory staff as necessary to operate and maintain the Power Plant in a competent manner.
- The Contractor shall provide whatever assistance the Customer may reasonably require in determining appropriate safety and other regulations to be applied to the Maintenance and Scheduled Maintenance.
- O The Contractor shall regularly take samples of water, lubricating oil for analysis to the relevant laboratory at Customer's cost. The Contractor shall make available to the Customer all the results of such testing. The Customer shall be responsible for ensuring that the water, lubricating oil, fuel used in the Power Plant is in accordance with the specifications.

MAINTENANCE SERVICES:

- o The Contractor shall manage and keep the generators in good operating condition.
- Periodical service (change of oil & filters, inspection and servicing of Cooling tower / chillers if required) of each generator as per manufacturer's recommendation.
- o Periodical inspection & testing of generators as per manufacturer's recommendation.
- o In the event of breakdown at client's site, emergency repairs / trouble shooting to rectify the cause of breakdown.

OPERATION OF POWER PLANT:

- O The Contractor shall hire operator (s) at its own cost for the operation of Generators at the site as per the client's requirement. The Staff shall consist of individuals who have the necessary experience, ability and expertise required for supervising and operating a power generation plant similar in size, scope and complexity as that installed in Customer's facility.
 - The operator (s) shall strictly follow the client's instructions and shall observe client's work timings, rules, regulations, safety standards, and precautions at the site.
 - The Contractor shall also arrange and bear the cost of substitute operator (s) at the site as per client's requirement.
 - The Contractor in conjunction with the customer will arrange enough stock of emergency spares to ensure the minimum downtime.
 - The Contractor shall service / repair the generators at site only after operating hours and shall make its best efforts to keep the generator available during operating hours set by the client.
 - The Contractor shall maintain the Log Book / History for each generator including periodical inspection reports, number of services, operating hours,

summary of repair jobs, and cost of parts replaced, labor charges, details of emergency services, operating parameters etc.

- The Contractor in conjunction with the customer shall keep stock of following consumables to ensure timely repairs and services, at its own cost. These consumables shall be used after the completion of manufacturer's recommended hours of operation or time period. After maintenance the same will be invoiced to the customer.
 - ✓ Oil Filters
 - ✓ Water Filters
 - ✓ Air Filters
 - ✓ Lubricating Oil
 - ✓ Coolant

RESPONSIBILITY OF THE CUSTOMER:

- The Customer shall instruct its staff to act at all times in accordance with the reasonable supervision, guidance and direction, of the Contractor's Power Plant Manager and the Supervisor.
- The Customer shall not have the right to ask a third party to repair or maintain the Equipment without the written consent of the Contractor, which consent shall not be unreasonably withheld.
- The Customer shall obtain and maintain the insurance required to be obtained and maintained by it under its corporate policies. The insurance shall contain a waiver of all rights of recourse against the Contractor. The Customer shall hold the Contractor harmless from all claims of the Customer's insurers.
- O The Contractor shall send to the Customer on the first of every month the engine running record as well as the actual accumulated energy production figures for the last month. The Contractor shall also recommend the timing for the key maintenance operations.
- The Customer shall give the Contractor and those engaged by it under this Agreement free access to the Site and safety within the Site.
- o The Contractor shall keep available free of charge necessary tools.
- The Customer shall at its own cost provide the Contractor with appropriate facilities for storing Spare Parts needed for the Maintenance and Scheduled Maintenance, but the Contractor shall be responsible for the safe storage and necessary maintenance of those Spare Parts.
- The Customer shall advise the Contractor immediately in writing of all intended alterations to the Equipment or of the conditions likely to affect the maintenance to be provided by the Contractor, or the Scheduled Maintenance.
- O The Customer shall supply the Contractor on request copies of such technical documentation in its possession (including drawings, descriptions, schedules, and instructions) as might be necessary and useful in connection with the Maintenance and the Scheduled maintenance of the Equipment. Such

- documentation shall at all times remain the property of the Customer and shall not be used by the Contractor other than for the purposes of this Agreement.
- The Customer shall give the Contractor full details in writing of the safety and other regulations applicable at the Site and relevant to the maintenance and Scheduled maintenance to be performed under this Agreement. Adequate security services at the point of ingress and egress and perimeter of the Site shall be provided by the Customer to the Contractor at its request.
 - The Contractor shall inform the Customer about other periodical service requirements according to manufacturer's recommendation, for example engine top / in frame / major overhauls, and other repairs, etc. All these and other services (including spares) which are not mentioned above shall be separately payable by Customer at mutually agreed upon rates in accordance with prevalent markets norms for similar works.
- The Customer shall not delay and / or postpone any such repairs / jobs / overhauls which become due according to manufacturer's recommendations for any unreasonable length of time. In case this happens, Customer would bear the responsibility of deterioration in performance and / or condition of equipment. This shall be made good at additional cost by the Customer.

TECHNICAL SPECIFICATIONS

SPECIFICATION	BIDDER'S STATEMENT OF COMPLIANCE
MONTHLY MAINTENANCE:	
Removal of air filters for cleaning and recommendation for replacement when necessary.	
2. Wiping of housing with stain remover.	
3. Straightening of dented fins.	
4. Inspection of the following:	
Base pan for restricted drain opening (remove obstruction as necessary).	
Coil and cabinet as needed.	
Fan motor and fan blades for wear and damage (lubricate as needed on older models).	
Check-up of unit for abnormal noise and vibration.	
 Control box voltage and high voltage contactors, relays, switches, and starter switch. 	
Check-up of electrical controls and drain line.	
5. Re-tightening of electrical controls.	
6. Application of predictive maintenance by gathering operating parameters such as suction and discharge pressure, temperatures, system voltage, and current.	
QUARTERLY MAINTENANCE ACTIVITIES:	
General cleaning of all Generator's including all internal components.	
2. Shutting off the unit.	
3. Removal of air filters for cleaning.	
 4. Cleaning of the following parts: Coiling coils (using power spray) Fan Blades 	

- Condenser coil (with pressure washer)
- Drain line (by flushing)
- Blower assembly
- All other internal components of the units
- 5. Greasing of motor bearing and other moving parts requiring lubrication.
- 6. Technical audit of equipment condition including Freon charging and actual electrical reading operation of the units.
- 7. Drying of internal components using compressed air.
- 8. General Service and inspection of all the components of the air-conditioning system.
- 9. Assembly and start-up, Check-up and repair of undesirable noise and vibration of the unit. Observation of the compressor performance and recommendation of repair/replacement, if necessary.
- 10. Check-up of all moving parts such as fan motor bearing/bushing and shafting evaporator blowers and blade, and recommendation of repair/replacement of parts, if necessary. Inspection of all components of the system including electrical control and implementation of required adjustment/s, recommendation of repair/replacement of parts as may be necessary, Check-up of all refrigerant line in the air-conditioning system and replenishment of the same, if necessary. Check-up and repair of equipment corrosion, de-rust, which include preparation with primer and repainting of affected parts.
- 11. Update of preventive maintenance ledger for each air-conditioning unit and submission of quarterly report.
- 12. Cleaning of working area and cleaning of site.

PROVISION OF TWO (2) TECHNICIANS, WHO SHALL:

- From Mondays to Saturdays, eight (6) hours a day, Submit proposed monthly and quarterly work schedules/plans at least two (2) days prior to the start of the covered period, for approval of the competent authority.
- Submit weekly, monthly and quarterly accomplishment reports at least five (5) days after the end of the covered period.
- Be responsible for the daily operation and monitoring of Generators to ensure proper setting and operation.
- Conduct daily check-up of the Generators to ensure good running condition.
- Conduct periodic maintenance of the Generators, per approved

schedule. Maintain a checklist for each Generators (i.e., type/model/location and history of repair/replacement of parts per unit) to be made readily available for inspection.	
One day training and orientation on basic troubleshooting. Such others as may be necessary to maintain the optimum performance of the units.	

CERTIFICATE

- We guarantee to provide the requisite service exactly in accordance with the requirements / specification in the invitation to this tender.
- We accept the terms and conditions of the contract as well as general provision applicable to Government contracts.

Signature:	
Name:	
C.N.I.C:	
Designation:	
Company Name:	
Address:	
Contact No.:	
E mail Address	