



## **BIDDING DOCUMENT**

**N.I.T NO. DUHS/P&D/2023/11524, DATED: 23 AUG, 2023**

**OPERATION, REPAIR AND MAINTENANCE OF  
GENERATORS**

**Ref No: DUHS/W&S-NIT/2023/121**

**OFFICE OF THE DIRECTOR PLANNING & DEVELOPMENT  
DOW UNIVERSITY OF HEALTH SCIENCES,  
BABA-E-URDU ROAD, BESIDES CIVIL HOSPITAL, KARACHI  
TEL / FAX # 021-3877100 (EXT: 5820)**

## NOTICE INVITING TENDER (NIT)



### OFFICE OF THE DIRECTOR PLANNING & DEVELOPMENT DOW UNIVERSITY OF HEALTH SCIENCES

Baba-e-Urdu Road, Karachi-74200 Pakistan.

Tel: 9215754-57 Ext:5811 Website: [www.duhs.edu.pk](http://www.duhs.edu.pk)

No. DUHS/P&D/2023/11524

Dated: August 23, 2023

## TENDER NOTICE

Dow University of Health Sciences (DUHS), Karachi is a Public Sector University invites the sealed bids for following Services from well-reputed Companies / Bidders available on List of Active Tax Payers of FBR websites (for Income Tax) & SRB (For Sales Tax).

S. No	NAME OF WORK	METHOD OF PROCUREMENT
1.	REPAIR, MAINTENANCE AND OPERATION OF AIR CONDITION'S AND PACKAGE UNITS (REF NO: DUHS/W&S-NIT/120)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
2.	OPERATION, REPAIR AND MAINTENANCE OF GENERATORS (REF NO: DUHS/W&S-NIT/121)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
3.	OPERATION, REPAIR AND MAINTENANCE OF CENTRAL HVAC SYSTEM (CHILLER PLANTS, COOLING TOWERS, VRF UNITS, AHUs, DX CONDENSING UNITS, FCUs & ALLIED EQUIPMENT) (REF NO: DUHS/W&S-NIT/122)	Single Stage – Single Envelope Procedure as per rule 46 sub rule-1 of SPP Rules 2010 (Amended upto date)
4.	HIRING OF SERVICES OF HUMAN RESOURCE OUTSOURCING FIRMS (HR FIRMS) FOR PROVIDING SKILLED, SEMI-SKILLED & UNSKILLED HUMAN RESOURCE. (REF NO: DUHS/W&S-NIT/123)	Single Stage – Two Envelope Procedure as per rule 46 sub rule-2 of SPP Rules 2010 (Amended upto date)

Tender Fee	Rs. 2,000/- (Rupees Two Thousand Only) Non - Refundable in shape of Pay Order / Demand Draft in favor of Dow University of Health Sciences, Karachi
Security	Bid Security and Performance Security as mentioned in the bidding document
Purchasing Date & Time	From the date of publishing to 13-09-2023(10 a.m to 03 p.m)
Bids Delivery & Opening Date & Time	14-09-2023 at 11:00 a.m & 11:30 a.m.

Detailed Specification are mentioned in the prescribed tender documents alongwith terms and conditions. Bidding documents can be download from SPPRA website or Dow University of Health Sciences, website. Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms will be rejected.

In case of any unforeseen situation or government holiday resulting in closure of office on the date of opening, bids shall be submitted / opened on next working day at the given time.

The Dow University of Health Sciences, Karachi (DUHS) reserves the right to reject any or all the bids subject to the relevant provisions of SPP Rules 2010 (Amended upto date).

#### **ADDRESS FOR PURCHASING OF BIDDING DOCUMENTS, SUBMISSION AND OPENING OF BIDS:**

Office of the Director Planning & Development, Dow University of Health Sciences (DMC Campus), 5<sup>th</sup> Floor Administration Block, Baba-e-Urdu Road near Civil Hospital Karachi.

### DIRECTOR

#### Planning & Development

Dow University of Health Sciences, Karachi

## **BID DATA SHEET**

The following specific data shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) / Terms & Conditions. Whenever there is a conflict, the provisions herein shall prevail over those in ITB / T&C.

<b>1.</b>	<b>Name of Procuring Agency:</b>	Dow University of Health Sciences, Karachi (DUHS)
<b>2.</b>	<b>Bidding Procedure:</b>	Single Stage – Single Envelope Procedure
<b>3.</b>	<b>Name of Contract:</b>	Operation, Repair and Maintenance of Generators. (Ref. No. DUHS/P&D/2023/121)
<b>4.</b>	<b>Tender Reference No.</b>	No. DUHS/P&D/2023/11524, Dated:23 Aug, 2023_
<b>5.</b>	<b>Obtaining &amp; submission of Bidding Document: Address:</b>	Dow University of Health Sciences (DMC Campus), Planning & Development Department Admin Block 5 <sup>th</sup> Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi. Phone No. + 92-21-3877100 (5820)
<b>6.</b>	<b>Language of the Bid:</b>	English
<b>7.</b>	<b>Currency of the Bid:</b>	The price quoted shall be in Pakistani Rupee on DDP Basis
<b>8.</b>	<b>Bid Prices:</b>	The price shall be fixed during the contract period
<b>9.</b>	<b>Bid Security:</b>	The amount of bid security shall not be less than <b>Rs. 2%</b> of the total contract value.
<b>10.</b>	<b>Bid Validity Period:</b>	90 days
<b>11.</b>	<b>Tender Purchasing date:</b>	<b>Date:</b> 26-08-2023 <b>Time:</b> 09 am to 03:00 PM.
<b>12.</b>	<b>Deadline for bid submission:</b>	<b>Date:</b> 14-Sep, 2023 <b>Time:</b> upto 11:00 pm.
<b>13.</b>	<b>Date, Time and Place of Bid opening:</b>	Dow University of Health Sciences (DMC Campus), Planning & Development Department Admin Block 5 <sup>th</sup> Floor DMC Campus, Baba-e-Urdu Road near Civil Hospital Karachi.
<b>14.</b>	<b>Performance Security:</b>	Amount of Performance Security shall not be less than <b>Rs 5%</b> of the total contract value
<b>15.</b>	<b>Alternate Bid:</b>	Not Allowed
<b>16.</b>	<b>Joint Venture / Consortium Bid:</b>	Not Allowed



# DOW UNIVERSITY OF HEALTH SCIENCES

## OFFICE OF THE DIRECTOR PLANNING & DEVELOPMENT

5th Floor, Administration Block, DMC Campus

Phone No. + 92-21-3877100 (Ext: 5820),

[www.duhs.edu.pk](http://www.duhs.edu.pk)

### **BIDDING DOCUMENT**

## **OPERATION, REPAIR AND MAINTENANCE OF GENERATORS**

### **1. Introduction: -**

1.1. Dow University of Health Sciences Karachi ('DUHS') is a Public Sector University founded in December 2003. DUHS has been developing tradition of excellence in education, research and community service. DUHS has educated and trained more than 8,000 students and residents from 20 academic institutes. The University has nearly **4,100 employees**, including approximately **850 faculty members** at present.

### **2. Objective: -**

2.1 The objective of engaging a local service provider to provide equipment operation and curative & preventive maintenance support services to ensure its optimal functionality and minimize downtime that would occur in the event of equipment failure.

### **3. Scope of Work: -**

#### **3.1 Responsibility of the Contractor:**

3.1.1 Hiring & training of operators to be deputed at the site.

3.1.2 Staffing of engineers and / or technicians for Mechanical / Electrical repairs and trouble shooting.

3.1.3 Availability of fast moving parts. Sufficient stock of medium movers and prompt actions to make slow movers available as and when situation warrants.

3.1.4 Implementing the professional O&M techniques including optimum warehousing of all relevant tools, parts, consumables etc.

3.1.5 Performing utility based maintenance (UBM) and condition based maintenance (CBM) strictly in accordance with manufacturer's recommended practices.

3.1.6 Maintaining the history of each & every equipment.

3.1.7 Improving skills of its own and DUHS employees through training etc.

3.1.8 Arranging regular supplies of consumables under its scope of supply.

3.1.9 The Contractor will manage and provide the expertise for the **Supervision, Operation, and Maintenance Services of the Generators** on behalf of the owner of the equipment. Supervision, Operations and Maintenance Services are defined as under;

#### **3.1.10 Supervision**

3.1.10.1 The contractor shall supervise the operation of the Generators (which supervision shall extend but not be limited to providing and giving proper superintendence, guidance and directions to the DUHS staff and its own staff for and in relation to the operation and Scheduled Maintenance of the Generators) so as to ensure that the Equipment is kept, operated and maintained in accordance with Good Engineering Practices.

3.1.10.2 The contract or shall provide the DUHS with a maintenance report very next day after every maintenance.

3.1.10.3 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 in a competent manner.

3.1.10.4 The Contractor shall provide whatever assistance the DUHS may reasonably require in determining appropriate safety and other regulations to be applied to the Maintenance and Scheduled Maintenance.

3.1.10.5 The Contractor shall regularly take samples of water, lubricating oil for analysis to the relevant laboratory. The Contractor shall make available to the DUHS all the results of such testing. The DUHS shall be responsible for ensuring that the water, lubricating oil, fuel used in the Generators is in accordance with the specifications.

### **3.1.11 Maintenance Services:**

**3.1.11.1** The Contractor shall manage and keep the generators in good operating condition.

**3.1.11.2** Periodical service (change of oil & filters, inspection and servicing of Cooling tower / chillers if required) of each generator as per manufacturer's recommendation.

**3.1.11.3** Periodical inspection & testing of generators as per manufacturer's recommendation.

**3.1.11.4** In the event of breakdown at DUHS site, emergency repairs / trouble shooting to rectify the cause of Breakdown.

#### **3.1.11.5 Monthly maintenance:**

- i. Application of predictive maintenance by gathering operating parameters such as suction and discharge pressure, temperatures, system voltage, and current.
- ii. Removal of air filters for cleaning and recommendation for replacement when necessary.
- iii. Wiping of housing with stain remover.
- iv. Straightening of dented fins.
- v. Re-tightening of electrical controls.
- vi. 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.

#### **3.1.11.6 Monthly maintenance:**

- i. General cleaning of all Generator's including all internal components.
- ii. Greasing of motor bearing and other moving parts requiring lubrication.
- iii. Technical audit of equipment condition including Freon charging and actual electrical reading operation of the units.
- iv. Drying of internal components using compressed air.
- v. General Service and inspection of all the components of the air-conditioning system.
- vi. 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.
- vii. 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.
- viii. Update of preventive maintenance ledger for each air-conditioning unit and submission of quarterly report.
- ix. Cleaning of working area and cleaning of site.
- x. Removal of air filters for cleaning.
- xi. 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

#### **3.1.11.7 Provision of two (2) technicians, who shall:**

- i. From Mondays to Saturdays, eight (08) 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.
- ii. Submit weekly, monthly and quarterly accomplishment reports at least three days after the end of the covered period.
- iii. Be responsible for the daily operation and monitoring of Generators to ensure proper setting and operation.
- iv. Conduct daily check-up of the Generators to ensure good running condition.



- v. 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.

### **3.1.12 Operation of Equipment:**

- 3.1.12.1 The Contractor shall hire operator (s) at its own cost for the operation of Generators at the site as per the DUHS 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 DUHS facility.
- 3.1.12.2 The operator(s) shall strictly follow the DUHS instructions and shall observe work timings, rules, regulations, safety standards, and precautions at the site.
- 3.1.12.3 The Contractor shall also arrange and bear the cost of substitute operator (s) at the site as per DUHS requirement.
- 3.1.12.4 The Contractor will arrange enough stock of emergency spares to ensure the minimum downtime.
- 3.1.12.5 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 DUHS.
- 3.1.12.6 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.
- 3.1.12.7 The Contractor 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 DUHS.
  - i. Oil Filters
  - ii. Water Filters
  - iii. Air Filters
  - iv. Lubricating Oil
  - v. Coolant

### **3.1.13 Responsibility of the DUHS:**

- 3.1.13.1 The DUHS 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.
- 3.1.13.2 The DUHS 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.
- 3.1.13.3 The DUHS 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 DUHS shall hold the Contractor harmless from all claims of the DUHS insurers.
- 3.1.13.4 The Contractor shall send to the DUHS 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.
- 3.1.13.5 The DUHS shall give the Contractor and those engaged by it under this Agreement free access to the Site and safety within the Site.
- 3.1.13.6 The Contractor shall keep available free of charge necessary tools.
- 3.1.13.7 The DUHS 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.
- 3.1.13.8 The DUHS 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.
- 3.1.13.9 The DUHS 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 DUHS and shall not be used by the Contractor other than for the purposes of this Agreement.
- 3.1.13.10 The DUHS 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.
- 3.1.13.11 The Contractor shall inform the DUHS 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 DUHS at mutually agreed upon rates in accordance with prevalent markets norms for similar works.

3.1.13.12 The DUHS 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, DUHS would bear the responsibility of deterioration in performance and / or condition of equipment. This shall be made good at additional cost by the Customer.

4 **Obtaining of Bidding Document: -**

4.1 Bidding Document containing detailed terms & conditions can be obtained from Office of the Director Planning & Development, 5th Floor, Administration Block, Dow University of Health Sciences, Karachi against non-refundable payment of Rs. 2,000/- (in shape of Pay Order in favour of Dow University of Health Sciences Karachi) from the date of publishing of this NIT in the print media No tender document shall be sold on the date of opening of bid.

4.2 Bidding Document can also be downloaded from the Official website of DUHS i.e. <https://www.duhs.edu.pk/> or Sindh Public Procurement Authority i.e. [www.ppms.pprasinhd.gov.pk](http://www.ppms.pprasinhd.gov.pk), in this situation, the bidder is required to enclose bidding documents cost of Rs. 2,000/- non-refundable as a pay order in favour of Dow University of Health Sciences Karachi.

5 **Bidding Procedure: -**

5.1 Bids are invited as per Single Stage – Single Envelope Procedure in accordance with rule sub rule 2 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended upto date).

6 **Instructions to the Bidders: -**

6.1 Bidder must read all the contents of NIT as well as Bidding Document and understand all the requirements.

6.2 Bidder must ensure that the Bid Form / Price Schedule is filled in all respect, without any confusion.

6.3 The Bid Form(s)/ Price Schedule(s) shall be inserted in the Financial Proposal. However, a copy of the same shall be inserted in the Technical Proposal after hiding the amount.

6.4 Bid Security shall be inserted in the Financial Proposal. However, a copy of the same shall be inserted in the Technical Proposal after hiding the amount.

6.5 There should not be any over-writing, double writing, crossed, additional conditions.

6.6 Rates are to be quoted clearly in digits as well as in words.

6.7 Each document/paper submitted by the bidder shall be signed/stamped by the bidder on the face of document.

6.8 Bids shall be submitted in accordance with Single stage – Single Envelope Procedure.

6.9 Bidder shall examine the Bid Evaluation Criteria and insert appropriate document in the Technical / Financial Proposal accordingly.

6.10 Bidder(s) must write the “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” on the face of relevant sealed envelopes containing relevant bid/offer in it.

6.11 Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms shall be treated as rejected / non-responsive.

6.12 Bidder(s) must ensure that the following documents are enclosed with the **Financial Proposal**

6.13 Bid Security of required amount and form.

6.14 Bid form(s)/Price Schedule duly filled in all respect clearly quote the price.

6.15 Once again note that bidder must ensure that the Bid Form / Price Schedule is filled in all respect, without any confusion, there should not be any over-writing, double writing, crossed, additional conditions and Rates are quoted clearly in digits as well as in words.

6.16 **Bidder(s) must understand that all payments / transaction shall be made in Pakistani Rupees (PKR) only.**

6.17 Bidder(s) must work carefully and gross rates to be quoted, including all applicable taxes and also incorporate the impact of Sales Tax. DUHS shall made payments after deduction of all applicable taxes including Income Tax & SST / GST and other taxes, if any.

7 **Eligibility Criteria: (Mandatory Requirements)**

Bidder which meets the following **eligibility criteria / mandatory requirements** would be declared responsive for further evaluation as per the Evaluation Criteria specified in this bidding document. Verifiable documentary proof for all following requirements is a mandatory requirement, noncompliance will lead to disqualification.

- 1) Original Bidding Document purchase receipt or Pay Order of Rs. 2,000/- in favour of Dow University of Health Sciences Karachi.
- 2) Demand Draft of requisite Bid Security.
- 3) Companies must be available on ‘List of Active Tax Payers’ of FBR (for Income Tax & GST) and SRB (For Sales Tax) websites.
- 4) Attested copy of CNIC of signatory of the Bid Form/Price Schedule.

- 5) Complete profile and history of the Bidder/Participant including complete address and complete details of Directors including their CNIC Numbers (if any)
- 6) List of present clients to whom bidder is providing the **Operation, Repair and Maintenance of Generators** with name and contact persons, cell/telephone numbers and addresses.
- 7) List of at least 03 projects not less than 12 months' period in the public sector either government /semi-government/autonomous bodies during the last 05 years providing similar nature of services of with proper evidences e.g. work order, agreement, performance certificate etc. If the ORIGINAL project is extended for more than 12 months or more then it would be considered a single project only. Extensions of project cannot be considered as a project
- 8) Bidders past experience for providing the repair and maintenance services of generators to Original satisfactory performance certificate must be attached as an evidence.
- 9) Bidder must have at least one of Full-Time Mechanical Engineer in the roster of personnel.
- 10) Affidavits/Undertaking on 100/- stamp paper duly notarized to the effect that the bidder has submitted the correct and complete information along with the bid/offer. If any document/information is found forged/engineered /fake/bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the performance guarantee and payment, if any may be forfeited.
- 11) Average Annual Turnover (As per Income Tax Returns and Audited Statements of Accounts must be provided) during the last 03 financial years up to the closing of last fiscal year should not be less than Rs. 10.000 Million.
- 12) Existing and any past service providers are only eligible for participation in the bidding upon providing satisfactory Performance Certificates for respective periods of services from the Office of the Registrar duly signed and stamped. No other certificates will be accepted for eligibility. In case of any vendor(s) received unsatisfactory certificate from DUHS in past, that vendor(s) have a right to apply & may submit the review application for satisfactory certificate to registrar Office.
- 13) Bidder must have secured a minimum of 70 qualification marks in Technical Evaluation Criteria.
- 14) Conformity with required terms and conditions of Scope of Work / Services / Technical Specification given in the tender Document.
- 15) One (1) original and One (1) copy OF Technical proposal should be submitted separately and clearly marking each "ORIGINAL BID" and "COPY OF BID"

**8 Validity of Bids: -**

8.1 Bids shall remain valid for ninety (90) days w.e.f. date of opening of Technical Proposals. The bids without or less than Ninety (90) days validity will be rejected.

**9 Alternate Bids: -**

9.1 Alternate Bids shall NOT BE ALLOWED, if any bidder elects to submit alternative bid(s) / proposal(s), both bids ORIGINAL and ALTERATIVE will be rejected straightaway.

**10 Submission of Bids/Offers: -**

11.1 Sealed bids/offers both the proposals i.e. Technical Proposal and Financial Proposal to be dropped in the tender box placed at the Office of Planning & Development, Baba-e-Urdu Road, Karachi up to **11:00 am. on 14 Sep, 2023**. The sealed bids/offers may also submit by mail, addressed to Project Director on above address, however, under any circumstances, whatsoever, the sealed bids/offers shall be reached before the deadline for submission of bid. Any bid submitted / received late due to any reason whatsoever, shall not be considered at any stage and shall be returned un-opened. Any claim against the bids received late shall not be considered at any stage.

11.2 Bidders are advised in their own interest to take all precautionary measures for delivery of sealed bids before the deadline for submission of bid.

**12 Opening of Bids: -**

12.1 The Technical Proposals shall be opened within one hour of deadline for submission of offer/bid in presence of the authorized representative(s) of the bidder(s), if they wish to present at the time of opening of bids.

12.2 In case of the date of opening of tender declared as Public Holiday by the Government of Sindh or Federal Government or non-working day due to any reason, the next official working day shall be deemed to be the date for submission and opening of tenders/bids/offers, accordingly. The time and venue shall remain same.

12.3 The envelope marked Financial Proposal shall be retained unopened in the custody of DUHS.

12.4 After the evaluation and approval of the technical proposal, the Financial Proposals shall be opened of the technically accepted / qualified bids having the minimum qualifying points / marks of 70% or more, at a time, date and venue announced and communicated to the bidders in advance.

12.5 The opening of Financial Proposal may be extended by the DUHS, however, same shall be informed through posting or email, but the bids shall be opened within the bid validity period.



- 13 **Evaluation of Bids: -**
- 13.1 Bids/Offeres including Technical Proposal/Financial Proposals to be evaluated by the Committee constituted by the DUHS for the purpose.
- 13.2 The Committee may seeks the clarification from the bidder in writing or oral as the case may be, in case of committee deemed fit, however any clarification shall not be change the sanctity of original bid;
- 13.3 The Bids/Offeres shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record / documentary evidence submitted by the bidder.
- 13.4 **Technical Proposal Evaluation:**
- 13.4.1 The Bids shall be evaluated on complete Lot / Group / Package basis reflected in the Bid Form / Price Schedule. Bids for partial / limited item(s) shall not be considered and rejected.
- 13.4.2 The following merit point system for weighing evaluation factors / criteria will be applied for technical proposals.
- 13.4.3 Bidders achieving **minimum 70% points / marks** will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.
- 13.4.4 Only those Financial Proposals will be announced / considered which were technically qualified by the Committee.

### **TECHNICAL PROPOSAL EVALUATION CRITERIA**

S#	Evaluation Parameters/Sub-parameters	Maximum Points
<b>1.</b>	<b>Establishment of the Firm/company/ partnership / sole- proprietor (Credible documentary evidence must be provided)</b>	<b>Max. 10</b>
1.1	10 years or above	10
1.2	06 years or above	07
1.3	03 years or above	05
1.4	Below 03 years	02
<b>2.</b>	<b>Past Experience for providing the similar Services during the last <u>05</u> years (Credible documentary evidence must be provided)</b>	<b>Max. 20</b>
2.1	Purchase order / contract award / agreement / satisfactory performance certificate issued by Public / Private Sector Universities and/or Govt. / Semi Govt. organizations and/or large National / Multi-National organizations (04 points for each – up to 20 points max.).	20
<b>3.</b>	<b>Technical Human Resource (Credible documentary evidence must be provided)</b>	<b>Max. 30</b>
3.1	Graduate Mechanical / Electrical Engineer (4 points for each – up to 12 points max.) (Salary record for at least 12months)	12
3.2	DAE (Mechanical / Electrical) (2 points for each – up to 08 points max.) (Salary record for at least 12 months)	08
3.3	Simple Technician (1 point for each – up to 10 points max.) (Salary record for at least 12 months)	10
<b>4.</b>	<b>Repair and Maintenance Facility (Credible documentary evidence must be provided)</b>	<b>Max. 10</b>
4.1	Local Repair and maintenance workshop / set-up	10
<b>5.</b>	<b>Average Annual Turnover during the last 03 financial years (As per ITR and Audited Statements of Accounts must be provided)</b>	<b>Max. 20</b>
5.1	PKR 30 Million and above	20
5.2	PKR 20 Million and above	15
5.3	PKR 10 Million and above	10
5.4	Below PKR 10 Million	00
<b>6.</b>	<b>Total Assets - upto last financial year (As per ITR and Audited Statements of Accounts must be provided)</b>	<b>Max. 10</b>
6.1	PKR 15 Million and above	15
6.2	PKR 10 Million and above	10
6.3	PKR 05 Million and above	05
6.4	Below PKR 05 Million	00
<b>TOTAL POINTS</b>		<b>100</b>

14 **Announcement of Bid Evaluation Report**

- 14.1 Bids/Offers including Technical Proposal/Financial Proposals to be evaluated by the Committee constituted by the DUHS for the purpose.
- 14.2 The Bid Evaluation Report shall be announced and shall be hoisted on websites of the Authority and Procuring Agency and intimated to all the bidders at least three (3) working days prior to the award of Contract.

15 **Award of Contract: -**

- 15.1 The bidder whose offered rate is found lowest amongst other technically qualified bidders shall be considered for acceptance of the offer provided that it fulfills the laid down terms and conditions of the tender, irrespective of their score in the previous step.
- 15.2 DUHS reserve rights to cancel any/all bids, subject to the relevant provisions of SPP Rules 2010 (Amended upto date).

16 **Signing of Contract: -**

- 16.1 In case of award, the contractor shall sign the contract on appropriate stamp paper. All charges including payment of duty shall be borne by the Contractor.

17 **Period of Contract: -**

- 17.1 Initially contract shall be signed for a period of 12 months (01 year), however, DUHS at its own discretion can extend the period of contract for a further six months or till the finalization of new tender, whichever comes first. The bidder shall provide the services for extended period without any increase in rate.

18 **Bid Security / Performance Guarantee: -**

- 18.1 The Bidder shall enclose the **Bid Security not less than 2% of the total contract value of the 12 months (one year)** in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of Dow University of Health Sciences, Karachi issued by a scheduled bank in Pakistan valid for a period of 28 days beyond the bid validity period. The Bid Security shall be attached with the Financial Proposal. Photocopy of the Bid Security shall be attached with the Technical Proposal after hiding the amount.
- 18.2 The Bid Security of unsuccessful bidder shall be returned after award of contract or within one week of expiry of bid.
- 18.3 The Successful bidder shall submit the **Performance Security / Guarantee not less than 5% of the total contract value of the 12 months (one year)** in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of Dow University of Health Sciences, Karachi issued by a scheduled bank in Pakistan valid for a period of ninety (90) days beyond the date of completion / expiry of the contract.
- 18.4 The Bid Security of successful bidder shall be returned after receipt of Performance Security / Guarantee. However, the successful bidder can adjust the Bid Security towards Performance Guarantee, in this situation, the successful bidder shall submit the balance amount on account of Performance Guarantee.
- 18.5 The Performance Security / Guarantee shall be forfeited, in case of bidder fails to provide the satisfactory services. The Performance Security / Guarantee of the bidder shall be returned after expiry of contract period.

19 **Commencement of Services: -**

- 19.1 Services shall be commenced from the date of signing of contract agreement.

20 **General Conditions: -**

- 20.1 A prospective bidder requiring any clarification(s) may notify to DUHS or an Officer authorized on its behalf in writing. The DUHS or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before 05 working days or more to the deadline set for the submission of bids. Copies of DUHS response will be forwarded to prospective companies (if not already clarified in the tender document or deemed necessary for the company).
- 20.2 It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract / Letter of Acceptance awarded under this Bid Process will be entertained by the DUHS. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.
- 20.3 Bidder shall comply with all Pakistani Laws, permits, codes and regulation applicable to the bidder's performance of services. Bids against the Government Rules and Policy, Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms will not be considered and will be rejected.

- 20.4 Bidder will follow the disciplinary rules of the DUHS.
- 20.5 The DUHS reserves the right to increase / delete the number of **Generators** to be covered on the same rates and terms and condition of the Contract Agreement.
- 20.6 It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Competent Authority of DUHS will be permitted throughout the contract period.
- 20.7 The tenderer should be fully and completely responsible for all the deliveries and deliverables to the DUHS. Bidder shall not claim or charge transportation, loading / unloading, labor or any other charges related to or in the name of logistics, accidents, insurance, freight etc.
- 20.8 Bidder shall be responsible for remedying the defect(s) on the same date on which complaint was launched.
- 20.9 Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.
- 20.10 Failure to supply required items / services within the specified schedule will invoke penalty as imposed by the competent authority of DUHS.
- 20.11 DUHS will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- 20.12 The Bidder will provide the Quarterly Repair and Maintenance Report to the nominated person of DUHS.
- 20.13 Bidder shall not be allowed to alter or modify his bid after the opening of the bids. However, the procuring agency may seek and accept clarification to the bid that do not change substances of the bids.
- 20.14 The Bids shall be evaluated in accordance with the specified evaluation / eligibility / qualification / responsiveness criteria and terms & conditions of the bidding document.
- 20.15 Bidding Documents shall take precedence, in case of discrepancies between the Invitation for Bids (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents.
- 20.16 Bidder will depute the supervisors and other adequate staff for carrying out the desired services.
- 20.17 Bidder will be liable for 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.
- 20.18 During the currency of the contract, the firm will provide goods and services as per terms and conditions, to be settled later on in the shape of contract agreement.
- 20.19 Disqualification of Suppliers, Contractors and Consultants. -  
 (1) The procuring agency shall disqualify a supplier, consultant or contractor, whether already pre-qualified or not, if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal or managerial competence as supplier, consultant or contractor, was false and materially inaccurate or incomplete; or  
 (2) At any stage has indulged in corrupt and fraudulent practices, as defined in these rules. (3) A supplier, contractor or consultant being aggrieved by the decision of the procuring agency regarding disqualification may seek relief through the mechanism of grievance redressed, as provided under Rule 31.
- 21 **Payment: -**
- 21.1 Payment shall be processed on quarterly (3 months) basis.
- 21.2 Due payment will be made after completion of each quarter.
- 21.3 The Service Provider required to submit the following documents along with bill:
- i. The contractor shall submit his bill in the prescribed form duly approved by competent authority.
  - ii. Invoice with covering letter, both duly signed and stamped by authorized officer.
  - iii. Copy of the Signed Contract.
  - iv. Original satisfactory performance certificate issued by the competent person of the relevant site.
  - v. Copy of any/all correspondence made with DUHS or any other agency / person / organization during that quarter.
  - vi. Evidence / support of all claims in bills.
  - vii. Any other details/documents, if required by DUHS.
- 22 **Redressed of Grievances by the Procuring Agency: -**
- 22.1 Redressed of Grievances & settlement of dispute will be as per Rule 31 of SPPRA Rule-2010 (Amended upto date).

23 **Cancellation of Contract: -**

23.1 If the contractor fails to provide the satisfactory services, the DUHS shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. The DUHS shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

24 **Arbitration: -**

24.1 Any difference or dispute or liability of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the DUHS and Contractor. If the parties fail to come to an amicable settlement the same shall be referred to the award of Arbitrators to be nominated one each by the DUHS and Contractor within fifteen (15) days of notice from either side or in the case of the said Arbitrators not agreeing, then to the award of an Umpire to be appointed by the Arbitrators in writing prior to proceeding with the arbitration. The decision of the Arbitrators or the Umpire, as the case may be, shall be final and binding on both the parties. The arbitration shall take place at Karachi, under Pakistani Law of Arbitration.

25 **Applicable Laws: -**

25.1 The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi – Pakistan shall have exclusive jurisdiction.

# **BID FORM / PRICE SCHEDULE**

(To be submitted on Official Letterhead of the company duly Signed & Stamp)

## **REPAIR AND MAINTENANCE OF GENERATOR**

<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Rate per Month</b>	<b>Total Amount (PRs.)</b>
<b>A.</b>	<b>DMC Campus</b>				
1	500 KVA	3	Nos.		
2	60 KVA	1	No.		
3	30 KVA (Boys Hostel)	1	No.		
4	22 KVA (Boys Hostel)	1	No.		
<b>B.</b>	<b>Ojha Campus</b>				
5	800 KVA	1	No		
6	703 KVA	1	No		
7	550 KVA	2	Nos.		
8	500 KVA	3	Nos.		
<b>C.</b>	<b>DIDC Chanisar Goth (DHA Campus)</b>				
9	350 KVA	1	No.		
<b>D.</b>	<b>LEJ Campus</b>				
10	350 KVA	1	No.		
<b>E.</b>	<b>MALIR CHEST CLINIC</b>				
10	100 KVA	1	No.		
11	22 KVA	1	No.		
<b>F.</b>	<b>DIDCH 50 BEDDED HOSPITAL</b>				
12	500 KVA	1	No.		
13	200 KVA	1	No.		
<b>G.</b>	<b>Nazimabad Chest Clinic</b>				
14	150 KVA	1	No.		
<b>H.</b>	<b>LAB. COLLECTION POINTS</b>				
15	22 KVA Diesel (Hijrat Colony)	1	No.		
16	22 KVA Diesel (Hyd Stat Lab)	1	No.		
17	22 KVA Diesel (Sukkur Stat Lab)	1	No.		
18	22 KVA Diesel (Quetta Stat Lab)	1	No.		
19	08 KVA Petrol Genset	5	Nos.		
20	06 KVA Petrol Genset	5	Nos.		
21	03 KVA Petrol Genset	23	Nos.		
<b>TOTAL MONTHLY AMOUNT</b>					
<b>TOTAL YEARLY AMOUNT (FOR 12 MONTHS)</b>					

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:



## ONE TIME AS PER NEED

**(THE BELOW QUOTED PRICE IS NOT PART OF THE BID SECURITY)  
& it will be delivered by the supplier at the same rate once required**

**(To be submitted on Official Letterhead of the company duly Signed & Stamp)**

<b>Sr. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Rate</b>	<b>Total Amount (PRs.)</b>
1.	Lube Oil Filter	04	Nos.		
2.	Air Filter – Primary	04	Nos.		
3.	Air Filter – Secondary	04	Nos.		
4.	Water Filter	02	Nos.		
5.	Lube Oil Mobile Pegasus-805/1005.	Per Liter	Ltr.		
6.	Spark Plug	16	Nos.		
7.	Coil Ignition	16	Nos.		
8.	Pleat Air Filter	12	Nos.		
<b>TOTAL AMOUNT</b>					

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

**INTEGRITY PACK  
(AFFIDAVIT)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY  
THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH  
RS.10.00 MILLION OR MORE**

M/s. \_\_\_\_\_, the service provider hereby declared that:

- (a) Its intention not to obtain the procurement / services / work of any contract, right, interest, privilege, or other obligation or benefit from the DUHS or any administrative or financial offices thereof or any other department under the control of the DUHS through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the bidder / company / firm / agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not give nor agreed to give and shall not give or agree to give to anyone within the DUHS directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the DUHS, except that which has been expressly declared pursuant hereto.
- (c) The bidder / company / firm / agency / accepts full responsibility and strict liability for making any false declaration / statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract / order obtained aforesaid shall without prejudice to any other right & remedies available to the DUHS under any law, contract, or other instrument, be stand void at the discretion of the DUHS.
- (d) Notwithstanding any right and remedies exercised by the DUHS in this regard, bidder / company / firm / agency agrees to indemnify the DUHS for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the DUHS in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the bidder / company / firm / supplier / agency / service provider as a fore said for the purpose of obtaining or inducing procurement / work / service or other obligation or benefit in whatsoever from the DUHS.

Dow University of Health Sciences  
Signature & Seal

(Name of Security Firm)  
Signature & Seal

**Note:** This integrity pact is mandatory requirement other than auxiliary services / works.

**FORM OF CONTRACT**  
**(Specimen purpose only)**

THIS AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_ 2023 between M/s. \_\_\_\_\_  
\_\_\_\_\_  
(Name and Address of the Contractor) (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the DOW UNIVERSITY OF HEALTH SCIENCES, KARACHI (herein after referred to as the DUHS, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the Contractor is a service provider  
AND

WHEREAS the DUHS is procuring agency. The DUHS intends to hire firm for **Operation, Repair and Maintenance of Generators (Ref: No. DUHS/W&S-NIT/2023/121)**, therefore, invited bids through **N.I.T No. DUHS/P&D/2023/11524 Dated: 23 Aug, 2023.**

WHEREAS the Contractor (successful bidder) submitted his bid vide \_\_\_\_\_ in accordance with the bid document and was selected as “successful bidder” pursuant to the bidding process and negotiation on contract prices, awarded the “Letter of Acceptance / Intent”(LoA/LoI) No. to the Contractor on \_\_\_\_\_.

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in:

**(Conditions of Contract) of Tender Document**

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Contractor / Authorized Representative)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Seal: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Officer of the DUHS)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Seal: \_\_\_\_\_

**WITNESS – 1**

Name: \_\_\_\_\_

CNIC#: \_\_\_\_\_

Address: \_\_\_\_\_

**WITNESS – 2**

Name: \_\_\_\_\_

CNIC#: \_\_\_\_\_

Address: \_\_\_\_\_