

DOW UNIVERSITY OF HEALTH SCIENCES KARACHI



BIDDING DOCUMENT

**Single Stage – One Envelope Procedure
Rule 46 (1) of the Sindh Public Procurement Rules, 2010 (Amended 2019)**

IFB / NIT No. DUHS/DP/2022/193/197 DATED 22 JUNE 2022

RE-TENDER

**REPAIR AND MAINTENANCE FOR
AIR CONDITIONING AND OPERATION, REPAIR &
MAINTENANCE OF PACKAGE UNITS**

(Tender Ref. No. DUHS/DP/2022/194)

NOTICE INVITING TENDER (NIT)
No. DUHS/DP/2022/193/197 Dated 24 June 2022

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

NAME OF BID	REFERENCE NO.	Bidding Procedure
Operation, Repair and Maintenance of Central HVAC System (Chiller Plants, Cooling Towers, VRF Units, DX Condensing Units, AHUS, FCUs & Allied Equipment)	No. DUHS/DP/2022/193	Single Stage – One Envelope
Repair and Maintenance for Air Conditioning and Operation, Repair & Maintenance of Package Units	No. DUHS/DP/2022/194	Single Stage – One Envelope
Repair & Maintenance for Passenger Lifts and Patient / Bed Lifts	No. DUHS/DP/2022/195	Single Stage – One Envelope
Repair and Maintenance Services for Uninterrupted Power Supplies (UPS)	No. DUHS/DP/2022/196	Single Stage – One Envelope
Hiring of Clearing Agency (Re-Tender)	No. DUHS/DP/2022/197	Single Stage – Two Envelope

Tender fee	Rs. 2,000/- (Rupees two thousand only) Non-Refundable
Bid security	2% of the total bid value.
Last date for tender purchasing	From the date of publishing to 12 th July, 2022
Deadline for submission of bids	13 th July, 2022 up to 11:00 a.m.
Bid Opening Date & Time	13 th July, 2022 up to 11:30 a.m.

Bidding Document containing detailed terms & conditions can be obtained against non-refundable pay Order / Demand Draft of Rs. 2,000/- being tender fee in favour of Dow University of Health Sciences during office hours. No tender shall be sold on the date of opening of bid. Tender Notice and bidding documents are also available on the websites of Dow University of Health Sciences (www.duhs.edu.pk) and Sindh Public Procurement Regulatory Authority, in this situation, bidder is required to enclose Pay Order / Demand Draft of tender fee (Rs. 2000/-) with their bid, which must be issued by a scheduled bank within the tender purchasing dates. DUHS may issue the clarifications or amendments in respect of the bidding documents which will be uploaded on the both websites, DUHS will not be responsible of any confusion or misunderstanding in this regard.

The Bidder shall submit an original and two copies of the bid, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate.

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 and venue.

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 2019).

Address for Purchasing of bidding documents, submission and opening of bids:

Dow University of Health Sciences (DMC Campus), 5TH Floor Administration Building Office of the Director Planning & Development Department, Baba-e-Urdu Road near Civil Hospital DUHS, Karachi; Phone/Fax: (92-21) 99215754"

Director Planning & Development
Dow University of Health Sciences, Karachi

BIDDING DOCUMENTS

IFB / NIT No. DUHS/DP/2022/193/197 DATED 22 JUNE 2022

RE-TENDER

REPAIR AND MAINTENANCE FOR AIR CONDITIONING AND OPERATION, REPAIR & MAINTENANCE OF PACKAGE UNITS

(Tender Ref. No. DUHS/DP/2022/194)

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 curative and preventive maintenance support services to ensure its optimal functionality and minimize downtime that would occur in the event of equipment failure.

3. Responsibility of the Contractor:-

- 3.1 The Contractor should provide 24x7 (365 days) Repair, Operation, Maintenance & Services.
- 3.2 Hiring & trained of AC technicians to be deputed at the site.
- 3.3 Availability of fast moving parts. Sufficient stock of medium movers and prompt actions to make slow movers available as and when situation warrants.
- 3.4 Implementing the professional techniques including optimum warehousing of all relevant tools, parts, consumables etc.
- 3.5 Maintaining the history of each & every equipment.
- 3.6 Improving skills of its own and DUHS employees through training etc.
- 3.7 Arranging regular supplies of consumables under its scope of supply.
- 3.8 The Contractor will manage and provide the expertise for the **Supervision, Repair & Maintenance Services of the Air Conditioning and O & M of Package units**, on behalf of the owner of the equipment. Supervision, Repair and Maintenance Services are defined as under;
- 3.9 Under warranty ACs would be deal with the concerned company, by the successful bidder
- 3.10 Any health risk incident during the currency of the contract, would be the responsibility of the vendor and no claim can be charged

4. Scope of Works: -

4.1 Monthly Maintenance Activities: - (Split AC & Floor Standing Units)

- 4.1.1 Cleaning of air filters and recommendation for replacement when necessary.
- 4.1.2 Cleaning of Cooling Coils.
- 4.1.3 Cleaning of Condenser Coils.
- 4.1.4 Cleaning of drain line.
- 4.1.5 Check any abnormal noise and vibration, if found should be rectified.
- 4.1.6 Check leakage indication, if found take necessary action.
- 4.1.7 Check remote control function.
- 4.1.8 Check electric wiring connections.
- 4.1.9 Check performance of cooling.
- 4.1.10 Keeps monthly maintenance record/log book

4.2 Quarterly Maintenance Activities:- (Split AC & Floor Standing Units) (Major Master Service)

- 4.2.1 Dismantling of indoor and outdoor units.
- 4.2.2 Washing & Cleaning of complete units.
- 4.2.3 Cleaning of drain line.
- 4.2.4 Straightening of dented coil fins.
- 4.2.5 Check piping insulation condition, if found damaged should be repaired or replaced.
- 4.2.6 Check PC board and other components function.

- 4.2.7 Check Compressor & cooling performance.
- 4.2.8 Check & record Suction and discharge pressure.
- 4.2.9 Check complete system leakage, if found should be properly repaired.
- 4.2.10 Check loss connection and heated wires, if found should be proper tight and replaced.
- 4.2.11 Check electric contactor and other control components, if required should be repaced.
- 4.2.12 Perform lubrication and greasing in all moving parts.
- 4.2.13 Check blower condition, if found damaged should be repair or replace.
- 4.2.14 Inspect corrosion from unit's foundation MS angle iron and other metallic parts, if found should be apply red-oxide and paint.
- 4.2.15 Check bearing condition, if found noise should be replaced.
- 4.2.16 Keeps quarterly maintenance record.

5 Scope of Works:-

5.1 Monthly Maintenance Activities:- (Package Units)

- 5.1.1 Cleaning of air filters and recommendation for replacement when necessary.
- 5.1.2 Cleaning of Cooling Coils.
- 5.1.3 Cleaning of Condenser Coils.
- 5.1.4 Cleaning of drain line.
- 5.1.5 Cleaning of Condenser fans and motors.
- 5.1.6 Cleaning of blower vanes and housing.
- 5.1.7 Check any abnormal noise and vibration, if found should be rectified.
- 5.1.8 Check leakage indication, if found take necessary action.
- 5.1.9 Check electric wiring connections.
- 5.1.10 Check performance of cooling.
- 5.1.11 Check V-belt condition, if found loss or damaged should be replaced.
- 5.1.12 Clean surrounding area of units.
- 5.1.13 Keeps monthly maintenance record.

6. Quarterly Maintenance Activities:- (Package Units) (Major Master Service)

- 6.1 Dismantling of indoor and outdoor units.
- 6.2 Washing & Cleaning of complete units.
- 6.3 Cleaning of drain line.
- 6.4 Straightening of dented coil fins.
- 6.5 Check piping insulation condition, if found damaged should be repaired or replaced.
- 6.6 Check PC board and other components function.
- 6.7 Check Compressor & cooling performance.
- 6.8 Check & record Suction and discharge pressure.
- 6.9 Check complete system leakage, if found should be properly repaired.
- 6.10 Check loss connection and heated wires, if found should be proper tight and replaced.
- 6.11 Check electric contactor and other control components, if required should be replaced.
- 6.12 Perform lubrication and greasing in all moving parts.
- 6.13 Check blower condition, if found damaged should be repair or replace.
- 6.14 Inspect corrosion from unit's foundation MS angle iron and other metallic parts, if found should be apply red-oxide and paint.
- 6.15 Check bearing condition, if found noise should be replaced.
- 6.16 Check GI ducting condition, if found corrosion of damaged take necessary action.
- 6.17 Check flexible duct unit's connection condition, if found air leakage or damaged should be repaired or placed.
- 6.18 Cleaning of diffusers and grills.
- 6.19 Cleaning and servicing of condenser fans and motors, if found corrosion apply red-oxide and paint.
- 6.20 Clean surrounding area of units.
- 6.21 During the maintenance activities must be follow the safety and PPE procedure.
- 6.22 Keeps quarterly maintenance record.

7 Obtaining of Bidding Document: -

- 7.1 Bidding Document containing detailed terms & conditions can be obtained from Office of the Director, (P&D), 5th Floor, Administration Block, Baba-e-Urdu Road DMC Campus Near Civil Hospital, Dow University of Health Sciences, Karachi against non-refundable payment of Rs. 2,000/- (in shape of Pay Order in favor of Dow University of Health Sciences Karachi) from the date of publishing of this NIT in the print media, **till 12 JULY 2022**. No tender document shall be sold on the date of opening of bid.
- 7.2 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. <http://ppms.pprasindh.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.

8. Bidding Procedure: -

- 8.1 Bids are invited as per Single Stage – One Envelope Procedure in accordance with rule sub rule 1 of rule 46 of the Sindh Public Procurement Rules, 2010 (Amended upto date).

9. Instructions to the Bidders: -

- 9.1 Bidder must read all the contents of NIT as well as Bidding Document and understand all the requirements.
- 9.2 Bidder must ensure that the Bid Form / Price Schedule is filled in all respect, without any confusion.
- 9.3 There should not be any over-writing, double writing, crossed, additional conditions.
- 9.4 Rates are to be quoted clearly in digits as well as in words.
- 9.5 Each document/paper submitted by the bidder shall be signed/stamped by the bidder on the face of document.
- 9.6 Bids shall be submitted in accordance with Single stage – One Envelope Procedure.
- 9.7 Bidder shall prepare two separate envelopes for Technical as well as Financial Proposal.
- 9.8 Bidder shall examine the Bid Evaluation Criteria and insert appropriate document in the Technical / Financial Proposal accordingly.
- 9.9 Bidder(s) must write the “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” on the face of relevant sealed envelopes containing relevant bid/offer in it.
- 9.10 Complete Bidding Document, duly signed and stamped on its each/every page as acceptance of all terms & conditions; one (1) original and two (2) copies. The original and all copies of the bid shall be typed or written in indelible ink (in the case of copies, Photostats are also acceptable) and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. Original & copies of the document should be separately marked properly written on the envelope
- 9.11 **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.**

10 List of documents to be enclosed: -

- 10.1 Bidder(s) must ensure that the following documents are enclosed with the **Technical Proposal**:
- 10.2 Complete Bidding Document, duly signed and stamped on its each/every page as acceptance of all terms & conditions;
- 10.3 Original Bidding Document purchase receipt or Pay Order of Rs.2,000/- in favour of Dow University of Health Sciences Karachi, as the case may be;
- 10.4 Copy of Bid Form / Price Schedule and Pay Order in respect of Bid Security after hiding the amount;
- 10.5 Attested copy of NTN / Income Tax Registration Certificate, Sales Tax Registration Certificate(s);
- 10.6 Attested copy of CNIC of signatory of the Bid Form/Price Schedule;
- 10.7 Complete profile and history of the Bidder/Participant including complete address and complete details of Directors including their CNIC Numbers.
- 10.8 List of present clients to whom bidder is providing the Repair and Maintenance Services for **AIR CONDITIONING and O & M of PACKAGE UNITS** with name and contact persons, cell/telephone numbers and addresses. Along with performance certificate including agreement
- 10.9 Complete details of turn-over of at least last three years duly supported with the Audited Financial Statements/ complete Income Tax Return Forms of the bidder;
- 10.10 Copy of documents regarding affiliation/representation (subsidiary or merger) of foreign/local company etc., if any.
- 10.11 Affidavit on stamp paper duly notarized to the effect that the bidder is neither blacklisted nor suspended by

- any National / International, including Provincial and Federal Government.
- 10.12 Affidavit on stamp paper duly notarized to the effect that bidder is not awarded any punishment from any Court of Law.
- 10.13 Affidavits 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.
- 10.14 Certificate from existing client stating satisfactory performance of the bidder.
- 10.15 Valid documentary evidence in support of evaluation and qualification criteria.

11 Financial Proposal

- 11.1 Bidder(s) must ensure that the following documents are enclosed with the **Financial Proposal**
- 11.2 Bid Security of required amount and form.
- 11.3 Bid form(s)/Price Schedule duly filled in all respect clearly quote the price.
- 11.4 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.
- 11.5 **Bidder(s) must understand that all payments / transaction shall be made in Pakistani Rupees (PKR) only.**
- 11.6 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

12 Eligibility Criteria:

- 12.1 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.
- 12.2 Bidder shall complete all the terms & conditions of this Bidding Document.
- 12.3 Bidder able to enclose the documents as per clause 6 of this bidding document.
- 12.4 Companies must be available on 'List of Active Tax Payers' of FBR (for Income Tax & GST) and SRB (For Sales Tax) websites.
- 12.5 Bidder must have at least one Full-Time Graduate Engineer of relevant field.
- 12.6 Average Annual Turnover during the last 03 financial years upto the closing of last fiscal year should not be less than Rs. 10.000 Million.
- 12.7 Bidders past experience for providing the repair and maintenance services for air conditioning / package units / chiller plant to any. Original satisfactory performance certificate must be attached as an evidence.
- 12.8 Conformity with required terms and conditions of Scope of Work / Services / Technical Specification given in the Tender Document.
- 12.9 The establishment of firm / company must be atleast 03 years.
- 12.10 Existing and any past service providers are only eligible for 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.

13 Validity of Bids: -

- 13.1 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.

14 Alternate Bids: -

- 14.1 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.

15 Submission of Bids/Offers: -

- 15.1 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 the Director, (P&D), 5th Floor, Administration Block, Baba-e-Urdu Road DMC Campus Near Civil Hospital, Dow University of Health Sciences, Karachi, upto **11:00 am on 13 JULY 2022**. The sealed bids/offers may also submit by mail, addressed to Director (P&D) 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.
- 15.2 Bidders are advised in their own interest to take all precautionary measures for delivery of sealed bids before the deadline for submission of bid.

16 Opening of Bids: -

- 16.1 The 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.
- 16.2 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.

17 Evaluation of Bid:

- 17.1 Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 17.2 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution/evaluation period shall be passed to the Procuring Agency.

18 Financial Proposal Evaluation:

- 18.1 Technically qualified/successful bidder(s)/Tenderer(s) shall be eligible for Financial Proposal(s). The Financial bids shall be opened in the presence of the Bidders at the scheduled date, time and venue communicated in advance.
- 18.2 Financial Bids / Proposals of Technically disqualified / rejected bidders will not be opened and sealed envelope shall be returned to the bidder.
- 18.3 Bids not accompanied by the Bid Security of required amount and form shall be rejected.
- 18.4 Procuring Agency shall not be responsible for any erroneous calculation of taxes and all differences arising out shall be fully borne by the Successful Bidder. However, any subsequent changes in rates or structure of applicable taxes by the Government at any time during execution/evaluation period shall be passed to the Procuring Agency.

19 Announcement of Bid Evaluation Report

- 19.1 Bids/Offers including Technical Proposal/Financial Proposals to be evaluated by the Committee constituted by the DUHS for the purpose.
- 19.2 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.

20 Award of Contract: -

- 20.1 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.
- 20.2 In case of tie among two or more bidders in financial bid with identical offered rate, the contract shall be awarded to the bidder who shall obtain the highest points / marks in technical evaluation report.
- 20.3 DUHS reserve rights to cancel any/all bids, subject to the relevant provisions of SPP Rules 2010 (Amended upto date).

21 Signing of Contract: -

- 21.1 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.

22 Period of Contract: -

- 22.1 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.

23 Bid Security / Performance Guarantee: -

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.

- a. The Bid Security of unsuccessful bidder shall be returned after award of contract or within one week of expiry of bid.
- b. 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.
- c. 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.
- d. 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.

24 Commencement of Services: -

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

25 General Conditions: -

- a. 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).
- b. 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.
- c. 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.
- d. Bidder will follow the disciplinary rules of the DUHS.
- e. The DUHS reserves the right to increase / delete the number of **Air Conditioning / Package Units** to be covered on the same rates and terms and condition of the Contract Agreement.
- f. 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.
- g. 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.
- h. Bidder shall be responsible for remedying the defect(s) on the same date on which complaint was launched.
- i. 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.
- j. Failure to supply required items / services within the specified schedule will invoke penalty as imposed by the competent authority of DUHS.
- k. DUHS will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- l. The Bidder will provide the Quarterly Repair and Maintenance Report to the nominated person of DUHS.
- m. 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.
- n. The Bids shall be evaluated in accordance with the specified evaluation / eligibility / qualification / responsiveness criteria and terms & conditions of the bidding document.
- o. Bidding Documents shall take precedence, in case of discrepancies between the Invitation for Bids (IFB) / Notice Inviting Tender (NIT) and the Bidding Documents.
- p. Bidder will depute the supervisors and other adequate staff for carrying out the desired services.

- q. 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.
- r. 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.

26 Payment: -

- a. Payment shall be processed on quarterly (3 months) basis.
- b. Due payment will be made after completion of each quarter.
- c. 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.

27 Redressal of Grievances by the Procuring Agency: -

- a. Redressal of Grievances & settlement of dispute will be as per Rule 31 of SPPRA Rule-2010 (Amended up to date).

28 Cancellation of Contract: -

- a. 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.

29 Arbitration: -

- a. 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.

30 Applicable Laws: -

- a. 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)

1. DMC CAMPUS

Sr. No.	Description	Quantity	Unit	Monthly Rate per unit	Total Amount (PRs.)
1.	Monthly Maintenance & Repainting of Split Air Conditioner 1.0 to 4.0 tons , At DMC CAMPUS	395	Nos.		
2.	Monthly Operation, Maintenance & Repairing and Services of Package Units .	11	Nos.		
TOTAL MONTHLY AMOUNT					
TOTAL YEARLY AMOUNT (FOR 12 MONTHS)					
Sr. No.	Description	Quantity	Unit	Rate per unit	Total Amount (PRs.)
3.	Supplying and fixing bearing for fan motor	01	Each		
4.	Supplying and fixing capacitor for fan (5 to 50 UF)	01	Each		
5.	Maintenance & repair of circuit	01	Each		
6.	Supplying and fixing relay	01	Each		
7.	Supplying and fixing of V-belt	01	Each		
8.	Denting and painting use red oxide rust dirt and repair broken grills/diffusers	01	Each		
9.	Use red oxide on angle brackets	01	Each		
10.	Fan painting and greasing alignment bearing, changing nuts bolts and bearing if required and gas charging etc complete.	01	Each		
GRAND TOTAL					

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

2. OJHA CAMPUS

Sr. No.	Description	Quantity	Unit	Monthly Rate per unit	Total Amount (PRs.)
1.	Monthly Maintenance & Repainting of Split Air Conditioner1.0 to 4.0 tons, at OJHA CAMPUS OF DUHS	1300	Nos.		
2.	Monthly Operation, Maintenance & Repairing and Services of Package Units.	17	Nos.		
TOTAL MONTHLY AMOUNT					
TOTAL YEARLY AMOUNT (FOR 12 MONTHS)					
Sr. No.	Description	Quantity	Unit	Rate per unit	Total Amount (PRs.)
3.	Supplying and fixing baring for fan motor	01	Each		
4.	Supplying and fixing capacitor for fan (5 to 50UF)	01	Each		
5.	Maintenance & repair of circuit	01	Each		
6.	Supplying and fixing relay	01	Each		
7.	Supplying and fixing of V-belt	01	Each		
8.	Denting and painting use red oxide rust dirt and repair broken grills	01	Each		
9.	Use red oxide on angle brackets	01	Each		
10.	Fan painting and greasing alignment bearing, changing nuts bolts and bearing if required and gas charging etc complete.	01	Each		
GRAND TOTAL					

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

3. DOW COLLECTION POINTS / OTHERS

Sr. No.	Description	Quantity	Unit	Monthly Rate per unit	Total Amount (PRs.)
1.	Monthly Repairing, Maintenance & service of Splitairconditioner1.0 to 4.0 tons at DIDC (DHA Campus)	70	Nos.		
2.	Monthly Repairing, Maintenance & service of Splitairconditioner1.0 to 4.0 tons at Collection Points	135	Nos.		
3.	Monthly Repairing, Maintenance & service of Splitairconditioner1.0 to 4.0 tons at LEJ Campus	15	Nos.		
4.	Monthly Repairing, Maintenance & service of Splitairconditioner1.0 to 4.0 tons at DIDCH	69	Nos.		
5.	Monthly Repairing, Maintenance & service of Splitairconditioner1.0 to 4.0 tons at MCC/NCCLCH	20	Nos.		
TOTAL MONTHLY AMOUNT					
TOTAL YEARLY AMOUNT (FOR 12 MONTHS)					
Sr. No.	Description	Quantity	Unit	Rate per unit	Total Amount (PRs.)
2.	Supplying and fixing bearing for fan motor	01	Each		
3.	Supplying and fixing capacitor for fan (5 to 50 UF)	01	Each		
4.	Maintenance & repair of circuit	01	Each		
5.	Supplying and fixing relay	01	Each		
6.	Denting and painting use red oxide rust dirt and repair broken grills	01	Each		
7.	Use red oxide on angle brackets	01	Each		
8.	Fan painting and greasing alignment bearing, changing nuts bolts and bearing if required and gas charging etc complete.	01	Each		
GRAND TOTAL					

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

BID FORM / PRICE SCHEDULE

COST SUMMARY

Sr. No.	Description	Total Amount In Pak Rs. Including Taxes
1.	DMC CAMPUS (Yearly maintenance and Parts / Ancillaries charges)	
2.	OJHA CAMPUS (Yearly maintenance and Parts / Ancillaries charges)	
3.	DOW COLLECTION POINTS / OTHERS (Yearly maintenance and Parts / Ancillaries charges)	
GRAND TOTAL		
2% BID SECURITY / EARNEST MONEY		

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/CONTRACTORS/CONSULTANTS.**

Contract Number: _____ Dated: _____
Contract Value: _____
Contract Title: _____

[Name of Supplier/Contractor/Consultant] 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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, **[Name of Supplier/ Contractor/ Consultant]** 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier/Contractor/Consultant] 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 PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, **[Name of Supplier/Contractor/Consultant]** agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by **[Name of Supplier/Contractor/Consultant]** 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 PA.

[Procuring Agency]

[Supplier /Contractor/Consultant]

FORM OF CONTRACT
(Specimen purpose only)

THIS AGREEMENT made on this _____ day of _____ 2022 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 **Repair, Operation & Maintenance Services for Air Conditioning and Package Units (Ref: No. _____)**, therefore, invited bids through N.I.T No. _____ Dated: _____, 2022.

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: _____