

**Khwaja Fareed University of Engineering &
Information Technology, Rahim Yar Khan**



Tender Document

Tender No. Misc-068

**Service & Maintenance Contract of Generators installed
in different departments**

at

**Khwaja Fareed University of Engineering
& Information Technology
Rahim Yar Khan**

TENDER DOCUMENT

TENDER No. Misc-068

**Service & Maintenance Contract of Generators installed in different Departments
(Framework Contract for Financial Year 2018)**

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 2000/-

Last date of submission: _____

FOR OFFICE USE ONLY

Serial No _____

Sold to: M/S _____

Date of Sale _____

Bank Challan No. _____

Date _____

1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to purchase “**Service & Maintenance Contract of Generators installed in different departments**” as provided at **Annex ‘A’**. The supplier will be responsible for complete service and maintenance of generators for one year, wherever required, at the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan. This document provides complete instructions for bidders intending to participate in this Tender.

2. Instructions for Bidders

2.1. Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of Technical **Proposal** and Financial **Proposal** before **01:00 PM** on **28-12-2017**. Technical Proposals will be opened on same day at **01:30 PM** in the presence of representatives of responding bidders, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

2.2. Responding bidder shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

Director Procurement

**Khwaja Fareed University of Engineering & Information Technology
Abu Dhabi Road, Rahim Yar Khan.**

Tel. # 068-5882420

2.3. Any queries regarding this proposal should be directed to the designated Technical Contact Person listed below.

Dr. Zaheer Ahmad, Director procurement,

Tel. # 068-5882464

2.4. All bids must be submitted by filling the **Annex ‘B’**. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this

Request for Proposal.

2.5. The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

3. Technical Proposal Format

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. The Name and Address
- ii. Profile of company (Including Financial Profile)
- iii. List of Previous/Current customers of related service and maintenance of generator, with contact person and telephone/fax numbers.
- iv. Copy of National Tax Registration Certificate
- v. Copy of Sales Tax Registration Certificate
- vi. Bank letter of financial standing
- vii. An affidavit on Rs 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- viii. Any additional information the bidder may like to furnish e.g. repair/maintenance other concerned facility
- ix. Signed and stamped Tender document
- x. Bank Draft of the Earnest Money

4. Financial Proposal Format

Financial Proposal must include the following in the order given below:

- i. Service and maintenance prices duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price
- iii. Any other Terms and Conditions

5. Terms & Conditions

5.1. This invitation for bids is open to all national service providers/General order suppliers for service and maintenance of generator.

- 5.2. All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3. A bank draft equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. Bank draft for Earnest Money should be placed with the Technical proposal.
- 5.4. Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract within stipulated time, Earnest Money will be forfeited.
- 5.5. A Bank draft of 5% of the total amount as **Performance Guarantee** will be provided by the supplier in favor of KFUEIT, Rahim Yar Khan within 10 days after signing of the contract on judicial stamp paper of the value 0.25 percent of quoted price which shall remain valid for 12 months beyond delivery period. This performance guarantee will be released after the completion of warranty/guarantee period, along with the satisfactory completion report which will be intimated to the Seller and the Director Procurement KFUEIT, Rahim Yar Khan for their onward issuance of No Objection Certificate (NOC) for the release of performance guarantee.
- 5.6. KFUEIT Rahim Yar Khan reserves the right to accept / reject any or all proposals without assigning any reason thereof.
- 5.7. The contractor shall be required to undertake for the complete service & maintenance of the Generator for a period of one year (without parts). This one-year period commences upon signing of this contract agreement.
- 5.8. The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9. KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.10. The contractor shall be required to have the technical staff capable to handle the generator. And in addition, shall ensure to arrange on call Senior Engineer for rectification of faults going beyond capacity of maintenance staff, this service will be provided within quoted cost.

- 5.11.** The checking of the generator bi weekly by the technical supervisor and report will be sent to the client indicating the working and maintenance condition of generator, equipment and his technical observation relating thereto.
- 5.12.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.13.** The contractor shall ensure that the generator will operate satisfactorily throughout the contract period generally in accordance with the specifications of the generator as laid down by the manufacturer.
- 5.14.** The materiel required for service and maintenance of the generator shall be at the cost of the contractor. The Contractor shall provide all spare parts for maintenance of generator from taking over the maintenance contract of generator. He will also ensure that the spare part etc. is replaced only when it is considered essential. Since these are imported items, maximum care should be taken to repair the old parts for its re-use. New parts should only be substituted when the old parts cannot be satisfactorily repaired. All old damaged and replaced spares will be returned back to store and receive the N.O.C. for further payments
- 5.15.** It is the sole responsibility of the bidder to comply with local, national and international laws.
- 5.16.** The contractor's Supervisor / Engineer shall inform the Employer's representative regarding the servicing work to be carried out on next day or days so by Contractor's staff
- 5.17.** All the proposals submitted will become the property of the University.
- 5.18.** All prices should be valid for at least 60 days. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.19.** In case of any part or parts of the generator, are damaged or destroyed as a result of negligence on the part of the contractor his agent or employees, the contractor shall be liable to pay for rectification and making good of all such damages of loses.
- 5.20.** The period of contract shall be for one-year commencing from the date of contract issuance and after expiry of one-year contract period, the contractor will bring the generator into the good running conditions.

5.21. The Contractor must ensure the proper functioning of the generator. In case of unsatisfactory functioning or failure of the generator on account of negligence of the contractor, of which the qualified consultant (nominated by the Authority) shall be investigating the facts, by giving a written notice of one month as per situation, which cannot be challenged in any court.

5.22. The person signing the tender on behalf of the tenderer must specify his authority, that is to say, whether he signs as the Sole Proprietor, Active Managing Partner, Managing Director, Acting Director, Manager, Secretary for the firm and if so required shall have to produce copy of the documents authorizing him to sign the tender.

6. Tender Evaluation Criteria

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex ‘C’** for reference. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item
- b. Company Profile
 - I. Age of the company
 - II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

7. Undertaking

On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Office Address.....

Tel No

Fax No

Service & Maintenance Contract of Generators installed in different departments

Sr. No	Item Name	Specifications/Minimum Requirements	Qty.
01	Admin Block Generator	Made: Perkins, Model: 1506A-E88TAQ3, Capacity: 250 KVA Engine Oil Required: 40 liters, One oil filter, two fuel filters (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
02	VC House Generator	Made: Perkins, Model: GV51790U, Capacity: 20 KVA Engine Oil Required: 10 liters, One oil filter, One fuel filters (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
03	IT Department Generator	Made: Perkins, Model: GV51790U, Capacity: 20 KVA Engine Oil Required: 10 liters, One oil filter, One fuel filters (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
04	Security & Reception Block Generator	Made: Local, Model: 325GN1D, Capacity: 20 KVA Engine Oil Required: 08 liters, One oil filter, One fuel filters (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
05	Control Room Generator	Made: Local, Model: 325GN1D, Capacity: 20 KVA Engine Oil Required: 08 liters, One oil filter, One fuel filters (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
06	Quaid-e-Azam Hostel Generator	Made: Lawson, Model: LC9600DDC, Capacity: 6.5 KVA Engine Oil Required: 01 liters (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
07	PMU Department Generator	Made: Lawson, Model: LC9600DDC, Capacity: 6.5 KVA Engine Oil Required: 01 liters, (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
08	Amina Hall Generator	Made: Lawson, Model: LC9600DDC, Capacity: 6.5 KVA Engine Oil Required: 01 liters, (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
09	Sir Syed Hostel Ground Floor Generator	Made: Lawson, Model: LC9600DDC, Capacity: 6.5 KVA Engine Oil Required: 01 liters, (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
10	Sir Syed Hostel 1 st Floor Generator	Made: Lawson, Model: LC9600DDC, Capacity: 6.5 KVA Engine Oil Required: 01 liters (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01
11	University Main Gate Generator	Made: Lawson, Model: LC9600DDC, Capacity: 6.5 KVA Engine Oil Required: 01 liters (Complete service and maintenance including all spare parts or	01

		accessories required for routine and special service of generator.)	
12	Civil & Mechanical Engineering Block Generator	Made: Perkins, Model: Prime 1506A-E88TAG5, Capacity: 300 KVA (Complete service and maintenance including all spare parts or accessories required for routine and special service of generator.)	01

Service & Maintenance Contract of Generators installed in different departments

(Bid Form)

Sr. No.	Item Name	Qty.	Rate per month	Total Price for one year (inclusive of all taxes, and Shipment charges)
01	Admin Block Generator	01		
02	VC House Generator	01		
03	IT Department Generator	01		
04	Security & Reception Block Generator	01		
05	Control Room Generator	01		
06	Quaid-e-Azam Hostel Generator	01		
07	PMU Department Generator	01		
08	Amina Hall Generator	01		
09	Sir Syed Hostel Ground Floor Generator	01		
10	Sir Syed Hostel 1 st Floor Generator	01		
11	University Main Gate Generator	01		
12	Civil & Mechanical Engineering Block Generator	01		
TOTAL: _____				
Total in Words: _____				

Company Evaluation Criteria

1. Basic Evaluation

- i. Profile of company
- ii. Detail of Previous/Current customers of related Services, with contact person details.
- iii. Detailed product service information
- iv. Copy of National Tax Registration Certificate
- v. Copy of Sales Tax Registration Certificate
- vi. Bank letter/Certificate of Account Information/financial standing/Bank Statement
- vii. An affidavit on Rs. 100/- Stamp Paper that currently they are not black listed or debarred by any Government/Semi-Government Department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- viii. Detailed item specifications matched corresponding to the BOQ as given at **Annex 'A'**
- ix. Detailed service and maintenance schedule/Completion Schedule which includes the delivery of service items mentioned in the BOQ
- x. Signed and stamped Tender document

2. Detailed Evaluation

(Minimum Passing Score Required is 65 Points)

TECHNICAL EVALUATION CRITERIA FOR TENDER			
Specifications are available at Annex-A			
Sr. No	Item Name and Description	Marks	Max Marks
1	Past Performance/Experience of the Bidder (Reg. with GST/NTN)	--	10
1.1	1 – 3 year experience	2	--
1.2	4 – 8 year experience	4	--
1.3	9 – 15 years' experience	6	--
1.4	Above 15	10	--
2	Relevant Experience	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and above year experience	10	--
3	Financial Position/ Status	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory)	2	--
3.3	Statement Worth (Min 2 m)	4	--
4	After Sale Services Available	--	10
5	Technical Evaluation of quoted items	--	60
5.1	Required services matched as provided in Annex-A	30	
5.2	Service manuals or literature in printed shape attached	2.5	
5.3	Reliability	2.5	
5.4	Delivery of services schedule as per need	5	
5.5	List of clients / where this equipment delivered	5	
5.6	Satisfactory letter from clients in favour of such equipment	5	
5.7	Guarantee / Warranty of services and parts (as the case may be)	5	
5.8	Provision of Training Services to concerned user	2.5	
5.9	Free Service/Discounts (if required) as per requirement	2.5	
Total		--	100