

Tender Fee – Rs. 2,000/=

STANDARD BIDDING DOCUMENTS



GOVERNMENT OF SINDH

SBB ACCIDENT EMERGENCY & TRAUMA CENTRE KARACHI

Tender Reference No:- AMS/SBB-TC/PROC/(R&M-03)/2018-19

**TENDER TITLE: OPERATION, RUNNING, REPAIR
AND MAINTENANCE OF HVAC EQUIPMENT AND BUILDING
MANAGEMENT INFORMATION SYSTEM (BMIS)**

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INSTRUCTIONS TO BIDDERS

1. **Shaheed Benazir Bhutto Accident Emergency & Trauma Centre** invites sealed bids on **Single Stage Two Envelope Systems 46(2)** as per Sindh Public Procurement Rules 2010, (Amended till date) from service providers for “**Operation, Running, Repair and Maintenance of HVAC Equipment and Building Management Information System (BMIS)**” **Tender Reference No:- AMS/SBB-TC/PROC/(R&M-03)/2018-19**
2. Bidders are required to check that Tender Documents issued to them are complete in all respects as per table of content.
3. Bidders should examine carefully the table of content. They should visit and inspect the site at their own expense and responsibility and obtain all necessary information prior to submitting the tender. Any detail/specification missing in the document should be obtained from Planning & Procurement Department before bidding. Once the tender is submitted, it will be assumed that no further clarification was required.
4. Tender Fee in shape of pay order in favor of Additional Medical Superintendent / DDO, SBB Accident Emergency & Trauma Centre must be attached; else the offer will be rejected.
5. Bidder will attach **BID SECURITY** (as per amount mentioned under Bidding Data) in shape of pay order issued from any scheduled Bank of Pakistan in favor of **Addl. Medical Superintendent/ D.D.O., SBB. Accident Emergency & Trauma Centre Karachi** in the financial proposal. However copy of same should be attached in technical proposal without showing the amount.
6. The original bid shall be typed or written in indelible ink by the bidder or person duly authorized. The person or persons signing the bid shall initial all pages of the bid. The name and designation of each person signing must be mentioned below the signature.
7. The Bidder shall indicate on the appropriate Price Schedule (in PKR) the units (where applicable) and total bid price of the goods/services it proposes to supply/execute under the contract.
8. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However, the procuring agency may seek and accept clarification to the bids that do not change substances of the bids.
9. The Procuring Agency may reject all or any bid or proposal at any time prior to the acceptance of a bid or proposal. Subject to relevant provision of SPP Rules, 2010 (Amended till Date). The Procuring Agency upon request communicate to bidder who submitted a bid or proposal, the grounds for its rejection of all bids or proposal, but is not required to justify those grounds.
10. The quoted rates should include all costs of whatsoever description and expenses necessary for the whole work together with all risks, taxes, liabilities and obligations, specific or implied, in the Tender Documents. Arithmetical errors, if any shall be corrected and Tender price amended accordingly.

11. No unauthorized alteration may be made in the Tender documents. If any such alteration is made, tender may be liable for rejection.
12. Clarification, revision, addition or deletion, in the tender documents may be made by the authority before the submission and opening of Tender in the form of Addendum/Corrigendum. This will be made only by formal Addendum/ Corrigendum issued by the concerned authority and will become part of the contract documents. Each Addendum shall be signed by the Vendor and returned with other Tender documents.
13. The vendor has to quote only one rate for each work as per tender specifications. Hand written tenders or any over writing, cutting, should be signed.
14. The entire Tender Documents, listed duly priced, signed & stamped on each page and completed must reach at designated place in due time and dates as defined in the Bidding Data of the Tender.
15. The Procuring agency's evaluation of a bid will take into account, in addition to the bid price quoted, the following;
 - a. incidental costs
 - b. delivery schedule offered in the bid;
 - c. deviations in payment schedule
 - d. the cost of components, mandatory spare parts, and service
 - e. the availability of spare parts and after-sales services for the equipment offered in the bid;
 - f. the projected operating and maintenance costs during the life of the equipment; the performance and productivity of the equipment offered; and/or
 - g. other specific criteria indicated in the Bid Data Sheet and/or in the Technical Specifications.
16. Contractor who will win the tender will be required to enter into a Contract Agreement as defined in the Form of Agreement.
17. No bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.
18. The bid security will be forfeited to the Government, if the bidder withdraws his bid after opening and before the expiry of the bid validity period or fails to sign the contract in stipulated time if the bid is accepted.
19. Conditional tender and tender without bid security shall not be considered.
20. GST / Income Tax Certificate must be accompanied with tender
21. Bids shall remain valid for a period of 90 days after the date of bid opening and same may be extended in terms of Rule 38 (2) (3) (4) of SPPRA Rules.
22. Bids submitted late due to any reason what so ever, shall not be considered and returned unopened to the bidder or his authorized representative.

23. Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
24. Bid should be dropped at Planning & Procurement Office, 13th Floor, SBB Accident Emergency & Trauma Centre by mail or by hand in due course of time and the same will be opened at Seminar hall, 12th Floor, SBB Accident Emergency & Trauma Centre.
25. Registration from Sindh Revenue Board is not required in procurement of Goods.
26. The Bidder shall sign and stamp the Integrity Pact provided at Bid in the Bidding Document for all Provincial Government procurement contracts exceeding Rs. 10 million for goods & Rs. 2.5 million for services Failure to sign such Integrity Pact shall make the bidder non-responsive.

BIDDING DATA

Procuring Agency	:	SBB Accident Emergency & Trauma Centre
Address	:	Chand Bibi Road, Karachi
Name of Item	:	Operation, Running, Repair and Maintenance of HVAC Equipment and Building Management Information System (BMIS)
Bid Validity	:	90 Days
Bid Currency	:	PKR
Amount of Bid Security	:	5% of Total value of the quoted amount.
Last date of Selling of Bid	:	As per Notice Inviting Tender (N.I.T)
Date of Submission of Bid	:	As per Notice Inviting Tender (N.I.T)
Date of Opening of Bid	:	As per Notice Inviting Tender (N.I.T)
Performance Security	:	5% of the Contract Value
Language of Bid	:	English
Bidding Procedure	:	Single Stage Two Envelope Procedure/ SPP rule 46(2)
Advance Payment	:	No Advance Payment
Period of Completion	:	One year from the date of Award of Contract & Extendable for further two years on yearly basis

TERMS & CONDITIONS OF TENDER

1. Taxes will be deducted from the contractor's bill as imposed by the Government from time to time as well as Contractor will pay all the Government Institution's Contribution himself.
2. **PERFORMANCE SECURITY:** The successful bidders will have to deposit the requisite Performance Security Bond in the shape of a Pay Order / Demand Draft or Bank Guarantee as per amount mentioned under Bidding Data in favor of **Additional Medical Superintendent/ D.D.O., SBB Accident Emergency & Trauma Centre, Karachi**. The same will be released after successful completion of contract period. Moreover, security deposit shall be forfeited by the Procuring Agency if contractor fails to comply with terms and condition of the contract at any stage during contract period.
3. Contractor will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of SBB Accident Emergency & Trauma Centre, Karachi.
4. Contractor will not be allowed to sublet the contract except defined specifically otherwise.
5. The Procuring agency reserves the right at the time of contract award to decrease, the items / quantities of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
6. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
7. In case of any dispute contractor will approach the Deputy Medical Superintendent SBB Accident Emergency & Trauma Centre, Karachi. If contractor is not satisfied with the decision of the Deputy Medical Superintendent SBB Accident Emergency & Trauma Centre, Karachi then he has the right to approach the Addl. Medical Superintendent SBB Accident Emergency & Trauma Centre, Karachi. The decision of the Addl. Medical Superintendent SBB Accident Emergency & Trauma Centre, Karachi will be final.
8. In case of any dispute, decision of the Addl. Medical Superintendent SBB Accident Emergency & Trauma Centre, Karachi shall be final and contractor will not challenge the decision in the Court of Law.
9. The Addl. Medical Superintendent SBB Accident Emergency & Trauma Centre, Karachi has the right to cancel the contract at any stage and without issuing any prior notice in case of violation of **Agreement / ToR** is proved as well as damages to the prestige or property of SBB Accident Emergency & Trauma Centre, Karachi.

10. Contractor will be responsible for any theft or pilferage committed by any of his employees. The employee will be liable to punishment under the rules.
11. In case of breach of the contract by the contractor, contract will be forfeited partly or fully as decided by the Addl. Medical Superintendent SBB Accident Emergency & Trauma Centre, Karachi.
12. Any condition / clause of the Contract can be included / amended if required in the interest of the SBB Accident Emergency & Trauma Centre, Karachi with the mutual understanding of both parties.
13. Contractor shall have its own equipment required for Maintenance etc. Equipment must be approved by the Authorized Officer of SBB Accident Emergency & Trauma Centre, Karachi before commencement of contract.
14. The Contractor should not violate or allow his Staff to violate the rules of the Sindh Government.
15. In case of violation of any rule the contractor may be fined and legal action will be initiated against him.
16. Contractor shall be responsible for his staff.
17. The Contract is for one year starting from the date of agreement and extendable for further two years on yearly basis, after the approval from Competent Authority – SBB Accident Emergency & Trauma Centre Karachi.
18. Document(s) for Evaluation of Maintenance Services must be paged / flagged by the bidders.
19. Payment will be made on monthly basis subject to satisfactory report from concerned offices or through an inspection committee.
20. Each bid shall comprise Single Stage Two Envelope containing the required information.
21. Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
22. Bid should be inclusive of all Government taxes (if applicable) and the same will be paid by the Contractor except withholding tax.
23. Stamp duty should be placed on contract agreement (as per the govt. approved rate) on stamp paper of value (Rs.100).
24. Procurement Committee shall disqualify a contractor, whether 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 contractor; was false and materially inaccurate or incomplete at any stage.

25. 20% of the due Sindh Sales Tax (if applicable) will be deducted from the bill of the Contractors / Suppliers while remaining 80% will be deposited by the Contractors / Suppliers themselves.
26. Conditional tender and tender without bid security shall not be considered.
27. GST / Income Tax & SRB Certificates must be accompanied with tender.
28. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid or proposals, subject to the relevant provision of SPP Rules, 2010 (Amended till date)
29. No tender will be entertained without bid security. The bid security will be forfeited to Government Treasury, in case of non-submission of performance security within seven (7) days of receipt of the Letter of Acceptance.
30. If the contractor fails to give services within the stipulated period, liquidity charges will be imposed.
31. The Bidder shall sign and stamp the Integrity Pact provided at Bid in the Bidding Document for all Provincial Government procurement contracts exceeding Rupees 10 million in case of goods and 2.5 million in case of services. Failure to sign such Integrity Pact shall make the bidder non-responsive.
32. If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in Bidding Data of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in Bidding Data. Once the maximum is reached, the Procuring agency may consider termination of the Contract.

I / We agree to above mentioned terms & conditions:

Name of Contractor _____ Signature _____

CNIC NO _____ (Copy must be attached.)

Full Address _____

Rubber Stamp _____

TECHNICAL EVALUATION CRITERIA
(MANDATORY)

S.#	MANDATORY REQUIREMENTS	YES	NO
01.	Should comply with Terms & Conditions of the Standard Bidding Documents.		
02.	Should be registered with PEC in following category (Certificate must be attached): - ME-01 (Heating, Ventilation, Air Conditioning) ME-06 (Heat Recovery System, Chiller for power generation & Specialized Plant)		
03.	Should have valid Electrical License issued by the Government of Sindh (Copy must be attached)		
04.	Copy of Sindh Sales Tax / Sindh Board of Revenue.		
05.	Copy of Registration Certificate with EOBI.		
06.	Copy of Registration Certificate with SESSI.		
07.	Should be registered with Income Tax Department (NTN Certificate must be attached).		
08.	Copy of Professional Tax 2018-19 (Certificate must be attached).		
09.	Recent Bank Certificate / Bank Statement regarding financial soundness of the firm to do business up till PKR 20 Million.		
10.	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / autonomous body or Private Sector Organization anywhere in Pakistan (As per attached sample).		
11.	Bidder already providing same services at SBB-TC should obtain & attach a satisfactory performance certificate from competent authority. (for the financial year in which the bidder last provided its services).		
12.	Copy of the Pay order / Bank Draft of Bid security / Earnest money should be attached without showing the amount along with technical bid document. (Original bid security should be attached with financial proposal).		

Note: Bidders NOT complying with any of the above eligibility pre-requisites would be disqualified. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.

TECHNICAL EVALUATION CRITERIA
(MARKING)

S.#	Requirements	Marks
1.	Number of years in relevant business; a. Above 8 years = 40 Marks b. 6 years up till 8 years = 30 Marks c. 3 years up till 5 years = 20 Marks (Attach Company Registration Documents/ company profile)	40
2.	Relevant Experience (preferably in healthcare industry); a. Above 8 years = 30 Marks b. 6 years up till 8 years = 20 Marks c. 3 years up till 5 years = 15 Marks (Attach Work Orders / Contract Agreements / Completion Certificates)	30
3.	Financial Capability: Average Financial Turnover a. Above Rs. 60 million = 30 Marks b. Above Rs. 30 million up till Rs. 60 million = 20 Marks c. Above Rs. 15 million up till Rs. 30 Million = 15 Marks (Attach Bank Statement)	30
Total		100

Qualifying Marks: 50 and at least 50% marks in each category.

- Financial proposal must be submitted on company letter head duly signed and stamped. Bidder is required to type total amount of their offer in figure and as well as in words; else the offer would be rejected.
- The technical evaluation carried out by the Procurement Committee, SBB Accident Emergency & Trauma Centre, Karachi will be final.

SCOPE OF WORK / SCHEDULE OF REQUIREMENTS**“Operation, Running, Repair and Maintenance of HVAC Equipment and Building Management Information System (BMIS)”****Tender Reference No:- AMS/SBB-TC/PROC/(R&M-03)/2018-19****A. Chiller Operation Strength:**

Amounts must be submitted only in financial proposal and not appear in technical proposal, else the offer will be rejected.

Table A1							
S. #	Staff	Qty	Minimum Qualification	Experience	Amount per month per person	Total Amount per month	Total Amount per year
Chiller Operations Team:							
1	Plant In charge	01	B. Tech / D.A.E Mechanical / AC refrigeration	10/15 years of relevant experience. (Commissioning Engineering Certificate)			
2	Chiller Operator	07	D.A.E Mechanical / AC Refrigeration	05/08 years of relevant experience.			
3	Chiller Helper	05	Matric	03/05 years of relevant experience.			
Total Number of Staff		13		Total A1			
Table A2							
S.#	Staff	Qty	Minimum Qualification	Experience	Amount per month per person	Total Amount per month	Total Amount per year
Preventive Maintenance, Troubleshooting strength:							
1	Industrial Electrician	01	D.A.E Electrical	05/08 years of relevant experience.			
2	Industrial Electrician Helper	01	Matric	03/05 Years of relevant experience.			
3	Plumber	01	Matric	05/08 years of relevant experience.			

S.#	Staff	Qty	Minimum Qualification	Experience	Amount per month per person	Total Amount per month	Total Amount per year
4	Plumber Helper	01	Middle	03/05 Years of relevant experience.			
5	Duct Man	01	Middle	05/08 years of relevant experience.			
6	Sr.Split AC Technician & VRV Chillers	01	D.A.E Mechanical / A.C Refrigeration	05/08 years of relevant experience.			
7	Split AC Technician	03	Matric	03/05 Years of relevant experience.			
8	Refrigerator Technician	01	D.A.E Mechanical / A.C Refrigeration	03/05 Years of relevant experience.			
9	HVAC Technician	06	Matric	03/05 Years of relevant experience.			
10	HVAC Technician Helper	03	Middle	02/04 Years of relevant experience.			
11	General Fitter	01	Middle	03/05 Years of relevant experience.			
12	General Fitter Helper	01	Middle	02/04 Years of relevant experience.			
13	Insulator	01	Middle	02/04 Years of Relevant Experience			
14	Insulator Helper	01	Middle	01/03 Years of Relevant Experience			
Total Number of Staff		23		Total A2			

Note: All staff would be interviewed and selected by the consent of competent authority after verification of their relevant documents (Qualification and Experience)

All staff employed by contractor will mark their attendance on center's Biometric attendance system as per their Rota.

Scope of Work

1. Provide complete operation and preventive maintenance services of the following equipment's and their allied accessories.

S.#	Description Of items	Quantity
1	Multi-Energy Absorption Chiller – Direct Flue Gas 420 Tons	03
2	Cooling towers	03
3	Fresh Air Handling Units	13
4	Air Handling Units	28
5	Fan Coil Units	187
6	Exhaust Fans	65
7	Water Cooler & Dispenser	30
8	Refrigerators	15
9	VRV Chiller	03
10	Split AC Wall and floor mounted	44
11	Ducting & Piping system with duct heaters in 18 numbers operation theatres at 6 th , 8th, 9th & 11 th floor.	1 Job

1. Ensure that operation and maintenance of each unit will be carried out on regular, fortnightly, monthly and on early basis as per procuring agency requirement.(Enclosed)
2. The contractor will provide uniform, identity cards to each and every deployed staff.
3. The contractor shall provide the list of staff with telephone numbers to procuring agency.
4. The contractor should ensure all safety precautions for its staff.
5. The contractor should be equipped with proper hand tools, machines and similar equipment' as per procuring agency requirement.(Enclosed)
6. The contractor must notify by written notice to procuring agency prior to making of any repair.
7. The detailed service report and log book of each unit should maintained as per manufacturer manual & procuring agency requirement and submit to procuring agency on regular basis.
8. All Below Maintenance Schedules which will be provide by HVAC Competent authority.

Mandatory Note:

1. **The Contractor will enter into an agreement with the manufacturer / sole agent of the chillers for their consultancy, troubleshooting, annual maintenance contract, Contractor will borne all charges of that contract.**
2. **Calibration, water& air balancing, Monthly Chemicals of Close/Open Circuit/Cooling tower annual maintenance Contractor will borne all charges of that contract.**

2. DAILY MAINTENANCE:

1. Check for any complaints that are reported and troubleshoot them immediately.
2. AC system of the important & critical facilities are to be continuously monitored and corrective actions are to be taken immediately so as not to affect the facility concerned

3. If any important activities like seminars / lectures / meetings / interviews are planned in the campus, concerned AC system has to be inspected and normal functioning of AC system is to be ensured.
4. Adjustments in the system to achieve required temperature & RH level as required by the user. Release of air locks / blocks in the system.
5. If there is any instruction to operate the AC systems in the specific timings, the same has to be materialized.
6. General inspection of the AC system and rectification if any abnormality exists.
7. Attending to the planned / scheduled preventive maintenance.
8. Updating of all the relevant documents, logs, history books etc.
9. Reporting of day's work and progress to concerned Engineer-in-charge.

3. QUARTERLY MAINTENANCE:

1. Inspect connection for any water leaks in the coil and connection. Check the tightness of hose, fittings & tighten if necessary. There should not be any flooding of water from the AHU.
2. Check and clean drain pan, condensate drain pipe and floor drains to ensure no choking and flooding.
3. Cleaning of cooling coils, fins and filters, air & water flow, release of air lock etc.
4. Open up the electrical control panel, inspect for any blackening of contacts, loosening of connections, component condition etc. rectify if any abnormality is noticed.
5. Inspect the conditions of the thermometers and pressure gauges for proper function.
6. Check for proper operation of the associated measuring, control and safety device like thermostat, humidistat, 3 way actuating valves etc. Reset if required.
7. Check, report and rectify, if any abnormal noise / vibration is observed.
8. Check and re-tighten any loose bolts and nuts in proper sequence.
9. Clean all the type air filters.
10. Check the fan belts for proper tension, and replace if necessary, and examine the fans for correct alignment, lubricate the bearing as required.
11. Check heater bank condition and rectify if any problem exists.
12. Inspect the condition of insulation materials and rectify if necessary.
13. Clean the water strainer of chilled water system.
14. Entire AHU room to be thoroughly cleaned with vacuum cleaner & to be made clean & dust free.

4. YEARLY MAINTENANCE:

1. Perform quarterly services
2. Overall servicing of the unit, cleaning, reduction of noise level, checking of mechanical assemblies, foam insulators over the pipes.
3. De scaling of copper tubes of the cooling coil (the water circuit) by suitable means as per manufacturer's recommendation and general standards.
4. Parameter checking before & after servicing
5. Air flow checking & adjustment / balancing, if required
6. Checking and calibration of temperature and pressure gauges on supply & return chilled water lines and replacement of the same if required.
7. Checking of unit efficiency, total capacity delivery of the unit & bringing it to optimum performance level, air flow and water temperature measurements on supply & return ends.
8. General checking of electrical switchgears controls etc. All electrical system should be checked through competent persons.
9. Cleaning of ducting system having diffusers, grills, dampers etc.

10. Necessary documentation of parameters (before & after servicing work) and submission of checklist

NOTE:

1. If it is required to clean the cooling coil by water jet, the same has to be done by removing the cooling coil with all precautionary measures & taking it to a convenient place for full cleaning of water & air circuits. Coil to be cleaned with suitable chemical & water jet. This work is to be done carefully without damaging the AHU & the coil.
2. Coil, fins, filters etc. are to be thoroughly cleaned to achieve desired air and water flow rates.
3. All the maintenance / servicing works should be carried out in such a way so that the equipment unit can be used for its optimum performances. Any work which is found to be required for optimum performance of the system has to be done.
4. Necessary care should be taken while carrying out all types of maintenance / servicing of equipment to avoid damages.
5. Contractor should supply all necessary materials like Nitrogen, Electric Welding Plant and Allied Accessories, Gas Welding Plant with allied accessories suitable grade of grease / lubricant, cleaning brush etc., to carry out servicing.

BREAKDOWN MAINTENANCE: Any breakdown complaint should be attended immediately to avoid disturbance in center activities. Spares & tools required to attend any breakdown has to be maintained.

After attending to breakdowns, the unit / system shall be closely observed / monitored next day and parameters shall be checked & recorded.

REPAIR AND REPLACEMENT OF PARTS: During routine / periodic maintenance and during breakdown maintenance the contractor shall repair faulty parts / equipment with his resources. Repair shall be done in such a way that it should not affect the performance & life of the equipment, and while doing maintenance work, care should be taken that water should not come out from the unit.

All the works to be done as per daily / monthly/ half yearly or yearly schedule. In case, if it requires the same work to be done in-between, same shall be attended.

The essence of the contract is to maintain the Air-conditioning system in such a way that it gives desired optimum performance. Repair / replacement of all the parts / equipment required for proper functioning of the machine, whether specified or not, are included in the scope of work.

DE-SCALING & CLEANING OF COOLING COILS & FINS: It is a once in a year activity. The work procedure is as follows:

Ensure that the power supply of the unit should be disconnected / switched off and caution board to be fixed at the main isolation of power supply. Take pre-service system running parameter readings (Air flow, DB, WB temp. readings, electrical parameters etc.)

Ensure that main valves (ball valves of the unit) should be in closed condition. Arrange to cover & ensure that water should not fall on electrical control box, motorized valves, pressure gauges, etc. Failure to cover electrical control box, Motorized valves and other electrical circuits where water fall on such item may lead to serious injury / death / damage to the equipment accessories etc, for which contractor is solely responsible. Loosen the hose clips and remove the connections from the cooling coil. Prepare the chemical mixture & keep it ready in a container / tank.

Circulate it through the cooling coil for specified time as recommended by the manufacturer. (Note: Contractor should arrange for container / tank etc.) After circulation of chemical mixture through the cooling coil, flush out the coil using fresh water before connecting the hose connections.

Coil fins should be cleaned using fins cleaning chemical, brush & should be cleaned to remove the sediments & dust particles of the entire coil. Should ensure there should not be any folding of coil fins which may result in improper flow of air through the coil. Should ensure that always air should be passed through the coil, any bypass of airflow should be attended immediately and rectified. Ensure that cooling coil filters is in good / clean condition, if the filter is choked, the same should be cleaned and fixed. Reconnect all the systems & take the post service running parameter readings. After completing the work, it should be ensured that the entire unit & the surrounding area are cleaned thoroughly.

NOTE:

Any accidents occurred due to negligence / inexperience during work is purely the responsibility of the contractor, Contractor should also ensure that water should not come outside the rooms while executing the work. Prior approval should be obtained from Engineer-in-Charge for the chemical / solution being used for de-scaling. The chemical shall be recommended by manufacturer. Arrangement of pump, chemical tank, a small power distribution board with back up protection of MCB/Fuse/ELCB required for operation of motors pump sets is the responsibility of the contractor.

TOOL LIST REQUIRED FOR HVAC:

S.No	DISCRIPTION	Unit	SIZES	QTY
1	Karcher Pump	150 bar	-	02
2	Air Blower	-	-	02
3	Pipe Wrench	-	8"10"12"14"	4 Each
4	Adjustable Wrench	-	6"8"10"12"	4 Each
5	Hammer	FLAT	-	2
6	Hammer	PIN BALL	-	2
7	Pliers	-	-	04
8	Cutter Pliers	-	-	04
9	Nose Pliers	-	-	04
10	Ellen Key	MM	-	03
11	Ellen Key	INCHES	-	03
12	Spanner Set	RING	-	02
13	Spanner Set	FIX	-	02
14	Screw Driver	SET	-	5
15	Mechanical Screw Driver	SET	-	01
16	Hack Saw Frame	-	-	02
17	Hack Saw Blade	-	2 SIDED	24
18	Knife Blade	-	-	06
19	Star Set	-	-	04
20	Grip Pliers	-	-	04
21	Measuring Tape	-	50'20'15'	3 Each
22	Gauge Manifold Complete Set	R22,R410a	5/16 .1/4	2 / 4
23	Electric Welding Complete Set	-	-	01

S.No	DISCRIPTION	Unit	SIZES	QTY
24	Brazing Set Portable Complete	MINI	-	01
25	Brazing Set With Fire Arrester	BIG	-	01
26	Nitrogen Cylinder With Regulator	BIG	-	01
27	Baby Grinder	-	-	01
28	Table Grinder	-	-	01
29	Flaring Tool Professional Kit	-	-	02
30	Pipe Cutter	-	-	03
31	Drill Machine	-	-	01
32	Bids Set Complete Drill Machine	-	-	01
33	Hilti Machine	-	-	01
34	Ampere Metter	-	-	02
35	Multi Metter	-	-	01
36	Wrenched Set	MM	-	01
37	Wrenched Set	INCHS	-	01
38	Flat File	-	Diff sizes	01
39	Round File	-	Diff sizes	01
40	Triangle File	-	Diff sizes	01
41	Hole Punch	-	-	01
42	Punching Tools	-	-	01
43	Scissor Rubber Gas Kit	-	-	01
44	Round Cutter	-	-	02
45	GI Sheet Cutter	-	-	01
46	Vacuum Pump	-	-	01
47	TDS Meter	-	-	01
48	PH Meter	-	-	01
49	Bearing Puller	-	10"12"14"	3 Each
50	Digital Temperature Tester	IN/OUT	-20 TO +500	01
51	Laser Temperature Tester	GUN	-	01
52	Nylon Brush	-	-	12
53	Wire Brush	-	-	12
54	Scraper	-	2" - 3" - 4"	05
55	Chisel	-	-	03
56	Chisel	-	-	03
57	Copper Pipe Bender	-	½", 5/8", ¾"	3 Each
58	Soldering Iron With Soldering Wire	-	-	01
59	Soldering Sucker	-	-	01
60	Heat Gun For Soldering Removing	-	-	01
61	Vernier caliper	-	-	01
62	Refrigerant Recovery Pump	-	-	01
63	R.P.M Tester	-	-	01
64	C.F.M Tester	-	-	01
65	Sound Level Tester	-	-	01
66	Lugs Punch	-	-	02
67	Oil Can For Oil Filing	SMALL	-	01
68	Grease Gun	SMALL	-	01
69	Torch light	-	-	02
70	Scarf Folding	-	-	25 feet

B. BUILDING MANAGEMENT INFORMATION SYSTEM (BMIS):

Amounts must be submitted only in financial proposal and not appear in technical proposal, else the offer will be rejected.

Table B1							
S.#	Staff	Qty.	Minimum Qualification	Experience	Amount per month per person	Total Amount per month	Total Amount per year
1	BMS In charge /Supervisor	01	DAE in Electronics / Mechanical	05/08 Years of Experience in relevant field.			
2	BMS Technicians	06	DAE in Electronics / Mechanical	05/08 Years of Experience in relevant field.			
3	BMS Operator	04	Intermediate	03/05 Years of Experience in relevant field.			
	Total	11		Total B1			

NOTE: All staff would be interviewed and selected by the consent of competent authority after verification of their relevant documents (Qualification and Experience)

BMIS SCOPE OF WORK:

1. Provide complete and maintenance services to building management.
2. Ensure that operation and preventive maintenance of each unit will be carried out on regular basis.
3. The contractor will provide uniform, identity cards to each and every deployed staff.
4. The contractors shall provide the list of the staff with telephone numbers to the department.
5. The contractor should ensure all safety precautions for its staff.
6. The contractor should be equipped with proper hand tools and similar equipment's.
7. The contractor shall be responsible for the execution of minor repairs and adjustments related to activities of ordinary wear and tear maintenance.
8. The contractor must notify by written notice to procuring agency prior to the making of any repair.
9. Procuring agency will provide an office to contractor for administrative purposes only.
10. The detailed service report and log book of each unit should maintained as per manufacturer

Mandatory Note: The Contractor will enter into an agreement with the manufacturer / sole agent of building management system (BMIS) for their consultancy, Software updates etc. Contractor will bear all charges of that contract.

REPLACEMENT OF PARTS FOR BOTH SECTIONS A&B:

1. The contractor will ensure that the spare parts etc. are replaced only when it is considered essential and approved by the Competent Authority. Maximum care should be taken to repair the old parts for re-use. New parts should only be substituted when the old parts

cannot be satisfactorily repaired. The old replaced parts will be returned to the Competent Authority's nominated representative.

2. Spare part will be procured on market competitive rate as and when required. Contractor will submit at least three quotations of each part to the Competent Authority and obtain approval before actually purchasing the same. Bill of the part will be submitted along with the monthly bill of the contractor, accompanied by the approved quotation.
3. In case any part or parts of the generator are damaged or destroyed as a result of negligence on the part of the contractor's employees, the contractor shall be liable to pay for rectification of all such damages or losses.
4. Parts being replaced must be brand new and original.
5. Sales Tax, Income Tax and other Duties on spare parts and services shall be the responsibility of the Contractor. Deductions will be made according to government applicable rules.

Summary Financial:

Amounts must be submitted only in financial proposal and not appear in technical proposal, else the offer will be rejected.

S.#	Items	Total Price (Per Month)	Total Amount (Per Year)
01	A1: Chiller Operations		
02	A2: Preventive Maintenance, Troubleshooting strength		
03	B1: Building Management Information System (BMIS)		
04	Miscellaneous charges		
Total			

Amounts must be submitted only in financial proposal and not appear in technical proposal, else the offer will be rejected.

As required, following pay order/demand draft is enclosed on account of Bid Security:

No: _____ Dated: _____ drawn on _____

Bank _____

Signature of Contractor / Supplier: _____

Name of Firm with full Address: _____

Email Address: _____

Phone: Off. _____ Fax: _____ Res: _____ Mobile: _____

BID LETTER FORM

From:

(Registered name and address of the bidder)

To:

Addl. Medical Superintendent,
SBB Accident Emergency & Trauma Centre,
Karachi - 74200

Madam,

Having examined the bidding document and amendment thereon we the undersigned, offer to supply goods/provide services / execute the works including in conformity with the terms and conditions of the bidding document and amendments there on, for the following project in response to your Tender call dated_____

Tender Title: _____

We undertake to provide services/execute the above project or it part assigned to us in conformity with the said bidding documents.

If our bid is accepted, we undertake to;

- 1) Provide services/execute the work according to the time schedule specified in the bid document,
- 2) Obtain the performance guarantee of bank in accordance with bid requirements for the due performance of the contract, and agree to abide by the bid conditions, including pre-bid meeting minutes if any, which remain binding upon us during the entire bid validity period and bid may be accepted any time before the expiration of that period.
- 3) We understand that you are not bound to accept the lowest or any bid you may receive, nor to give any reason for the rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Place:_____

Bidder's signature
and seal.

Date:_____

CONTRACT AGREEMENT

Title of Project

This Contract Agreement (hereinafter called the Agreement) made on ___ day of _____ Year.

BETWEEN

M/s.

A Contractor, having its office at **Bidder's address**. (Hereinafter mentioned as Contractor), which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

AND

SHAHEED BENAZIR BHUTTO ACCIDENT EMERGENCY & TRAUMA CENTRE, KARACHI

A department under Government of Sindh, having its office at SBB Accident Emergency & Trauma Centre, Chand Bibi Road, Karachi Sindh, Pakistan hereinafter mentioned as "the Procuring Agency", which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

WHEREAS the Contractor has agreed to render certain services i.e. "Tender Title" to SBB Accident Emergency & Trauma Centre, Karachi and has necessary know how and staff in the respect.

AND

WHEREAS the Procuring Agency is desirous of availing the services offered by the contractor for "Tender Title" for its premises at the cost of **Rs. _____/-** (The contract amount) as per below mentioned BOQ.

Brief particulars of the services which shall be supplied / provided by the Supplier are as under:

Item. #	DESCRIPTION	Unit Quantity	Unit	Quoted Rate

Now this agreement witnesseth as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.
2. The Following documents after incorporating addenda, if any except these parts relating to Instruction to bidders, shall be deemed to form and be read and constructed as part of this Agreement, viz:

- a. Purchase order(s)/ Letter of Acceptance where applicable.
 - b. The completed Form of Bid along with Schedules to Bid.
 - c. Condition of Contract & Contract Data
 - d. The priced Schedules of prices
 - e. The specifications
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
 4. The Purchaser hereby covenants to pay the Supplier, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
 5. The Contract Price of tender will be Rs: xxxxxxx/Year;
 6. That estimated cost of tender is on approximate basis and may vary in case of forced majeure or as per the demand of situation.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement in accordance with their respective hands and seals, the day, month and the year first above written.

This contract will be extendible on the same rates till the allocation of new tender.

Signature of the Supplier

Signature of the Purchaser

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)

FORM OF PERFORMANCE SECURITY

(Bank Guarantee)

Guarantee No.: _____

Executed on: _____

Expiry date: _____

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with complete address (Scheduled Bank in Pakistan):

Name of Principal (Contractor, Manufacturer, Supplier or any bidder) with complete address:

Penal Sum of Security (express in words and figures):

Letter of Acceptance No. _____ Dated: _____

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the are e of the said Principal we, the Guarantor above named, are held and firmly bound unto the Additional Medical Superintendent, SBB Accident Emergency & Trauma Centre, Karachi (here in after called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the Employer's above said Letter of Acceptance for _____ (Name of Contract) for the _____ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Condition of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, _____ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the

Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contractor has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Witness:

(Bank)

1. _____
(Name, Title, Signature & Seal)

2. _____
(Name, Title, Signature & Seal)

Guarantor

Signature:

Name: _____
Title: _____

AFFIDAVIT (on Judicial Stamp Paper)

I/We, the undersigned [Name of the Supplier] hereby solemnly declare and undertake that:

1. We have read the contents of the Bidding Document and have fully understood it.
2. The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
3. The Goods that we propose to supply under this contract are eligible goods within the meaning of this SBD.
4. The undersigned are also eligible Bidders within the meaning of the Standard Bidding Documents.
5. The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
6. The undersigned have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent related to this bid or award or contract.
7. The undersigned are not blacklisted or facing debarment from any Government, or its organization or project.
8. That undersigned has not employed any child labor in the organization/unit.
9. We understand that the Selection and Rate Contracting Committee of the Procuring Agency is not bound to accept the lowest or any other bid they may receive.

We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signatures with stamp

Name: _____

Designation: _____

CNIC No. _____

For Messrs. [Name of Supplier]

INTEGRITY PACT

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS

Contract Number: **NO.**
Contract Value: **Rs.**
Contract Title: _____

Dated:

M/s. _____ 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, **M/s.** _____ 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, SBB Trauma Centre Karachi (PA), except that which has been expressly declared pursuant hereto.

M/s. _____ 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.

M/s. _____ 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, **M/s.** _____ 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 **M/s.** _____ 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.

M/s.

Additional Medical Superintendent