



**INSTITUTE OF BUSINESS ADMINISTRATION  
KARACHI  
FINANCIAL DOCUMENT**

SLA FOR MAINTENANCE OF 1MW SOLAR POWER AT IBA MAIN  
CAMPUS

MAINT/07/23-24

**BIDDING DOCUMENT  
SINGLE STAGE TWO ENVELOPE**



INSTITUTE OF BUSINESS ADMINISTRATION IBA KARACHI  
IBA MAIN CAMPUS KARACHI UNIVERSITY ENCLAVE KARACHI  
UAN 111-422-422 (92-21) 38104701 [www.iba.edu.pk](http://www.iba.edu.pk)

**Contents**

SCHEDULE - A TO BID: SCHEDULE OF PRICES – SUMMARY OF BID PRICES.....05

A. Price Schedule of Solar PV Systems: .....05

*Tender Fee: Rs.1,000/-  
(Non-Refundable)*

# **TENDER FORM**

**Tender # MAINT/07/23-24**

**SLA FOR MAINTENANCE OF 1MW SOLAR POWER AT  
IBA MAIN CAMPUS**

## **FINANCIAL DOCUMENT**

**Date of Issue : April 25, 2024**

**Last Date of Submission : May 15, 2024 (3:00 PM)**

**Date of Opening of Tender : May 15, 2024 (3:30 PM)**

**Company Name:** \_\_\_\_\_

**NTN:** \_\_\_\_\_

**SRB / GST Registration Number:** \_\_\_\_\_

**Pay Order / Demand Draft # \_\_\_\_\_, Drawn on Bank \_\_\_\_\_**

**Amount of Rs. \_\_\_\_\_, Dated: \_\_\_\_\_**

**Notice Invitation Tender (NIT)****TENDER NOTICE**

The Institute of Business Administration, Karachi (IBA) invites sealed bids from active taxpayers of firms / companies supplier registered with relevant tax authorities and well experienced in Carrying out Service Level Agreement of 1MWp or above Solar Power plant for the following tender.

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
SLA for Maintenance of 1MW Solar Power at IBA Main Campus (Maint/07/23-24)	Single Stage Two Envelope	2%
<b>Tender Fee &amp; Dates</b>		
<ul style="list-style-type: none"> <li>• Fee: Rs.1,000/- each</li> <li>• Issuance start date: April 25, 2024 at 9 AM</li> <li>• Issuance end date &amp; time: May 15, 2024 at 3 PM</li> <li>• Submission date &amp; time: April 25, 2024 to May 15, 2024 from 9 AM to 3 PM</li> <li>• Opening date &amp; time: May 15, 2024 at 11:30 AM</li> <li>• <b>Mandatory Site Visit:</b> May 10, 2024 at 11 AM at IBA Main Campus</li> </ul>		

Tender Document may be collected after submission of paid fee challan from the Office of **Head of Procurement, Fauji Foundation Building, IBA Main Campus, University Enclave, and Karachi** on any working day (Monday to Friday). Alternatively, the tender document can be downloaded from the website. The Tender fee challan is to be generated from the IBA website <https://www.iba.edu.pk/tenders/> which may be deposited in any branch of Meezan Bank Ltd. Sealed bids should be dropped in Tender Box placed at the Security Office, Gate # 4, IBA Main Campus University Enclave Karachi and will be opened on same date & venue in the presence of the bidders representatives who may wish to attend. In the event of holiday the tender shall be opened / received on the next working day at same place and time. Bid Security in the form of Pay Order or Demand Draft has to be submitted in favor of **"IBA Karachi"** along with the Financial Proposal.

Kindly mention "Tender Number" at the top right corner of the envelope.

**N.B.** IBA Karachi reserves the right to reject any bid or cancel the bidding process subject to the relevant provision of SPP Rules 2010.

**REGISTRAR**

IBA, Main Campus, University Enclave, Karachi 75270

111-422-422 Fax (92-21) 99261508

Contact Person Sr. Manager Contracts (Project) on 38104700 ext: 2157

Email [tenders@iba.edu.pk](mailto:tenders@iba.edu.pk); [nmalik@iba.edu.pk](mailto:nmalik@iba.edu.pk)

Website <https://www.iba.edu.pk/tenders/>

SPPRA <https://ppms.pprasindh.gov.pk/PPMS/public/portal/notice-inviting-tender>

**SCHEDULE – A TO BID: SCHEDULE OF PRICES-SUMMARY OF BID PRICES****SERVICE LEVEL AGREEMENT (SLA)****Bill of Quantity:**

<b>S. No</b>	<b>Description of Activity</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate</b>	<b>Amount</b>
<b>1</b>	<b>CLEANING OF PV PANELS</b>				
	<p>Cleaning/washing as per mentioned in SOP/ Specification with potable water (Supplied by IBA free of cost). The rate is inclusive of all type of skilled Labour, tools &amp; equipment, pumps, ladder scaffolding, and personnel's safety arrangement etc required for Car, Bus port and roof top mounted PV panels approx. 1MWp*. Frequency of Cleaning is after every 15 days. The Contractor shall submit a plan for the work and time for cleaning is as per mentioned in Specification. All necessary preventive and corrective actions to be shared and implemented before the start of the SLA contract.</p> <p><i>* Any increase or decrease shall be adjusted in quarterly payment</i></p>	Each	24		
<b>2</b>	<b>PV ARRAY &amp; MOUNTING STRUCTURE</b>				
	Visual inspection & submission of report and point out deficiencies noted and rectification as per mention in scope of work for Bus Port, Car Port & Roof Mounted Str. As per the details mentioned in scope of work. Frequency one per month.	Each	12		
<b>3</b>	<b>SLA OF INVERTER</b>				
	The SLA of investor (8) Nos as per detail mentioned in Scope of work including, cleaning, visual inspection, and maintenance of any minor deficiency and performance report submission on monthly basis.	Each	12		
<b>4</b>	<b>SLA of AC /DC CABLE &amp; C/BOX</b>				

	The SLA of AC/DC Cables including jointing's, combiner boxes connections etc. complete as per specification per month.	Each	12		
<b>5</b>	<b>SLA OF ELECTRICAL/ELECTRONIC EQP.</b>				
	SLA of Electrical /electronic equipment including weather station, Genset Synchronizer, Earthing system. Earthing etc. complete on monthly basis as per SOP/specification	Each	12		
<b>6</b>	<b>REPORTING &amp; ANALYSIS</b>				
	Submission of detailed report on system performance along with future upgradation or maintenance.	Each	4		
<b>Total Amount</b>					
<b>Applicable Taxes (SRB)</b>					
<b>Total Amount inclusive of taxes</b>					

**Total Annual Cost (including taxes) per year (in words) \_\_\_\_\_**

\_\_\_\_\_