

*Tender Fee: Rs.1000/-  
(Non-Refundable)*

# **TENDER FORM**

Overall Operation & Maintenance of HVAC  
Facility for Admin Building at IBA City Campus

Tender # MAINT/03/17-18

<b>Date of Issue</b>	<b>:</b>	<b>November 28, 2017</b>
<b>Last Date of Submission</b>	<b>:</b>	<b>December 15, 2017 (3:00 pm)</b>
<b>Date of Technical Proposal Opening</b>	<b>:</b>	<b>December 15, 2017 (3:30 pm)</b>
<b>Date of Financial Proposal Opening</b>	<b>:</b>	<b>December 22, 2017 (11:00 am)</b>

## **TECHNICAL PROPOSAL**

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## 1. Introduction

Dear Tenderer:

Thank you the interest you have shown in response to the IBA's advertisement which has floated in IBA & SSPRA websites and leading newspapers on November 28, 2017 to "Overall Operation & Maintenance of HVAC Facility for Admin Building at IBA City Campus"

The Institute of Business Administration, Karachi (IBA) is the oldest business school outside North America. It was established in 1955 with initial technical support provided by the Wharton School of Finance, University of Pennsylvania. Later, the University of Southern California (USC) set up various facilities at the IBA & several prominent American professors were assigned to the IBA. The course contents, the curriculum, the pedagogical tools & the assessment & testing methods were developed under the guidance of reputed scholars from these two institutions. IBA has zealously guarded the high standards & academic traditions it had inherited from Wharton & USC while adapting and adjusting them with the passage of time.

We expect to avail services/works/items of high standards meet our prime & basic specifications through this transaction.

Please contact Sr. Purchase Executive on 38104700 ext: 2150 for any information and query

Thank you.

-sd-  
**Registrar**

## **Instructions**

- (a) The Institute of Business Administration, Karachi (IBA) expects that companies / firms / agencies licensed by the Pakistan Engineering Council in the appropriate category should furnish all the required documents to ensure a transparent and genuine presentation. Therefore, it is necessary to fill in the Tender Form meticulously and sign & stamp each and every page. Moreover, attach required supporting document according to the requirement.
- (b) It is of utmost important to fill in the Tender Form in writing in ink or type. Do not leave any column/item blank. If you want to leave the item/column un-answered please, write 'Doesn't Apply/Doesn't Arise'. If you need more space please attach a paper & clearly mention item/column name or number etc that referred the column/item of the Tender Form.
- (c) You can collect the Tender Document from the office of Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi from November 28, 2017 to December 15, 2017 during working 9:00 AM to 3:00 PM.
- (d) The last date of submit the Tender Document in sealed envelope in December 15, 2017 by 3:00 PM in the Office of the Sr. Manager Purchase & Stores, Ground Floor, Fauji Foundation Building, IBA Main Campus, University Road, Karachi. The Tender will be opened on same day at 3:30 PM in the presence of representatives who may care to attend.
- (e) Bid Security of 5% of total charges will be submitted along with Tender Documents in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.
- (f) Successful bidder should provide 5% Performance Security of total value of Purchase Order / Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract.
- (g) Separate Envelop of Technical Proposal, Financial Proposal & Bid Security should be further enclosed in a envelop & seal of Company should be affix on opening flaps.
- (h) At least 5 plus years experience required for this tender.
- (i) Please submit affidavit if company/firm/agency is not 'Black Listed' from any government/semi government/autonomous or private sector organization.
- (j) Registration of PEC, Income Tax & GST is mandatory.
- (k) Manufacturers / Firms / Supplier / Companies / Distributors must provide "Sales tax registration certificate with last month return copy both FBR and / or SRB" at the time of submission of bidding document.
- (l) The contract period for Overall Operation & Maintenance of HVAC Facility for Admin Building at IBA City Campus is THREE (03) years effective from date of signing of agreement / LoI. The contract period may be extended for another ONE (01) year on satisfactory performance of the company / firm / agency with mutual consent.

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## 2. **Scope of Services**

- a. Duly licensed by the Pakistan Engineering Council (PEC) in the appropriate category relevant to the value of the Works/Services.
- b. Duly enlisted/prequalified with the Owner (if applicable).
- c. All Services to be supplied under this Contract shall have their origin in eligible countries as instructions to Bidders and all expenditures made under the Contract will be limited to such Goods and Services.
- d. For purpose of this Clause, “origin” means the place where the Goods are mined, grown or produced or from where the Services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- e. The origin of Goods and Services is distinct from the nationality of the Bidder.
- f. Economical and trouble free operation of complete HVAC and Electrical systems
- g. Frequent checking & periodic maintenance of the Allied valves & fittings of the Package and Split type AC.
- h. Frequent checking & periodic maintenance of the insulation & Condition of the Ducting system associated with the AC Unit
- i. Operation and Maintenance of Elevators, PA system and Firefighting system.
- j. Frequent checking & maintenance of Exhaust Fans.
- k. Frequent checking & maintenance of all Electrical components and installations.
- l. Frequent checking, Maintenance& calibration of the instruments related to plant operation.
- m. Housekeeping& cleaning of the plant area to avoid inconvenience & for improved outlook of the facility.
- n. Supply of parts and consumables required for equipment operation and maintenance after prior approval from IBA on prevailing rate.
- o. Maintain daily/weekly /monthly Log sheets of the approved format to record the performance of the plant& provide it to owner for record keeping.
- p. Operation and maintenance of diesel generator and maintain of daily log sheet. Diesel consumption report.

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- q. Regular inspection for lighting facility and integrated system.
- r. Cleaning of all electrical fixtures and DB on regular basis.

### 3. **Programs**

In addition to those responsibilities described in the Agreement, Operator shall be responsible for the establishment and implementation of the following **programs**, standards and procedures, which require Owner approval and which are included in the "Services" to be provided by the Operator.

- a. The program for establishing specific operating goals for each functional Project area, for managing resources to minimize personnel turnover, and for qualifying personnel, to operate and maintain the Project (including the basis for qualification of personnel).
- b. The program for communicating and cooperating with Owner and governmental agencies.
- c. The Project management standards for conduct of operations, Project safety, Project security conduct of maintenance, housekeeping, material condition, and records management.
- d. The program for preparing supporting documentation, meter readings and information necessary to accurately prepare, justify and support monthly invoices in accordance with the terms and conditions of the Project Agreements.
- e. Developing the procedures used to operate the Project as well as monitoring, evaluating, and proposing revisions to such procedures.
- f. The Project operations and monitoring program which provides the requirements for:
  - i. Monitoring of Project Performance
  - ii. Monthly Project Performance Calculations and Report
  - iii. Monthly Fuel Consumption Calculations and Report
  - iv. Project Permitting and Environmental Reporting
  - v. Shift Routines / Operating Practices
  - vi. Control of Equipment
  - vii. Project Chemistry Control and Water Treatment
  - viii. Training Programs
  - ix. Operator Qualifications
  - x. Operating Procedures
  - xi. Status of Major Equipment
- g. The maintenance program which provides the requirements for:
  - i. Maintenance Planning
  - ii. Maintenance Procedures
  - iii. Preventive Maintenance
  - iv. Predictive Maintenance
  - v. Maintenance Training

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- h. The materials management program which provides the requirements for:
  - i. Procuring Materials and Tools prior to information and approval from IBA.
  - ii. Inventory Levels and Control
  - iii. Renewal of Inventories
  
- i. The diagnostic testing program for maintaining the Project and Project equipment, including both system and component level testing.
  
- j. The housekeeping / cleanliness program which provides the requirements for:
  - i. Hazardous Material Control
  - ii. General Project Cleanliness
  - iii. Equipment Condition Inspections
  - iv. Hazardous Waste Program
  
- k. The problem assessment program which provides the procedure for determining the cause(s) of operational or equipment failures and preventing future failures through recommended improvements, including justification for such recommendations (i.e., basis of recommendation and economic analysis).
  
- l. The records management program for maintaining the traceability and documentation of Project performance.
  
- m. The Project safety program which provides the requirements for establishing:
  - i. Safety Monitoring
  - ii. Accident Prevention Program
  - iii. Accident Reporting
  
- n. Monthly and yearly reporting systems of Project performance to Owner.
  
- o. The security program for maintaining the security of the Project and surrounding area.

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**4. List Of Equipment/ Installations**

*(Site visit is recommended prior to submission of tender documents to analyze the magnitude of work)*

- a. Carrier Scroll electric Chiller ===== 01 No
- b. Chilled water pumps ===== 02 No
- c. Chiller and motor electric panel ===== 01 No
- d. Fan Coil Unit ===== 15 No
- e. Exhaust Fan ===== 02 No
- f. All associated equipment's with HVAC and Electrical System not mentioned in the list.

**5. List Of O&M Staff Required**

S. #	Trade / Service	Minimum Qualification	Requirement of Man Power
01	Site Incharge	DAE Elect or Mech+05 year Building Incharge Experience	01
02	Chiller Operator	Matriculation/Chiller Experience	02
03	Electric Supervisor	Matriculation	01
04	Plumber	Literate	01
09	Helpers	NR	01

*Staff deputed at IBA shall be interviewed by Manager Maintenance prior to deputation at IBA.*

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## 6. Evaluation Criteria

### Technical Qualifications Criterion

- *Maximum marks for Technical Proposal: 100 Marks*
- *Minimum qualifying percentage is 70%. Applicant who secured less than 70% will be categorically disqualified for further processing.*
- *Please put a check mark (✓) for appropriate / selected item for the following factors:*

**a) Experience in MEP Operation and maintenance. (No of years):**

*(Please tick appropriate area)*

*Note: Please provide supporting documents of your claims.*

- |      |              |          |        |
|------|--------------|----------|--------|
| i.   | 10 + years   | 15 Marks | (    ) |
| ii.  | 6 ~ 10 years | 08 Marks | (    ) |
| iii. | 1 ~ 5 years  | 04 Marks | (    ) |

**b) Manufacturer's trained technical staff available:**

*M/s Carrier training certificate to be attached. At least Two certificate is required.*

- |     |     |          |        |
|-----|-----|----------|--------|
| i.  | Yes | 30 Marks | (    ) |
| ii. | No  | 00 Marks | (    ) |

**c) Availability of separate technical team to handle any emergency situation.**

*(Please tick appropriate area)*

*Note: Please provide list of your claims.*

- |     |     |          |        |
|-----|-----|----------|--------|
| i.  | Yes | 05 Marks | (    ) |
| ii. | No  | 00 Marks | (    ) |

**d) Company permanent staff strength: (Provide List of Employees)**

*(Please tick appropriate area)*

*Note: Please attached site name and contact person for reference.*

- |      |               |          |        |
|------|---------------|----------|--------|
| i.   | 25 +          | 15 Marks | (    ) |
| ii.  | 11 ~ 25 years | 06 Marks | (    ) |
| iii. | 1 ~ 10 years  | 04 Marks | (    ) |

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**e) Company has quality (ISO 9000) and environmental (ISO 1800) certificate.**

*(Please tick appropriate area)*

*Note: Please provide certificate.*

- |     |     |          |        |
|-----|-----|----------|--------|
| i.  | Yes | 10 Marks | (    ) |
| ii. | No  | 00 Marks | (    ) |

**f) Professional Certificates (PEC)of relevant work: (Please attached the copies)**

*(Please tick appropriate area)*

*Note: Please provide supporting documents of your claims.*

- |     |     |          |        |
|-----|-----|----------|--------|
| i.  | Yes | 15 Marks | (    ) |
| ii. | No  | 00 Marks | (    ) |

**g) Annual turnover of company (Financial):**

*(Please tick appropriate area)*

*Note: Please provide supporting documents of your claims.*

- |      |                |          |        |
|------|----------------|----------|--------|
| i.   | 10 + million   | 10 Marks | (    ) |
| ii.  | 5 ~ 10 million | 05 Marks | (    ) |
| iii. | 1 ~ 5 million  | 02 Marks | (    ) |

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7. **Terms & Conditions:**

The following terms of the works are agreed by the vendor / supplier:

- (i) **Signing of Contract Agreement:** The company / agency / firm will sign the contract agreement as acknowledgement.
- (ii) **Services Deliverable:** All services must be executed as specified in entitlement / authorization. Non-compliance with this condition renders the services liable to non-acceptance.
- (iii) **Duration:** The period of Execution will identify on Contract Agreement for THREE years extendable for another ONE (01) year on mutual agreement and subject to satisfactory performance.
- (iv) **Place of Services:** As specified in the contract agreement unless otherwise informed accordingly.
- (v) **Poor Performance:** Liquidity damages 2% of the total amount will be imposed per month for which the company/agency failed to deliver as per standard or in accordance to the entitlement / authorization.
- (vi) **Service Execution:** Competent Authority reserves the right to change/alter/remove/reduce/enhance services without assigning any reason and the agency / company will abide the instruction(s).
- (vii) **Condition of Services:** The services in all respects with the requirement of the contract agreement and must be in acceptable format otherwise they will be liable to rejection.
- (viii) **Stamp Duty :** Stamp duty of 0.35% for Services against total value of Work will be levied accordingly.
- (ix) **Rejection of Services:** We reserve the right to cancel any or all the services if it is not in accordance with our specification or if the execution of services is delayed.
- (x) **Termination:** That upon termination of this agreement the agency shall be permitted to withdraw all its liabilities, liens, dues, devices, equipment and manpower which may have been placed at anywhere from the time to time.
- (xii) **Advance Payment:** Advance Payment subject to Bank Guarantee.
- (xi) **Submission of Bills/Invoices:** Invoice / bill & Delivery Advice should be submitted to Finance Department.
- (xv) **Arbitration:** In case of any dispute, difference or and question which may at any time arise between the parties hereto or any person under them, arising out in respect of this letter of intent or this subject matter thereof shall be referred to the Registrar of the IBA and CEO of the company/agency for arbitration/settling of the dispute, failing which the decision of the court law in the jurisdiction of Karachi binding to the parties under Arbitration Act 1940.
- (xvi) **Bid Security:** 5% Bid Security must be deposited along with the Tender Form in shape of PAY ORDER / DEMAND DRAFT only in the name of Institute of Business Administration, Karachi.

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- (xvii) **Performance Security:** Successful bidder should provide 5% Performance Security of total value of Work Order in the form of Pay Order or bank guarantee before submission of invoice. The Performance Security shall extend at least three months beyond the Date of Delivery/Completion of work / Contract / Warranty, whichever is longest.
- (xviii) **Rules, Regulations & Policies:** All rules, regulations and policies will be governed in accordance to the SPPRA & IBA PP&P.
- (xix) **Price / Rate:** Price / rate must be quoted in Financial Proposal only and submitted in sealed envelope.
- (xx) **General Sales Tax:** General Sales Tax will be paid on applicable items only by the company/firm/agency.
- (xxi) **Government tax(es), levi(es) and charges(s):** It will be charged at actual as per SRO.
- (xxii) **Validity of Bid:** Validity is for ninety (90) days.
- (xxiii) **Rights:** IBA reserve the right to accept or reject any or all tender(s) or terminate proceedings at any stage in accordance to the rules & regulations framed by SPPRA. IBA, also reserve the right to issue Purchase Order / Work Order for any single items to different lowest responsive bidders or issue Purchase Order / Work Order for all the items to any lowest responsive bidder.
- (xxiv) **Company Profile:** Company Profile be attached with this document.
- (xxv) **Tender Document:** Tender Document available at the Office of Sr. Manager Purchase & Stores, IBA Main Campus, University Road, Karachi.
- (xxvi) **Submission of Documents:** Last date for tender submission is December 15, 2017 upto 3:00pm
- (xxvii) **Opening of Tender:** Tender will be opened on December 15, 2017 on 3:30 pm at IBA Main Campus, University Road, Karachi.
- (xxviii) **Financial Proposal:** Financial Proposal(s) of Technically qualified firm(s) will be opened on December 22, 2017 at 11:00am.
- (xxix) **Minimum Qualifying Percentage:** 70% percentage
- (xxx) **Envelopes:** Separate Envelope of Technical Proposal, Financial Proposal & Earnest Money should be further enclosed in a envelope & seal of Company should be affix on opening flaps.
- (xxxi) **Taxes :** All Government taxes (including Income tax and stamp duty), levies and charges will be charged as per applicable rates / denomination of Purchase / Work Order.
- (xxxii) **Experience:** At least 5 plus years experience required for this tender
- (xxxiii) **Turn Over:** please attached last 3 plus years' financial turnover in terms of bank statement or financial statement.
- (xxxiv) **Affidavit:** Please submit affidavit if company/firm/agency is not 'Black Listed' from any government/semi government/autonomous or private sector organization.
- (xxxv) **Registration:** Registration of PEC, Income Tax & GST is mandatory and supporting documents required.

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- (xxxvi) **Material Supply:** Material / Parts required for operation and maintenance shall be supplied by contractor “only” after prior approval from IBA Maintenance Department. Cost of material shall be charge of prevailing market rate with 15% service charges.
- (xxxvii) **Work Awarded:** Work will be awarded on whole basis.
- (xxxviii) **Rights to Remove:** IBA reserve the right to remove any area of service as per requirement.
- (xxxix) **Blacklisted:** Vendor/Supplier is required to provide affidavit that the firm is not Black Listed from any of the government / semi government / private organization / firm /agencies / department etc.
- (xl) **Sales Tax Registration Certificate:** Manufacturers / Firms / Supplier / Companies / Distributors must provide “Sales tax registration certificate with last month return copy both FBR and / or SRB” at the time of submission of bidding document.

**Note:**

**This Terms & Conditions is integral part of contract agreement besides other clauses / articles.**

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## 8. **Integrity Pact**

Declaration of Charges, Fees, Commission, Taxes, Levies etc payable by the company/firm/agency for Overall Operation & Maintenance of HVAC Facility for Admin Building at IBA City Campus;

M/s \_\_\_\_\_, hereby declares that:

- (a) Its intention not to obtain the procurement work of any Contract, right, interest, privilege, or other obligation or benefit from the IBA or any administrative or financial offices thereof or any other department under the control of the IBA through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the company/firm/agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the IBA directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the IBA, except that which has been expressly declared pursuant hereto.
- (c) The company/firm/agency/ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall without prejudice to any other right & remedies available to the IBA under any law, contract, or other instrument, be stand void at the discretion of the IBA.
- (d) Notwithstanding any right and remedies exercised by the IBA in this regard, company/firm/agency agrees to indemnify the IBA for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the IBA in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/service provider as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the IBA.

### **Note:**

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

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It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_  
Stamp & Signature