

National Institute of Cardiovascular Diseases

Rafiqi (H.J) Shaheed Road, Karachi
Tel. No. 35218530, 99201271 Ext. 419, Fax. 99201289
Website: nicvd.org

No. of Sheets = 15

TENDER NO-46/2021,

Opening Date: 15-10-2021

FOR THE YEAR 2021-2022

Tender selling date: 25-09-2021 to 12-10-2021

TENDER TITLE

**Annual contract for operation & maintenance of complete Heating,
Ventilation & Air conditioning (HVAC) systems, including cooling
towers & allied equipment in NICVD Building Sukkur**

TENDER DOCUMENTS

- Schedule of Bid
- Information to Bidder
- Instruction to Bidder
- Technical Bid Memorandum (form)
- Financial Bid Memorandum (form)
- Data sheet
- Condition of Contract
- Tender Specification (Scope Work)
- Tender Covering Letter

PROCUREMENT DEPARTMENT
NATIONAL INSTITUTE OF CARDIOVASCULAR DISEASES
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1. SCHEDULE OF BID

I	Cost of Tender	Rs. 1000/- (Rupees One Thousand Only) [Non refundable].
II	Tender Selling Date from	25-09-2021 to 12-10-2021
III	Tender Submission Date	15-10-2021 before 11:30 a.m.
IV	Placed of submission	Procurement Department
V	Tender will be opened	15-10-2021 at 12:00 Noon
VI	Placed of bid opening	Head of Procurement office NICVD, Karachi.

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NOTE:

Read the Terms & Conditions Carefully.

2. INFORMATION TO BIDDERS

- 1- Tenderers are required to comply with all the clauses mentioned in the terms and conditions of the tender along with all the relevant documents required. Any deviation incomplete documents / tender will forbid for competing in the tender.
- 2- Tenders are to be submitted by the Manufacturers / duly authorized agents/ contractor must be registered with Pakistan Engineering council and that the has fully equipped workshop & trained Staff.
- 3- The Manufacture / contractor / vendor must be registered with the Sales Tax Dept and copy of Sales Tax Registration Certificate must be attached with the tender otherwise no one is eligible to participate in tender.
- 4- Contractors are bound to pay minimum wages / salary of ***Rs. 17,500/- per month*** to their employees as per government budget / law. (Dated: 19-09-2019).
- 5- The Manufacture / contractor / vendor must be registered with the Income Tax Dept and copy of NTN must be attached with the tender.
 - a) Sample Bid Performa is being supplied with the tender document. The description of each item with full detail must be written. Without material descriptions & name of manufacturer tender will not be accepted. Tender proforma is to be filled very carefully, preferably typed. In financial bid the vendor should mention financial offer along with a Bank Draft/Pay order of 1% value of the quoted items, (Refundable) in the name of Executive Director, NICVD, Karachi, as Bid Security.
- 6- Any alteration/correction must be initialed and each page is to be signed and stamped at the bottom.
- 7- Scrutiny of bids will be performed by the committee.
- 8- The Executive Director, NICVD, Karachi, reserve the right to increase or decrease the quantity mentioned in the tender.
- 9- Tenders are to be submitted by the firms / contractors. They should submit an undertaking that they will be responsible for smooth functioning of generators.
- 10- After the approval of contract the security amount of the firm will not be released till the completion of the tender period.
- 11- The competent authority will blacklist the firm / contractor for the sub-standard services and hence their Bid Security will not be released and amount will be forfeited in the NICVD Account, which will be considered as final.

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- 12-** The Bid Validity will remain up to 90 days as per SPPRA rules.
 - 13-** After finalization of the tender, this Institute will intimate the tenderer regarding approval of their contract and they will have to acknowledge the NICVD letter for accepting of tender for fiscal year 2021-2022.
 - 14-** Conditional tenders are not accepted.
 - 15-** After finalization of tender procuring agency requires signing of a written contract from the date on which the signatures of both the procuring agency and the successful are affixed to the written contract. Such affixing of signatures shall take place with a reasonable time.
 - 16-** Providing that where the coming into force of a contract is contingent upon fulfillment of a certain condition or conditions, the contract shall take effect from the date whereon such fulfillment takes place.
 - The NICVD may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The NICVD shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds.
 - The NICVD shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.
- NICVD will not pay any Sales Tax or other taxes to any supplier as per serial No 52A, 6th schedule of Sales Tax Act, 1990.
- “Goods supplied to hospitals run by the Federal or Provincial Governments or charitable operating hospitals of fifty beds or more or the teaching hospitals of statutory universities of two hundred or more beds”.
- 17-** The decision of the NICVD will be final and binding.
 - 18-** Tender is valid for one year, work order what so ever convenient to the Institute will be given after awarding contract. Once tender accepted by the competent authority cannot be withdrawn within the period of one year.
 - 19-** The tenderer will assure us for the Re-doing the defective / repairing work.
 - 20-** Tender will be allotted to only register companies / contractors etc. Those who have not provided complete papers as required will not be considered.
 - 21-** Previous work experience including similar work indicating name of works done along with clause of each work and name of clients for repairing work etc.
 - 22-** That the contractor is fully responsible for maintenance / running of required items all the times including holidays for which contract will made.

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- 23-** That the contractor is also responsible for arrangement of emergency repair work if any all the times.
- 24-** That the tools and other instruments required will be used should be arranged by the contractor. They must be informed to security department & maintenance department
- 25-** That proper information will be given to the Institute if there is any major damages / repair works / parts involved or required so that it may be arranged by NICVD.
- 26-** All old, broken, damages parts / component are NICVD property; it will not taken from out side of NICVD.

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3. **INSTRUCTION TO BIDDERS**

Tenderers are required to comply with all the clauses mentioned in the terms and conditions of the tender any deviation will forbid for competing in the tender.

- 1- In this tender One Envelope as per procedure of SPPRA-2010 (46, 1a) will be followed i.e. (i) the bid shall comprise in One envelope. Envelope shall contain the financial proposal and the technical proposal.
 - b) In bid, the bidder must provide original data sheet and technical brochure and all other related documents, otherwise the bid will be ignored. The technical evaluation will be done on the basis of data sheet provided by the vendor as per technical bid.
 - c) In bid the vendor should mention financial offer along with a Bank Draft/Pay order of **1%** value of the quoted items in the name of Executive Director, NICVD, Karachi, as Bid Security.
- 2- One SAMPLE TENDER PROFORMAS are being supplied with the list. Any items have to be quoted ON THIS PROFORMA OR TYPED ON SAME PATTERN. No other proforma for the tender would be accepted only those items may be typed on the proforma for which the rates to be quoted.
- 3- The successful bidder will be required to submit *Security Money* in shape of pay order/deposit at call @ **3%** of the total value of order in name of NICVD, Karachi within Seven (07) days which will be kept with NICVD till the end of the warrantee period of Three (3) years.
- 4- The commencement of work not later than 7 days from the date issuance of letter of award work.
- 5- The amount of third party insurance should be Rs. 500,000/= (minimum for any one a accident for loss of property and or life.)
- 6- Last year paid Income Tax Certificate should be submitted along with the tender.
- 7- The tender in Sealed cover should be addressed to the Executive Director National Institute of Cardiovascular Diseases, Karachi and the envelope should be marked at the top left corner "Operation Maintenance and Servicing Work of Power Generating Sets, Electric Substation and Electrical Systems" and inserted in the tender box, placed in the office of Procurement department, NICVD on **15-10-2021** up to **11:30 a.m.** The same will be opened on the same day before the tenderers at 12:00 Noon

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- 8- The tenderer will also give their permanent and business address with telephone numbers and fax number which can be inspected by tender committee or their member as and when deemed necessary. No tender will be accepted if no proper address will found.
- 9- Certificate from the sole agent/manufacturer that the vendor has fully equipped workshop trained personal / Engineers and Chemicals should be provided with technical bid and it can be physically verified by the technical committee of NICVD.
- 10- Contractor should set up workshop with NICVD Sukkur premises.
- 11- Previous work experience including similar work indicating name of works done along with clause of each work and name of clients.
- 12- List of technical staff and equipment's owned.
- 13- Final status as bank reference.
- 14- After finalization of tender procuring agency requires signing of a written contract agreement on stamp paper with 0.35% of total awarded amount as per instruction of Sindh Revenue Board, duly attested by Oath Commissioner from the date on which the signatures of both the procuring agency and the successful bidder are affixed to the written contract. Such affixing of signatures shall take place with a reasonable time. Provided that where the coming into force of a contract is contingent upon fulfillment of a certain condition or conditions, the contract shall take effect from the date whereon such fulfillment takes place.
- 15- Documents mentioned in DATA SHEET should be submitted along with technical bid.
- 16- An undertaking containing the matter mentioned below, on stamp paper of Rs. 50/- duly attested by Notary Public, to be submitted with the tender.
 - We hereby confirm to have read carefully and all the terms and conditions of your tender enquiry due for opening on 15-10-2021
 - We accept that if the required Bid Security is not furnished or our offer is found lacking in any of the requirement of your tender enquiry, it shall be ignored.
 - We certify that we will abide all terms and conditions of the tender infringement of any of the terms / conditions, will make the tender invalid as recommended by the competent authority.

Signature: _____

Contact Person Name: _____

C.N.I.C No: _____

Address: _____

Stamp : _____

Phone No: _____

Fax No: _____

Mobile No: _____

Witnesses:

1 _____

2 _____

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ANNEXURE- "A"

DATA SHEET

TENDER NO-46/2021 DATED 15-10-2021
FOR THE YEAR 2021-2022

**Annual contract for operation & maintenance of complete Heating,
Ventilation & Air conditioning (HVAC) systems, including cooling
towers & allied equipment in NICVD Building Sukkur**

S.NO	A- MANDATORY	Tick relevant box
1	Name, Address, Tel, Fax #, E-mail Address	
2	National tax Number (NTN)	
3	Latest Income Tax Certificate or Income Tax exemption certificate.	
4	Copy of PEC Registration Certificate.	
5	Latest GST/SST Certificate or exemption certificate.	
6	Name of Banker with Current Bank statement.	
7	Copy of Bid Security (1% of Bid Value of the quoted items) As per clause no 1-b. (Original with financial bid).	
8	List of litigation with clients (if any) and nature of litigations.	
9	Affidavit that the firm has never been black Listed.	
10	Detail of Registration with major organizations	
11	Original tender purchase receipt.	
12	Original terms and conditions duly signed and stamped.	
13	Each page should be signed and stamped by competent authority.	

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TOTAL MARKS: 100

TECHNICAL EVALUATION

TENDER NO-46/2021 DATED 15-10-2021

FOR THE YEAR 2021-2022

Annual contract for operation & maintenance of complete Heating, Ventilation & Air conditioning (HVAC) systems, including cooling towers & allied equipment in NICVD Building Sukkur

Bidders provide all following documents:-

S.NO	Descriptions	Total Points	Obtain Marks
1	Bio Data of key personnel with designation, education & experience and details of man powers owned by the company	10	
2	Detail of experience of the firm for relevant job. (7 to10 years = 20) (3 to7 years = 15) less than 3 years = 5	20	
3	Detail of Registration with professional/regulatory body (PEC etc.)	20	
4	Work experience certificate from hospital 08 marks or any other firms 07 marks for required work scope/services.	15	
5	Recommendation of End User & Technical Committee	15	
6	Previous Experience with NICVD Yes 05 No 0	05	
7	Certificate of certified/sole service provider for relevant services	15	
	Total Points	100	

Note: Qualifying marks at technical stage is 70 out of 100 (i.e. 70%)

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SCOPE OF WORK

Annual contract for operation & maintenance of complete Heating, Ventilation & Air conditioning (HVAC) systems, including cooling towers & allied equipment in NICVD Building Sukkur

Scope of Work

1. HVAC Operation & Maintenance (24Hours x 7 Days) for chiller, Air Handling Units, Fan Coil Units, Cooling Towers, Chilled Water Pumps, Condenser Water pumps and Exhaust Fans, and Allied power and controlled Panels with skilled manpower.
2. An inventory for critical spare parts shall be recommended by contactor which would be maintained by NICVD Sukkur Hospital and accessible to contractor whenever required against documentation or demand.

The equipment's to be cover as per annexure – A

1. Daily Operation and routine day to day Check &e Maintenance of HVAC System
2. Weekly Cleaning of AHU's &FCU's Filters or whenever required.
3. Weekly service Check of Cooling Tower.
4. Monthly Servicing of AHU'S & FCU's or whenever required.
5. Monthly Servicing of Cooling Tower
6. Monthly checking of safety devices and controls,
7. Checking of temperature / set point of temperature controller fortnightly.
8. Maintain log sheet of temperature reading and ampere etc.
9. HVAC System operation & Logs.
10. Trouble shooting and rectification of any fault with minimum down time as per terms & conditions.
11. Checking of Chemical Dosing for Condenser Water & Chilled water.
12. Checking of Pumps & Motors.

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13. All the electrical installation / system such as secondary side of the HVAC distribution, control panels, switches, control circuit for the AHU's FCU's VFD,s etc. & the all Electrical DB's of chiller Pumps, cooling Towers & Timer controls etc.

Instrument and Tools

1. In respect of this Agreement, contractor representatives shall keep such sufficient instruments, tools and equipment for the use, that are required to enable it to full its obligations under this Agreement to the complete satisfaction of NICVD.

Annexure – A

EQUIPMENT DETAIL

S.#	Description	QTY
1.	EBRA Absorption Chillers 500RT	03No Each
2.	Cooling Tower 1800RT	02 Nos Each
3.	Condenser Water Pumps 1800GPM	05Nos Each
4.	Chilled Water Pumps 06Non18006GPM	(03 Primary & 03 Secondary) Each
5.	AHU's	36 Nos
6.	FCU's	75 Nos

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APPENDIX-1 TO TENDER **LIST OF PROPOSED O&M STAFF** **(TO BE FILLED IN BY THE TENDERER)**

No.Off.	Designation/Name	Qualifications	Experience
	Site Incharge (Engineer)		
	Air-conditioning Supervisor		
	Air-conditioning Technician.		
	Air-conditioning chiller operator.		
	Electrician		
	Fitter		
	Semi Skilled Worker		

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To
National Institute of
Cardiovascular Diseases,
Rafiqi (H.J.) Shaheed Road,
Karachi- 75510.

Dear Sirs,

1. Having examined the tender documents, schedules, site conditions and addenda Nos. _____ for the above named works, we, the undersigned offer to carry out the said works, in accordance with the said tender documents, schedules, site and conditions and addenda Nos. _____ and in all respects in accordance with the conditions as far as applicable for the sum named in the Memorandum annexed hereto or such other sum as may be ascertained in accordance with the conditions of contract.
2. In consideration of your agreeing to examine this tender, we undertake if our tender is accepted:
 - (a) To commence the work within the period named in the Memorandum on written orders to commence.
 - (b) Within 14 (fourteen) days of your requiring us to do so to provide a surety or sureties (to be approved by you) to be jointly and severally bound with us in the sum named in Memorandum for the due performance of the contract under the terms of a Performance Bond on the form specified in the tender documents with such modifications as you may accept at any time before the expiration of that period.
 - (c) To sign the formal Contract Agreement within 14 (fourteen) days of the issue of the Letter of Award of Work and to pay all costs towards the preparation of Contract Agreement.
 - (d) To abide by and fulfill all the terms and provisions of the said conditions of contract or in default thereof to forfeit and pay to you the sums of money mentioned in Memorandum.
3. The Bid Security has been tendered as per details given in the Memorandum, the full value of which is absolutely forfeited by you, without prejudice to any other rights and remedies which you may have, should we fail to commence the work or execute the Performance Bond and formal Contract Agreement, within the periods specified above, otherwise the said sum of Bid Security shall be repaid by you when formal Contract Agreement and Performance Bond has been duly entered into and executed by us on acceptance of our tender.
4. We hereby confirm that we have examined the tender documents and schedules, have inspected the site and have obtained all the information which may affect this tender. We understand that no claim will be admitted by you which may arise from our pleading ignorance of the nature of works.
5. We agree to abide by this tender for the period stated in the Memorandum from the date of opening of the tenders and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. We undertake to carry out such alterations, additions or curtailments of the works as may from time to time be determined and ordered in writing by you in accordance with the contract.
7. Unless and until a formal Contract Agreement is prepared and executed this tender together with your written acceptance thereof and tender documents shall constitute a binding contract between us and shall be deemed for all purposes to be the Contract Agreement.
8. We understand that certain information applicable to the contract which is the subject of this tender is set for ease of reference in the Memorandum annexed hereto.
9. We understand that you are not bound to accept the lowest or any tender you may receive, and that not defray any expenses incurred by us in tendering.

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Dated this.....day of.....2021.....

Signature.....

In the Capacity of.....

Duly authorized to sign tenders for and behalf of.....

.....

(Full Address).....

Witness.....

Address.....

Occupation.....

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TENDER PROFORMA

TENDER NO-46/2021 TENDER FOR THE YEAR 2021-2022 OPENING DATE: 15-10-2021

Annual contract for operation & maintenance of complete Heating, Ventilation & Air conditioning (HVAC) systems, including cooling towers & allied equipment in NICVD Building Sukkur

Columns to be filled

S #	Description with specification and Complete Detail of Work with parts	Qty	Make	Country of Origin	Rate per month	Total Amount	Remarks if Any
01	Annual contract for operation & maintenance of complete Heating, Ventilation & Air conditioning (HVAC) systems, including cooling towers & allied equipment in NICVD Building Sukkur						
	As Per Scope of work(mentioned in tender)						
	With O & M Staff As Required in tender						

Signature

Official Seal