



Higher Education Commission, Pakistan

Tender Notice

Maintenance Services of Nine Diesel Generators

Tenders are invited by the Higher Education Commission (HEC), Pakistan from reputable firms/contractors having relevant experience and registered with Income Tax & GST Department for the execution of following work:

1	Name of Procuring Agency	Higher Education Commission, H-9, Islamabad
2	Tender Number	07/HEC/RE/2020-21
3	Procurement Title	Maintenance Services of Nine (9) Diesel Generators Installed in HEC Premises H-8 & H-9 Islamabad
4	Last date for obtaining Tender Documents and its price	April 13, 2021 @ Rs. 1000/- (non-refundable) as Tender Documents Fee
5	Closing time and date of bid submission	1330 hours on April 13, 2021 at Engineering Section HEC, H-9, Islamabad
6	Time and place of public opening of bids (on the closing date)	1400 hrs on April 13, 2021 at Auditorium Block, HEC, H-9, Islamabad
7	Amount of bid security/earnest money	2 % of bid value in shape of Pay Order/Bank Draft in favour of Director (Finance), HEC
8	Time period for performance of contract	As per work order(s)

Note:

- i. Tender Documents, costing Rs. 1000/- (cash, non-refundable) each to be deposited in HEC Account No.17427900133401 of Habib Bank Limited, SRC Branch, Sector H-9, Islamabad (via online or physically), can be downloaded from HEC/PPRA website for ease. However, no bid will be accepted without evidence of tender fee submission and attachment of below documents with submitted bid on submission date/time.
 - a. Full name, permanent address, telephone and fax numbers
 - b. Type of firm whether it is a sole enterprise or a joint firm
 - c. Details of similar work completed during last 10 years with completion certificates from organisations (at least three similar nature works)
 - d. Income Tax, Sales Tax Registration Certificate (must be on active list of FBR)
 - e. Affidavit that the firm has not been blacklisted nor involved in litigation with any Government/Semi-Government, autonomous body
 - f. HEC reserves the right to accept or reject any or all the tenders as per PPRA rules.
 - g. This tender notice is available on HEC and PPRA websites.

A-XEN

**Engineering Section HEC, H-9, Islamabad
Telephone # 051-90401522, 1526**

Higher Education Commission



TENDER DOCUMENTS

“Maintenance Services of Nine (9) Diesel Generators Installed in HEC Premises H-8 & H-9 Islamabad”

Issued To: _____

Issued By: _____

Dated: _____

1.0 Introduction

Maintenance Services of Nine (9) Diesel Generators installed in HEC Premises H-8 & H-9 with the following details:

HEC H-8 Premises		
Sr No.	Engine Make	Engine Capacity
1.	Cummins	300 KVA
2.	Cummins	200 KVA
3.	Cummins	150 KVA
4.	Cummins	100 KVA
5.	Perkins	50 KVA
HEC H-9 Premises		
Sr No.	Engine Make	Engine Capacity
1	Cummins	400 KVA
2.	Cummins	150 KVA
3.	Cummins	100 KVA
4.	Perkins	100 KVA

2.0 Instruction to Tenderers

- a) Tenders shall be delivered to: A-XEN, HEC, H-9, Islamabad, on or before the specified date & time mentioned in Tender Notice.
- b) Any tenderer who may have any doubt or enquiry as to true meaning of any part of the tender documents should deliver to HEC a written request for a clarification or answer thereof, prior to **Five (05) days** of the date set for opening of the tenders.
- c) Proposal received by HEC after the deadline for submission of proposal prescribed in the document will be returned unopened to such applicant. Delays in the mail or courier, delays of person in transit, or delivery of a proposal to the wrong office shall not be accepted as an excuse for failure to deliver a proposal at the proper place and time. It shall be the applicant's responsibility to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail.
- d) Before quoting, the Tenderer in his own interest shall carry out site visits to know the site conditions and full implications of the assignment. This will also help him in proper assessment of the work. Failure to do so will not absolve the contractor of his responsibility to carry out the work as specified in the Tender Documents. The cost of visiting the site shall be borne by the Tenderer and shall be at his own responsibility and risk.
- e) Tender must be accompanied by a Bank draft/Pay order amounting to **two (02) percent of the quoted amount** in the name of Director (Finance), HEC which will be retained as Security till the end of the contract period.

3.0 **Mandatory Conditions:-**

- a) No tender shall be considered if:-
- b) Received without earnest money.
- c) Received later than the date and time fixed for tender.
- d) The tender is un-signed and stamped. Each page should be signed & stamped.
- e) The offer is ambiguous.
- f) The offer is conditional.
- g) The offer from a firm which is black listed, by any Govt. Office.
- h) The offer is received by telephone / telex / fax / telegram.
- i) Any erasing, cutting / overwriting etc. if unattested, shall not be accepted.
- j) Received without GST & NTN certificate.
- k) The services provider / contractor must have prior experience of providing maintenance services of diesel generators of Cummins and Perkins engines. The services provider / contractor must attach at least 3 three satisfactory performance certificates/Work orders from different organizations where contractor has performed his services during past 10 years.

4.0 **Condition of the contract will be as follows:**

- a) That the contractor shall provide and the HEC shall obtain the maintenance services (**Scope of work Annex A**) for a period of one year which is extendable with the mutual consent of the parties on same rate and satisfactory level of service.
- b) The tender will be awarded to lowest evaluated bidder (Part A + Part B) as per PPRA rule 36 (a), if meeting all the mandatory requirements.
- c) Rates quoted by the bidder shall be inclusive of all prevailing taxes such as G.S.T etc. All applicable taxes will be deducted as per government rules.
- d) The Bid will remain valid for ninety (90) days.
- e) That the charges claimed covers unlimited corrective calls and planned routine visits and regular service of generators.
- f) The contractor undertakes to complete the job according to the specifications / conditions of HEC. The contractor is responsible for proper operation of the equipment with all allied materials and shall be responsible for preventive measure & routine maintenance of equipment.
- g) Response Time:**
 1. Response time of the successful bidder in the context of operational maintenance services at all days, 24 X 7, shall be one hour from the reporting of the fault. The same will be valid for all non-working hours and non-workings days of HEC.
 2. The Bidders must ensure the escalation response time as per following table through the dedicated engineer's deputed onsite in business hours.

Level	Event	Description	Maximum time for issue rectification
L1	Severe	In case of Generator power cutoff for any minor and major issue.	1 Hour

L2	Critical	Generator missing, ATS panel malfunctioning (replacement of any of its parts)	2 Hour
L3	High	Preventive maintenance, generator service, ATS maintenance, other circuit breakers faulty	4 hours

3. In case of delay in service provisioning Liquidated Damages will be calculated and imposed as per following table but not exceeding ten percent (10 %) of the invoice amount:

Level	Event	% of Invoiced amount per violation
L1	Severe	10 %
L2	Critical	5 %
L3	High	3 %

- h) That the HEC's representative shall certify the actual operation of the equipment on daily basis on log sheets maintained by the contractor's services provider.
- i) Procurement shall be done as per PPRA rule 36(a) single stage single envelope procedure.
- j) That the HEC shall maintain supply of fuel to the engine at his / her own cost.
- k) No advance payment will be made.
- l) The contractor will invoice at the end of each quarter for maintenance services (Part A) along-with the maintenance log sheet as per the scope of services. It will be duly signed by HEC's Technical Representative (Generator Operator) as well as the Contractor. The maintenance log sheet will be maintained jointly by the Contractor and HEC's representative. It is the contractor responsibility for recording each and every task executed during their routine visit on a proper maintenance/activity sheet duly signed by our generator operator. These sheets must be attached with their quarterly invoice without which the invoice will not be entertained.
- m) Payment of Part B will be made on successful delivery or installation as per requirement of equipment as per the approved sample of selected brand.
- n) The agreement shall remain valid till **June 30, 2022** from the date of signing of the contract.
- o) The agreement shall stand terminated after June 30, 2022, however the parties may extend / renew the said agreement for further one year on same terms and

conditions and rates as mutually agreed by and between both the above named parties.

- p) In case of any dispute between the two parties of any matter arising out of this contract, the case shall be referred to the Executive Director, HEC whose decision shall be final and binding on both the parties.
- q) In case of failure of any generator HEC may ask the contractor for its repair. The equipment / material cost incurred on its repair will be paid by HEC, however service / labour charges are included in the quoted cost per month of contractor.
- r) The sample of filters, as required in Part B, shall be approved by Engineer In-charge and the Contractor is bound to provide the same filters and the filters must be original.
- s) If the contractor fails to undertake job as per HEC requirement/scope of services, HEC reserves the right to cancel the contract and get the remaining work done at the risk & cost of contractor.
- t) 10 % security will be deducted from each invoice of the contractor which will be refunded on successful and satisfactory completion of contract period.
- u) The Contractors are requested to quote per month charges including all taxes to provide the above said services.
- v) In case of sudden public holiday, bids will be opened on next working day.

For & on behalf of
Higher Education Commission

Name of the Vendor.....
Authorized Person
Authorized Signature.....
Stamp.....
Office Address.....
.....
Tel No.....
Fax No.....

**Maintenance Services of Nine (9) Diesel Generators Installed in HEC Premises
H-8 & H-9 Islamabad**

BOQ

Sr.No	Description	Qty	Rate Per Month (Rs) (Inclusive of All Taxes)	Total Amount (Rs) (Inclusive of All Taxes)
Part- A				
1	Maintenance Services of Nine (9) Diesel Generators installed in HEC Premises H-8 & H-9 as per above terms and conditions and scope of work. (Annex-A)	12 Months		
Total of Part A (Inclusive of All Taxes)				
Part- B				
Sr.No	Description	Qty	Unit Rate (Inclusive of All Taxes)	Total Amount (RS) (Inclusive of All Taxes)
Filters For HEC H-8 & H-9 Premise (Note: Fleet-guard, Donaldson (Only USA Make filters), Sakura (Singapore) or equivalent is required)				
1	300 KVA Generator (Cummins) - <u>One Set</u> Oil Filter : LF9009 Fuel Filter : FS5321 and 19732 Air Filter: AF 26173 Water Splitter: WF 2076	04 Set		
2	200 KVA Generator (Cummins) <u>One Set</u> Oil Filter : LF9009 Fuel Filter : FS5321 and 19732 Air Filter: AF 26173 Water Splitter: WF 2076	04 Set		
3	150KVA Generators (Cummins) (02 Nos.) <u>One Set</u> Oil Filter : LF 9009 Fuel Filter : FS 1251 and 19652	08 Set		

	Air Filter: 91NL131 or 151017101 or 5304366			
4	50 KVA Generator (Perkins) <u>One Set</u> Oil Filter : 2654403 Fuel Filter : 265440343 Air Filter: 26510353	04 Set		
5	100 KVA Generator (Cummins) (02 Nos.) <u>One Set</u> Oil Filter : LF 3806 Fuel Filter : FS 1280 and 5052 Air Filter: K 1995C1 and NL21-17G1	08 Set		
6	400 KVA Generator (Cummins) <u>One Set</u> Oil Filter : LF 9070 or 9000 Fuel Filter : FS 1040 Air Filter: AF 26708 Water Splitter: WF 2126	04 Set		
7	100KVA Generator(Perkins) <u>One Set</u> Oil Filter : 5654403 Fuel Filter : 265601450 and 26560143 Air Filter: 26560143	04 Set		
	Total of Part B (Inclusive of All Taxes)			
	Grand Total (A+B) (Inclusive of All Taxes) =			

Total bid value in figure: _____

Total bid value in words: _____

Contractor's Seal & Signature

Scope of Work

- One backup/standby generator (200 KVA) is present at HEC. It will be the responsibility of contractor to provide technical assistance (connections with ATS Panel, allied cables and other necessary technical support etc.) in installing/commissioning of this backup/standby generator in case any of the running generators at HEC gets defective. This support will be provided within an hour of corrective call from HEC. No extra amount will be paid in lieu of this assistance to the Contractor and if this assistance is not provided within the duration mentioned above, the expenditure incurred thereof will be deducted from the quarterly invoice of the Contractor.
- A dedicated suitable person, well versant in the operations and maintenance of diesel generators, will remain present in HEC premises from **08:30 am till 06:00 pm Monday to Friday** (05 Days a week) to ensure the maintenance of Generators and timely resolution of issues (if any).
- It will be responsibility of contractor so to ensure the proper health maintenance of the generators and ATS panels etc. The contractor will be required to pay visits to sites at least once a month and report the equipment health and in case of any issue suggest remedial measures immediately.
- **2 x Routine visits / week.**
- Checking of the performance of the all D.G sets.
- Checking of the water temperature of the D.G set.
- Testing of the ATS Module of the D.G set.
- Monthly services of the D.G set.
- Full Service / Cleanliness / Washing of the D.G set **twice a month.**
- Speed adjustment with electronic / Mechanical Governor.
- Checking of & services the Radiator with safety guards.
- Checking of the forced lubricating oil systems with level dipstick and oil filters.
- Checking of the oil pressure gauge.
- Checking of the jacket water temperature gauge.
- Checking of the Charge / Discharge voltmeter.
- Checking of the Fuel tank cleanliness and service once a month.
- Checking of the Fuel motor performance once in a month.
- Checking of the rated continuous output as per the specifications,
- Checking of the performance of Automatic voltage regulator.
- Checking of the performance of Stator and Rotor winding insulation.
- Checking of the voltmeter.
- Checking of the Ampere meter.
- Checking of the Hertz (HZ) meter.
- Checking of the oil pressure gauge.
- Checking of the hour meter.

- Checking of the emergency stop.
- Checking of the battery voltage.
- Checking of the Circuit Breaker.
- Checking of the AMF/ ATS panel functioning.
- Checking of the alarm indications (LED) of ATS panel.
- Checking of the main contactor of ATS Panel.
- Checking of the Alternator contactor.
- Checking of the mains operated static battery charge.
- Checking of the mains by pass and Generator by Pass switch.
- Checking of the phase reversal Detection test.
- Checking of the Note stop timer delay setting of the AMF Panel.
- Checking of the Note start timer delay setting of the AMF Panel.
- Checking of the engine temperature.
- Checking of the power cables and connections.
- Alternator bearing repair and replace
- Change of oil, fuel, air, water filters as and when required.