



Higher Education Commission, Pakistan

Tender Notice

Providing & Installation of ACs at HEC

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	06/HEC/RE/2020-21
3	Procurement Title	Providing & Installation of A.Cs at HEC H-8 & H-9 Premises, Islamabad. (Annual Contract 2021)
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 hours on April 13, 2021 at Auditorium Block, HEC, H-9, Islamabad
7	Amount of bid security/earnest money	Rs. 100,000/- 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 organizations (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 also available on HEC and PPRA websites.

A-XEN

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

Higher Education Commission



TENDER DOCUMENTS

PROVIDING AND INSTALLATION OF A.C'S AT H.E.C H-8 AND H-9,
PREMISES, ISLAMABAD.
(ANNUAL CONTRACT 2021).

PPRA RULE (36 A)

Issue Date:-_____

Firm Name:-_____

Issued By:-_____

Terms & Conditions

1.0 Introduction

Providing and Installation of A.C's at HEC H-8 and H-9 Premises Islamabad (Annual Contract 2021) as per specifications (Annex – B).

2.0 Instruction to Tenderers

- 1) Tenders shall be delivered to: A-XEN, HEC, H-9, Islamabad, on or before the specified date & time.
- 2) 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.
- 3) 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.
- 4) The bidders are required to quote the brand of items in the relevant spaces in the BOQ they intend to supply.
- 5) 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 deliver his bid in the office of AXEN before closing time set out in tender notice and to determine the manner in which timely delivery of his proposal will be accomplished either in person, by messenger or by mail.

2.0 Terms and Conditions

- 1) All prices quoted in B.O.Q (Annex – A) should be in PAK Rupee inclusive of all applicable government taxes i.e. GST etc.
- 2) Rates quoted on BOQ at "Annexure-A" will be valid up-to **31-12-2021** without amending specifications. In case of changed specifications, the Commission reserves right not to consider in competition.
- 3) Required work will be done against each work order (s) issued under this tender from time to time as required by HEC is to be completed within time mentioned in word order from the date of receipt of Work order in the HEC premises.

- 4) No advance payment will be released to the vendor/supplier.
- 5) 10 % Security Money from each bill will be deducted and the money will be released after successful completion of warranty/guarantee period of supplied AC.
- 6) No tender shall be considered if:-
 - a. Received without earnest money
 - b. Received later than the date and time fixed for tender
 - c. The tender is un-signed and not stamped.
 - d. The offer is ambiguous
 - e. The offer is conditional
 - f. The offer from a firm which is black listed, by any Govt. Office.
 - g. The offer is received by telephone / telex / fax / telegram
 - h. Any erasing, cutting / overwriting etc, if unattested, shall not be accepted.
 - i. Received without GST and NTN certificate.
 - j. Received without submission evidence of tender document fee.
- 7) In case of failure to comply with the work order, penalty will be imposed on defaulting contractor / vendor as under:-
 - a. 1% of the cost of entire order or of such work as remains uncompleted for every day up-to maximum of 10% for 10 days exceeding the completion period.
 - b. If the supply is not provided even after payment of penalty for 10 consecutive days, the Commission reserves the right to cancel the work order and to obtain the required job from elsewhere at risk & cost of the defaulting Contractor.
 - c. If the firm/supplier failed to supply the required items within extended period, the Commission has the right to forfeit the amount of earnest money and black list the firm, for which no appeal will be entertained.
- 8) The bidder should be registered with Income Tax and Sales Tax Department (Active Tax Payer List).
- 9) The Commission reserves the right to increase or decrease the quantity or may cancel any or all items shown in the schedule of requirement without assigning any reason thereto.
- 10) A formal agreement on stamped paper worth Rs. 100/- shall be executed between the Commission and the contractor / vendor. Failure to sign the agreement within 07 days of acceptance will disqualify the vendor and the Commission will have the right to forfeit the amount of his earnest money and make the agreement with the next lowest bidder, for which no appeal

will be entertained.

- 11) A draft from any scheduled bank worth Rs. 100,000/- in the name of DG (Finance) HEC, H-9 Islamabad is to be attached with the bid as earnest money. The amount deposited as earnest money by the Contractor will be refunded on the successful completion of contract period and earnest money of the unsuccessful bidders will be returned on finalization of award process by the tender committee.
- 12) No visit charges will be paid separately.
- 13) All the Government taxes must be included in the quoted rates. And will be deducted as per Govt. Rules. Separate claim in this regard will not be entertained.
- 14) PPRA rule 36 a "single stage one envelope procedure" will be followed for this tender. In this regard, **lowest rate against each item will be considered and awarded to vendor concerned meeting the tender specifications.**
- 15) The successful bidders shall be responsible for the all services provided for with in the contract on the basis of fixed price agreement set at the beginning of the contract. The contract rates would be valid upto 31-12-2021 from the date of commencement of the contract subject to satisfactory performance & it may be extended for further one year with mutual consent on existing terms / conditions and contract rates depending upon performance, quality of work, price and level of service. Price in the tender cannot be increased during the currency of the contract. Similarly, terms and conditions cannot be altered.
- 16) No escalation on any material, Labour, POL shall be payable to contractor during the currency of contract.
- 17) The work will be done to the complete satisfaction of the Executive Director as well as the authorized Engineer by the HEC, whose judgement with regard to quality of the material and workmanship will be final and binding. In case the contractor fails to complete the supply in the stipulated time, the HEC shall be free to award the balance incomplete work to another contractor at his risk and cost
- 18) Third Party Services required for completion of certain components will be the responsibility of the primary bidder submitting the bid. HEC will not be a party to any contract between the primary bidder and sub-contractor. Any such contract will only be entered into with prior approval of HEC.

- 19) It is the sole responsibility of the tenderer to comply with the local, national and international laws.
- 20) Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
 - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- 21) The amount stated in the Form of Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected Bid Price, his Bid will be rejected, and the Bid Security shall be forfeited.

22) On Arrival Inspection & Taking Over

24.1: On Arrival Inspection (Where Applicable)

There shall be inspection by the representative of the Purchaser (HEC) on arrival of stores at consignees end in presence of representative(s) of the Contractor / Agent if any. The report of inspection which inter-alia should indicate the conditions in which each unit of package has been received will be signed by the above-mentioned representatives.

24.2: Taking Over (Where Applicable)

Upon receipt of the items in the Premises Purchases (HEC) and after final inspection by inspection agency (or agencies) nominated by the Purchaser, the Purchase (HEC) will issue a taking over certificate in which he shall certify the date on which the items have been so accepted. The taking over of damaged items during the transportation shall be withheld until it has been completely repaired / replaced and checked.

25) Warranty:

25.1 The Contractor shall issue warranty to the effect that the AC,s installed shall be fit for the particular purposes and operations.

25.2 The contractor shall guarantee supply & installation of AC,s in

accordance with the specifications and that Ac,s shall be brand new and absolutely free from all defects in materials quality and workmanship. In case of defect, the stores or the necessary components shall be replaced by the Contractor free of cost upto the Purchaser's premises within a reasonable time.

25.3 Compressor Warranty shall be minimum THREE (03) Years and Parts Warranty Shall be minimum ONE (01) Year or as per Manufacturer, whichever is higher.

26) Rejection

In the event any portion of the Ac,s installed by the Contractor is found to be defective in material or otherwise not in conformity with the requirements of the contract, the Purchaser shall have the right to either reject or to request in writing rectification of the same, then the Contractor shall with utmost diligence and at his own expense correct the same or replace the defective parts. If the Contractor fails to do so, the Purchaser either:

- a) Opt to replace or rectify such defective item and charge to the Contractor at his risk and cost.
- b) Terminate the Contract for default.
- c) In the event the Contractor is not able to rectify or replace the rejected items within reasonable time (1 week), the Purchaser (HEC) reserves the right to acquire the said stores at his risk and cost.

27) Acceptance Terms

The submission of the tender against the tender inquiry by the tenderer means that the tenderer has read and accepted the terms and conditions relating to all the tender documents and annexure(s) and has thoroughly examined the specifications and particulars in the tender inquiry.

28) Arbitration:

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.

- 29) In-case of sudden holiday on the bid opening day, bids will be opened on the next working day.

Our N.T. No. is _____

Signature of Contractor / Vendor with Stamp
And complete postal address.

Dated: _____

Note: It is compulsory for bidder to sign and stamp all pages of Terms & Conditions of the Tender

BILL OF QUANTITIES

Providing and Installation of A.C's at HEC H-8 and H-9 Premises Islamabad (Annual Contract 2021).

Sr. #	Item Description	Qty.	Rate (Rs.)	U/M	Amount (Rs.)
(Inverter Technology)					
A). Imported Brands					
1	<p>Supply, Installation, Testing and Commissioning of Following Wall Mounted Type Reversible (Heat & Cool) DC Invertor Air Conditioning Unit along with Power Cable (3/Core, 2.5 mmsq Flexible), Control Cable (4/Core, 1.5mmsq Flexible), Copper Piping (22 Gauge), Aero flex, PVC Wrapping and Heat Resistant Tape, Powder Coated Fancy Wall Bracket/Stand and proper water drainage UPVC (Heavy Duty) 1/4 dia Pipe, UPVC Duct (60 x 60) along with Gas Charging (if Required). All Wall / Roof Openings must be properly closed as previous along with paint work etc. as required by Engineer Incharge.</p> <p><u>(Air Conditioner Make: - Samsung, L.G, Daikin or Eqvl. (Imported).)</u> (Cables Make: - Pakistan Cables, Fast Cable or Eqvl.) (UPVC Duct and Drain Pipe Makes: - Adam Jee, Beta or Eqvl.) A.c Quoted Brand (Make/Model 2020 or latest).</p>				
	a). 2.0 Ton capacity 24000 BTU / Hr	5		No.	
	b). 1.5 Ton Capacity 18000 BTU / Hr.	5		No.	
B). Chinese Brands					

2

Supply, Installation, Testing and Commissioning of Following Wall Mounted Type Reversible (Heat & Cool) DC Inverter Air Conditioning Unit along with Power Cable (3/Core, 2.5 mmsq Flexible), Control Cable (4/Core, 1.5mmsq Flexible), Copper Piping (22 Gauge), Aero flex, PVC Wrapping and Heat Resistant Tape, Powder Coated Fancy Wall Bracket/Stand and proper water drainage UPVC (Heavy Duty) 1/4 dia Pipe, UPVC Duct (60 x 60) along with Gas Charging (if Required). All Wall / Roof Openings must be properly closed as previous along with paint work etc. as required by Engineer Incharge.

(Air Conditioner Make: - Gree, Green Air, Midea or equivalent (China).)

(Cables Make: - Pakistan Cables, Fast Cable or Eqvl.)

(UPVC Duct and Drain Pipe Makes: - Adam Jee, Beta or Eqvl.)

A.c Quoted Brand (Make/Model 2020 or latest).

a). 2.0 Ton capacity 24000 BTU / Hr

10

No.

b). 1.5 Ton Capacity 18000 BTU / Hr.

10

No.

C). Local (Pakistan) Brands

3

Supply, Installation, Testing and Commissioning of Following Wall Mounted Type Reversible (Heat & Cool) DC Invertor Air Conditioning Unit along with Power Cable (3/Core, 2.5 mmsq Flexible), Control Cable (4/Core, 1.5mmsq Flexible), Copper Piping (22 Gauge), Aero flex, PVC Wrapping and Heat Resistant Tape, Powder Coated Fancy Wall Bracket/Stand and proper water drainage UPVC (Heavy Duty) 1/4 dia Pipe, UPVC Duct (60 x 60) along with Gas Charging (if Required). All Wall / Roof Openings must be properly closed as previous along with paint work etc. as required by Engineer Incharge.

(Air Conditioner Make: - Orient, Haier, Dawlence, PEL or equivalent. (Pakistan).)

(Cables Make: - Pakistan Cables, Fast Cable or Eqvl.)
 (UPVC Duct and Drain Pipe Makes: - Adam Jee, Beta or Eqvl.)
 A.c Quoted Brand (Make/Model 2020 or latest).

a). 2.0 Ton capacity 24000 BTU / Hr

10

No.

b). 1.5 Ton Capacity 18000 BTU / Hr.

10

No.

(Conventional / Non Inverter)

A). Imported Brands

1

Supply, Installation, Testing and Commissioning of Following Wall Mounted Type Reversible (Heat & Cool) Non - Invertor (Conventional) Air Conditioning Unit (R-22 / R - 410) along with Power Cable (3/Core, 2.5 mmsq Flexible), Control Cable (4/Core, 1.5mmsq Flexible), Copper Piping (22 Gauge), Aero flex, PVC Wrapping and Heat Resistant Tape, Powder Coated Fancy Wall Bracket/Stand and proper water drainage UPVC (Heavy Duty) 1/4 dia Pipe, UPVC Duct (60 x 60) along with Gas Charging (if Required). All Wall / Roof Openings must be properly closed as previous along with paint work etc. as required by Engineer Incharge.

(Air Conditioner Make: - Samsung, L.G, Daikin or Eqvl. (Imported).)

(Cables Make: - Pakistan Cables, Fast Cable or Eqvl.)

(UPVC Duct and Drain Pipe Makes: - Adam Jee, Beta or Eqvl.)

Quoted Brand (Make/Model 2020 or latest):-

a). 2.0 Ton capacity 24000 BTU / Hr

5

No.

b). 1.5 Ton Capacity 18000 BTU / Hr.

5

No.

B). Chinese Brands

2

Supply, Installation, Testing and Commissioning of Following Wall Mounted Type Reversible (Heat & Cool) Non - Invertor (Conventional) Air Conditioning Unit (R-22 / R - 410) along with Power Cable (3/Core, 2.5 mmsq Flexible), Control Cable (4/Core, 1.5mmsq Flexible), Copper Piping (22 Gauge), Aero flex, PVC Wrapping and Heat Resistant Tape, Powder Coated Fancy Wall Bracket/Stand and proper water drainage UPVC (Heavy Duty) 1/4 dia Pipe, UPVC Duct (60 x 60) along with Gas Charging (if Required). All Wall / Roof Openings must be properly closed as previous along with paint work etc. as required by Engineer Incharge.

(Air Conditioner Make: - Gree, Green Air, Midea or equivalent (China).)

(Cables Make: - Pakistan Cables, Fast Cable or Eqvl.)

(UPVC Duct and Drain Pipe Makes: - Adam Jee, Beta or Eqvl.)

Quoted Brand (Make/Model 2020 or latest):-

a). 2.0 Ton capacity 24000 BTU / Hr

10

No.

b). 1.5 Ton Capacity 18000 BTU / Hr.

10

No.

C). Local (Pakistan) Brands

3

Supply, Installation, Testing and Commissioning of Following Wall Mounted Type Reversible (Heat & Cool) Non - Invertor (Conventional) Air Conditioning Unit (R-22 / R - 410) along with Power Cable (3/Core, 2.5 mmsq Flexible), Control Cable (4/Core, 1.5mmsq Flexible), Copper Piping (22 Gauge), Aero flex, PVC Wrapping and Heat Resistant Tape, Powder Coated Fancy Wall Bracket/Stand and proper water drainage UPVC (Heavy Duty) 1/4 dia Pipe, UPVC Duct (60 x 60) along with Gas Charging (if Required). All Wall / Roof Openings must be properly closed as previous along with paint work etc. as required by Engineer Incharge.

(Air Conditioner Make: - Orient, Haier, Dawlence, PEL or equivalent. (Pakistan).)

(Cables Make: - Pakistan Cables, Fast Cable or Eqvl.)

(UPVC Duct and Drain Pipe Makes: - Adam Jee, Beta or Eqvl.)

Quoted Brand (Make/Model 2020 or latest):-

a). 2.0 Ton capacity 24000 BTU / Hr	10	No.
b). 1.5 Ton Capacity 18000 BTU / Hr.	10	No.

Contractor's Seal & Signature

Specifications**Detailed Specifications for 2.0 Ton Inverter**

Unit Type	Wall Mounted Heat Pump
Indoor Body	Plastic
Cooling Capacity (Rated)	24000 Btu/hr
Cooling Capacity (Min-Max)	6000 Btu/hr - 24000 Btu/hr
Heating Capacity (Rated)	24000 Btu/hr.
Heating Capacity (Min-Max)	6000 Btu/hr - 24000 Btu/hr.
Total Input Power (Rated) Cooling	2.5 KW (1 Phase)
Total Input Power (Rated) Heating	2.5 KW (1 Phase)
<i>Indoor Air Volume ((SLo-LoMid-Hi-SHi(*3)(Dry/Wet))</i>	
Cooling (m3/min)	10.0 - 12.0 - 15.0 - 19.0
Heating (m3/min)	10.0 - 12.0 - 15.0 - 19.1
Power Source	220-240/1/50 (V/Ph/Hz)
Compressor	Invertor Technology Based
Refrigerant	R-410

Detailed Specifications for 1.5 Ton Inverter

Unit Type	Wall Mounted Heat Pump
Indoor Body	Plastic
Cooling Capacity (Rated)	18000 Btu/hr.
Cooling Capacity (Min-Max)	6000 Btu/hr - 18000 Btu/hr.

Heating Capacity (Rated)	18000 Btu/hr.
Heating Capacity (Min-Max)	6000 Btu/hr - 18000 Btu/hr.
Total Input Power (Rated) Cooling	2.0 KW (1 Phase)
Total Input Power (Rated) Heating	2.0 KW (1 Phase)
<i>Indoor Air Volume ((SLo-LoMid-Hi-SHi(*3)(Dry/Wet))</i>	
Cooling (m3/min)	9.0 - 12.0 - 15.0 - 19.0
Heating (m3/min)	9.0 - 12.0 - 15.0 - 19.1
Power Source	220-240/1/50 (V/Ph/Hz)
Compressor	Invertor Technology Based
Refrigerant	R-410

Detailed Specifications for 2.0 Ton Non - Inverter Unit

Unit Type	Wall Mounted Heat Pump
Indoor Body	Plastic
Cooling Capacity (Rated)	24000 Btu/hr
Heating Capacity (Rated)	24000 Btu/hr.
Total Input Power (Rated) Cooling	2.5 KW (1 Phase)
Total Input Power (Rated) Heating	2.5 KW (1 Phase)
<i>Indoor Air Volume ((SLo-LoMid-Hi-SHi(*3)(Dry/Wet))</i>	
Cooling (m3/min)	10.0 - 12.0 - 15.0 - 19.0
Heating (m3/min)	10.0 - 12.0 - 15.0 - 19.1
Power Source	220-240/1/50 (V/Ph/Hz)
Refrigerant	R-410 / R-22

Detailed Specifications for 1.5 Ton Non-Inverter

Unit Type	Wall Mounted Heat Pump
Indoor Body	Plastic
Cooling Capacity (Rated)	18000 Btu/hr.
Heating Capacity (Rated)	18000 Btu/hr.
Total Input Power (Rated) Cooling	2.0 KW (1 Phase)
Total Input Power (Rated) Heating	2.0 KW (1 Phase)
<i>Indoor Air Volume ((SLo-LoMid-Hi-SHi(*3)(Dry/Wet))</i>	
Cooling (m3/min)	9.0 - 12.0 - 15.0 - 19.0
Heating (m3/min)	9.0 - 12.0 - 15.0 - 19.1
Power Source	220-240/1/50 (V/Ph/Hz)
Refrigerant	R-410 / R-22