

TOR
TERMS OF REFERENCE

TENDER FOR OPERATION / MAINTENANCE OF HVAC& R EQUIPMENTS INSTALLED AT FIELD SERVICE, PIA COMPLEX GOC, TGS, ENGINEERING, PORTA CABINS, TGS SHED APRON SITE, PIA CARGO COMPLEX AIIAP- LAHORE.

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HIRING OF SERVICES FOR ROUND THE YEAR OPERATION / MAINTENANCE CONTRACT OF HVAC EQUIPMENTS INSTALLED AT FIELD SERVICE, PIA COMPLEX GOC, TGS, ENGINEERING, PORTA CABINS, TGS SHED APRON SITE, PIA CARGO COMPLEX AIIAP- LAHORE.

Pakistan International Airlines (PIA) intends to invite tender for hiring of services from HVAC&R firms / companies registered with Pakistan engineering council 2022 Minimum in C6 with Specialized code (ME01/ME06) and having vast experience to provide operation, maintenance, repair and overhauling / servicing (routine & annually) with optimum performance and efficiencies.

- Tender is called on “**Single Stage Two Envelope**” basis
- Complete RFP can be downloaded from [www. Piac.com.pk](http://www.Piac.com.pk) and www.ppra.org.pk
- Bidders are required to submit Pay Order of Rs. 5,000/- (Non-Refundable) as tender cost in favour of PIAC alongwith ‘Technical Proposal’ and 2% of total bid value (Refundable) as Earnest Money in shape of pay order alongwith ‘Financial Proposal’ for above location respectively.

Prospective bidders are requested to drop their sealed proposals for above location on or before 22-12-2022 till 14:30 hrs in the tender box placed at Finance Section (Facilities Management), Room No.293 2nd floor PIA Head Office Building, Karachi Airport – Karachi and the technical proposals will be opened on same date at 15:00 hrs. in the presence of bidder or their representatives who wish to attend the proceedings in the office of General Manager (Facilities Management), 1st Floor Flight Operation Building, PIA Head Office-Karachi.

For any query, to feel free to contact
works.officerhvac&r@piac.aero
+92-21-9904 4730, +92-21-9904 4505

General Manager (Facilities Management)
1st Floor, PIA Flight Operation & works Building Karachi Airport, Karachi
Ph: +92-21-9904 4640
E-mail: gm.facilitesmanagement@piac.aero

INVITATION OF BID

INVITATION OF TECHNICAL AND FINANCIAL PROPOSAL (SINGLE STAGE TWO ENVELOPE) FOR OPERATION/MAINTENANCE CONTRACTS (ROUND THE YEAR) OF HVAC&R& MECHANICAL EQUIPMENTS INSTALLED AT FIELD SERVICE, PIA COMPLEX GOC,TGS,ENGINEERING,PORTA CABINS, TGS SHED APRON SITE, PIA CARGO COMPLEX AIIAP- LAHORE.

PIA intends to hire services from HVAC&R firms / Companies having vast experience to provide operation, maintenance, repair services (routine& annually) overhauling, skillfully by up keeping equipment with optimum performance efficiencies and 100% serviceability all type of HVAC&R & Mechanical Equipments, Exhaust System through technically qualified, proven and well experienced staff.(seven days a week), to achieve the desired standards.

Technical and financial proposals are invited from HVAC&R firms / Companies having vast experience for operational / Maintenance contract of HVAC&R, Equipments on round the year basis for a period of one year as operation / Maintenance contractor. Following details supported by documents must be provided with the technical proposals:

- Bio data of firm, name, office address, telephone / fax numbers, e-mail address and web site etc.
- Details of work shop facility alongwith pickup van
- List of Operation / Maintenance contract completed / in hand confirming experience on Reciprocating Chillers / split type airconditioning plants upto 10 TR and all type of mechanical equipments and hot water system supported by work Order / satisfactory Completion Certificate of contract from client, Firm Must have atleast one contract costing not below to Rs. 2.0 Million per anum completed during last five years.
- List of Engineers / Technical staff presently on payroll and their qualification with experience alongwith documentary proof.
- Valid registration certificate with Pakistan Engineering Council in the field of specialization code(ME01 / ME06) having category C6 or above.
- Financial stability certificate from bankers alongwith bank statement of last three years.
- Details of enlistment with Govt. Semi Govt. and other Organization / Corporation.
- Affidavit to the effect that the firm was not black listed and also not in litigation with any Department / Organization OR details of Litigation / Arbitration (if any)
- Registration certificate in-respect of GST, Income Tax, Professional Tax and PGST etc.
- Tender documents can be obtained from the office of Assistant Manager (HVAC&R) 1stFloor, PIA Flight Operation & works Building Karachi Airport, Karachi.
Ph: +92-21-9904 4640, +92-21-9904 4730 & +92-21-9904 4505 during office hours on payment of tender cost of Rs. 5000/- (non-refundable) in shape of pay order in favor of PIA.
- Press notification and complete set of TOR for above location can also be downloaded from PIA / PPRA websites. www.Piac.com.pk and www.ppra.org.pk
- Incomplete Technical and Financial Proposal will not be considered

Technical and financial proposal, sealed separately enclosed in one envelop Should reach the office of Finance Section (Facilities Management), Room No.293 2nd floor PIA Head Office Building, Karachi Airport – Karachi by 22-12-2022 at 14:30hrs Positively. The technical proposals will be opened on same date at 15:00hrs. in presence of bidders in the office of General Manager (Facilities Management) 1st Floor Flight Operation Building, PIA Head Office- Karachi.

After detailed evaluation of Technical Proposals as per ‘TOR’ the ‘Financial Proposals’ of successful firm will be opened in presence of their representatives on specified date & time informed separately. The envelope of Financial Proposals of unsuccessful bidders will be returned as un-opened.

SCOPE OF BID

SCOPE OF BID

PIA intends to hire services from an HVAC&R firms / Companies having vast experience of operation, maintenance, repair services routine & annually must have capacity of overhauling plants / equipments skillfully by up keeping maintenance of equipment at optimum performance / efficiencies with 100% serviceability all type of HVAC&R and Mechanical Equipments, Exhaust System by competent, technically qualified, well experienced staff, (seven days a week), to achieve the desired standards.

Technical and financial proposals are invited from firm expert in HVAC&R equipments for operation / Maintenance contracts of all type of installed equipment of HVAC&R equipments on round the year basis as operation / Maintenance contractor.

All participants are required to send their "Technical" and "Financial" proposals sealed separately in one envelope clearly marked on top right side of envelope "Technical" and "Financial" proposals.

The technical proposal will be opened in presence of all the participants on the due date. After detailed scrutiny of technical proposal as per TOR the "Financial" proposal of only successful parties will be opened in presence of their representative on specified date inform separately. The envelope of Financial Proposal of unsuccessful parties will be returned un-opened.

SUBMISSION OF TENDER

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1. You are required to send your technical and Financial proposals, sealed separately enclosed in one envelop to the office of Finance Section (Facilities Management), Room No.293 2nd floor PIA Head Office Building, Karachi Airport – Karachi by 22-12-2022 at 14:30 hrs on the specified date. You may also send your tender through registered A/D mail addressed to General Manager (Facilities Management), which must reach before the closing date and time mentioned above. Tenders will be opened at 15:00hrs on the same day in the presence of tenderers.
2. Tenders received after stipulated date & time shall not be considered. The corporation will not be responsible for postal delays. The decision of competent authority in this respect shall be final and binding.

EARNEST MONEY

The tender should be accompanied an earnest money 2% of equal to total amount of the bid in shape of pay order in favour of PIA. No tender without earnest money shall be considered.

PREPARATION OF TENDER

The tender should be enclosed in double cover. The inner cover should be sealed having enclosed the following documents.

- a) The tender duly filled in, signed and sealed.
- b) Pay order for earnest money equal to 2% of total bid amount.
- c) Undertaking on Rs. 100/- or above non-judicial stamp paper duly signed and stamped by a public notary / oath commissioner.
- d) Reference of tender: **WO3/OPTN-MAINT/CARGO-AIIAP/LHE/22** mark on envelop.
- e) Validity of tender prices must be for 90 days.

The outer cover should bear address of the General Manager (Facilities Management Division), 1st Floor, PIA Flight Operation & works Building Karachi Airport, Karachi and reference number of the tender with opening date of tender.

The tender will be considered in-complete if required information is not given therein.

Authorized Signature of the individual signing the tender and other documents connected with the contract must specify whether signing as:

- a) Sole proprietor or his attorney.
- b) A registered active partner of the firm or his attorney.
- c) For the firm per procreation.
- d) As secretary, Manager and Partner etc or their attorney in case of firm registered under partnership act.
- e) The tender must indicate whether its firm / company / organization is registered anywhere specify the registration number.

Seals & Signature
of the contractor

For Pakistan International

PRICES

- a) The prices quoted must be net as per accounting unit as shown in the schedule to the tender inclusive of all duties / taxes, parking, octroi and delivery charges for free delivery to Karachi Airport. However, if GST is applicable, same should be shown separately.
- b) The prices mentioned in the tender will be treated as full and final till the completion of work order / contract.
- c) Bid offer must be valid for 90 days.

ACCEPTANCE OF TENDER

PIA do not pledge themselves to accept the lowest tender having reserve the right to accept or reject any or all tender / quotations, divide business among more than one supplier or accept the tenders at rates on lowest individual items or extend the date of opening with assigned reason.

PREPARATION OF TENDER

The tender should submitted in sealed separately enclosed in one envelop basis.

Each bid shall be comprise in single envelope containing separately, financial and technical proposals. All bids shall be opened and evaluated in the manner as prescribed in the bidding document.

PRICES

- a) The prices mentioned in the tender will be treated as full and final till the completion of work order / contract.
- b) The prices must be mentioned for each item separately both in words and figures in Pakistani currency. Additional information, if any must be linked with entries on the schedule to tender.
- c) Bid offer must be valid for 90 days with a further period of 90 days.

DURATION OF CONTRACT

Contract will be awarded for a period of one year, extendable for further two terms subject to the satisfactory performance and mutual consent.

Seals & Signature
of the contractor

For Pakistan International

TECHNICAL EVALUATION CRITERIA

TECHNICAL EVALUATION CRITERIA

Total marks –100
Qualifying marks – 75

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Firm/Company for its pre-qualification are under Oath.

Any document/statement provided if proved false, mis-stated, concocted, or incorrect proved at any time, during or after Pre-qualification will result into permanent disqualification and black listing of the firm/Company/Partners with their names displayed on PPRA website.

Particulars of the Company

Company (complete data required in the pre-qualification documents).

1. **Year of establishment of the firm/Company HVAC&R contractor confirmed through registration PEC alongwith the certificate in corporation, Office address, Telephone, Fax, E-mail & website.**

(Marks Allocated – 10)

i	1 -3 Years	03	
ii	4-6 Years	05	
iii	7-9 Years	07	
iv	10 and above Years	10	

2. **Work shop, Tools & Plants and Vehicle Facility.**

(Marks Allocated – 15)

i	Work Shop	05	
ii	Vehicle (model should not be less than 5 years)	05	
iii	List of Tools and Plants	05	

3. **Operation / Maintenance contracts of HVAC & R, Mechanical Equipments and Kitchen Equipments Executed / In hand (under one roof) alongwith satisfactory completion certificate from Client as one contract cost not below Rs. 2 million per year.**

(Marks Allocated –20)

i	01 - 02 (No. of Contract)	10	
ii	03 - 04 (No. of Contract)	15	
iii	05 and above (No. of Contract)	20	

4. List of Engineers / Technical staff, their qualification and experience alongwith documentary proof presently available on payroll (Providing 09 Staff)

(Required Qualification and experience of the staff as per annexure)

(Marks Allocated – 10)

i	2 – 8	06	
ii	9 and above	10	

5. Valid registration certificate with Pakistan Engineering Council in the field of specialization code (ME01 / ME06) having category C6 or above.

(Marks Allocated – 05)

i	1- 2 year	02	
ii	3- 5 year	03	
iii	6 and above year	05	

6. Litigation History of the Firm.

(Marks Allocated – 05)

I	No Litigation. (at Present)	05	
Ii	Black Listed / on going litigation	0	

7. Penalty/Fine Imposed

(Marks Allocated – 05)

I	No penalty	05	
Ii	1 penalty	03	
Iii	2-3 penalties	02	
Iv	4 and above penalties	00	

8. Financial Standing / Status Of Firm

A. Income tax paid during the last 05 years (Attached -audited income Tax. Statement/balance sheet / receipted Tax Challans.

(Marks Allocated – 10)

I	Income Tax paid under Rs.0.1 – 0.2 million per Year.	03	
Ii	0.3 – 0.4 million per year	05	
Iii	0.5 – 0.6 million	07	
Iv	0.7 million and above	10	

B. Average annual turnover (for the last five years)

(Marks Allocated – 10)

I	Annual turnover Rs.10 million and above (A Class)	10	
Ii	Annual turnover Rs. 5 – 9.9 million (B Class)	7	
Iii	Annual turnover up to Rs.1 – 4.9 million (C Class)	5	

C. Financial standing of the firm / Company**(Marks Allocated – 05)**

I	Last 03 years net worth statement (duly certified by a Chartered Accounts firm.	02	
ii	minimum funds available Rs. 1.0 – 5.0 million- (required bank statement)	03	

Note: Attested copy of Bank Statement, showing list of one year transaction must be attached.

9. Valid Registration certificate in-respect of GST, PGST + Income Tax etc**(Marks Allocated – 05)**

I	Yes	05	
ii	No	0	

Payment of tender cost Rs. 5,000/- each (non refundable) in shape of pay order in favour of PIA.

FIELD SERVICE , PIA COMPLEX GOC, TGS, ENGINEERING, CARGO COMPLEX AIIAP- LAHORE		Documents submitted		Meeting requirement	
		YES	NO	YES	NO
The minimum staff which must always be made available at site by the contractor is as under.					
<u>SITE SUPERVISOR</u> Three years Diploma of Associate Engineer in Airconditioning with seven years experience. 01 No.					
<u>AIRCONDITIONING MECHANIC</u> Qualified with 1 year Technical Certificate Course, Having five experience on cold storages and airconditioning chiller etc. 04 Nos.					
<u>AIRCONDITIONER OPERATOR</u> Qualified with two years' experience of operating absorption and reciprocation chillers. 04 Nos.					
Total Staff----					
09 Nos.					

All above are mandatory requirements. Non compliance of any of the above, will make the bidder non responsive