



TENDER DOCUMENTS

**ANNUAL MAINTENANCE OF THE HVAC
(CHILLER) SYSTEM**

PAKISTAN
INSTITUTE OF
FASHION AND
DESIGN

TENDER FEE: Rs.1,000/-

TENDER NO: PIFD/TENDER/2024-25/52

Procurement Office, Pakistan Institute of Fashion and Design, 51-J/III, Johar Town, Lahore

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PAKISTAN
INSTITUTE OF
FASHION AND
DESIGN



TENDER NOTICE

Pakistan Institute of Fashion & Design (PIFD) Lahore, solicits sealed written proposals from the interested companies/firms registered with tax departments, in accordance with the Public Procurement Rules-2004 36 (b) based upon single stage two envelope bidding procedure. Interested parties / bidders must submit their proposals as per PPRA rules and regulations for the

TENDER FOR

ANNUAL MAINTENANCE OF THE HVAC (CHILLER) SYSTEM

PIFD/TENDER/2024-25/052

- Bids must be submitted in two separate envelopes, clearly labeled as "Technical Proposal" and "Financial Proposal."
- Tender documents containing the detailed terms and conditions and procedure for submission of applications can be downloaded from the EPADS Website (<https://eprocure.gov.pk>) or from the official website of PPRA (www.ppra.org.pk).
- Tender Fee Rs. 1,000/- may be deposited online in the Bank Account, Account Title: **PIFD**, Account/IBAN #: **PK36HABB0050397000268851**, Bank Name: **Habib Bank Limited (HBL)**, evidence should be enclosed with Pre-Qualification Proposal.
- Bidders are required to submit their bids online through the EPADS (e-Pak Acquisition & Disposal System) at <https://eprocure.gov.pk>. Additionally, a hard copy prepared according to the instructions in the bidding documents must be submitted to the address below by **April 9th, 2025, at 11:00 AM**. Late submissions will be rejected.
- Bids will be opened on the same day at 11:30 AM. Initially, only the technical proposals will be opened; the financial proposals of technically qualified firms will be opened in a second stage.
- Late submissions will not be considered.
- In the event of a holiday, the tender proceedings will be conducted on the next working day.
- Companies that are blacklisted or involved in litigation will not be considered.
- This advertisement is available on the PPRA website www.ppra.org.pk and the PIFD website www.pifd.edu.pk.
- PIFD reserves the right to reject any or all bids in accordance with PPRA rules.

**SECRETARY TO TENDER COMMITTEE
PAKISTAN INSTITUTE OF FASHION AND DESIGN (PIFD)
51 J/III BLOCK, JOHAR TOWN, LAHORE
Tel: +92 42 99232951 - 57**

INVITATION TO THE BID

Pakistan Institute of Fashion and Design (PIFD) is a federally chartered Public Sector degree awarding institute. The Ministry of Federal Education & Professional Training is the administrative Ministry of PIFD, Lahore. Pakistan Institute of Fashion and Design (PIFD), Lahore invites sealed Bids from interested Tax registered firms having experience working with Education/Government institutes for the "**ANNUAL MAINTENANCE OF THE HVAC (CHILLER) SYSTEM PIFD**" based on the "SINGLE STAGE TWO ENVELOPE" Bidding Procedure in terms of rule no. 36 (b) of the Public Procurement Rules 2004 (PPRA Rules 2004):

Tender documents can be downloaded from EPADS website <https://eprocure.gov.pk> or from the official website of the PPRA. Tender Fee Rs. 1,000/- (non-refundable) may be deposited online in the bank account, Title **PIFD**, Account/IBAN #: **PK36HABB0050397000268851**, **Bank Name:** Habib Bank Limited, evidence should be enclosed with Technical Proposal.

ELIGIBLE BIDDERS:

It is mandatory that the company/firm must have experience or technical expertise on maintenance of **Sanyo make DF Chillers**.

SECTION I - INSTRUCTION TO BIDDERS (ITB)

GENERAL CONDITION

1 INSTRUCTION FOR SUBMITTING THE BIDS:

- 1.1 In connection with the "Invitation to the Bid", the Procuring Agency, as defined in Section-III (Bid Data Sheet abbreviated as BDS), issues this set of Tender Documents (TD) to prospective Bidders (also hereinafter referred to as Bidders), interested in submitting Bids to determine the capacity and capability of the Bidder(s) for Services incidental thereto as specified in Section **IV (Scope of Work)**.
- 1.2 Procurement will be made under Public Procurement Rules (PPRA) 2004.
- 1.3 It will be clearly understood that the Terms & Conditions mentioned in this document are intended to be strictly enforced.
- 1.4 Bidders must ensure that they submit all the required documents indicated in the Tender / Bid Documents. At the time of opening of Technical Bids, no request for submission of missing documents will be entertained after opening of the Technical Bids.
- 1.5 Bidder should quote price in Pak Rupees only and payments shall also be made in Pakistan Rupees only.

- 1.6 The validity period of the bids shall be 90 days.
- 1.7 As per Rule No. 36(b), the Single Stage Two Envelopes procedure shall be followed.
- 1.8 The Bidders are required to submit their bids online on EPADS (e-Pak Acquisition & Disposal System) <https://eprocure.gov.pk> and also in hard copy without failure otherwise bid will be rejected.
- 1.9 Last date for submission as mentioned in Bid Data Sheet. In case of a holiday on the date of opening the Bid, the Bid will be opened on the next working day.

CONTENTS OF THE TENDER DOCUMENTS

2 SECTIONS OF TENDER DOCUMENTS

2.1 This set of Tender Documents consists of sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with ITB 3.

- **SECTION I** - **INSTRUCTIONS TO BIDDER (ITB)**
- **SECTION II** - **QUALIFICATION CRITERIA AND REQUIREMENTS**
- **SECTION III** - **BID DATA SHEET (BDS)**
- **SECTION IV** - **TERM OF REFERENCE & SCOPE OF WORK**
- **SECTION V** - **APPLICATION FORMS/ANNEXURES**

2.2 The bidders are expected to examine all instructions, forms, and terms in the Tender Documents and to furnish all information or documentation as is required by the Tender Documents with its bid.

3 AMENDMENT OF TENDER DOCUMENTS

- 3.1 At any time before the deadline for submission of Applications, the Procuring Agency may amend the Tender Documents by issuing an Addendum.
- 3.2 Any Addendum issued shall be part of the Tender Document and shall be communicated in print media/PPRA website. The Procuring Agency shall promptly publish the Addendum on the PPRA's web page/in the newspaper as identified in the Bid Data Sheet:
- 3.3 Provided that a Bidder who had either already submitted their Bids or handed over the Bids to the courier before the issuance of any such addendum shall have the right to withdraw his already filed Bids and submit the revised Bids before the original or extended Application submission deadline.
- 3.4 To give Bidders reasonable time to take an Addendum into account in preparing their Bids, the Procuring Agency may at its discretion, extend the deadline for the submission of Bids in accordance with ITB 7. Provided that the Procuring Agency shall extend the deadline for submission of Bids if such an addendum

is issued within the last three (03) days of the Bids submission deadline.

PREPARATION OF BIDS

4 COST OF PREPARATION OF BID

- 4.1 The Bidder shall bear all costs associated with the preparation and submission of its Bids. The Procuring Agency will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bidding process.
- 4.2 The Bids as well as all correspondence and documents relating to the Bids exchanged by the Bidder and the Procuring Agency, shall be written in the language specified in the Bid Data Sheet.
- 4.3 Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the Bid Data Sheet, in which case, for purposes of interpretation of the Application, the translation shall govern.

5 BID PREPARATION AND SUBMISSION

- 5.1 The Tender shall be filed in / accompanied by the prescribed Forms, Annexes, Schedules, Documents, Brochures, Literature, etc. which shall be completely filled in, stamped, and signed by the Bidder or his Authorized Representative. In the case of copies, photocopies may be attested.
- 5.2 The Bids/Tenders should be submitted in two parts (A) Technical Proposal and (B) Financial Proposal. The Technical Proposal and Financial Proposal shall be submitted in separate envelopes.

A. TECHNICAL PROPOSAL

- The Technical Proposal will enable the Tender Committee to evaluate whether the bidder is technically competent to execute the order and specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids that qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.
- The Technical Bid Form (Annexure-F) as given in the Tender Document shall be filled, signed, and stamped on all pages. The Tender Committee will not be responsible for the errors committed in the bids by the bidders.
- **Documents to be Furnished With Technical Proposal [Envelope-A]:**
 - i) **Mandatory documents:-**
 - a) Evidence of Tender Fee deposit online in Bank Account

- b) Bid Submission Form (**Annexure 'A'**) on the firm's Letterhead
- c) Price Reasonability Certificate (**Annexure 'B'**) on the firm's Letterhead
- d) Affidavit on the Stamp Paper (**Annexure 'C'**)
- e) Declaration Form (**Annexure 'D'**) on the firm's Letterhead
- f) Technical Bid (**Annexure 'F'**) on the firm's Letterhead
- g) Item Specifications Conformance Form (**Annexure 'H'**) on the firm's Letterhead
- h) Income Tax Registration Certificate (Active).
- i) Sales Tax Registration Certificates (Active).
- j) PRA Registration Certificate.
- k) Copy of business registration category i-e Sole proprietor (copy of CNIC), Partnership, Pvt. Limited, Public Limited, etc.
- l) Tender Document duly signed and stamped on each page by the Bidder.
- m) Earnest Money/Bid Security in the form of CDR.

ii) Other Documents

- a) Professional Tax Certificate.
- b) List of clients (providing similar service)
- c) Copies of relevant Supply/Purchase Orders/Contract Agreements
- d) Copy of the Last 3 years (2022, 2023, 2024) Audited Financial Statement /Report

B. FINANCIAL PROPOSAL

- i) The Financial Proposal of the bidder as per prescribed format (**Annexure- 'E'**).
- ii) The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of extension of time or for the repeat order (if any).
- iii) The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges), etc.
- iv) The Financial Bid is liable for rejection if the Financial Proposal contains a conditional offer.

v) Documents to be Furnished With Financial Proposal [Envelope B]

- a) Financial Proposal/Price Schedule form duly filled, signed, and stamped by the Bidder (**Annexure 'E'**).
- b) Copy of the CDR submitted as Bid Security / Earnest Money with Technical Proposal. Amount of the Earnest money/ Bid Security mentioned under the heading "BID SECURITY".

C. SEALING THE BID

The Proposal [**Envelop A and Envelop B**] shall be placed in an outer Envelope and sealed appropriately. The cover shall be marked as "PROPOSAL FOR - TENDER REFERENCE, the "FROM" address and the "TO" address shall be written on the sealed envelope without fail otherwise the Proposal is liable for rejection

D. BID SUBMISSION

Bidders are required to submit their bids online through the EPADS (e-Pak Acquisition & Disposal System) at <https://eprocure.gov.pk>. Additionally, a hard copy prepared according to the instructions in the bidding documents must be submitted to the address mentioned in Bid Data sheet on or before the closing date and time Late submissions will be rejected.

6 BID SECURITY/EARNEST MONEY

- 6.1 Bidder will submit Bid Security/Earnest Money **Rs.87,000/-** drawn in the name of "**Pakistan Institute of Fashion and Design, Lahore**". The Bid Security will be in the form of CDR only.
- 6.2 Cheque or cross-cheque shall not be accepted at all.
- 6.3 The bid not accompanied by Bid Security/Earnest Money shall be rejected without any right of appeal.
- 6.4 The Bid Security may be forfeited if a Bidder:-
 - ❖ Refuses to accept the Letter of Intent (LOI) of the Bid; or
 - ❖ Fails to furnish Performance Security.
 - ❖ In case the offer is withdrawn, amended, or revised by the bidder during the validity period of the offer, the earnest money is liable to be forfeited.

7 DEADLINE FOR SUBMISSION OF APPLICATIONS

- 7.1 Bidders may either submit their Bids by hand. Bids shall be received by the Procuring Agency at the address and no later than the deadline indicated in the Bid Data Sheet.
- 7.2 If required in accordance with the provisions of ITB 3.4, the Procuring Agency will extend the deadline for the submission of Bids, in which case all rights and obligations of the Procuring Agency and the Bidders subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 7.3 The deadline will be extended in the same manner as that of original Invitation for Bids (or the advertisement).

8 LATE BIDS

- 8.1 The Procuring Agency reserves the right to accept Bids received after the time for submission of Bids, however subject to the condition that the same is received within the date specified

as the last date for submission of applications but before the time for opening of the Applications.

9 REJECTION OF THE BID

9.1 The Procuring Agency may reject all tender(s), cancel/ annul the tendering process at any time before the award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Procuring Agency's action, and without thereby incurring any liability to the Tenderer and the decision of the Procuring Agency shall be final

9.2 **No offer shall be considered if:**

- a) Received after the time and date fixed for its receipt.
- b) The tender is un-signed.
- c) The offer is ambiguous or the offer is conditional.
- d) The offer is from the firms that are blacklisted/suspended by any Government Department.
- e) The offer is received by email.
- f) Offer is received with shorter validity than required in the tender.
- g) The offer is for items that do not conform to the specifications.
- h) The bidder is not an active taxpayer (Income Tax, Sales Tax & PRA)
- i) Evidence of Tender Fee deposit online not enclosed with technical proposal.
- j) The technical proposal should not strictly contain any Price/Cost indications as such otherwise; the bids will be summarily rejected.
- k) Bidder failed to submit the bid online on EPADS

10 OPENING OF BIDS

10.1 The Procuring Agency shall open all Bids at the date, time, and place specified in the Bid Data Sheet. Late Bids shall be treated in accordance with ITB 8.1.

10.2 The Procuring Agency shall prepare a record of the opening of Bids to include, as a minimum, the name of the Bidders.

PROCEDURES FOR EVALUATION OF BIDS

11 CLARIFICATION OF BIDS

11.1 To assist in the evaluation of Bids, the Procuring Agency may ask a Bidder for a clarification (including missing documents) of its Bid, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Agency and all clarifications from the Bidder shall be in writing.

11.2 If any Bid does not provide clarifications and/or documents requested by the date and time set in the Procuring Agency's request for clarification, its Bid shall be evaluated based on the information and documents available at the time of evaluation of the Bid.

12 RESPONSIVENESS OF APPLICATIONS

12.1 The Procuring Agency may reject any Bid that is not responsive to the requirements of the Tender Documents. In case the information furnished by the Bidder is incomplete or otherwise requires clarification as per ITB 11, and the Bidder fails to provide satisfactory clarification and/or missing information within prescribed time, it may result in disqualification of the Bidder.

13 PROCURING AGENCY'S RIGHT TO ACCEPT OR REJECT APPLICATIONS

13.1 The Procuring Agency reserves the right to accept or reject all the Bids, and to annul the Bidding process at any time, without thereby incurring any liability to the Bidders.



SECTION-II - QUALIFICATION CRITERIA AND REQUIREMENTS

14 QUALIFICATION/EVALUATION CRITERIA

14.1 TECHNICAL EVALUATION

The Bidder(s) should meet the Eligibility/Qualification Criteria (**Annexure 'G'**) to participate in the Bid process and must enclose documentary proof, along with Technical Bid, for fulfilling the Criteria:-

14.2 FINANCIAL EVALUATION

- I.** Technically qualified/successful bidder(s) / Tenderer(s) shall be called for the opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by the PIFD accordingly. The technically Eligible/Successful Bidder(s)/ Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- II.** Financial Proposal evaluation will be conducted under the Public Procurement Rules, 2004. The Price evaluation will include all duties, taxes, expenses, etc. In case of any exemption of duties and taxes made by the Government in favor of the Procuring Agency, the contractor shall be bound to adjust the same in the Financial Proposal.

15 ANNOUNCEMENT OF EVALUATION REPORT

15.1 The Procuring Agency shall publish the Final Evaluation Report at least 15 days before the award of the Contract.

16 LETTER OF INTENT (LOI)

16.1 After acceptance of the Bids by the Tender Committee, a Letter of Intent (LOI) will be issued only to the successful Bidder(s).

17 PAYMENT OF PERFORMANCE GUARANTEE (PG)

17.1 The Successful Bidder(s) will be required to remit the Performance Guarantee equivalent to 5% of the value of the contract price (inclusive of all taxes). The PG should be paid by way of a Call Deposit Receipt (CDR), Demand Draft, or Bank Guarantee drawn in favor of "Pakistan Institute of Fashion and Design Lahore" as an unconditional Guarantee.

17.2 The Bid Security will be forfeited if the successful Bidder withdraws the Bid during the period of Bid validity specified in the Bid Documents or if the Bidder(s) fails to sign the contract.

18 AWARD OF CONTRACT

18.1 The Tender will be awarded to the most advantageous bidder, who has been declared as Technically Qualified.

19 SIGNING THE CONTRACT

- 19.1 The Tender Committee/Concerned Authority shall sign a Contract with the successful bidder who has submitted the Performance Guarantee.
- 19.2 The Successful Bidder may ask to provide the stamp paper for issuance of Supply/Work Order or Signing the Contract.

20 PAYMENT

- 20.1 Payment shall be released through the Treasurer Office of PIFD, Lahore, within 15 working days of receipt of the invoice provided that:
- ✓ Invoice is complete, accurate, and to the entire satisfaction of Finance Department.
 - ✓ Delivery Challan
 - ✓ General Sales Tax Invoice
 - ✓ Provision of Supply/Work completion certificate.
 - ✓ Satisfactory Inspection Report from the Inspection Committee of PIFD
- 20.2 No advance payment shall be made.

21 TAXES

- 21.1 Rates quoted should be inclusive of all applicable taxes.
- 21.2 PIFD will deduct taxes at source, as per prevailing rules/regulations of the Government.
- 21.3 In case supplies/services or part thereof are exempt from levy of tax, the bidder shall provide an exemption certificate (SRO) to this effect, otherwise taxes will be deducted.

22 BID VALIDITY

- 22.1 Offer will remain valid for 90 days from the date of opening of tender. In case of acceptance of the offer within the validity period, the bidder is bound to supply/serve at the quoted rates and on the terms of the tender, failing which bid money will be forfeited.

23 DELIVERY OF ITEMS/COMPLETION OF WORK

- 23.1 The delivery/work completion period shall not exceed 30 days from the date of hand over the site to the firm.
- 23.2 The supplier will bear all costs associated delivery of the Items and the Procuring Agency in any case will not be responsible or liable for those costs. The supplier will make such arrangements to ensure the safe delivery of goods. Any damage sustained during transportation/delivery will be rectified by the supplier at his cost.

24 CONSTITUTION OF GRIEVANCE REDRESSAL

- 24.1 Procuring agency shall constitute a Grievance Redressal Committee (GRC) comprising of odd number of persons with proper power and authorization to address the complaint. The GRC shall not have any of the members of the Procurement Evaluation

Committee. The committee will have one subject specialist depending on the nature of the procurement.

- 24.2 Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.
- 24.3 Any party or Bidder can file its written complaint against the eligibility parameters or any other terms and conditions prescribed in the prequalification or bidding documents found contrary to the provision of the Procurement Regulatory Framework, and the same shall be addressed by the GRC well before the application/proposal submission deadline.
- 24.4 In case, the complaint is filed against the technical evaluation report, the GRC shall suspend the procurement proceedings.
- 24.5 In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report: Provided that the complainant may raise the objection on any part of the final evaluation report in case where single stage one envelop bidding procedure is adopted.
- 24.6 The GRC shall investigate and decide upon the complaint within ten days of its receipt.
- 24.7 The decision of the Committee shall be in writing and shall be signed by the Head and each Member of the Committee. The decision of the committee shall be final.

25 FRAUD AND CORRUPTION:

- 25.1 The Procuring Agency requires that the Applicants /Bidders/ Suppliers/ Contractors under Government financed contracts; observe the highest standard of ethics during the procurement and execution of such agreements and contracts.
- 25.2 The Applicants/Bidders shall permit and shall cause their agents (whether declared or not), sub-contractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Agency to inspect all accounts, records, and other documents relating to any, Application/Bid submission, Primary Procurement process, Framework Agreement performance, Secondary Procurement process, and/or Contract performance (in the case of award of a Contract), and to have them audited by auditors appointed by the Procuring Agency.
- 25.3 Any communications between the Bidders and the Procuring Agency related to matters of alleged corrupt and fraudulent practices must be made in writing or in electronic forms that provide a record of the content of the communication.

- 25.4 The Procuring Agency will reject an application or bid or proposal if it is established that the Bidders or the Bidder or Prosper were engaged in corrupt and fraudulent practices in competing for the contract.
- 25.5 Procuring Agency will also declare the Bidders as blacklisted in accordance with Public Procurement Rule (PPRA) 19 and predefined standard mechanism.

26 INSPECTION OF ITEMS/WORK

- 26.1 PIFD shall inspect the Goods supplied/the Services provided, under the Contract/Supply Order, to verify their conformity to the Technical Specifications.
- 26.2 After the inspection/testing of the machinery and equipment supplied by the Contractor, if the aforementioned machinery and equipment does not meet the requirements, PIFD has the right to reject and ask the Contractor to replace the rejected goods or make all alterations necessary to meet the requirements of the specifications free of cost to PIFD.

27 WARRANTY/MAINTENANCE PERIOD

- 27.1 Warranty of items/equipment shall be as per mentioned in the section IV - Scope of Work and Terms of reference **ITB 32** from the date of handing over to the PIFD.
- 27.2 The Bidder will warrant that the items supplied are new and are not refurbished.
- 27.3 In case of fault or malfunctioning of the items the supplier will be informed through SMS, WHATSAPP, OR EMAIL. The Supplier will be responsible for removing the fault within 24 hours of launching the Complaint.

28 LIQUIDATED DAMAGES

- 28.1 When the supplier fails to deliver the goods/services within the time period specified in the Tender Document/contract, the Tender Committee may, without prejudice to any other remedy it may have under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 2% of the price of the delayed goods/services per day of delay, maximum up to 10 days or as per PPRA rules.

29 RELEASE OF PERFORMANCE GUARANTEE (PG)

- 29.1 The Performance Guarantee (PG) will be released/refunded to the Bidder after completion of the warranty period.

30 DISPUTE RESOLUTION

- 30.1 In case of any dispute arising between the Bidder and PIFD, the same shall be referred to the sole arbitrator, the Vice Chancellor of PIFD, who shall give the award within 15 days of proceedings. Reference to arbitration shall be a condition precedent for any other action under the law. A specimen of the affidavit is enclosed as Annexure 'C'

SECTION III- BID DATA SHEET (BDS)

1. GENERAL	
1.1	TENDER NUMBER: PIFD/TENDER/2024-2025/052 TENDER NAME: ANNUAL MAINTENANCE OF THE HVAC (CHILLER) SYSTEM THE PROCURING AGENCY: Pakistan Institute of Fashion and Design (PIFD) 51-J-III, Johar Town Lahore
2. CONTENTS OF THE PREQUALIFICATION DOCUMENT	
2.1	FOR CLARIFICATION PURPOSES CONTACT PERSON Attention: Mr. Umar Saleem Procurement Officer PIFD, 51-J/III, Johar Town Lahore
2.2	WEB PAGES: Procuring Agency: www.pifd.edu.pk Authority: www.ppra.org.pk , EPADS: https://eprocure.gov.pk
2.3	PRE-BID MEETING: Not Required
2.4	LANGUAGE OF BID: English
3. SUBMISSION OF BIDS	
3.1	THE DEADLINE FOR BID SUBMISSION: Date: April 9 th , 2024 Time: 11:00 am,
3.2	THE OPENING OF THE TECHNICAL BIDS Same day at 11:30 am
3.3	THE PROCURING AGENCY'S ADDRESS: Pakistan Institute of Fashion and Design 51-J/III, Johar Town, Lahore
3.4	ELECTRONIC SUBMISSION: <ul style="list-style-type: none">• Bidders shall not have the option of submitting their Bids electronically through E-mail /Fax• The Bidders are required to submit their bids online on EPADS (e-Pak Acquisition & Disposal System) https://eprocure.gov.pk without failure otherwise bid will be rejected.
4.	BIS SECURITY/EARNEST MONEY Rs. 87,000/- drawn in drawn in favour in Pakistan Institute of Fashion & Design (PIFD)
	PERFORMANCE SECURITY 5% of the Total Tender amount in the form of CDR, Demand Draft

SECTION IV – TERMS OF REFERENCE AND SCOPE OF WORK

31 SCOPE OF WORK AND ITEM SPECIFICATIONS

The detailed scope of the work is listed as follow which is to be carried in annual maintenance of HVAC system.

1. CHILLER OVERHAULING:

Make: Sanyo Dalian, Direct Fired Absorption Chiller
Model: DG-E 23 KGML
Capacity: 280 RT

DESCRIPTION	QTY.
1. De-scaling of Absorber and Condenser Heat Transfer Tubes (Chemical Cleaning & Brushing with Tube Cleaning Machine). 2. Cleaning & Lacquer Spray of Absorber and Condenser Water Boxes. 3. Tube Brushing and Cleaning of H.T Generator Tubes. 4. Complete Servicing of the Burner, Blower Cleaning and Flame Adjustment. 5. Cleaning of Oil/Fuel Filter and Lubrication of Sensors. 6. Safety Checks including Gas Pressure Switch, Air Pressure Switch, Gas Steiner and Checking of Electrical Devices. 7. Conduct following tests of Lithium Bromide (LiBr) solution from PCSIR lab and charging of LiBr/Inhibitor after test report. <ul style="list-style-type: none">• Specific Gravity (Lithium Molybdate Concentration)...ppm• PH and Alkalinity (Affects Metal Corrosion)N• Copper Content and Suspended Solids (Measures Tube Corrosion) ...ppm• Iron Content (Measures Tube Corrosion)ppm• Alcohol Test (Presence of Octyl Alcohol)	01 Job

2. AHUs:

DESCRIPTION	QTY.
1. Cleaning of Filters and Cooling Coils. 2. Greasing of Motor and Blower Bearings.	08 Job

3. COOLING TOWER:

DESCRIPTION	QTY.
1. Descaling/Cleaning of Cooling Tower and Filler Sheets with Chemicals. 2. Alignment of Fan Motors of Cooling Tower.	01 Job

4. WATER TREATMENT CHEMICALS:

SR#	DESCRIPTION	QTY.	UNITS
1	CT-500 (Scale & Corrosion Inhibitor)	120	Kg
2	PT-30 (PH Maintainer)	300	Kg
3	CN-100 (Anti-Corrosion)	360	Kg
4	BT-01 (Biocide)	360	Kg

5. OTHER CHEMICALS & PARTS REQUIRED:

SR#	DESCRIPTION	QTY.	UNITS
1	Lithium Molybdate 20%	03	Liters
2	Octyle Alcohol 99.9%	2.5	Liters
3	Purge Pump Oil	02	Liters
4	Cooling Tower Fan Motor Belts (V-Belts No. 145)	12	Nos.

6. MISCELLANEOUS WORKS :

- Lab Test of Cooling Water and Chilled Water for Compliance with Standards before and after maintenance.
- Charging of Open and Close Circuit Chemicals after Lab Test.

32 TERMS OF REFERENCE :

- 32.1 The contractor must adhere to industry standards and best practices throughout the project.
- 32.2 The Procuring Agency shall have the right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s), under PPRA Rules 2004 without any change in unit prices or other terms and conditions,
- 32.3 Comprehensive Maintenance warranty period will be nine (09) months from the date of completion of work.

33 ACCEPTANCE CRITERIA:

- 33.1 Verification of the original product is required.
- 33.2 Provision of warranty for equipment as per Clause 27 of the Tender Document or 1 year comprehensive (if any).
- 33.3 Provision of service warranty upon completion of the project in accordance with Clause 27 of the Tender Document

NOTE :

Vendors are advised to visit and inspect the system before making an offer.



SECTION V - APPLICATION FORMS

Annexure 'A'

**Bid Submission Form
(On the letterhead of the firm)**

Date: -----/-----/2025

Secretary Tender Committee

Procurement Office,
Pakistan Institute of Fashion and Design,
51-J/III, Johar Town, Lahore

SUBJECT: ANNUAL MAINTENANCE OF THE HVAC (CHILLER) SYSTEM

We, the undersigned, submitting our Bid for the referenced Invitation to Bid and declare that:

- a. **No reservations:** We have examined and have no reservations about the Tender Document, including Addendum(s) No(s), issued in accordance with Instructions to Bidders.
- b. **No conflict of interest:** We have no conflict of interest
- c. **Eligibility:** We meet the eligibility requirements, and we have not been suspended by the PIFD based on the execution of a Bid/Proposal.
- d. **Not bound to accept:** We understand that you may cancel the Bidding process at any time without incurring any liability to the Bidders.
- e. **True and correct:** All information, statements, and descriptions contained in the Application are in all respects true, correct, and complete to the best of our knowledge and belief.

Name of Authorised Person	SIGN
Designation	
Signature & Stamp	
Date	-----/-----2025

PRICE REASONABILITY CERTIFICATE

- (1) We certify that the prices quoted against this tender are reasonable and not more than the prices charged from any other Agencies in the country and in case of any discrepancy, we hereby undertake to refund the price charged in excess.
- (2) We also hereby categorically confirm that the services offered by us are exactly according to the particulars and specifications laid down in your tender inquiry in all respects.
- (3) We hereby confirm to adhere to the service period required in the tender inquiry which would be the essence of the contract and which will be strictly adhered to by us. In case of failure, we agree unconditionally to accept the recovery of liquidated damages as spelled out above.

Name of Authorised Person	
Designation	
Signature & Stamp	
Date	-----/-----2025

AFFIDAVIT

FROM:	
TO:	
	Pakistan Institute of Fashion and Design, Lahore (PIFD)
	57 J-III, Johar Town
	Lahore

1. We, M/S _____ having our office at _____ hereby undertake that if any conflict/dispute regarding execution of work arises with PAKISTAN INSTITUTE OF FASHION AND DESIGN, we shall not resort to any court of law. The dispute/difference, if any, shall be settled as per relevant clauses of the tender documents issued by PIFD.
2. We, M/S _____ are not involved in any litigation and have never been blacklisted by any organization in Pakistan.

Authorized Signature:-----

NAME OF FIRM	
STAMP:	
COMPLETE ADDRESS	

Dated: -----/-----2025

Declaration Form

(Mandatory: On Letterhead, Non-provision will disqualify the bidder)

All terms & conditions have been carefully read & understood and are hereby unconditionally accepted. It is declared that:

- 1) I understand that by inserting any condition in my bid consciously or unconsciously will AUTOMATICALLY disqualify me from the bidding process.
- 2) All the information furnished by me/us here-in is correct to the best of my knowledge and belief.
- 3) I/We have no objection if inquiries are made about the work listed by me/us in the accompanying annexure.
- 4) I/We agree that the decision of the Committee in selection will be final and binding to me/us.
- 5) I / We have read the instructions appended to the pro forma and I/We understand that if any false information is found at any stage, the Tender Committee is at liberty to act in a manner it feels deemed fit, which includes, but not limited to, confiscation of Security/Earnest Money AND/OR imposing a bar/restriction from future business with Pakistan Institute of Fashion and Design (PIFD), Lahore AND/OR blacklisting.

TENDER NAME	
NAME OF FIRM	
YEAR OF ESTABLISHMENT	
NAME OF THE OWNER / AUTHORIZED AGENT	
OFFICE ADDRESS	
GST NUMBER	
NTN	
VALID TELEPHONE #	
VALID EMAIL	
SIGNATURE & STAMP	

FINANCIAL PROPOSAL / PRICE SCHEDULE

Name of Company:	
Authorized Person Name & Contact #	

SUMMARY FOR THE COST OF BID

S#	Item Name	Amount Inclusive of all the Tax
1	CHILLER OVERHAULING:	
2	AUHs OVERHAULING:	
3	COOLING TOWER OVERHAULING	
4	WATER TREATMENT CHEMICALS	
5	OTHER CHEMICALS & PARTS REQUIRED	
6	MISCELLANEOUS WORKS	
Total Bid Amount (Inclusive of All Taxes)		

Bid Amount in Words:

--

BID SECURITY/EARNEST MONEY INFORMATION (Attached Copy of the CDR)

Amount of Bid Security/Earnest Money:	Rs.
CDR / Demand Draft/Bank Draft #	
Name of the Bank:	

Authorized Signature & Stamp:

(on the letterhead and attach with Financial Bid only.)

FINANCIAL PROPOSAL / PRICE SCHEDULE

Name of Company:	
-------------------------	--

COST BREAKUP

S#	Item Name	Qty	Unit	Total Amount		
				Without Tax	Tax	with Tax
1	CHILLER SERVICE:	01	Job			
2	AUHs SERVICE:	08	Job			
3	COOLING TOWER SERVICE	01	Job			
4	WATER TREATMENT CHEMICALS					
	1. CT-500 (Scale & Corrosion Inhibitor)	120	Kg			
	2. PT-30 (PH Maintainer)	300	Kg			
	3. CN-10 (Anti Corrosion)	360	Kg			
	4. BT-01 (Biocide)	360	Kg			
5	OTHER CHEMICALS & PARTS REQUIRED					
	1. Lithium Molybdate 20%	03	Liters			
	2. Octyle Alcohol 99.9%	2.5	Liters			
	3. Purge Pump Oil	02	Liters			
	4. Cooling Tower Fan Motor Belts (V-Belts No. 145)	12	Nos.			
6	MISCELLANEOUS WORKS					
	1. Regular lab test of cooling water and chilled water for compliance with standards biannually basis					
	2. Charging of Open and Close Circuit Chemicals after Lab Test					
TOTAL BID AMOUNT (INCLUSIVE OF ALL TAXES)						

BID AMOUNT IN WORDS:

--

Authorized Signature & Stamp:

TECHNICAL BID FORM

The bidder must attach this list along with the Technical Bid on letterhead.

1	Name of the Company:	
2	Year of Registration:	
3	Legal Status of the Company	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Private Limited/Private Partnership <input type="checkbox"/> Partnership /AoP
4	NTN Registration Number:	
5	GST Registration Number	
6	No. of Years of Experience	
7	Postal Address of the Company	
8	Office Telephone Number	
9	Email Address	
10	Name of Contact Person	
11	Contact Number	
12	Email Address of Contact Person	
Name of Authorised Person		
Designation		
Signature & Stamp		
Date	/.....2025

TECHNICAL EVALUATION CRITERIA

Description	Maximum Marks	
1. Financial Strength (Attach Income Tax Return of FY 2022, 2023 and 2024)		
Average Annual Revenue/Sales T.O From 5 Million up to 7 Million	05	15
Average Annual Revenue/Sales T.O more than 8 Million up to 10 Million	10	
Average Annual Revenue/Sales T.O above 10 Million	15	
2. Relevant Experience (Attach copy of the business registration certificate)		
3 - 6 Years of Experience	05	15
7 - 10 Years of Experience	10	
Above 10 years of Experience	15	
3. Legal Status of the Company (Attach proof of company registration)		
Sole Proprietor	05	15
Partnership / AOP	10	
Private Limited Firm / Private Partnership Firm	15	
4. List of Clients (Attached relevant Ref. Letters from clients/Purchase/Work Orders etc)		
If 1 - 3 Clients	05	15
If 4 - 6 Clients	07	
If 7 - 10 Clients	10	
If more than 10 Clients	15	
5. Maintenance Experience (for Sanyo make Chillers only)		
Pervious work history (Work orders/Contract/Completion certificate)	10	20
Training/Authorized Distribution Certificate	10	
6. In-House Expertise (Management, Team, Machinery & Equipment)		
List of Technical Staff & Skilled Labor	10	20
List of Machinery	10	

Note: It is mandatory for firms to secure 50% marks in criteria category # 5 and 6 mentioned above. The minimum Technical Score "Ts" required to pass is 70 Marks. The firms having technical score below 70 Marks in their technical proposal evaluation shall be disqualified and shall not be considered for financial evaluation.

Total Marks: 100 Marks
Qualifying Marks: 70 Marks

ITEM SPECIFICATIONS CONFORMANCE FORM

Item Sr # 4 & 5 in the scope of work

Item Name	Specification	Offered Brand /Model/Make
1.		
2.		
3.		
4.		
5.		



PAKISTAN
INSTITUTE OF
FASHION AND
DESIGN

TENDER ADVERTISEMENT FEE DEPOSIT SLIP
For PPRA Use Only

HBL ISLAMIC BANKING اسلامی بینک		Deposit Slip Customer Copy	
Branch: <u>PPRA</u>	Date: <u>13/03/2025</u>		
Account Title: <u>اکاؤنٹ ہولڈر کا نام</u>			
IBAN: <u>PK</u> <u>H A B B</u> <u>00</u> <u>04540013100701</u>			
Currency: <input type="checkbox"/> PKR <input type="checkbox"/> USD <input type="checkbox"/> EURO <input type="checkbox"/> GBP <input type="checkbox"/> JPY <input type="checkbox"/> Others	Account Type: <input type="checkbox"/> Current <input type="checkbox"/> Savings		
Credit Card No.:			
<input type="checkbox"/> CASH	AMOUNT		
BANK / BRANCH: <u>HBL</u>	CHEQUE/INSTRUMENT NO.:	<u>15000/-</u>	
	TOTAL AMOUNT:	<u>15000/-</u>	
Total Amount in Words: <u>Fifteen Thousand Only</u>			
Depositor's Name: <u>ERNEST</u>	Fund Transfer Customer Account		
Contact No.:	Branch: 5039-188 EXPO CENTER LAHO		
Depositor's CNIC No.:	From Account: PK36HABB005039XXXXX851		
Depositor's Account No.:	To Account: PK17HABB0004540013100701		
	Amount: *****15,000.00 PKR		
	Charges: *****.00 Date' 2025-03-13		
	Teller UG66 Time 14.51.33.415000		
Received By: <u>[Signature]</u>	Depositor's Signature: <u>[Signature]</u>	(As per Terms & Conditions on reverse) (Not official unless validated)	
<u>27543589</u>			

FASHION AND
DESIGN