

## BIDDING DOCUMENTS



### **FOR SERVICES LEVEL AGREEMENT FOR WATER CHILLER UNITS INSTALLED AT DIFFERENT POINTS ACROSS THE UNIVERSITY IN MAIN CAMPUS & PARS CAMPUS AT FAISALABAD.**

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#### **SPECIAL INSTRUCTIONS**

1. No cutting, erasing is allowed in the Tender bid.
2. Bid offered strictly in accordance with the bid document will only be accepted.
3. Only typed bid will be accepted
4. Bid must be submitted with tape binding.
5. Call Deposit Receipt (CDR) will be preferred. However, any other bank instrument may also be accepted except Bank Guarantee.

**THIS IS FOR STRICT COMPLIANCE, FAILING WHICH THE RESPECTIVE BID  
SHALL STAND CANCELLED**



## INVITATION TO BID

### **UNIVERSITY OF AGRICULTURE, FAISALABAD** **(TENDER NOTICE No.74/2020)**

Sealed tenders are invited from Income Tax and Sales Tax registered firms with Federal and Provincial Revenue Authority on the basis of Single Stage (two envelop procedure) for Service Level Agreement for water chiller units installed at different points across the university in main campus & pars campus at University of Agriculture, Faisalabad.

<b>Date of Receiving and Opening</b>	<b>23.07.2020</b>	<b>Receiving Time</b>	<b>11:00 a.m.</b>
		<b>Opening Time</b>	<b>11:30 a.m.</b>
		<b>Bid Security</b>	<b>2% of the</b>
			<b>Estimated Cost</b>
		<b>Tender Fee</b>	<b>Rs.500/- *</b>
			<b>(Free, if Downloading)</b>

\* **Link for free Downloading:** [http://uaf.edu.pk/directorates/dpiv/dpiv\\_tenders.html](http://uaf.edu.pk/directorates/dpiv/dpiv_tenders.html)

1. The bidding documents are available in the office of the Treasurer (Tender Cell) and the same may be obtained subject to the payment of the cost of the printing and provision of the document (tender Fee) as mentioned above to be deposited in the University Income Account (No.11-9/NBP, UAF Branch). The bidding documents can also be down loaded free of cost from the UAF website [http://uaf.edu.pk/directorates /dpiv/dpiv\\_tenders.html](http://uaf.edu.pk/directorates /dpiv/dpiv_tenders.html)
2. The all interested bidders will submit the bids in the Tender Cell, 1st Floor Admn. Block Treasurer's Office, University of Agriculture, Faisalabad (UAF) as per scheduled mentioned above.

**UMAR SAEED**  
**DIRECTOR (DPIC)**  
(For & On behalf of the Committee)  
Phone#041-9200898, 9200161 Extn.3505  
Email: [dpic@uaf.edu.pk](mailto:dpic@uaf.edu.pk)  
[store\\_officer@uaf.edu.pk](mailto:store_officer@uaf.edu.pk)

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## 1. OBJECTIVES

University of Agriculture, Faisalabad (UAF) intends to have services for maintenance of Water Chiller Units from well reputed companies (on annual basis) for Service Level Agreement of installed 70 water chiller units for a period of 01 year, 2 years and 3 years separately (April to October for Eight Months).

## 2. SCOPE OF WORK

The selected bidder will be responsible to provide services to maintained Water Chiller Units installed at UAF. The bidder will ensure the provision of following:

Depending on the contract, the service engineer/expert will be on site round the clock. The service engineer/expert along with his team will check the Water Chiller Units frequently as detailed below to ensure that the chiller Plants are running efficiently and deliver quality water for drinking round the clock.

- Daily preventive maintenance/checking of all the components of Water Chiller Units are to be carried out by the service engineer and his team to ensure the good drinking water quality round the clock.
- Chlorination of all water chiller units shall be carried out at least twice a month as per WHO standards.
- The service engineer will maintain the Log Book to record all the routine jobs, maintenance status and onsite operating parameters and processes to ensure smooth operation of the chilling units.
- The prices shall be valid for the period of contract. The bidder may be asked to replace any of such part, if the University found it necessary to replace the same for smooth functioning of machine.
- Any complaint shall be entertained within one day (for minor repair) and three days (for major repair) period from the time of reporting the complaint.
- The Company shall be ensure and follow all health & Safety regulations and inform the client immediately about any irregularities.
- Replacement of any component of chiller plant will be made by the company at its expiry or malfunctioning.
- Damaged machine parts will be replaced by branded company along with specified warranty period. In case of leakage, branded refrigerant (gas) will be filled and proper functioning of refrigeration systems/chillers will be ensured for designed cooling efficiency/COP.
- Changed/replaced parts have to be submitted to the concerned office and concerned offices will maintain the relevant registers (stock, dead stock, repair etc.).
- The contract will be offered for a period of 1 year, 2 year and 3 years (April to October) separately. However, renewal will be made with the consent of both parties.
- The company will be responsible for every component of Water Chiller Unit and University will have to ensure the stable electric supply only at each Water Chiller Unit.
- The University team is authorized to inspect the Water Chiller Units at any time round the clock.

## 3. PROPOSED DOCUMENT FORMAT

The objective of bid submission requirement is to provide bidders the information to submit their bid in response of this Bidding Documents according to the requirements and in order / sequence as set forth. Bidders must pursue following requirements for their proposals / bids.

- ❖ For this tender ‘**Single stage - Two Envelopes**’ procedure of open competitive bidding shall be adopted.
- ❖ Bids shall comprise of single envelope containing two separate envelopes, i.e. **Technical and Financial Proposals**, and clearly marked Technical and Financial proposals on the respective envelopes. Envelopes must also be labeled with the name, address and contact number of the bidding company, and also the Title of the Tender for which the bid is being submitted.

The proposal will be evaluated on the basis of criteria already indicated in Annex-D. The technical proposal will be evaluated first and financial bids of the technically qualified firms will be opened in second stage.

### 3.1 TECHNICAL PROPOSAL

In preparing the technical proposal, the vendors are expected to examine the documents comprising this TOR in detail. Material deficiencies in providing the information in the proposal may result in rejection of a Proposal. The vendors will attached the document in sequence as mentioned in annexure-D and mentioned below. Besides of annexure-D, the vendor will offer the services as mentioned in annexure-F as technical deliverables. Therefore, interested Company/ Companies may attach following documents along with their proposals:

- a) Name of firm/Company with location of Head Office, Branch Offices, its status, address, telephone numbers, fax number and email etc.
- b) Detailed Company Profile.
- c) Year of Establishment of company /firm with documentary proof.
- d) NTN and Sales Tax/Provincial Revenue Authority Registration Certificates.
- e) Affidavit to the effect that the firm has not been blacklisted and is not in litigation with any organization/department private or public etc.

### 3.2 FINANCIAL PROPOSAL

- i. Bidders are required to fill the Annex-G while following the format given, and submit it as Financial Proposal. Financial Proposals not according to the given format may lead to the rejection of bid.
- ii. All the Government taxes including GST and any perspective Taxes imposed by Government of Pakistan must be included in the quoted rates. Separate claim in this regard will not be entertained from the Supplier.
- iii. Bidders are required to submit their proposals in PAK Rupees (PKR). A bank draft/pay order amounting **2% of the Estimated Cost worth Rs.1,000,000/-** should accompany the financial proposal as earnest money/bid security drawn in favor of Director, Procurement & Inventory Control, UAF. The bid shall not be considered without earnest money. The amount deposited as earnest money by the supplier will be refunded on signing of agreement and submission of performance security.
- iv. The successful bidders shall have to submit 10% of the total bid value as performance security at the time of signing the agreement, which will be returned after successful completion of contract.
- v. The Financial Proposal must be enclosed separately in sealed envelope marked “FINANCIAL PROPOSAL”. The financial proposals of technically qualified short listed firms will be opened in the presence of the representatives of the firms that may choose to attend. The time and date of the financial bid opening will be communicated at a later time. All the costs must include all applicable taxes.
- vi. Bid Validity period will be 90 days from the opening date of financial bids.

## 4. SELECTION PROCEDURE

- i. Evaluation of the firms shall be based on information provided in Proposals.
- ii. On the basis of technical evaluation, the financial proposal of only technically responsive bid of qualified bidders (minimum 70 marks in evaluation of firm) will be opened in the presence of their representatives who may choose to attend.
- iii. For qualifying in Technical responsiveness, bidders shall fulfill all the requirements as laid out in Part A “Mandatory Requirements” of Technical Evaluation Criteria at Annex-D. If any of the mandatory requirements is not met by the bidder, the bid will be cancelled straightaway and no further consideration will be given.
- iv. Financial proposals of bids found technically non-responsive or non-qualify bidder will be returned un-opened.

- v. The Technical Evaluation committee will be fully authorized to verify the authenticity of the information provided by the bidders as and when required.
- vi. After the approval of contract award, contract / agreement on the stamp paper worth Rs. 100/- shall be executed by the firm with selected bidder within 7 working days from the date of issuance of Letter of Intent on standard terms and conditions.
- vii. If the selected bidder fails to sign the contract within 7 working days then the contract will be awarded to second lowest bidder and the amount deposited as security will be forfeited.

## **5. SUBMISSION, RECEIPT AND OPENING OF PROPOSALS**

5.1 The bidders will be required to submit technical proposal placed in a sealed envelope clearly marked “Technical Proposal,” and financial proposal in a separate sealed envelope clearly marked “Financial Proposal” and warning: “Do Not Open with the Technical Proposal.” Both envelopes shall be placed into an outer sealed envelope bearing the submission address and other information indicated in the Data Sheet.

5.2 The completed technical and financial proposals must be delivered at the submission address on or before date & time as stated in the data sheet (Annex-A). Any Proposal received after the closing time shall be returned unopened.

5.3 The technical proposals shall be opened by the Committee at Directorate of procurement and inventory control, UAF on the same day. The financial proposal shall remain sealed and will be kept in the custody of the client.

## **6. PROPOSAL EVALUATION**

### **6.1 TECHNICAL PROPOSAL**

The committee will carry out the evaluation of proposals on the basis of their responsiveness to the TOR, applying the evaluation criteria and point system specified in the Data Sheet. The Client will notify firms of the rejection of their technical proposal indicating that their financial proposals if any will be returned unopened after completing the selection process.

### **6.2 FINANCIAL PROPOSAL**

The Client will notify in writing the technically qualified firms the date, time and address indicated in the Data Sheet, for opening the financial proposals. The opening date shall not be sooner than 5 calendar days after the notification date. The notification may be sent by registered letter, cable telex, facsimile, or electronic mail.

On opening the financial proposals in the presence of the representative of the firms who may choose to attend, the Client will announce the names of the firm, the technical scores, and the amounts of their financial proposals in respective meetings. The Client will keep a register of representatives attending the meeting.

## **7. MODE OF PAYMENT**

Recurring charges will be paid on monthly basis after completion of each month upon submission of bill/invoice by the firm and endorsed by the contract administrator.

## **8. TERMS & CONDITIONS**

- a. The successful bidder shall be responsible for the delivery of all services provided for within the contract on the basis of fixed price agreement set at the beginning of the contract. The contract would be for one, two or three years period from the date of commencement of the contract subject to satisfactory performance, it may be extended for further period with the consent of both parties on same terms, depending upon performance, quality of work, price and level of service. Price in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.
- b. The bid money (which will be called with Financial bid) of unsuccessful tenderers will be returned as promptly as possible.

- c. An affidavit by the vender will be required to the effect that neither the tenderer has been disqualified, blacklisted by any relevant authority nor are there any proceedings pending that may result in such disqualification or blacklisting.
- d. UAF will enter into an agreement with the successful bidder on the terms and conditions of tender documents.
- e. The successful bidder shall not let, sublet, assign or sub-contract or otherwise, his interests in the contract to any other person or company providing such services.
- f. Any act of the bidder in contravention of these terms and condition would be treated as breach of contract.
- g. The information provided by the tenderers will be treated as contractual binding. However, the UAF reserve the right to seek clarification or verification of any such information.
- h. The successful bidder shall not do anything which may adversely affect or impair the reputation or interests of the UAF otherwise his contract will be liable to be cancelled and his security deposited with UAF will be forfeited and firm will be blacklisted.
- i. The Client (UAF) reserves the right to accept or reject any tender or to annul the tendering process and reject all the tenders at any time prior to acceptance/ contract award, without thereby incurring any liability to the tenderers.
- j. The UAF Committee may physically verify the information provided by the bidder in accordance to the Annex-D.
- k. The successful bidder shall not share any information of the UAF with any unauthorized person and shall ensure the security of the information.
- l. If the services of successful company is not upto satisfaction of UAF reserves the right to cancel the Contract / agreement, forfeit the bid money and have contract with 2<sup>nd</sup> lowest party at the risk and the cost of the (1<sup>st</sup> lowest) company.
- m. In case of sudden public holiday the bids will be open on next working day.
- n. In case of dispute the matter will be referred to Vice Chancellor, UAF whose decision will be binding on both parties.
- o. In case of delay in provision of services within given time in the work order, UAF reserves the right to impose penalty @1% of contact value for each day of delay, not exceeding the 10% of contract value.

**The above-mentioned terms & conditions have been carefully read & are hereby unconditionally accepted.**

## **9. CLARIFICATION (REFERENCES)**

Queries regarding this RFP shall be submitted in writing to:

Umar Saeed  
Director Procurement & Inventory Control  
University of Agriculture,  
Faisalabad  
Phone: +92-41-9200898  
Email: [dpic@uaf.edu.pk](mailto:dpic@uaf.edu.pk)  
[kadri@uaf.edu.pk](mailto:kadri@uaf.edu.pk)

ANNEX- A

Data Sheet  
Information to Vendors

- (1) The name of the Client is: UNIVERSITY OF AGRICULTURE, FAISALABAD.
- (2) A separate technical and a financial proposal is requested: Yes
- (3) The name of the Assignment is: FOR SERVICES LEVEL AGREEMENT FOR WATER CHILLER UNITS INSTALLED AT DIFFERENT POINTS ACROSS THE UNIVERSITY IN MAIN CAMPUS & PARS CAMPUS AT FAISALABAD.
  
- (4) pre-proposal conference will be held: No
- (5) The name, address and telephone/numbers of the Client’s Official is:  

**Prof. Dr. Muhammad Yaseen**  
Chief Hall Warden/Convener  
University of Agriculture,  
Faisalabad  
Phone: +92-41-9200161  
Ext. 4000
  
- (6) The address for requesting clarifications is: As above in (5)
- (7) Proposals must remain valid for 90 days after the opening of Financial Bid.
- (8) The evaluation criteria is:
  - a) Technical Proposal = Minimum 70% marks are required to participate in Financial Bids if offered as per requirement mentioned in scope of work.
  - b) Financial Proposal = Bidder having lowest evaluated cost
- (9) The criteria for evaluation of Technical Proposal as defined in Annexure “D”

Technical Score:

- |                              |                  |
|------------------------------|------------------|
| • Technical Evaluation Marks | Total 100 Points |
| • Qualification Threshold    | 70%              |

Note:

- Contract will be awarded on least cost basis.

**ANNEX-B**

**TECHNICAL PROPOSAL SUBMISSION FORM**

Prof. Dr. Muhammad Yaseen,  
Chief Hall Warden/ Convener  
University of Agriculture,  
Faisalabad  
Phone: +92-41-9200161  
Ext: 4000

Sir,

We, the undersigned, offer to provide the **FOR SERVICES LEVEL AGREEMENT FOR WATER CHILLER UNITS INSTALLED AT DIFFERENT POINTS ACROSS THE UNIVERSITY IN MAIN CAMPUS & PARS\_CAMPUS AT FAISALABAD**. We are hereby submitting our Technical Document along with Financial bid, sealed in envelope.

2. We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever.
3. The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours' sincerely

Authorized Signature:  
Name and Title of Signatory:

COMPANY PROFILE

<b>Name of Firm/ Company</b>	
<b>Name of bidder</b>	
<b>Office Address of Firm/Agent</b>	
<b>Email address of firm/ agent</b>	
<b>NIC No of Bidder</b>	
<b>Telephone No. /Cell No.</b>	
<b>Fax No.</b>	
<b>NTN /Sales Tax/PST Number</b>	
<b>Name of Authorized Person/Contact No.</b>	

<b>Signature of the bidder</b>	Authorized Representative
<b>Stamp</b>	

ANNEX-D

Basic Criteria (Mandatory Requirements)

Sr. No.	Attributes	Reference Page#
1.	Income Tax Certificate.	
2.	GST Certificate	
3.	PRA Certificate	
4.	Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
5.	Locations of offices at Faisalabad, etc.	
6.	Income Tax Return for the year 2018 and 2019.	

Technical Evaluation Criteria for Tracking Services

S. #	Attributes	Max. Score	Weightage	Criteria	Reference Page# Documentary Proof										
1.	Complete name of firm/company with location of Head Office, Branch Offices. Correspondence address, telephone number, fax number email.	5	0-5	One No. for each branch over to that maximum will 5 marks.	Printed brochure with branches or mentioned at website of company										
2.	Company in Operations (No. of years) Documentary proof and references required	20	0-20	Five marks will be awarded for each year of experience.	Certificate of incorporation										
3.	No of employees (Present Strength) Less than 10= Zero Marks	10	0-10	<table><tr><td>No. of employees</td><td>10 - 20</td><td>21 - 50</td><td>51 - 80</td><td>81 - 100</td></tr><tr><td>Marks Allocated</td><td>4</td><td>6</td><td>8</td><td>10</td></tr></table>	No. of employees	10 - 20	21 - 50	51 - 80	81 - 100	Marks Allocated	4	6	8	10	Company website data alongwith employee directory or list alongwith qualification and complete contact no.
No. of employees	10 - 20	21 - 50	51 - 80	81 - 100											
Marks Allocated	4	6	8	10											
4.	ISO Certification	10	0-10	If certified will get 10 marks otherwise zero											
5.	Similar Work of experience with documentary proof.	15	0-15	Marks will be distributed as per following details. <table><tr><td>No. of Clients</td><td>1-3</td><td>4-6</td><td>7-10</td></tr><tr><td>Marks Allocated</td><td>5</td><td>10</td><td>15</td></tr></table>	No. of Clients	1-3	4-6	7-10	Marks Allocated	5	10	15	Order/contract copy along with address and contact No. of client.		
No. of Clients	1-3	4-6	7-10												
Marks Allocated	5	10	15												
6.	Technical Work Force  R&D Setup R&D based on feedback from Users/clients and necessary changes in system	20  5	0-20  0-5	Electric Engineer =5 Mechanical Engineer=5 Technician (one for each technician=5  If the company has its own R&D Setup then 5 marks otherwise zero	CV,s of the staff. (The staff should have minimum 3 years' experience in his/her field then shall be considered for Score)										

7.	Financial soundness	15	0-15	Sound financial position of the bidder (cash available equal to 50% of the quoted value as per bank statement) not earlier than the last week of the closing date of receipt of the tender or 5 time sales volume of quoted value as per Income tax returns of last financial year.	Bank Statement/ income tax return for previous year
Total Marks		100			

FINANCIAL PROPOSAL SUBMISSION FORM

Prof. Dr. Muhammad Yaseen,  
Chief Hall Warden/Convener  
University of Agriculture,  
Faisalabad  
Phone: +92-41-9200161  
Ext: 4000

Sir,

We, the undersigned, offer to provide the **FOR SERVICES LEVEL AGREEMENT FOR WATER CHILLER UNITS INSTALLED AT DIFFERENT POINTS ACROSS THE UNIVERSITY IN MAIN CAMPUS & PARS CAMPUS AT FAISALABAD.** Rates mentioned in our attached financial proposal are inclusive of all applicable local taxes.

2. We understand you are not bound to accept any Proposal you receive and reserves the right to accept or reject any offer and to annul the bidding process and reject all proposals without assigning any reason or having to owe any explanation whatsoever. The decision of evaluating committee shall be final and cannot be challenged on any ground at any forum and the evaluating committee will not be liable for any loss or damage to any party acting in reliance thereon.

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

Deliverables

Sr.#	Description	Offer	Qty.
1	<p><b><u>FOR SERVICES LEVEL AGREEMENT FOR WATER CHILLER UNITS INSTALLED AT DIFFERENT POINTS ACROSS THE UNIVERSITY IN MAIN CAMPUS &amp; PARS CAMPUS AT FAISALABAD:</u></b></p> <p>Depending on the contract, the service engineer/expert will be on site round the clock. The service engineer/expert along with his team will check the Water Chiller Units frequently as detailed below to ensure that the chiller Plants are running efficiently and deliver quality water for drinking round the clock.</p> <ul style="list-style-type: none"><li>• Daily preventive maintenance/checking of all the components of Water Chiller Units are to be carried out by the service engineer and his team to ensure the good drinking water quality round the clock.</li><li>• Chlorination of all water chiller units shall be carried out at least twice a month as per WHO standards.</li><li>• The service engineer will maintain the Log Book to record all the routine jobs, maintenance status and onsite operating parameters and processes to ensure smooth operation of the chilling units.</li><li>• The prices shall be valid for the period of contract. The bidder may be asked to replace any of such part, if the University found it necessary to replace the same for smooth functioning of machine.</li><li>• Any complaint shall be entertained within one day (for minor repair) and three days (for major repair) period from the time of reporting the complaint.</li><li>• The Company shall be ensure and follow all health &amp; Safety regulations and inform the client immediately about any irregularities.</li><li>• Replacement of any component of chiller plant will be made by the company at its expiry or malfunctioning.</li><li>• Damaged machine parts will be replaced by branded company along with specified warranty period. In case of leakage, branded refrigerant (gas) will be filled and proper functioning of refrigeration systems/chillers will be ensured for designed cooling efficiency/COP.</li><li>• Changed/replaced parts have to be submitted to the concerned office and concerned offices will maintain the relevant registers (stock, dead stock, repair etc.).</li><li>• The contract will be offered for a period of 1 year, 2 year and 3 years (April to October) separately. However, renewal will be made with the consent of both parties.</li><li>• The company will be responsible for every component of Water Chiller Unit and University will have to ensure the stable electric supply only at each Water Chiller Unit.</li><li>• The University team is authorized to inspect the Water Chiller Units at any time round the clock.</li></ul>		70

**ANNEX- G**

S .No	No. of Water Chiller Units	Monthly cost per Water Chiller Unit	Total cost for 1st year,, 2nd year & 3 <sup>rd</sup> year
1.	70 Nos.		
2.	70 Nos.		
3.	70 Nos.		

Total Bid Value:

Total Bid Value: (in words)

**Note. The bid value must be inclusive of GST/PST and all other taxes.**