

TENDER DOCUMENTS

Contract of Operation & Maintenance of HVAC Plant and AC Units

Sealed Bids on single stage two envelope procedure are invited from reputable Contractors/Firms registered with Income Tax and Sales Tax Authorities (NTN/GST), and also included in the Active Taxpayers List (ALT) of FBR, and having valid Vendor Number of AGPR, Islamabad for Operation and Maintenance Contract, Servicing and Overhauling Works (Services/Labours only) of Heating Ventilation & Air Condition (HVAC) Plant and AC Units installed in the Ministry of Science & Technology Building, 1-Constitution Avenue G-5, Islamabad. Details of HVAC Systems to be maintained along with the detailed Scope of Work is given below.

2. The bids of only those bidders will be considered who meet the criteria and provide the below information:

- a. The firm should have at least 15-20 years' experience in the Operation & Maintenance of Direct Fire Absorption Double Effect LS Chillers/Heater and in repair and maintenance of wall-type and ceiling type AC units.
- b. Proof of valid current registration with Pakistan Engineering Council in C-3 and above Category.
- c. **Proof of e-Pak Acquisition & Disposal System (EPADS) registration. Non-registered firms will stand disqualified/rejected.**
- d. Details of present and past 05 years Operation and Maintenance Contracts of similar Chillers, their Contract Value along with copies of Contract/Work Order.
- e. Registered Name & Address of the Company along with phone, fax and email address (copy of registration to be furnished).
- f. List of Technical staff, their qualification/experience and details of in-house facilities.
- g. National Tax Number and Income Tax Clearance Certificate of last 03 years return.
- h. Complete profile of the firm.
- i. Affidavit that the Firm is not Black listed in any Govt/Semi Govt Organization.

3. **The Tender must be submitted on E-PADS. Hard copy of any bid will not be accepted.**

I. Details of Units/equipments installed at MoST Building:

S.#	Equipments	Quantity
1.	Direct Fire Absorption Double Effect LS Chillers/Heater (Korea)	350 Tons, 2 No.
2.	Cooling Towers – induced Draft.	1680 US, GPM X 3 No.
3.	Air Handling Units (AHUs) Floor Mounted.	12 No. Floor Mounted
4.	Mini Air Handling Units – Ceiling Mounted.	11 No. Ceiling Mounted
5.	Fan Coil Units (FCUs)	44 No.
6.	Chilled Water Motors / Pumps	50 Hp / 35 KW, 2 No.
7.	Condenser Water Motors / Pumps	75 Hp / 50 KW, 2 No.
8.	VAVs Units	8 No.

9.	Exhaust Fan (Roof Top)	5 No.
10.	Basements Car Parking & Kitchen / Toilets Exhaust Fans	1 No.
11.	Electrical Panels (Mcc-Apc), Ducting, Piping, Gate Values, Strainers etc.	01 Complete Job Mcc – 1 No. Apc – 11 No.
12.	Allied accessories / equipments.	Complete.

II. Detail of AC Units installed in Ministry:

S.NO	A/C Type	No. of Tons	Quantity
1.	Celling type	2.5 (Three Phase)	05
2.	Celling type	2	02
3.	Wall type	2	01
4.	Celling type	1.5	07
5.	Wall type	1.5	14
6.	Celling type	1	05
7.	Wall type	1	01

III. **Scope of Work:**

- (i) The HVAC System along with its auxiliaries like FCUs, AHUs etc. associated equipment and systems would be operated and maintained wholly by the Contractor ensuring optimal performance without any assistance of owner's staff. The operation timings shall be designated by the Ministry.
- (ii) The Contractor shall provide qualified, experienced and competent staff as mentioned below for the operation of complete HVAC equipment/systems and comply with the applicable codes and regulations. The contractor will also provide an approved uniform, safety kits and identity card to all its employees deployed at MoST Building.
- (iii) The Contractor shall provide qualified, experienced and competent staff as mentioned below for the repair and maintenance of AC units [as stated in table 3(II)] installed in this Ministry.
- (iv) The building automation job is not included in this contract.
- (v) Contractor shall be bound to submit their staff duty roster to MoST every month. The MoST has the right to check the daily attendance of contractor's concerned staff and initiate action in case of the late coming. The contractor's staff will be bound to rectify the fault in shortest possible time. In case of intentionally / willfully delay causing embarrassment to MoST, the same be removed from the site and the loss (if any) be made good by the Contractor.
- (vi) Contractor will depute the following staff at site along with complete documents, qualification and experience certificates:

S.No.	Descriptions	Quantity	Unit
(1)	Operation & Maintenance of HVAC System	24	Months
(2)	Staff List		
	a) Engineer Incharge	1	No.
	b) Chiller Operator DAE	1	No.

	c) Technician	1	No.
	d) Electrician	1	No.
	e) Helper	2	No.
	A welder also be arranged on requirement basis.		

- (vii) Necessary records of the important operating parameters shall be kept during the operation period. These shall conform to the figures and efficiency ratings as per the equipment manufacturer and building designs requirements.
- (viii) The Contractor will arrange / have own pick-up vehicle for emergency carriage of stores / parts.
- (ix) Contractor will provide free services (Labour only) during seasonal de-scaling and job will be completed under the supervision of well experienced chemist and in presence of MoST relevant staff.
- (x) Contractor shall be exclusively responsible for payment of remuneration and legal benefits to its staff / employees including compensation for any death or injury while performing their duty. The contractor's obligation under this contract and MoST bear no obligation or responsibility of any count whatsoever. Further, the contractor shall be exclusively responsible for the safety and well-being of its staff/employees and will get them adequately insured against accidental death or injury on the MoST premises at his cost. In this respect, the contractor identifies and agrees to hold the MoST harmless against any claims, demands or legal benefits, workmen's compensation claims or any grievances arising out of their employment with the contractor.
- (xi) The contractor shall be responsible for obtaining all Government permits and license that may be needed for performing the services contemplated under this Contract.
- (xii) In case no tax exemption certificate is provided by the Contractor the MoST will deduct all the state levies prescribed by the Government from time to time.
- (xiii) The Contractor's staff / employees shall be in neat and clean uniforms. The contractor further undertakes to equip them with all necessary instrument tools and supplies. The contractor further assures the MoST of their good health conduct and character and to provide replacement in case any staff is absent / misbehaved. Report shall be prepared and submitted by the contractor for its employees in such format and at such frequency as the MoST may reasonably require giving details of all aspect of the duties carried out by them.
- (xiv) MoST reserves the right to terminate this Contract / Agreement upon 30-days notice in writing. However, MoST have the right to terminate the contract forthwith without any compensation if the contractor fails to provide the services to the utmost satisfaction of the MoST or commits any other breach of its obligations under this Contract.

IV. **WORKING HOURS**

The Contractor will operate the HVAC Plant providing effective air-conditioning/heating in the building as following:

Monday to Friday	From 8.00 AM to 5.00 P.M.
Cooling Operation	09 Months Per Year
Heating Operation	03 Months Per year

V. **VALIDITY OF THE CONTRACT:**

The Contract shall remain valid for a period of **two years** covering the period from 01.07.2024 to 30.06.2025 and thereafter the same shall be renewed by mutual consent of both the parties for a further period of one year. In case the Contractor is not willing to continue contract with MoST, a thirty days (30) Notice in advance to this effect shall be given to the MoST.

VI. **MAINTENANCE:**

- (i) The contractor shall maintain and service all the HVAC equipments and system with replacement of consumables (list of consumables must be attached) in accordance with the preventive maintenance programs approved by the MoST, equipment manufacturer, ISO Documents and other procedures / amendments agreed in writing from time to time.
- (ii) Contractor shall ensure optimal use of resources and spares during repairs.
- (iii) Necessary record of all maintenance and repairs shall be kept during the contract period and a copy of the same has to be provided to the MoST on periodic basis not exceeding one month period.
- (iv) List of all the spares used and replaced should be maintained by the contractor during the repairs and maintenance. This list shall be forwarded to the MoST on completion of the respective work.
- (v) During maintenance and repairs the applicable standards shall be maintained.
- (vi) MoST will provide routine / general janitorial services to keep the plant room, adjoining passages, and cooling towers terrace neat and clean, cleaning to be done every day. However, cleaning of oil & other lubricants on the floor to be washed / cleaned by the contractor.
- (vii) Supply of miscellaneous items required for daily works such as cotton waste, normal lubricants and grease to be arranged by the Contractor.
- (viii) Contractor shall ensure that the whole HVAC System is operated / maintained and services efficiently to avoid any breakdown during normal operation. The contractor shall also ensure economical consumption of the material and spare parts, which are supplied by the MoST.
- (ix) The temperature on each floor at different location shall be recorded at least twice daily.
- (x) All reading shall be recorded in approved printed log sheets prepared in duplicate. One set would be submitted to the MoST representative every day.

- (xi) The Supervisor Engineer of the Contractor shall regularly submit a monthly report in triplicate to the MoST Representative by the 5th of each month regarding the overall performance of the complete HVAC System during the preceding month and pinpoint any problem / suggestions for the improvement of the HVAC System.
- (xii) The Contractor shall arrange periodic site visit (At least once every quarter) of a Senior Engineer from his Head office to check the operation of the complete HVAC System and the servicing, maintenance and overhauling work carried out by the Contractor's staff.
- (xiii) The contractor will submit the inspection report of the Senior Engineer to the MoST in the first week of every quarter for the preceding quarter.
- (xiv) The contractor shall submit an estimate to the MoST for approval before carrying out any major repair which become necessary in due course but not due to any negligence or default of the contractor, his agents or employees of which the MoST shall be the sole judge. The estimate shall be submitted expeditiously so as not to disrupt the HVAC System operation. The Contractor shall be undertaking the work on approval of the estimate by the MoST.
- (xv) The contractor shall be responsible for regular and effective chemical water treatment of cooling / chilled water system, and record the results on daily basis.
- (xvi) The work of routine servicing and maintenance as required must be completed by the Contractor's staff every day.
- (xvii) In case, Engineer or technical experts from manufacturers are invited / called for inspection, all expenses including air tickets, boarding and lodging etc. will be borne by MoST. However, all action is subject to prior approval of the MoST.

VII. **SCHEDULE OF PRICE:**

- (i) The Contractor will submit his monthly Invoice on the 1st of every month. Monthly Invoice should be cleared within 15 days from the date of receipt of Invoice to MoST.
- (ii) The MoST covenants to pay to the CONTRACTOR in consideration of the operation, supervisions, management and performance of the works, the price of the contract in the manner prescribed by the contract.

VIII. **Documents attached:**

- i. Company profile with list of its recent clients.
- ii. Copy of NTN Certificate of the firm.
- iii. Copy of Sales Tax Registration Certificate of the firm.
- iv. Earnest money not exceeding 5% of quoted price in the shape of Bank Draft/ Pay Order bearing No._____ dated:_____ Drawn at (bank name & address for Rs._____ in favour of "**DDO, Ministry of Science & Technology, Islamabad**") (Refundable to the unsuccessful bidders), **Cheques will not be accepted.**
- v. Product Brochures.
- vi. An affidavit on stamp paper (Rs.50/-) that the firm/company is not blacklisted from any Government / Semi-Government / Non-Government Organization.

4. All financial bids/proposals should be quoted keeping in view the minimum wage policy as announced by the government from time to time i.e. currently Rs.32,000/- per person and the total monthly service charges (excluding applicable taxes) otherwise their bids will stand **rejected**.

5. Ministry of Science & Technology reserves the right to accept or reject our bid and we undertake not to question the decision of Ministry of Science & Technology in this regard. The earnest money amounting to Rs._____ submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above.
