

# SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY

## CONTRACT EVALUATION FORM

### TO BE FILLED IN BY ALL PROCURING AGENCIES FOR PUBLIC CONTRACTS OF WORKS, SERVICES & GOODS

- 1) NAME OF THE ORGANIZATION / DEPTT. Dr. Panjwani for Molecular Medicine Drug Research, I.C.C.B.S University of Karachi
- 2) PROVINCIAL / LOCAL GOVT./ OTHER Provincial Govt.
- 3) TITLE OF CONTRACT Operation, Maintaining and Servicing of Air Cooled System
- 4) TENDER NUMBER PCMD-ICCBS-HVAC-300118
- 5) BRIEF DESCRIPTION OF CONTRACT Operation, Maintaining and Servicing of Air Cooled System
- 6) FORUM THAT APPROVED THE SCHEME Director
- 7) TENDER ESTIMATED VALUE Below One Million
- 8) ENGINEER'S ESTIMATE  
(For civil works only) \_\_\_\_\_
- 9) ESTIMATED COMPLETION PERIOD (AS PER CONTRACT) 06 Months
- 10) TENDER OPENED ON (DATE & TIME) 30-01-2018
- 11) NUMBER OF TENDER DOCUMENTS SOLD Two  
(Attach list of buyers)
- 12) NUMBER OF BIDS RECEIVED Two
- 13) NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS Two
- 14) BID EVALUATION REPORT  
(Enclose a copy) \_\_\_\_\_
- 15) NAME AND ADDRESS OF THE SUCCESSFUL BIDDER M/s. Vorson (Pvt) Ltd.
- 16) CONTRACT AWARD PRICE Rs. 322050/-
- 17) RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT  
(i.e. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> EVALUATION BID). 1st Lowest
- 18) METHOD OF PROCUREMENT USED : - (Tick one)

- a) SINGLE STAGE - ONE ENVELOPE PROCEDURE \_\_\_\_\_  Domestic/ Local
- b) SINGLE STAGE - TWO ENVELOPE PROCEDURE \_\_\_\_\_
- c) TWO STAGE BIDDING PROCEDURE \_\_\_\_\_
- d) TWO STAGE - TWO ENVELOPE BIDDING PROCEDURE \_\_\_\_\_

PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED i.e. EMERGENCY, DIRECT CONTRACTING ETC. WITH BRIEF REASONS:

Director

19) APPROVING AUTHORITY FOR AWARD OF CONTRACT \_\_\_\_\_

20) WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL PROCUREMENT PLAN?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21) ADVERTISEMENT :

i) SPPRA Website  
(If yes, give date and SPPRA Identification No.)

Yes	SPPRA ID 36119 Dated : 11-01-18
No	

ii) News Papers  
(If yes, give names of newspapers and dates)

Yes	Dawn , Jung ,Kawish dated 09-01-18
No	

22) NATURE OF CONTRACT

Domestic Local	<input checked="" type="checkbox"/>	Int.	<input type="checkbox"/>
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23) WHETHER QUALIFICATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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24) WHETHER BID EVALUATION CRITERIA  
WAS INCLUDED IN BIDDING / TENDER DOCUMENTS?  
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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25) WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A  
METHOD OTHER THAN OPEN COMPETITIVE BIDDING?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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26) WAS BID SECURITY OBTAINED FROM ALL THE BIDDERS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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27) WHETHER THE SUCCESSFUL BID WAS LOWEST EVALUATED  
BID / BEST EVALUATED BID (in case of Consultancies)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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28) WHETHER THE SUCCESSFUL BIDDER WAS TECHNICALLY  
COMPLIANT?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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29) WHETHER NAMES OF THE BIDDERS AND THEIR QUOTED PRICES WERE READ OUT AT  
THE TIME OF OPENING OF BIDS?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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30) WHETHER EVALUATION REPORT GIVEN TO BIDDERS BEFORE THE AWARD OF  
CONTRACT?  
(Attach copy of the bid evaluation report)

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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31) ANY COMPLAINTS RECEIVED  
(If yes, result thereof)

Yes	
No	No

32) ANY DEVIATION FROM SPECIFICATIONS GIVEN IN THE TENDER NOTICE / DOCUMENTS  
(If yes, give details)

Yes	
No	No

33) WAS THE EXTENSION MADE IN RESPONSE TIME?  
(If yes, give reasons)

Yes	
No	No

34) DEVIATION FROM QUALIFICATION CRITERIA  
(If yes, give detailed reasons.)

Yes	
No	No

35) WAS IT ASSURED BY THE PROCURING AGENCY THAT THE SELECTED FIRM IS NOT  
BLACK LISTED?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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36) WAS A VISIT MADE BY ANY OFFICER/OFFICIAL OF THE PROCURING AGENCY TO THE  
SUPPLIER'S PREMISES IN CONNECTION WITH THE PROCUREMENT? IF SO, DETAILS TO  
BE ASCERTAINED REGARDING FINANCING OF VISIT, IF ABROAD:  
(If yes, enclose a copy)

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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37) WERE PROPER SAFEGUARDS PROVIDED ON MOBILIZATION ADVANCE PAYMENT IN  
THE CONTRACT (BANK GUARANTEE ETC.)?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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38) SPECIAL CONDITIONS, IF ANY  
(If yes, give Brief Description)

Yes	
No	No

Signature & Official Stamp of  
Authorized Officer

  
**DIRECTOR**

**Dr. Panjwani Center for Molecular  
Medicine and Drug Research  
I.C.C.B.S., University of Karachi.**

**FOR OFFICE USE ONLY**

**SPPRA, Block. No.8, Sindh Secretariat No.4-A, Court Road, Karachi**  
Tele: 021-9205356; 021-9205369 & Fax: 021-9206291

Date: 10-04-2018

To,  
Dr. Panjwani Centre for Molecular Medicine and Drug Research,  
International Center for Chemical and Biological Sciences,  
University of Karachi,  
Karachi.

Subject: Extension of Bid Validity for Terfenadine: PCMD-ICCBS-RVAC-900110

Dear Sir,

Referring subject mentioned extension of validity period of our offer against tender # cited above, it is hereby submitted that the validity period of our offer dated 30/03/2018 is extended further for the period of nine (9) days from the date of bid expiry.

Fax: 92-21-4819011,  
4819018, 4819019

Tel: 92-21-4819011,  
UAN: 111-222-292 Ext. 108-109-154

**DR. PANJWANI CENTER FOR MOLECULAR MEDICINE & DRUG RESEARCH**  
**International Center for Chemical and Biological Sciences**  
University of Karachi, Karachi-75270, Pakistan

**PURCHASE ORDER / WORK ORDER**

P.O. No. 10145

Date: 2-Jul-18

Messors: VORSON (PVT.) LTD.

Ref: Your Quotation No. \_\_\_\_\_ Dated 29/01/2018

Subject: Maintanice of HVAC System

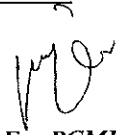
Please supply the following articles to the institute.

S. No.	PARTICULARS	QUANTITY	RATE	Amount	
				Rs.	Ps.
1.	Operation /Maitianance and Servicing of Cooling System at PCMD from 01-04-2018 to 31-09-2018	01 Job Per Month	53,675.00	322,050	
	E. & O.E.	TOTAL		322,050	

(Rupees) Three Hundred and Twenty Two Thousand and Fifty Only.

Please submit your bill in duplicate for payment.

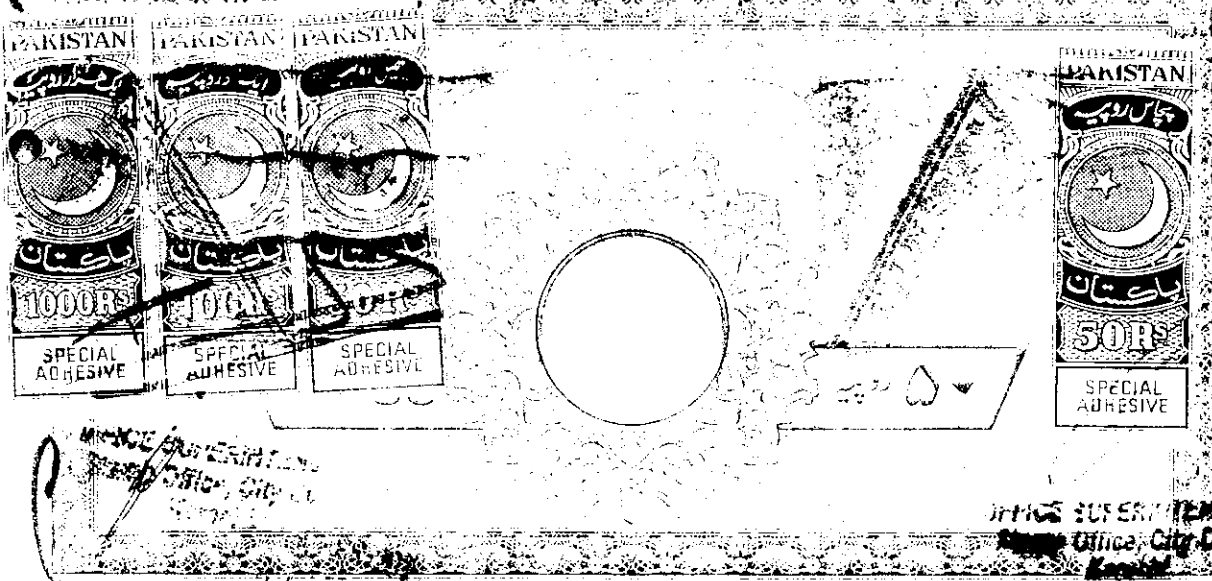
Plese Note: Kindly supply the goods within 05 weeks from the date of receipt of this P.O., if you fail to supply the goods within given time period, a penalty @ 0.50% per day on the total order amount will be imposed.

  
For PCMD

Note: Kindly acknowledge the receipt of P.O. within 24 hours positively.

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37374  
 Gulistan, All Sindh  
 No. 13353 Kh.  
 Not for use on Free Mail or Divorce Documents  
 Water Not Resistant Any Paper Documents

14 APR 2018

14 APR

**CONTRACT AGREEMENT**

THIS AGREEMENT is made on the April 01, 2018 between the **DR. PANJWANI CENTER FOR MOLECULAR MEDICINE & DRUG RESEARCH** (here after call the "Purchaser") of the one part and **Vorson (Pvt.) Ltd.** (hereinafter called "The Bidder") of the other part

WHEREAS the purchaser invite bids for certain goods and ancillary services, viz, **PCMD** and has accepted a bid by the bidder of the supply of those goods and services in the sum of **Rs.322,050/- (Three Hundred Twenty Two Thousand Fifty Only)** (hereinafter called "The Contract Price").

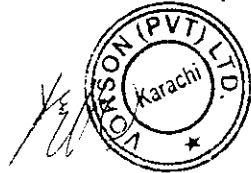


*Handwritten initials*

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this agreement words and expressions shall have the same meanings as are respectively assigned them in the conditions of contract referred to.
2. The followings documents shall be deemed to form and be read and construed as part of this agreement, viz:
  - a. The bid form and the price schedule submitted by the bidder;
  - b. The schedule of requirement;
  - c. The technical Specification;
  - d. The General Conditions of Contracts;
  - e. The Specific Conditions of Contracts; and
  - f. The Purchaser's Notifications of Award.
3. In consideration of the payments to be made by the purchaser to the bidder as herein after mentioned, the bidder hereby coveñants with the Purchase to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.
4. The purchaser hereby covenants to pay the bidder in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.



**Signature and Seal of Bidder:**

Name: Younus Mohiuddin  
Designation: Director  
CNIC: 42201-0568072-7

**Signature and Seal of Purchaser:**

Name: **DIRECTOR**  
Designation: **Dr. Panjwani Center for Molecular**  
CNIC: **Medicine and Drug Research**  
**I.C.C.B.S., University of Karachi.**

**Witness:**

Name: *Umar Aziz*  
Designation: *Assistant Manager*  
CNIC: *42101-4472014-1*

**Witness:**

Name: *Umar Aziz*  
Designation: *Assistant Manager*  
CNIC: *42101-4472014-1*

*[Signature]*

**TARIQ SAMI**

*Assistant Engineer*  
In-charge of Laboratory of Chemistry  
Department of Chemistry  
University of Karachi  
Karachi-75270

DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH  
INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES  
UNIVERSITY OF KARACHI  
KARACHI-75270

TENDER NOTICE NO. : PCMD-ICCBS-HVAC-300118

Sealed tenders are invited from Contractor registered with Sindh Revenue Board and income tax department (where applicable) from reputed air conditioning Contractor who has at least ten years of experience for operation, maintaining and servicing of Air Cooled Center System. Interested contractor can acquire detail scope of work along with Bill of Quantity from Purchase Office of the Center, on any working day between 9.00 a.m. to 12.30 p.m., from **12-01-2018** or its publication in the daily newspapers on payment of Rs. 300/- (non-refundable), in shape of a pay order (Demand Draft by the out of Karachi suppliers), in favor of the Director, P.C.M.D., or downloaded from the websites [www.ics.edu](http://www.ics.edu), [www.pprasindh.gov.pk](http://www.pprasindh.gov.pk). The last date of issuing the bid documents is **29-01-2018** The tenders can be submitted with 2% of the bid value as earnest money in shape of a pay order in favor of the Director, P.C.M.D., latest by 2.30 p.m. on **30-01-2018**. **Alternate Bid / Option should accompany separate earnest money pay order and bidding documents pay order.** The tenders will be opened in meeting room of the Center at 3.00 p.m. on the same day in presence of the bidders or their representatives. The Procuring Agency may reject all or any bid subject to the relevant provision of SPP Rules. For details or any information

Contact:

UAN: 111-222-292 (154)

DIRECTOR





DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH  
INTERNATIONAL CENTER FOR CHEMICAL & BIOLOGICAL SCIENCES  
UNIVERSITY OF KARACHI

OPERATION AND MAINTAINANCE OF CENTRALIZED AIRCONDITIONING  
SYSTEM INSTALLED AT PCMD BUILDING

TENDER

ISSUED TO:

VORSON (Pvt.) Ltd.

ADDRESS:

173 - W. Block 2, P.E.C.H.S, Karachi

ON:

22-01-2018

TIME:

9:50 A.M.



SIGNED FOR

DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH  
INTERNATIONAL CENTER FOR CHEMICAL & BIOLOGICAL SCIENCES

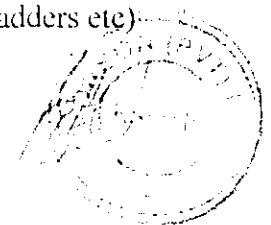
**DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH  
INTERNATIONAL CENTER FOR CHEMICAL AND BIOLOGICAL SCIENCES  
UNIVERSITY OF KARACHI  
KARACHI-75270**

**OPERATION AND MAINTAINANCE OF CENTRALIZED AIRCONDITIONING  
SYSTEM INSTALLED AT PCMD BUILDING**

**TENDER DOCUMENTS  
BIDDING DATA  
CONDITIONS OF CONTRACT  
BILL OF QUANTITY**

**Terms & Condition for tender of operation / servicing and repairing of central air conditioning system Installed at P.C.M.D., building of I.C.C.B.S.**

1. Offers are required for work on monthly basis.
2. Company staff should wear proper gadget uniform with company logo and their names.  
Otherwise fine will be charge on daily basis.
3. Initially the contract will be six months. after completion of this period the institute will decide to extend the contract. The contract will be renewable on half yearly basis.
4. Installed Air conditioner system include air cooled chillers, circulation pumps and fan coil units etc of total capacity about 120 tons.
5. Quoted monthly rates will be fixed for initially two years (in case the contract is extended) after two years the increment of rate will not exceed 5% each year.
6. The contractor must depute permanent staff (at least three) at P.C.M.D., building of I.C.C.B.S and submit details (C.V) of staff.
7. It will applicable for Monday to Sunday and 7:00 A.M to 7:00 PM.
8. Schedule of compulsory preventive services (apart from the service done during attending the fault) of each individual unit is required.
9. Detail of work included in preventing service is required.
10. Commitment of attending all complain on urgent basis is required.
11. The contractor will be responsible for all types of maintenance including painting, maintenance of chillers, maintenance of AHU and pumps, including installation of any spares needed to be replaced. The faulty spares will be deposit in the store.
12. The bidder will submit rate list of normal spares, which can be required to remove the faults. This rate list will be valid for at least one year.
13. In case of any requirement of spares, the contractor will submit the detail of required spare to purchase office of the ICCBS, through the ICCBS coordinator.
14. The contractor must arrange all the tools and gadgets (Including trolleys, ladders etc) required for servicing /repairing.



## Instructions to Bidders

This section of the bidding documents should provide the information necessary for bidders to prepare responsive bids, in accordance with the requirement of the Employer. It should also give information on bid submission, opening and evaluation and on the award of contract.

Matter governing the performance of the contract or payment under the contract, or matters affecting the risks, rights and obligations of the parties under the contract are included as conditions of contract and contract data.

The Instruction to bidders will not be part of the contract and will cease to have effect once the contract is signed.

1. All work proposed to be executed by contract shall be notified in a form of Notice Inviting Tender (NIT) Invitation for BID (IFB) hoist on website of Authority and Employer and also in printed media where ever required as per rules NIT must state the description of the works, dates, times and place of issuing, submission, opening of bids, completion time, cost of bidding document and bid security either in lump sum or percentage of Estimated cost /Bid Cost. The interested bidder must have valid NTN also.

2. Content of Bidding Document must include but not limited to:

Condition of contract, Contract Data, specification or its reference, Bill of Quantities containing description of items with scheduled /item rates with premium to be filled in from of percentage above /below or on item rates to be quoted, Form of Agreement and drawings.

3. Fixed Prices Contracts

The Bid prices and rates are fixed during currency of contract and under no circumstances shall any contractor be entitled to claim enhanced rates for any items in this contract.



4. The Employer shall have right of rejecting all or any of the tender as per provisions of SPP Rules 2010.
5. Condition offer any person who submits a tender shall fill up the usual printed form stating. At what percentage above or below on the rates specified in the bill of quantities for items of the work to be carried out . he is willing to undertake the work and also quote the rates for those items which are based on market rates . Only one rate on such percentage, on all the scheduled Rates shall be formed. Tenders, which propose any alternative in the works specified in the said form of invitation to tender or in the time allowed for carrying out the work, or which contain any other conditions will be liable to rejection. No printed form of tender shall include a tender for more than one work, but if contractor wish to tender for two or more works, they shall submit a separate tender for each. The envelope containing the tender document shall refer the name and number of the work.
6. All works shall be measured by standard instrument according to the rules.
7. Bidders shall provide evidence of their eligibility as and when requested by the Employer.
8. Any bid received by the agency after the deadline for submission of bids shall be rejected and returned unopened to the bidder.
9. Prior to the detailed evaluation of bids, the employer will determine whether the bidder fulfills all codal requirement of eligibility criteria given in the tender notice such as registration with tax authorities, registration with PFC (where applicable) , turnover statement, experience statement and any other condition mentioned in the NIT and bidding document .If the bidder does not fulfill any of these conditions, it shall not be evaluated further.
10. Bid without bid security of required amount and prescribed form shall be rejected.
11. Bid determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical error shall be rectified on the following basis.
  - A. In case of schedule rates the amount of percentage quoted above or below will be checked and added or subtracted from amount of bill of quantities to arrive the final bid cost.



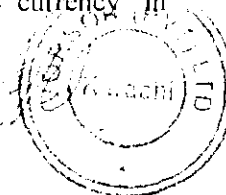
B. In case of item rates If there is a discrepancy between the unit rate and the total cost that is obtained by multiplying the unit rate and quantity, the unit rate shall prevails and the total cost will corrected unless in the opinion of the agency there is as obvious misplacement of the decimal point in the unit rate, in which case the total cost as quoted will govern and the unit rate corrected. If there is a discrepancy between the total bid amount and the sum of total costs, the sum of the total costs shall prevail and the total bid amount shall be corrected.

C. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.



## Preparation of Bids

1. **Scope of Work** Operation, maintaining and servicing of Air Cooled Center System for Dr. Panjwani Center for Molecular Medicine and Drug Research I.C.C.B.S.
2. **Method and procedure of Procurement** National Competitive Bidding **Single Stage One Envelope Procedure** as per SPP Rules 2010 (updated 2013)
2. **Language of Bid** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency, shall be written in the English language
3. **Documents Comprising the Bid** The bid prepared by the Bidder shall comprise the following components:
- (a) Price Schedule completed in accordance with ITB Clauses 4, 5 and 6.
  - (b) Bid security furnished in accordance with ITB Clause 9.
4. **Bid Prices**
- 4.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total bid price of the operation, maintaining and servicing of Air Cooled Center System it proposes to supply under the contract.
  - 4.2 the prices shall be quoted on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location specified in the Schedule of Requirements. No separate payment shall be made for the incidental services.
  - 4.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account, unless otherwise specified in the Bid Data Sheet.
  - 4.4 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet. The conversion of the foreign currency currency in Pak rupees should be mentioned in case of C&F prices.



**5. Bid Form**

The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating chemicals to be supplied, description of the chemicals and prices.

**6. Bid Currencies**

Prices Shall be quoted in Pak Rupees or equivalent to Pak rupees in case when the prices are being quoted on C&F basis

**7. Documents  
Establishing  
Bidder's  
Eligibility and  
Qualification**

The Bidder shall furnish, as part of its bid, documents establishing the Bidder's eligibility to bid and its qualifications to perform the contract if its bid is accepted.

- (a) that the Bidder has the financial and technical capability necessary to perform the contract;
- (b) that the Bidder meets the qualification criteria listed in the Bid Data Sheet.

**8. Documents'  
Eligibility and  
Conformity to  
Bidding  
Documents**

The documentary evidence of conformity of the operation, maintaining and servicing of Air Cooled Center System to the bidding documents may be in the form of cat number, part number etc., and shall consist a detailed description of the essential technical and performance characteristics of the system.

**9. Bid Security**

9.1 The bid security is required to protect the Procuring agency against the risk of Bidder's conduct, which would warrant the security's forfeiture

The bid security shall be denominated in the currency of the bid:

- (a) at the Bidder's option, be in the form of either demand draft/call deposit or an unconditional bank guarantee from a reputable Bank
  - (b) be submitted in its original form; copies will not be accepted;
  - (c) remain valid for a period of at least 14 days beyond the original validity period of bids, or at least 14 days beyond any extended period of bid validity
- 9.2 bid security shall be released to the unsuccessful bidders once the contract has been signed with the successful bidder or the validity period has expired.
- 9.3 The successful Bidder's bid security shall be discharged upon the Bidder





signing the contract, and furnishing the performance security.

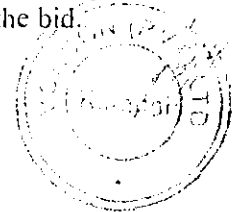
- 9.4 The bid security may be forfeited:
- (a) if a Bidder withdraws its bid during the period of bid validity or
  - (b) in the case of a successful Bidder, if the Bidder fails:
    - (i) to sign the contract in accordance or
    - (ii) to furnish performance security

**10. Period of  
Validity of  
Bids**

- 10.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid submission prescribed by the Procuring agency. A bid valid for a shorter period shall be rejected by the Procuring agency as non responsive.
- 10.2 In exceptional circumstances, the Procuring agency may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended as per Rule-38 of SPP Rules, 2010 (updated 2013). A Bidder may refuse the request without forfeiting its bid security. A Bidder granting the request will not be required nor permitted to modify its bid.

**11. Format and  
Signing of Bid**

- 11.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each "ORIGINAL BID" and "COPY OF BID," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 11.2 The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the bid, except for unamended printed literature, shall be initialed by the person or persons signing the bid.
- 11.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.



## Submission of Bids

### 12. Sealing and Marking of Bids

- 12.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as "ORIGINAL BID" and ONE COPY. The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall be addressed to the Procuring agency at the address given in the BDS, and carry statement "DO NOT OPEN BEFORE 3.00 P.M. on 30-01-2018"
- 12.2 If the outer envelope is not sealed and marked as required, the Procuring agency shall assume no responsibility for the bid's misplacement or premature opening.

### 13. Deadline for Submission of Bids

- 13.1 Bids must be received by the Procuring agency at the address specified in BDS, not later than the time and date specified in the Bid Data Sheet.
- 13.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents, in such case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### 14. Late Bids

Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency shall be rejected and returned unopened to the Bidder.

### 15. Modification and Withdrawal of Bids

- 15.1 The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Procuring agency prior to the deadline prescribed for submission of bids.
- 15.2 No bid may be modified after the deadline for submission of bids.
- 15.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity. Withdrawal of a bid during this interval may result in the Bidder's forfeiture of its bid security.



## Opening and Evaluation of Bids

### 16. Opening of Bids by the Procuring agency

- 16.1 The Procuring agency shall open all bids in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders' representatives who are present shall sign a register/attendance sheet evidencing their attendance.
- 16.2 The bidders' names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Procuring agency may consider appropriate, will be announced at the opening.

### 17. Clarification of Bids

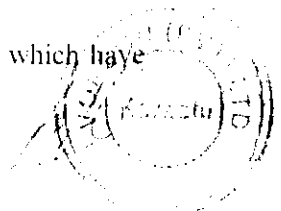
During evaluation of the bids, the Procuring agency may ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

### 18. Preliminary Examination

- 18.1 The Procuring agency shall examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 18.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 18.3 Prior to the detailed evaluation, the Procuring agency will determine the substantial responsiveness of each bid to the bidding documents. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Procuring agency's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 18.4 If a bid is not substantially responsive, it will be rejected by the Procuring agency and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### 19. Evaluation and Comparison of

- 19.1 The Procuring agency will evaluate and compare the bids which have



## Bids

been determined to be substantially responsive.

19.2 The Procuring agency's evaluation of a bid will be on delivery to consignee's end inclusive of all taxes, stamps, duties, levies, fees and installation and integration charges imposed till the delivery location.

### 20. Contacting the Procuring agency

20.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time of announcement of Bid Evaluation Report. If the Bidder wishes to bring additional information to the notice of the Procuring agency, it should do so in writing.

20.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

### Award of Contract

### 21. Post-qualification

21.1 In the absence of prequalification, the Procuring agency may determine to its satisfaction whether that selected Bidder having submitted the lowest evaluated responsive bid is qualified to perform the contract satisfactorily.

21.2 The determination will take into account the Bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 7 as well as such other information as the Procuring agency deems necessary and appropriate.

21.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's bid, in which event the Procuring agency will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

### 22. Award Criteria

The Procuring agency will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.



**23. Procuring agency's Right to Accept any Bid and to Reject any or All Bids**

- 23.1 Subject to relevant provisions of SPP Rules 2010 (updated 2013), the Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award.
- 23.2 Pursuant to Rule 45 of SPP Rules 2010 (updated 2013), Procuring agency shall hoist the evaluation report on Authority's web site, and intimate to all the bidders seven days prior to notify the award of contract.

**24. Notification of Award**

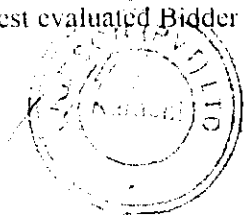
- 24.1 Prior to the expiration of the period of bid validity, the Procuring agency shall notify the successful Bidder in writing, that its bid has been accepted.
- 24.2 Upon the successful Bidder's furnishing of the performance security pursuant to ITB Clause 26, the Procuring agency will promptly notify each unsuccessful Bidder and will release their bid security.

**25. Signing of Contract**

- 25.1 At the same time as the Procuring agency notifies the successful Bidder that its bid has been accepted, the Procuring agency will send the Bidder the Contract Form provided in the bidding documents, incorporating all agreements between the parties.
- 25.2 Within the period specified in BDS, of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to the Procuring agency.

**26. Performance Security**

- 26.1 Within the period specified in BDS, of the receipt of notification of award from the Procuring agency, the successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding documents, or in another form acceptable to the Procuring agency.
- 26.2 Failure of the successful Bidder to comply with the requirement of ITB Clause 25 shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next lowest evaluated Bidder or call for new bids.



**27. Corrupt or  
Fraudulent  
Practices**

27.1 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

(a) **"Corrupt and Fraudulent Practices"** means either one or any combination of the practices given below:

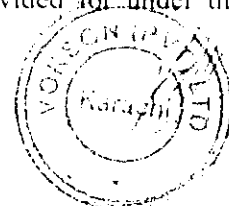
(i) **"Coercive Practice"** means any impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence the actions of a party to achieve a wrongful gain or to cause a wrongful loss to another party;

(ii) **"Collusive Practice"** means any arrangement between two or more parties to the procurement process or contract execution, designed to achieve with or without the knowledge of the procuring agency to establish prices at artificial, noncompetitive levels for any wrongful gain;

(iii) **"Corrupt Practice"** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the acts of another party for wrongful gain;

(iv) **"Fraudulent Practice"** means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(b) **"Obstructive Practice"** means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract or deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements before investigators in order to materially impede an investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or acts intended to materially impede the exercise of inspection and audit rights provided for under the Rules.



## BIDDING DATA

**1) Name of Employer:**

DR. PANJWANI CENTER FOR MOLECULAR MEDICINE AND DRUG RESEARCH, INTERNATIONAL CENTER FOR CHEMICAL & BIOLOGICAL SCIENCES, UNIVERSITY OF KARACHI

**2) Brief Description of Works:**

OPERATION AND MAINTAINANCE OF CENTRALIZED AIRCONDITIONING SYSTEM INSTALLED AT PCMD BUILDING

**3) Employer's Address:**

Director, International Center for Chemical and Biological Sciences  
University of Karachi.  
Karachi -75270  
Telephone : (92)21-34819016  
Telefax: (92)21-34819018-19  
UAN: 111-222-292

**4) Period of Bid Validity (Days)**

90 DAYS

**5) Deadline for submission of Bids along with time:**

January 30, 2018 at 2:30 P.M.

**6) Venue, Time and Date of Bid Opening :**

Meeting Hall, H.E.J. Research Institute of Chemistry, ICCBS, University of Karachi.  
on January 30, 2018 at 3:00 P.M.

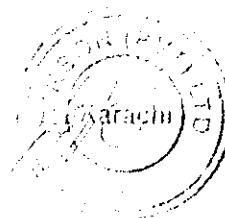
**Note:** In case of Holiday or any unavoidable circumstances on the day of bid submission / opening, the tender will be submitted / opened on the next working day at the same time.

**7) Pre Bid Meeting**

Per bidding meeting may be arrange as per request of bidders, however request should be launched 10 days prior of the opening of bid.

**8) Qualification Requirements:**

Complete Company profile  
Valid Registration with tax authorities is required  
Minimum of Rs 100,000 annual turnover for last 03 years  
Ten years of relevant Experience



**9) Amount of bid security.**

2 % of Bid

**10) Performance Guarantee**

5% of the P.O. Value

**11) Number of copies.**

One original, One copy

**12) Bid Evaluation:**

Lowest evaluated bid

**13) Under following conditions, Bid will be rejected:**

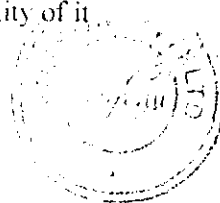
Conditional and Telegraphic tenders/bids:

Bids not accompanied by bid security (Earnest Money):

Bids received after specified date and time:

Bidder submitting any false information:

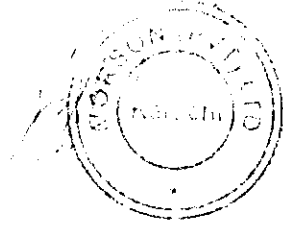
Black Listed Firms by Sindh Government or any Entity of it





8

**BILL OF QUANTITIES**



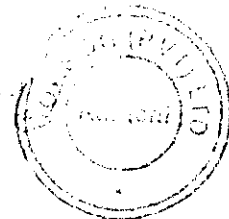
## BILL OF QUANTITIES

### A. Rate required for operation/service/maintenance of complete system per month

Month - Rs. 53,675/=

### B. Rates of Spare parts valid for one year

1. GAS R-407 ( New Pack Cylinder ) Rs. Rs. 17,213/=
2. Filter Dryer Rs. Rs. 5,033/=
3. Compressor Relay Rs. Rs. 9,150/=
4. Compressor Oil Rs. Rs. 459/=
5. Magnetic Contractor 80 Amp (Compressor ) Rs. Rs. 2,869/=
6. Magnetic Contactor 20 Amp Rs. Rs. 1,724/=
7. Dryer Strainer 3/4" Rs. Rs. 1,377/=
8. Motorized Valve 3/4" Rs. Rs. 9,150/=
9. Gate Valve 3/4" Rs. Rs. 1,377/=
10. Fan coil Thermostat Rs. Rs. 689/=
11. Water pump mechanical seal kit Rs. Rs. 5,738/=
12. Water Pump coupling Rs. Rs. 2,295/=
13. Water flow switch Rs. Rs. 8,033/=
14. Fan motor rewinding 1/8" H.P Rs. Rs. 5,738/=
15. Fan motor rewinding 1 H.P Rs. Rs. 2,754/=
16. Room Thermostat Rs. Rs. 5,738/=



17. Aluminum Tape Rs. Rs. 459/=

**Summary Sheet**

**TENDER NOTICE NO.**

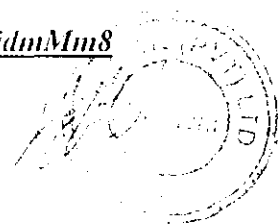
The tender will liable to be rejected, if this Summary sheet utterly filled does not accompany the tender bid / quote

Serial No. with Item's Name	Make & Country of Origin	Model No. / CAT No.	Bid Value	Foreign Currency (If applicable)	Conversion Rate (If applicable)	Price in PKR	Warranty Period
1. Operation & maintenance of AWK	—	—	Rs. 47,500/-	—	—	Rs. 47,500/-	—

Bid Value in PKR	Rs. 47,500/-
GST applicable in PKR	—
SRB applicable in PKR	Rs. 6,175/-
Total Bid Value in PKR	Rs. 53,675/-
Earnest Money @ 2% of Total Bid Value in PKR	Rs. 1,074 x 6 = 6444
Pay Order/ Demand Draft No:	11727740
Signature :	Seal :
Date:	29/01/2018

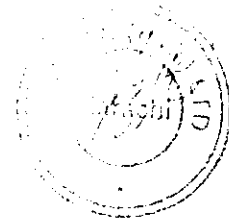
*Note: Delivery time for items quoted in FOR is Five (5) weeks and C&F is Twelve (12) weeks. This condition over rules any excessive delivery time mentioned in the bid.*

URL Address: [https://drive.google.com/drive/folders/0B4c7\\_yD-N908cVBIUktLOjdmMm8](https://drive.google.com/drive/folders/0B4c7_yD-N908cVBIUktLOjdmMm8)



SCHEDULE OF REQUIREMENTS

S.No.	Description of service / goods	Quantity	Location
1	OPERATION AND MAINTAINANCE OF CENTRALIZED AIRCONDITIONING SYSTEM INSTALLED AT PCMD BUILDING	One Job	P.C.M.D., I.C.C.B.S. Karachi



Duly authorized to sign Bid for and on behalf of .....

To: *[name of Procuring agency]*

WHEREAS *[name of Supplier]* (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated ..... 2014 to deploy *[description of goods and services]* (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract *and without cavil or argument*, any sum or sums within the limits of *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ..... day of ..... 2014.

Signature and seal of the Guarantors

.....  
*[name of bank or financial institution]*

.....  
*[address]*

.....  
*[date]*

