



# Sindhi Language Authority, Hyderabad



## TENDER NOTICE Solar PV

Sindhi Language Authority, Hyderabad, would like to invite sealed bids from reputable Pakistan based manufacture / dealer (Registered with Taxation Department) on "Single stage two envelope basis" having vast experience in respective field for following items.

S. NO.	Description	Qty	Earnest Money	Tender Fee (Non-Refundable)
01	Solar PV Array 5 KW	02	2%	Rs.1,000

### Terms & Conditions

- The Tender documents containing specifications and other relevant details may be collected (during office hours) on submission of a written request by the interested companies from the following address on payment of Rs.1000/- (non-refundable) through Pay Order / Demand Draft in the name of SINDHI LANGUAGE AUTHORITY.
- No tender will be accepted without Bid Security & such tender(s) will be rejected on the spot.
- Insurance Companies should have at least 03 year Experience in providing Health Insurance Coverage.
- The Company should not be black listed in any public or private organization.
- In case of undesirable circumstances on submission / opening date & time or if the Government declares a holiday, the tender shall be submitted / opened on the next working day at the same time & Venue.
- The Authority reserves the rights to accept / reject any/all bid or a portion in accordance to SPPRA Rules.
- The Quoted rates should be Valid for 90 days.
- The last date of submission of tender document 27<sup>th</sup> October, 2017 up to 11.30 Am. The Technical bid will be opened on the same day at 12.30 PM in the presence of bidder or their representative (Who may choose to be present). The financial proposals of only technically eligible firms will be accepted / opened.
- This advertisement is also available on the Sindhi Language Authority's & SPPRA's Website: [www.sindhila.org](http://www.sindhila.org) & [www.sppra.org.pk](http://www.sppra.org.pk)

Address for submission / venue of opening of tender documents is as under:  
Secretary, Sindhi Language Authority, National Highway, Qasimabad, Hyderabad-71000,  
Office: +92-22-9240050 Fax: +92-22-9240051 E-mail: [contact@sindhila.edu.com](mailto:contact@sindhila.edu.com)





## Sindhi Language Authority, Hyderabad

### TENDER DOCUMENT

FOR

10KW Solar PV

(TENDER NO: SLA/EW/001/2017)

Last Date for Submission: 30 October 2017 at 12:00 PM

Bid Opening Date: 30 October 2017 at 12:30 PM

Tender Fee (Rs.1000-) in favor of Sindhi Language  
Authority(Mandatory)

## Sindhi Language Authority

Websites: [www.sindhila.org](http://www.sindhila.org)

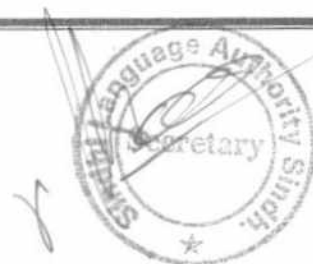
Tel no. +92-22-9240050, Fax no. +92-22-9240051

Email: [contact@sindhila.edu.pk](mailto:contact@sindhila.edu.pk)



## LIST OF EQUIPMENT

Sr. No.	Item Name	Qty	Unit Rate	Total Cost
1	<b>Mono-crystalline solar panels with fixtures</b> For total 5kW total capacity Power output = 250 Wor above	As per requirement		
2	<b>Invertor Pure Sine Wave</b> 5.0 KVA , 1 Phase	2		
3	<b>MPPT Solar Charger MIDNITE 120V</b> For 5.0 K Solar Input	2		
4	<b>Battery Gel or Lithium Ion ( 1 hour backup)</b> 200 AH x 12 volts	08		
5	<b>Wiring and Circuit Breakers</b> Charged at Actual	As per requirement		
6	<b>Combiners and Isolator with GFP</b> For 5KVA Solar Input	As per requirement		
7	<b>Testing and measuring equipment</b> (Solar irradiance, ambient temperature, wind speed, relative humidity, Solar I-V curve analyser, Low Voltage Source Meter, High end digital multi meter)	As per requirement		
	<b>Sub Total</b>			
	<b>Total Amount.</b>			



## TERMS & CONDITIONS

### DEFINITIONS

**"Bid"** means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by SLA.

**"Bid with Lowest Evaluated Cost"** means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive;

**"Bidder"** means a person or entity submitting a bid;

**"Bidding Documents"** means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner;

**"Bidding Process"** means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract;

**"Blacklisting"** means barring a bidder, contractor, consultant or supplier from participating in any future procurement proceedings.

**"Calendar Days"** means days including all holidays;

**"Conflict of Interest"** means –

(i) Where a contractor, supplier or consultant provides, or could provide, or could be perceived as providing biased professional advice to SLA to obtain an undue benefit for himself or those affiliated with him;

(ii) Receiving or giving any remuneration directly or indirectly in connection with the assignment except as provided in the contract;

(iii) Any engagement in consulting or other procurement activities of a contractor, consultant or service provider that conflicts with his role or relationship with the SLA under the contract;

(iv) Where an official of the SLA engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner;

**"Consultant"** means a professional who can study, design, organize, evaluate and manage projects or assess, evaluate and provide specialist advice or give technical assistance for making or drafting policies, institutional reforms and includes private entities, consulting firms, legal advisors, engineering firms, construction managers, management firms, procurement agents, inspection agents, auditors, international and multinational organizations, investment and merchant banks, universities, research institutions, government agencies, nongovernmental organizations, and individuals;



**“Consulting Services”** means services of an advisory and intellectual nature provided by consultants using their professional skills to study, design, organize, and manage projects, encompassing multiple activities and disciplines, including the crafting of sector policies and institutional reforms, specialist advice, legal advice and integrated solutions, change management and financial advisory services, planning and engineering studies, and architectural design services, supervision, social and environmental assessments, technical assistance, and programme implementation;

**“Contract”** means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities;

**“Contractor”** means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

**“Corrupt and Fraudulent Practices”** means either one or any combination of the practices given below;

**“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;

**“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 SLA to establish prices at artificial, non competitive levels for any wrongful gain;

**“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;

**“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;

**“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.

**“Emergency”** means natural calamities, disasters, accidents, war and breakdown of operational equipment, plant, machinery or engineering infrastructures, which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person(s), property or the environment;



**“Goods”** means articles and object of every kind and description including raw materials, drugs and medicines, products, equipments, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport, maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods;

**“Government”** means the Government of Sindh;

**“Head of the Department”** means the administrative head of the department or Competent Authority.

**“Lowest Evaluated Bid”** means a bid for goods, works and services having the lowest evaluated cost among the substantially responsive bids.

**“Lowest Submitted Price”** means the lowest price quoted in a bid, which is otherwise not substantially responsive;

**“Mis-procurement”** means public procurement in contravention of any provision of Sindh Public Procurement Act, 2010, any rule, regulation, order or instruction made there under or any other law in respect thereof, or relating to, public procurement;

**“Notice Inviting Tender”** means the notice issued by a SLA through publication in the newspapers or through electronic means for the purpose of inviting bids, or applications for pre-qualifications, or expression of interests, which may include Tender Notice, Invitation for Bids, Notice for Pre-qualifications or Request for Expression of Interests;

**“Open Competitive Bidding”** means a fair and transparent specified procedure defined under these Rules, advertised in the prescribed manner, leading to the award of a contract whereby all interested persons, firms, companies or organizations may bid for the contract and includes both National and International Competitive Biddings;

**“SLA”** means the Sindhi Language Authority;

**“Services”** means any object of procurement other than goods or works, and includes consultancy services;

**“Substantially Responsive Bid”** means the bid that contains no material differences or deviations from, or reservations to, the terms, conditions and specifications given in the bidding documents;

**“Supplier”** means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract;

**“Value for Money”** means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet SLA’s requirements.



## 1) INVITATION FOR BIDS (IFB)

- Sindhi Language Authority (SLA) invites proposal for design, supply, Installations and commissioning of 10kW solar PV system and other accessories at Sindhi Language Authority Hyderabad.

Following requirements define the scope of work of this tender.

- 1.1 The Selected Bidder will be responsible for the supply, installation, Integration, testing, commissioning, maintenance and spare parts. Service provision for all equipment/entities at SLA.
- 1.2 Selected Bidder SLA ensure that the supplied equipment is as per standards and is fully operational, new and perform properly and transmission the SLA staff.

Bidder will be selected under procedure described in this Tender Document (TD), in accordance with the Sindh Public Procurement Rules 2010 issued thereunder ("SPPRA") which can be found at [www.pprasindh.gov.pk/](http://www.pprasindh.gov.pk/). For the purposes of this document, the any reference to the term "Act" shall mean a reference to the Sindh Public Procurement Act 2009 and any reference to the Rules shall mean a reference to the Sindh Public Procurement Rules 2010.

(SPPRA) which can be found at [www.pprasindh.gov.pk/](http://www.pprasindh.gov.pk/)

This TD includes the following Sections:

- Instructions to Bidders (ITB)
- Scope of Work
- Technical Proposal
- Financial Proposal
- Conditions of Contract

Proposals SLA be submitted at the below mentioned address;

**Sindhi Language Authority,**  
National Highway, Qasimabad,  
Hyderabad-71000.



## 2) INSTRUCTIONS TO BIDDERS (ITB)

### 2.1 Correspondence Address

The contact number and the correspondence address for submitting of the proposals is as follow:

Secretary, Sindhi Language Authority, National Highway, Qasimabad, Hyderabad 71000 Tel: 022-9240050  
Fax: 022-9240051

### 2.2 Eligible Bidders

All the bidders duly incorporated and based in Pakistan governed by rules, laws and statutes of Government of Pakistan and Government of Sindh shall be eligible. [SPPRA Rule 29]

### 2.3 Corrupt Practice

1. SLA requires that Bidders / Suppliers / Contractors, observe the highest standard of ethics during the procurement and execution of contract and refrain from undertaking or participating in any corrupt or fraudulent practices. [SPPRA Rule 2 (q – iii, iv)]
2. SLA will reject a proposal for award, if it determines that the Bidder recommended for award was engaged in any corrupt or has been blacklisted under the Sindh Public Procurement Rules 2010, in competing for the contract in question.
3. Any false information or misstatement on the part of the vendor will lead to disqualification/blacklisting/legal proceeding regardless of the price or quality of the product.

### 2.4 Preparation of Bids

#### 2.4.1 Bidding Process

This is the Single Stage – Two Envelope Procedure; a bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the FINANCIAL PROPOSAL and the TECHNICAL PROPOSAL.[SPPRA Rule 46 (2-a)]

#### 2.4.2 Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid and SLA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

#### 2.4.3 Technical Proposal

Bidders are required to submit the Technical Proposal stating a brief description of the bidder's organization outlining their recent experience, the names of Sub-Bidder/Professional Staff who participates during the assignment, the technical approach, sample templates/prototypes of deliverables, methodology, work plan, organization and staff, including workable suggestions that could improve the quality and effectiveness of the assignment. The Technical proposal shall be duly signed by the authorized representative of the Bidder





not including any financial information otherwise it will be declared as non responsive. Standard Forms for Technical Proposal are available in Section [4].

#### 2.4.4 Financial Proposal

The Financial Proposal shall be prepared using the standard form attached, duly signed by the authorized representative of the Bidder. It should list all costs associated with the assignment including remuneration for staff, and reimbursable expenses and such other information as may be specifically requested by SLA. Alternatively, the bidder may provide his/her/its own list of costs with all items described in the Technical proposal priced separately.

Standard Forms for Financial Proposal are available in Section [5].

#### 2.4.5 Bid Currencies

For the purpose of comparison of bids quoted in different currencies, price shall be converted in PAK RUPEE (PKR). The rate of exchange shall be the selling rate prevailing seven working days before the date of opening of the bids. [SPPRA Rule 42 (2)]

#### 2.4.6 Bid Security

The SLA shall require the bidders to furnish the Earnest Money @ 2% of Bidding Cost or Irrevocable SLA Guarantee acceptable to the bank, which shall remain valid for a period of twenty eight (28) days beyond the validity period for bids, in order to provide the SLA reasonable time to act, if the security is to be called. [SPPRA Rule 37(1)]

Bid Security should be attached with Financial Proposal. Bidders are also required to submit affidavit that the Bid Security has been attached with the Financial Proposal.

Any Bid not accompanied by an acceptable Bid Security shall be rejected by the SLA as non – responsive.

Bid security shall be released to the unsuccessful bidders once the contract will be signed with the successful bidder or the validity period has expired. [SPPRA Rule 37(2)]

The bid security shall be forfeited:

- If a Bidder withdraws its bid during the period of its validity specified by the Bidder on the Bid Form; or
- In the case of a successful Bidder, if the Bidder fails to;
  - Sign the contract in accordance with ITB Section [2.7.4]; or
  - Furnish performance security in accordance with ITB Section [2.7.5].



#### 2.4.7 Bid Validity

Bids shall remain valid for a period of ninety (90) days, after the date of bid opening prescribed by SLA; [SPPRA Rule 38 (1)]

Whenever an extension of bid validity period is requested, a bidder shall have the right to refuse to grant such an extension and withdraw his bid and bid security shall be returned forthwith; and [SPPRA Rule 38 (6)]

Bidders who agree to extension of the bid validity period shall also extend validity of the bid security for the agreed extended period of the bid validity. [SPPRA Rule 38 (7-a)]

#### 2.5 Submission of Bids

##### 2.5.1 Sealing and Marking of Bids

Bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal. Envelope shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion. [SPPRA Rule 46 (2-a & b)]

##### 2.5.2 Response Time

Bidders are required to submit their Bids within fifteen (15) calendar days from the date of publication of Notice Inviting Tender as per National Competitive Bidding. Bids SLA be received by SLA at the address specified under ITB Section [2.1] within office hours. [SPPRA Rule 18 (2)]

##### 2.5.3 Extension of Time Period for Submission of Bids

SLA may extend the deadline for submission of bids only, if one or all of the following conditions exist;

- Fewer than three bids have been submitted and SLA is unanimous in its view that wider competition can be ensured by extending the deadline. In such case, the bids submitted shall be returned to the Bidders unopened; [SPPRA Rule 22 (1)]
- If the SLA is convinced that such extraordinary circumstances have arisen owing to law and order situation or a natural calamity that the deadline should be extended. [SPPRA Rule 22 (2)]

##### 2.5.4 Clarification of Bidding Documents

An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and SLA shall respond to such queries in writing within three calendar days, provided they are received at least five (5) calendar days prior to the date of opening of bid.

[SPPRA Rule 23 (1)]

It should be noted that any clarification to any query by a bidder shall also be communicated to all parties, who have obtained bidding documents.

### 2.5.5 Late Bids

Any bid received by SLA after the deadline for submission of bids prescribed by SLA pursuant to ITB Section [2.5.2] will be rejected and returned unopened to the Bidder. [SPPRA Rule 24 (1)] .The rejection of bids received after the deadline for submission shall apply regardless of any reason whatsoever for such delayed receipt

### 2.5.6 Withdrawal of Bids

The Bidder may withdraw its Technical Proposal and Financial Proposal after it has been submitted by sending a written Withdrawal Notice, duly signed by the Bidder and/or by an authorized representative, and shall include a copy of the authorization. Provided that, written notice of Withdrawal, shall be received by SLA prior to the opening of bids.

No bid shall be withdrawn in the interval between the opening of Bids and the expiration of the period of Bid validity specified in ITB section [2.4.8].

### 2.5.7 Cancellation of Bidding Process

1. SLA may cancel the bidding process at any time prior to the acceptance of a bid or proposal; [SPPRA Rule 25 (1)]
2. SLA shall incur no liability towards the bidders, solely by virtue of its invoking sub-rule (2.5.7 – 1); [SPPRA Rule 25 (2)]
3. Intimation of the cancellation of bidding process shall be given promptly to all bidders and bid security shall be returned along with such intimation; [SPPRA Rule 25 (3)]
4. SLA shall, upon request by any of the bidders, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds. [SPPRA Rule 25 (4)]

### 2.5.8 Mechanism for Redressal of Grievances

SLA has a Committee for Complaint Redressal to address the complaints of bidder that may occur during the procurement proceedings. [SPPRA Rule 31 (1)]

Any bidder being aggrieved by any act or decision of the SLA during procurement proceedings may lodge a written complaint after the decision causing the grievance has been announced. [SPPRA Rule 31(3)]

The complaint redressal committee upon receiving a complaint from an aggrieved bidder may, if satisfied; [SPPRA Rule 31(4)]

1. prohibit the procurement committee from acting or deciding in a manner, inconsistent with these rules and regulations; [SPPRA Rule 31(4-a)]
2. annul in whole or in part, any unauthorized act or decision of the procurement committee; [SPPRA Rule 31(4-b)] and



3. reverse any decision of the procurement committee or substitute its own decision for such a decision;

Provided that the complaint redressal committee shall not make any decision to award the contract. [SPPRA Rule 31(4-c)]

SLA shall announce its decision as to the grievance within seven (7) days. The decision shall be intimated to the Bidder and the Authority within three (3) working days by SLA. [SPPRA Rule 31(5)]

SLA shall award the contract only after the decision of the complaint redressal committee [SPPRA Rule 31(6)] Mere fact of lodging of a complaint by a bidder shall no warrant suspension of the procurement proceedings. [SPPRA Rule 31(7)]

A bidder not satisfied with decision of the SLA complaints' redressal committee may lodge an appeal to the Secretary through the Authority, who shall refer the matter to a review panel in accordance with ITB section [2.5.9]; [SPPRA Rule 31(8)]

A bidder may file an appeal to the Secretary provided; [SPPRA Rule 31(9)]

1. That the bidder has exhausted his complaint to the complaint redressal committee [SPPRA Rule 31(9-a)]; and
2. That he has not withdrawn the bid security deposited by him during the procurement process. [SPPRA Rule 1(9-b)]

The bidder SLA submit the appeal to the Secretary with the following documents: [SPPRA Rule 31(10)]

1. a letter stating his wish to appeal to the Review Panel and the nature of complaint; [SPPRA Rule 31(10-a)]
2. 2. a copy of the complaint earlier submitted to the complaint redressal committee of the Department and all supporting documents in a sealed envelope; [SPPRA Rule 31(10-b)] and

Upon receipt of an appeal and registration fee, the Secretary shall select a Review Panel to examine the complaint. Simultaneously, the Authority shall inform the bidder and the Head of the concerned Department of the action taken by the Secretary. [SPPRA Rule 31(11)]

On receipt of reference from the Secretary, the Chairperson of the Review Panel shall convene a meeting of the review panel within five working days. [SPPRA Rule 31(12)]

Unless the Review Panel recommends dismissal of the complaint being frivolous, in which case the bidder shall loose the bid security deposited with the SLA, the Review Panel may: [SPPRA Rule 31(13)]

1. propose rejection of the complaint, stating its reasons; [SPPRA Rule 31(13-a)]
2. state the rules or principles that govern the subject matter of the complaint; [SPPRA Rule 31(13-b)]
3. point out the infirmities and breach of rules and regulations by the procuring agencies; [SPPRA Rule 31(13-c)]



4. suggest annulment in whole or in part of a non-compliant act or decision of a SLA, other than any act or decision bringing the procurement contract into force; [SPPRA Rule 31(13-d)]
5. if the SLA is in breach of its obligations under the Act, Rules or Regulations, suggest the payment of compensation by the officer(s) responsible for mis-procurement for cost incurred by the bidder on preparation of bid, including the cost of the complaint registration fee paid by the complainant; [SPPRA Rule 31(13-e)]or
6. Recommends that the procurement proceedings may be terminated, in case the procurement contract has not been signed. [SPPRA Rule 31(13-f)]

It shall be mandatory for both, the complainant and the SLA to appear before the Review Panel as and when called and produce documents, when so required. The Review Panel shall issue the notice of appearance to the Head of the Department for its service who shall ensure the attendance of the Head of SLA along with relevant record. In case of failure of Head of SLA to appear before review panel despite service, the Authority shall bring the matter to the notice of Secretary. In case the complainant fails to appear twice, despite service the reference may be decided ex-parte. The Review Panel shall hear the parties and give its recommendations to the Authority within thirty days of receipt of reference. In case, more time is required, the Review Panel may seek extension from the Secretary through the Authority enumerating the reasons for delay. The Authority shall submit these recommendations to the Secretary who shall decide the appeal keeping in view the recommendations of the Review Panel; Provided that the Secretary may refer the matter back to the Review Panel, if there is some ambiguity or vagueness in the recommendations and a clarification is to be sought. The Review Panel shall clarify the matter within seven calendar days, following which the Secretary would decide the matter; [SPPRA Rule 31(14)]

The decision of the Chairman shall be final and the SLA shall act upon such findings. After the decision has been issued, the complaint and the decision shall be hoisted by the Authority on its website within three working days; Provided that no information shall be disclosed if its disclosure would be against the public interest or may jeopardize national security. [SPPRA Rule 31(15)]

### 2.5.9 Review Panel

The Authority shall maintain a list of Review Panel lists for the purpose of reviewing a bidder's complaint. The Panel list shall be appointed on such terms and conditions as the Authority may from time to time notify with the approval of the Chairman. [SPPRA Rule 32(1)]

The List of Specialists shall be formed from a number [SPPRA Rule 32(2)]

1. persons who have been legal professionals; [SPPRA Rule 32(2-a)]
2. persons who have been senior officers in the service of the Government with experience in the procurement area, [SPPRA Rule 32(2-b)]and
3. Persons from a list of specialists with experience in the relevant field. [SPPRA Rule 32(2-c)]

The Specialists shall be grouped into a number of Review Panels, each with a nominated Chairperson, both as approved by the Secretary. Each panel shall have a minimum of 3 members, one from each of the



groups listed in sub rule (2) above and up to 2 co-opted members on a case-by-case basis depending upon the nature of the complaint. [SPPRA Rule 32(3)]

The specialists shall be paid remuneration for their services as determined by the Authority from time to time with the approval of the Secretary. [SPPRA Rule 32(4)]

#### 2.5.10 Matters not subject to Appeal or Review

The following actions of the SLA shall not be subject to the appeal or review: [SPPRA Rule 33]

- Selection method adopted by the SLA; [SPPRA Rule 33 (1)]
- Decision by the SLA under ITB section [2.5.7]. [SPPRA Rule 33 (2)]

## 2.6 Opening and Evaluation of Bids

### 2.6.1 Opening of Bids by Sindhi Language Authority

The opening of bids shall be as per the procedure set down in Section 2.4.1 dealing with Bidding Process.

### 2.6.2 Clarification of Bids

No Bidder shall be allowed to alter or modify his bids after the expiry of deadline for the receipt of the bids unless, SLA may, at its discretion, ask a Bidder for a clarification of bid for evaluation purposes. The request for clarification and the response shall be in writing and no change in the prices or substance of bid shall be sought, offered or permitted. [SPPRA Rule 43]

### 2.6.3 Preliminary Examination

SLA will examine the bids to determine whether the bids are complete and the documents have been properly signed and whether the bids are generally in order.

SLA may waive any minor informality; nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder and further provided that such waiver will be at the complete and sole discretion of SLA.

If a bid is not substantially responsive, it will be rejected by SLA and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### 2.6.4 Supplier Evaluation Criteria

All bids shall be evaluated in accordance with the evaluation criteria. [SPPRA Rule 42 (1)] SLA will evaluate the bids, which have been determined to be substantially responsive and reject any proposal which does not conform to the specified requirements.

## 3) SCOPE OF WORK:



The scope of the project is to design, supply, Installations and commissioning of 20kW solar PV system and other accessories at in the Electrical Engineering Department of Mirpur Authority of Science & Technology (MirpurAJ&K)

Following requirements define the scope of work of this tender.

- 3.1 The Selected Bidder will be responsible for the supply, installation, Integration, testing, commissioning, maintenance and spare parts. Service provision for all equipment/entities at SLA designated sites.
- 3.2 Selected Bidder SLA ensure that the supplied equipment is as per standards and is fully operational, new and perform properly and transmission the Authority staff.

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#### 4) GENERAL TECHNICAL SPECIFICATIONS:

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**Details of Required Solar Photovoltaic System**

Sr. No	Particular	Requirement
1	Location	Sindhi Language Authority, Hyderabad
2	Size of Solar PV Array	05 KW
	No. of Unit	02
	Solar Inverter	5000KVA
	Features: i. Built-in 80A	
	<b>Characteristics of each PV Module</b>	
	PV Module type	Mono-Crystalline, 320W or above
	Module Efficiency	15.4%
	Operating Temperature	Module -40°C to + 85°C
	Power Tolerance	0/+5%
	Front Glass	3.2 mm (0.13 inches) tempered glass
	Frame	Anodized aluminum alloy
Output Cables	TUV (2Pfg1169:2007), UL 4703, UL44 or equivalent	
Connectors	MC4 Connectors or equivalent	
3	Size of Battery Bank (Gel or Li-Ion)	200 AH x 12 volts x 08
4	Inverter Sine Wave	5.0 KVA single Phase
5	Cables	General Test and Measuring Method PVC insulated cables for working voltage up to and including 1100 V and UV resistant for outdoor installation (IEC 60502)
6	Switches/Circuit Breakers /Connectors	A.C. /D.C (IEC 60947 part I,II, III)
7	Junction Boxes /Enclosures for Inverters/Charge Controllers/Luminaries	IP 54(for outdoor)/ IP 21(for indoor) as per IEC 529

**4.1 MODULE MOUNTING STRUCTURE**

- Modules will be connected in series and will be mounted on a non-corrosive support structures towards at a suitable inclination (33° for Hyderabad City) to maximize annual energy output. Support structure design and foundation or





fixation mounting arrangements should withstand horizontal wind speed up to 120 km/ hr.

- Support structures shall be manufactured with galvanized steel angles & channels. All fasteners shall be of Stainless steel -SS 304.
- The foundation for Module Mounting structures shall be 1:2:4 PCC Construction. There shall be minimum necessary clearance between ground level and bottom edge of SPV modules.

#### 4.2 DC DISTRIBUTION BOARD (DCDB)

- A DCDB shall be provided in between PCU and Solar Array. It shall have MCCB of Suitable rating for connection and disconnection of array section. It shall have meters for measuring Array voltage and Array current.

#### 4.3 WARRANTY

- The mechanical structures, electrical works including Power conditioners/ inverters/ charge controllers/ distribution boards/ digital meters/ storage batteries, etc. and workmanship of the SPV system SLA be warranted against any manufacturing/ design/ installation defects for a minimum period of 5 years.
- The Warrantee Card to be supplied with the Solar PV System SLA contain the details of the system supplied. The renderers can provide additional information about the system.

#### 4.4 OPERATION MANUAL

- An Operation, Instruction and Maintenance Manual, in English should be provided with the Solar PV System. The detailed diagram (s) of wiring and connection diagrams should also be provided with the manual.

### 5) SCOPE OF WORK

The work shall include Design, Supply, Installation, Testing & Commissioning of Mono-Crystalline Solar PV System of 10 kW Capacity, at Sindhi Language Authority Hyderabad turnkey basis. Scope of works shall include:

**A.** All works required for proper installation of Solar PV System including necessary civil works for mounting structures of solar module, shall be done by the contractor. The entire work shall be performed on turnkey basis. All the works related to the proper installation and functioning of the systems shall have to be carried out by the contractor in the prices offered by him.



- B.** The generated electricity from the Solar PV System will be utilized in place of grid power. Necessary electric cable/connection shall be supplied/made by the bidder as per the requirement at site.
- C.** All the wiring required to energize the proposed load shall have to be done by the contractor including supply of all required materials. The wiring shall have to be done in concealed conduits.
- D.** All necessary electrical wiring from existing electrical distribution box up to PCU of Solar PV System and back from PCU to distribution box shall have to be done by the contractor including supply of all required materials.
- E.** Necessary arrangements for storage of batteries of Solar PV System as per requirement for their proper protection shall have to be done by the contractor. Appropriate Cabinets for battery banks, with the provision of racks for batteries with proper ventilation should also be done.
- F.** After completion of the proposed works, clearances of all temporary works/materials shall be the sole responsibility of the contractor and this shall be removed immediately after the requirement of such temporary work is completed.
- G.** General Aesthetics & cleanliness in regard to the installation of various systems shall have to be maintained in accordance with the aesthetics of the site.
- H.** Arrangement of proper earthing mechanism and lightening arresters should be done at site as per the requirements of the Solar System.
- I.** The contractor shall supply/ install the necessary tools/instruments required for proper operation of the plant and to measure PV array Voltage, Current, Power and solar radiation.
- J.** Supply and Installation of Display board of 6' X 4' size showing all technical information of Solar PV System shall be done by the contractor. The matter written on these boards shall be finalized with SLA.
- K.** The complete Solar PV System shall be warranted and maintained by the contractor against any manufacturing/ design/ installation defects for a minimum period of 5 years from the date of handing over to the Authority.
- L.** Warrantee, operation and Maintenance period will include rectification /replacement of all the defective and consumable components/items including batteries. However, all the non-functional parts/ materials/ items replaced during



the Warrantee, operation and Maintenance period shall be the property of the contractor.

**M.** After commissioning of the plant, the contractor will conduct one on-site training of the purchaser's/user's personnel regarding assembly, start-up, operation, maintenance and repairs of the Solar PV System.

**N.** During 5 year's Warrantee, operation & maintenance period, the contractor will have to make all necessary arrangements including training of Authority's manpower at site for satisfactory operation, maintenance and performance of the PV System.

**O.** Rectification of all the defects developed in the Solar PV System during Warrantee, operation and Maintenance period shall have to be done by the contractor promptly, at the most within 7days from the date of receipt of compliant.

**P.** During Warrantee, operation and Maintenance period, the contractor shall have to submit annual performance & functionality report based on the collected data. The Authority will share the data with the contractor in this regard.

**Q.** During the Warrantee, operation and Maintenance period, SLA users will have all the rights to cross check the performance of the Solar PV System. SLA may randomly pick up its components to get them tested at Government approved any test center. If during such tests any part is not found as per the specified technical parameters, SLA will take the necessary action to recover the losses and to black list the firm and the same may be communicated to PPRA and other nodal agencies. The decision of SLA in this regard will be final and binding on the renderer.

**R.** Authority will provide space to the contractor for the storage of equipment/parts during the installation phase till handing over of the project.

**S.** Solar PV System will supply electricity to the class rooms/labs and corridors (only for lighting and fans). Where ever necessary, the contractor will be responsible for making any modifications in the existing electrical wiring of the department. Before making such modifications, the contractor will seek approval and will only start such work after gaining approval from relevant department of Authority. PV system will be first priority for these areas, however, in case where PV system generation is not meeting the load demand, there should be a mechanism which should automatically switch the load to the grid supply. Contractor will be responsible for this alteration in the existing wiring and will ensure that all such electrical modification work is according to the international standards.



## 6) BIDS SUBMISSION REQUIREMENTS

6.1 Single stage – Single Envelope Procedure-

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

6.3 The SLA shall evaluate the technical proposal in a manner prescribed, without reference to the price and reject any proposal which does not conform to the specified requirements;

6.4 During the technical evaluation, no amendments in the technical proposal shall be permitted.

6.5 The bid found to be the lowest evaluated bid shall be accepted.

6.6 The bidder is required to submit Bid in Single Package with Technical & Financial Envelopes. Envelope should also be labeled with the name, address and contact number of the bidding company.

6.7 Bidders shall submit Technical Proposals along with brochures/data sheets explaining of the items quoted.

6.8 Bidders shall also submit a signed letter with Official stamp affixed on it as a cover letter to the Bid/Proposal. Bids/Proposals submitted without this **cover letter may not be accepted and bids will likely to be rejected straightaway.**

6.9 Bidders shall provide Company profile, Authorization & relationship with principal firm(s), location of branch offices, company experience in related field, project completed, major clients' list. NTN and Registration under companies' ordinance 1984.

6.10 Equipment's technical details (brochures, data sheets etc.) mentioning compliance and properly highlighting all the compliance specification as requested/ Exceeded using florescent highlighter of quoted hardware/equipment and material with their make, model, part number, etc.



- 6.11 Bidders are required to **fill and sign all pages of submitted proposal**, and submit it as Financial Proposal.
- 6.12 Each vendor has to participate for the whole SLOT (turnkey basis) of the equipment for various labs. The bids will be rejected in case any vendor missed one or more equipment against any slot.
- 6.13 Each quoted item in bid will be labeled separately and item wise price should be included.
- 6.14 Rates quoted in the **Bid should be containing all the applicable taxes in PKR** as well as vendor can optionally give the price in US Dollar. But Pak Rupees price is mandatory.
- 6.15 A bank draft equal to 2% of the Total Bid Value should accompany the bid as earnest money drawn in favor of Sindhi Language Authority Hyderabad. The bid shall not be considered without earnest money.



## 6. SELECTION PROCEDURE:

- 6.1. To award Contract/Purchase order one step procedure shall be used.
- 6.2. SLA intent in issuing this Tender Document is to award a contract to the lowest evaluated and best responsive bidder who meets specifications as laid out in Technical Information Form I and who fulfill all Mandatory Requirements mentioned in General Terms and Conditions. If any of the requirements or equipment specifications is not met by the bidder, the bid will be considered as non-responsive, and the bid of the next lowest bidder will be considered.
- 6.3. Final Evaluation shall be made 70% on Technical and 30 % financial basis. The technical evaluation will also include marks for.
- Specifications of each quoted item.
  - Country of origin.
  - Total Experience as well as experience against the quoted equipment.
  - Company association with the product principal.
  - Guarantee and Backup support services of the equipment.
  - Training for the SLA staff members for the quoted items.
  - Quoted product certified support staff.
  - Delivery period.
  - Financial evaluation will be done on PAK Rupee basis. Firm meet minimum technical requirement and lowest over all rates will get maximum marks (Formula for Financial Marks, Financial Marks= Lowest quoted rate/ All Firm rate \* 30)
- 6.4. After the approval of contract award, as per The Stamp Act 1899 Article 22-A as mentioned below a contract agreement on the stamp paper shall be executed by the firm with selected bidder within 15 days from the date of issuance of Letter of acceptance / supply order.

## 7. TERMS OF PAYMENT:

- 7.1. No payment shall be made in advance to the selected bidder/vendor as mobilization advance.
- 7.2. All payments shall be made through cross cheque in the Pak Rupees.
- 7.3. Taxes will be deducted at source as per government rules at the time of payment irrespective of the date of invoicing.
- 7.4. The 2% earnest money of the successful bidder will be returned after the supply of equipment of the contract within 10 days.



7.5. SLA reserves the right to cancel the order, if work progress is not up to the satisfaction of the Committee. If work done by third party selected in accordance with the SPPRA rules subject to the condition that if the first party has to pay any amount in excess of the agreed amount, the difference will be recovered from the second party.

7.6. Quantity may be increased/decreased at the time of agreement/supply order.

#### **8. LIQUITDATED DAMAGES:**

8.1. In case of delay, the Technical Committee, of SLA reserves the right to suggest to Competent Authorities for imposing a penalty not exceeding 10% of the total amount of the contract at the rate of 1% of the bill for each week of delay.

8.2. If the work is not executed according to the satisfaction of the Technical Committee, of SLA, the Competent Authority reserves the right to reject it altogether or impose a penalty not exceeding 50% of the contract amount.

8.3. In case of services delay or unsatisfactory service deliver non-complying the terms of the comprehensive warranty services, vendor performance Retention /withheld Money will be forfeited.

#### **9. GENERAL TERMS AND CONDITIONS:**

9.1 Income Tax Certificate and GST Certificate with proof of active tax payer.

9.2 Authorized Dealer, Partner for all Items quoted.

9.3. Technical/Purchase Committee may visit vender's facility to check the samples/equipment.

9.4. An affidavit to the effect that the firm has not been blacklisted by any Government/Semi Government organization.

9.5. The Authority reserves the right to accept/reject wholly or partially any tender at any stage of the tender process with recorded reasons

9.6. Validity period of the bids shall be 4 months (120days).

9.7. The decisions of SLA will be binding on all concerned and will in no case be challengeable at any forum or any court of law.

9.8. Bids are liable to be rejected if; they are not conforming the terms, conditions and specifications.

9.9. During the examination, evaluation and comparison of the bids, the SLA at its sole discretion may ask the bidder for clarifications of its bid.



- 9.10. The request for clarification and the response shall be in writing/email.
- 9.11. Total Bid Value shall cover cost of equipment with one year warranty.
- 9.12. The amount submitted as Earnest Money shall be refunded to the unsuccessful bidders after the decision of "Tender Committee" for the award of said tender.
- 9.13. If there is a discrepancy between unit price and total price in the submitted bid which is obtained by multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures, the amount in words shall prevail. If there is a mistake in addition/ totaling, that shall be corrected. If the bidder does not accept the corrected amount of bid, his bid shall be rejected and his bid security forfeited.
- 9.14. Conditional Bids will not be entertained.
- 9.15. For this tender all updates/changes shall be communicated through email and also be posted on SLA website.
- 9.16. In case of any dispute between the two parties of any matter arising out of after signing the contract agreement, the case shall be referred to Vice Chancellor, SLA whose decision shall be final and binding on both parties.
- 9.17. Maximum delivery time for all items is 4-6 weeks.
- 9.18. Bids submitted via email or fax will not be entertained.
- 9.19. Bidders indemnify SLA against all third party claims of infringement of patent trade mark, industrial design rights arising from use of the goods of any part thereof in Pakistan.
- 9.20. Number of equipment and its parts may be increased or decreased as per SLA requirement.
- 9.21. Firm may ensure the availability of parts for next 3 Years
- 9.22. For the final award SLA can be opt contract agreement on the basis of FOR or C&F (LC based) by mutually agreed from both the parties.
- 9.23. Mention clear delivery time period as SLA shall not provide extension in delivery period.
- 9.24. The Tender Document can be downloaded from the official web site of the SLA within two days of the publication of tender notice: [www.sindhil.org](http://www.sindhil.org)





9.25. Please indicate the warrantee period and terms & conditions of the warranty for each item clearly.

9.26. Two percent CDR should be part of Financial Proposal whereas Tender Fee should not be part of Technical or Financial Proposal.

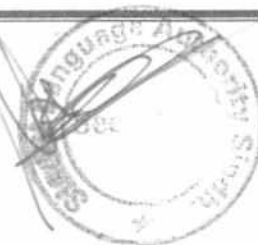
#### **10. MEET OR EXCEED SPECIFICATIONS**

Firms cannot quote optional equipments but the specifications provided in this tender are the minimum requirements of SLA. The vendors SLA meet/ exceed these specifications to meet the actual requirements of SLA and its successful practical implementation. But in such a case additionally proposed or altered specifications should clearly be highlighted to enable SLA to clearly identify modified specifications.

#### **11. CLARIFICATIONS**

Queries regarding this tender shall be submitted in writing to:

**(Ihsan Ahmed Memon)**  
Accounts Officer /  
Ph: 0022-9240050; Fax: 022-9240051  
imahsan@msn.com



**Form 1.**

**PROPOSAL SUBMISSION FORM**

Chairman  
Sindhi Language Authority  
Hyderabad

Sir,

\_\_\_\_\_ We, the undersigned, offer to provide the Services for "Purchase of Items for SLA Office and in accordance with your Request for Proposal (Tender Document) dated \_\_\_\_\_ and our Proposal. We are hereby submitting our Financial Proposal along with Technical compliance, sealed in envelope.

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:



FORM 2:

**To be filled by the bidders**

1. Name of bidders: -----

2. Address: -----

3. Phone: ----- Mobile -----

4. Fax No. ----- E-mail: -----

5. NIC Tax No. ----- Sales Tax No.: -----

6. Branches (if any): i. -----

ii. -----

iii. -----

7. Type of Business: i. -----

ii. -----

iii. -----

8. Facilities: i. List of technical staff with qualification and experience

ii. Authorization of distribution / dealership -----

iii. Any other: -----

10. Previous Experience (name of organization where said or like equipment supplied/installed/Commissioned)

i. ----- ii. -----

iii. ----- iv. -----

v. ----- vi. -----

vii. ----- viii. -----

Please enclose any supporting document

Total Bid Value (Rs): \_\_\_\_\_ Amount of CDR (Rs): \_\_\_\_\_

Name and signature: - ----- Date: -----

