

REF: M.U/OM/GEN-SET/25KVA/BOOKING OFFICE/SIALKOT/24-25
DATE: 16-01-2024

TENDER NOTICE

**ANNUAL OPERATION MAINTENANCE & SERVICING CONTRACT OF STANDBY
GENERATOR SET 25 KVA INSTALLED AT PIA TOWN OFFICE SIALKOT**

Seal un-conditional tenders are invited from PIA 'B' class approved enlisted Electrical contractors for the subject work. Tender should be addressed to Manager Utilities (Facilities Management) and dropped in Finance Manager Works office (2nd floor Room no: 293 PIA Head Office Building Karachi) by 31ST JANUARY, 2024 till 15:00 hrs and will be open on the same day at 15:30 hrs in the office of General Manager Facilities Management. All details regarding the tender complete set of TOR may be downloaded from PIA website www.piac.com.pk

RS: 30,000/- Earnest money of the bid should be attached with the tender.

On the face of envelop reference must be written REF: M.U/OM/GEN-SET/25KVA/BOOKING OFFICE/SIALKOT/24-25.

MANAGER UTILITIES
FACILITIES MANAGEMENT

TENDER FORM

M/s _____

REF: M.U/OM/GEN-SET/25KVA/BOOKING OFFICE/SIALKOT/24-25

DATE: 16-01-2024

**ANNUAL OPERATION MAINTENANCE & SERVICING CONTRACT OF STANDBY
GENERATOR SET 25 KVA INSTALLED AT PIA TOWN OFFICE SIALKOT**

Dear Sir,

Please send not later than 31-01-2024 you're sealed quotations for the items mentioned in the attached sheet as per following terms and condition.

1. PIA reserves the right to accept or reject any quotations without assigning any reason as per PPRA rules.
2. An earnest-money of RS: 30,000/- in the shape of pay-order/Bank Draft in favor of PIA is to be attached with quotation as earnest money.
3. Tender will be opened by on 31-01-2024 at 15:30 Hours by the under signed in presence of the contractors who care to attend.
4. Your quotation should remain valid up to Three Months.
5. Period required for completion of project is one year and two terms extendable (Total 03 years).
6. All works/sample/design will be executed / approved by the engineer on duty.
7. PIA reserves the right to cancel the work order at any stage of the work without assigning any reason as per PPRA RULE # 33.
8. PIA accepts only standard materials of original manufacturer strictly in accordance with the specifications. Any inferior or sub-standard materials, if used, shall be rejected out-rightly and registration of the contractor concerned may be cancelled.
9. The firm to whom the contract is awarded shall have to abide by the rules and regulations mentioned in the work order and as well as the all rules & regulations of PIA, PEC and PPRA.
10. No excuse of non – availability of materials of fluctuation in the market rates etc. shall be accepted after the work order is issued.

For: PAKISTAN INTERNATIONAL AIRLINES.

Seal & Signature
Of the contractor

MANAGER UTILITIES
FACILITIES MANAGEMENT DIVISION

SCOPE OF WORK FOR GENERATOR

- Lowest bidder must be fully responsible for the up keep of all the Generators and Generator rooms (complete in all respect).
- Replacement of all filter & lubricant oil work will be the responsibility of contractor at his own risk & cost to change within stipulated time period i-e up to 06 months or 250 hours whichever comes earlier.
- Repairing/ replacement & adjustment work of the AVR and other minor works is the responsibility of contractor at his own risk & cost
- Repairing of Radiator works is the responsibility of the Contractor / firm at its own risk and cost.
- Replacement of fan belts & all safety devices i.e. Water Temperature Meter, Fuel Meter, Volt Meter and Ampere Meter including auto wiring are the responsibility of the Contractor / firm at its own risk and cost.
- Fuel injector's calibration, fuel pump servicing and calibration work are the responsibility of the contractor / firm at his own risk & cost.
- Repairing replacement of Self-starter work is the responsibility of the contractor / firm at its own risk and cost.
- Replacements of Rings Sets work are the responsibility of the contractor/ firm at its own risk and cost.
- Replacement of cam bush work are the responsibility of the contractor / firm at its own risk and cost.
- Replacement of Valve Inlets work is the responsibility of the contractor / firm at its own risk and cost.
- Replacement of Valve Exhaust work is the responsibility of the contractor/ firm at its own risk and cost.
- Replacement of Insert Valve Inlet work is the responsibility of the contractor/ firm at its own risk and cost.
- Replacement of Guide Valve with Seat work is the responsibility of the contractor/ firm at its own risk and cost.
- Repairing replacement of water pump repair kit work is the responsibility of the contractor/ firm at its own risk and cost.
- Replacement of all type of Oil Seals & packing like Top seal, Bottom seal, Front seal, Rear seal & Galleries packing work are the responsibility of the contractor/ firm its own risk and cost.
- Repairing replacement of Water Circulation Pump / water body work is the responsibility of the contractor/ firm at its own risk and cost.

- Replacement of Engine Gas Kit set Upper & lower work are the responsibility of the contractor/ firm at its own risk and cost.
- Repairing replacement work of Connecting bearing sets is the responsibility of the contractor/ firm at its own risk and cost.
- Repairing replacement work of Valve seats are the responsibility of the contractor/ firm at its own risk and cost.
- Repairing replacement work of Safety Control Meters are the responsibility of the contractor/ firm at its own risk and cost.
- Repairing replacement work of Oil Pumps is the responsibility of the contractor / firm at its own risk and cost.
- Repairing replacement work of Fuel Injectors & Cup Injectors are the responsibility of the contractor / firm at its own risk and cost.
- Repairing replacement work of Silencer is the responsibility of the contractor / firm at its own risk and cost.
- The Gen-Sets should always maintain, and operational as per T.O.R.
- The firm/Contractor to whom the contract is awarded is responsible to arrange grease, Duster, Kerosene oil, screw, nut bolts, and small wire pieces etc for repair service of standby Generators at his own cost as per site requirement.
- PIA will not provide any type of tools and those parts which are mentioned in Tender TOR as a responsibility of bidder, Replacement of batteries **when required** is the responsibility of contractor only if instructed /directed by Works department. Only approved quality with actual / Original invoice of the authorized dealer along with warranty certificates will be accepted and PIA including all taxes and contractor's profit 15% excluding Tax (**only for Batteries**).
- Materials should be changed in the presence of authorized PIA officers and Manager Works be noted in the log book properly and duly approved by DM Station.
- Arrangements of entry passes will be responsibility of contractor / firm and must ensure that the staff appointed by him for daily duty at PIACL bear good morals character and must be cleared through Police station verification / D.I.G Karachi.

3. SHIFT PATTERN

01 No Generator Operator 08:00 to 18:00

The contract is based on servicing instead of manning which simply means that the contractor is responsible to provide the servicing of Generator without being asked the number of staff. But the contractor may be advised to provide the shift pattern of the deputed staff for the smooth functioning.

Reliever & Helper if required is the responsibility of contractor at his own risk & cost. Staff should also available on Sunday and any Gazette Holydays or as per office requirements as follows,

All weekends & Gazette holidays are inclusive and no extra claim shall be entertained for operation & maintenance work or official holidays if required. One day weekly off may be allowed to workers as per labor law in such a way that operation should not suffer.

4. WORK SCHEDULE:

A. GENERATOR DAILY BASIS WORK:

- Cleaning/Dusting of all Generator sets.
- Checking of water & cleaning of heavy duty batteries & electrolyte terminal etc.
- Checking of fuel position in fuel tank if empty fill H.S.D. in tank.
- Checking of Oil level in chamber.
- Checking of water in radiator and if low fill the water.

B. GENERATOR MONTHLY BASIS WORK:

- Cleaning of air filter by air pressure to clean air path, Holes of existing fitter.
- Cleaning of external surface of radiator tubes by fresh water Kerosene Oil
- Cleaning of control panel AVR box and other electronic component

5. TERMS, CONDITIONS & PENALTY CLAUSE

Contractor shall have to execute an agreement with PIA on Rs. 500/- Court Stamp paper.

The contractor/firm should be submitting Monthly Operation & maintenance report or Electric breakdown details to Area In charge. Contractor or his Supervisor always maintains daily log book and PIAC staff randomly check the logbook and other related documents.

All above Maintenance work will be recorded in log book accordingly, any abnormality in system should be immediately notified to concern Officer on cell/office telephone Whatsapp& in writing, failure to maintain logbook / consumption report penalty of Rs. 200/- Per Day will be imposed on specific Generator.

Income tax and all applicable taxes shall be deducted from contractor's bill as per Government laws.

10% security deposit will be deducted from contractor's monthly bill every month as security (Refundable). And will be returned after 01 year.

In case the generator shutdown exceeds 48 hours, the OM Contractor is bound to provide rental generator set of same capacity at his own risk and cost.

6. QUALIFICATION OF STAFF:

Facilities Management team will take the interview for all the personnel according to their designation.

7. UNIFORM:

The Firm / Contractor shall provide 2 pair of uniforms & 1 pair shoe with the identity of Firm, otherwise a penalty of Rs. 200/- (Rupees two Hundred only) per day will be deducted from the contractor's monthly bill.

8. DURATION /PERIOD OF CONTRACT

Contract will be awarded for the period of (01) one year and two more years extendable total (03) years, on satisfactory performance report by Manager Utilities.

9. TERMINATION OF THE AGREEMENT

1. Without prejudice to any another available right / remedies, PIA shall have the right to terminate this agreement at its opinion for any reason specifically provided herein under or other ways in case of any breach of this agreement by the contractor notwithstanding anything contained in this agreement each party shall have the right to terminate this agreement without assigning any reason or cause thereof upon 30 days written notice to the other party through registered post and / or confirmatory facsimile.
2. PIA shall be entitled to terminate this agreement forth with at any time upon serving notice in the event of misconduct either on the part of the contractor or its employee (s).
3. The termination shall be without prejudice to the accrued right and liabilities of either party prior to termination.

FINANCIAL PROPOSAL

S.NO	DESCRIPTION	AMOUNT
<u>ANNUAL OPERATION MAINTENANCE & SERVICING CONTRACT OF STANDBY GENERATOR SET 25 KVA INSTALLED AT PIA TOWN OFFICE SIALKOT</u>		
1	TOTAL AMOUNT PER MONTH INCLUDUNG ALL TAXES	
2	TOTAL AMOUNT PER YEAR INCLUDUNG ALL TAXES	