

TENDER NOTICE

**ANNUAL OPERATION MAINTENANCE OF GENERATORS AT KARACHI AIRPORT
APRON AREA**

Seal un-conditional tenders are invited from well reputed Contractors/Vendors or genuine partners / authorized service partners of known Assembler and also registered with Pakistan Engineering Council in minimum C-6 CATEGORY (ME -03) for Annual Operation Maintenance of Generator Sets installed at Karachi Airport Apron Area.

- Apron Areas

The detailed Terms of References (TOR), Scope of Work, document checklist would be the integral part of bids and can be downloaded from PPRA and PIA websites. A pay order of **PKR 5000/= (Non refundable)** in the name of Pakistan International Airline should be attached with the Technical documents, failure to do so the bids will be rejected.

The bidding will be conducted on Single Stage Two Envelop basis. Pay Order equal to 02% of bid money must be attached with Financial Proposal of the bid.

Bidders are requested to submit their complete bid and must be dropped in tender box placed in Finance Section of Facilities Managements, PIA Head Office Karachi Airport, Karachi latest by **dated 10-11-2021 time 1500 Hrs** will be opened on the same day at **time 1530 Hrs** in the presence of bidder or their representatives who wish to attend the proceedings in the office of GM Facilities Management, Flight Operation Building, 1st Floor PIA Head Office. On the face of envelop reference must be written.

If any query related to this notice, please feel free to contact email: khiwepk@piac.aero

MANAGER UTILITIES
FACILITIES MANAGEMENT
FLIGHT OPERATION BUILDING
1ST FLOOR PIA HEADOFFICE,
KARACHI AIRPORT-KARACHI
TEL # 021-99044267

NOTICE

ANNUAL OPERATION MAINTENANCE OF GENERATORS AT KARACHI AIRPORT APRON AREA

Seal un-conditional tenders are invited from well reputed Contractors/Vendors or genuine partners / authorized service partners of known Assembler and also registered with Pakistan Engineering Council in minimum C-6 CATEGORY (ME -03) for Annual Operation Maintenance of Generator Sets installed at Karachi Airport Apron Area.

Interested firms are required to submit following duly completed proposals along with required documents.

- NTN Certificate
- Details of firms establishment
- Experience Certificate
- Proof of Financial Health of the Firm
- Registration with Pakistan Engineering Council

The detailed Terms of References (TOR), Scope of Work, document checklist would be the integral part of bids and can be downloaded from PPRA and PIA websites. A pay order of **PKR 5000/= (Non refundable)** in the name of Pakistan International Airline should be attached with the Technical documents, failure to do so the bids will be rejected.

The bidding will be conducted on Single Stage Two Envelop basis. Pay Order equal to 02% of bid money must be attached with Financial Proposal of the bid for 01 MW Gas Power Plant.

Bidders are requested to submit their complete bid and must be dropped in tender box placed in Finance Section of Facilities Managements, PIA Head Office Karachi Airport, Karachi latest by **dated 10-11-2021 time 1500 Hrs** will be opened on the same day at **time 1530 Hrs** in the presence of bidder or their representatives who wish to attend the proceedings in the office of GM Facilities Management, Flight Operation Building, 1st Floor PIA Head Office. On the face of envelop reference must be written.

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TERMS OF REFERENCES

Pakistan International Airlines intends to hire the services of Contractors/Vendors or genuine partners / authorized service partners of known Assembler who are GST registered firms and also registered with Pakistan Engineering Council in minimum C-6 CATEGORY (ME -03) for Annual Operation Maintenance of Generator Sets installed at Karachi Airport Apron Area.

Terms of References are as under.

- a) Only the Contractors/Vendors or genuine partners / authorized service partners of known having NTN & registered with tax department are eligible to participate in the Tender.
- b) The bidding comprises of two-bid system; 1. Technical Bid 2. Financial Bid.
- c) The Technical bid will comprise of the information related to
 - i. Compliance of scope of work in tabular form.
 - ii. Financial strength in tabular form.
 - iii. Relevant experience in tabular form.
 - iv. Registered offices / workshops in Pakistan in tabular form.
 - v. Support Plan in tabular form.
 - vi. Strength of employees in tabular form.
 - vii. Valid registration with Pakistan Engineering Council in tabular form.
- d) PIA reserves the right to accept or reject any quotation without assigning any reason.
- e) An earnest-money of **Rs. 02%** of bidding amount in the shape of pay Order/Bank Draft in favor of PIA is to be attached with financial proposal as earnest money.
- f) Your quotation shall remain valid up to **Three** Months.
- g) Contract period is for one year and Two terms extendable (total 03 years)
- h) PIA accepts only standard materials strictly in accordance with the specifications. Any inferior or sub-standard materials, if used, shall be rejected out-right and the registration of the contractor concerned may be cancelled.

- i) The firm to whom the contact 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 PIAC.
- j) No excuse of non-availability of materials or fluctuation in the market rates etc., shall be accepted after the work order is issued.
- k) The Financial bid would comprise of a table **on given format** showing the cost of annual Operation Maintenance inclusive of all charges of the warranty costs (if any) and the total bid (Contract) price. The price inclusive of all taxes, where applicable, will be quoted in Pak Rupees.
- l) All the pages of bid document must be signed and stamped by authorized person of the bidder.
- m) The Technical bid will be placed in one envelope and will be marked as TECHNICAL BID and the financial bid in another envelope marked as FINANCIAL BID. Both these envelopes will be sealed separately and be further kept in a third envelope sealed properly.
- n) The financial bids of only the technically qualified bidders (i.e. scoring at least 70 marks out of 100 marks) would be opened after the assessment of Technical bids.
- o) The bids must reach at finance section of facilities management division, PIA Head Office, Karachi Airport, Karachi latest by 10-11-2021. The Technical bids will be opened on the same day at 1530 hours , in presence of bidders or their representatives who wish to attend the proceedings. The date of opening of financial bids for technically qualified venders will be communicated later on. The financial bids of technically non-qualified firms shall be returned unopened.
- p) The procuring agency may ask any bidders(s) for the demonstration of equipment at their own cost.
- q) The inspection of stores / workshops may be carried out by the procuring agency, if desired.
- r) The successful bidder will execute an agreement in the attached format with Pakistan International Airline.

DATA SHEET

1.	The Name of the Assignment is: Annual operation maintenance of Generators at Karachi Airport (Apron Area)
2.	The Name of the Client is: Pakistan International Airlines Corporation (PIA)
3.	The description and the objectives of the assignment are: To provide services for complete annual operation maintenance of Generator sets of different capacity and make installed at Karachi Airport. 1. Apron areas Full & Final rates should be quoted after visit / inspection of the Generators and bid should be valid for 180 days after Tender opening. Refer to Terms & Condition.
4.	Pre-Bidding meeting / visit:- All Parties are advised to visit the equipment before submission of the bids.
5.	The name(s) and address(es) of the Client's Official(s) is (are) MANAGER UTILITIES Facilities Management Division Flight Operation Building Pakistan International Airline Karachi Airport Karachi Tel # 99044267 Email: khiwepk @ piac.aero
6.	The address for seeking clarification and for writing on the proposal is MANAGER UTILITIES Facilities Management Division Flight Operation Building Pakistan International Airline Karachi Airport Karachi Tel # 99044267 Email: khiwepk @ piac.aero
7.	Date and time of bidding submission is 10-11-2021 1500 hours
8.	Date and time of bidding submission is 10-11-2021 1530 hours
9.	Validity period of the proposal is: 180 Days
10.	The location for submission of bidding is: Tender Box Placed In Account Section Works PIA HEAD OFFICE Building Pakistan International Airline Karachi Airport Karachi
11.	Method of Evaluation Technically qualified- Lowest quoted will be awarded the JOB

SCOPE OF WORK

Scope of Work & Duties / Responsibilities of Consultant

1. Background

Pakistan International Airlines intends to hire the services of Contractors/Vendors or genuine partners / authorized service partners of known Assembler and also registered with Pakistan Engineering Council in minimum C-6 CATEGORY (ME -03) for Annual Operation Maintenance of Generator Sets installed at Karachi Airport Apron Area.

APRON AREAS

2. Scope of Work

Contractor must fully responsible for the up keep of all the Generators and Generator rooms under his supervision as per subject Contract work.

- P/F of all filter & lubricant oil 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. PIA will accept actual /Original invoice of the authorized dealer of lubricant & filters. Oil test report from authorized laboratory must be submitted as and where required before changing of the new oil or random test may be taken any time for the confirmation of reports in every replacement.
- Replacement of batteries **if required** is the responsibility of contractor only if instructed /directed by Manager Utilities. Only approved quality with actual / Original invoice of the authorized dealer along with warranty certificates will be accepted and 10% profit/labor charges **plus applicable tax** on actual bill will be paid by PIA (**only for Batteries**).
- Repairing/ replacement & adjustment of the AVR and other minor works is the responsibility of contractor at his own risk & cost with immediate / quick response, in delay penalty of Rs.5000/- per day but not exceeding the 10% of monthly contract value will be imposed on the contractor or to be deducted from his monthly bills.
- Radiators repairing works, fan belts & all safety devices i.e. Water Temperature Meter, Fuel Meter, Volt Meter and Ampere Meter including auto wiring and all type of Minor works Electrical / Mechanical are the responsibility of the contractor at his own risk & cost.

- Fuel injector's calibration, fuel pump servicing and calibration are also the responsibility of the contractor at his own risk & cost.
- Self, exciters & other minor works is also the responsibility of the contractor so the Generator should always be in 100% working condition
- The firm/Contractor to whom the contract is awarded is responsible to arrange grease, Duster, Kerosene oil, screw, nut bolts, small wire pieces etc for servicing of standby Generators at his own cost as per site requirement.
- Materials should be changed in the presence of two authorized PIA officers and written permission of Manager Utilities be noted in the log book properly.
- After taking over the Generators the lowest bidder has to provide schedule for monthly Maintenance as per OEM recommendation, the same should be presented to Manager (U), which will be checked and verified before signing of monthly bills.
- A detailed maintenance schedule to be provided every start of the month for this Contract.
- The Generators will be handed over in well running condition, and if there would be any major mishap, it would be considered a fault of contractor and he would be held responsible to restore the Gen-set at his own risk and cost failing which this repair cost will be recovered from the security deposit of the contractor.
- Arrangements of entry passes of contractor will be contractor's responsibilities 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

The system shall be maintained on round the clock basis with relevant experienced & qualified staff to be provided by the Contractor in each shift at his own risk and cost to follow the safety rules. Staff should also available on Saturday, Sunday and any Gazette Holydays or as per office requirements as follows,

All staff must be properly in uniform and equipped with all basic tools /equipment's .The backup team must be there to promote swift support in any major mishap.

Minimum staff requirement, the contractor must provide at site daily / regularly as given below who are responsible for shifting of power load and operate changeover switches also responsible for filling the Diesel from Drums / Tanks / Underground Tanks.

Reliever & Helper is the responsibility of contractor at his own risk & cost.

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

All parameters to be check regularly and recorded in the log book/complain register which should be proper, neat & clean.

Generator Sets should be operated as per Manual /Instructions.

4. WORK SCHEDULE:

A. GENERATOR DAILY BASIS WORK:

- Cleaning/Dusting of Gen-set, Radiator flashing and Alternator
- Cleaning of fuel pump system
- Cleaning of water circulation system

- Checking / cleaning of heavy duty batteries & electrolyte terminal etc.
- Checking of fuel position in fuel tank if empty HSD in tank.
- Checking in Each Gen Set of lubrication system filled oil if level is low.
- Checking / cleaning of heavy duty batteries & electrolyte terminal etc.
- Checking of fuel position in fuel tank if empty HSD in tank.

B. GENERATOR MONTHLY BASIS WORK:

- Cleaning of alternator, exciter by Air pressure to remove dust from inside of winding.
- 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
- All the above work must be done in the presence of PIA authorized staff.
- All instrument related to Gen Set like volt Meter, fuel gauges must be tested and calibrated by authorize vendors along with test reports.

5. TERMS, CONDITIONS & PENALTY CLAUSE

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

The contractor should be submitting weekly Operation & maintenance report to Area Incharge. Contractor or his Supervisor always maintains daily log book and PIAC staff randomly check the logbook and other related documents.

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

All above Maintenance work will be recorded in log book accordingly and duly signed by Area Incharge, any abnormality in system should be immediately notified to concern Officer on cell/office telephone & in writing, failure to maintain logbook / consumption report penalty of Rs. 5000/- Per Day will be imposed.

Any other works assigned by the Area Officer/ Manager Utilities regarding Generators from time to time is also the responsibility of contractor

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

6. QUALIFICATION OF STAFF:

Supervisor cum Mechanic (D.A.E or Matriculate with 10 years relevant experience)

Operator cum Mechanic cum Electrician (D.A.E or Matriculate with 05 years relevant experience)

Works Officer Elect & Manager Utilities will take the interview of staff during appointment.

Technical documents of the staff needs to be submitted to Manager (U) before deployment of staff.

7. UNIFORM:

The Contractor shall provide uniforms meeting international standards, and for each person should mainly consist of: two sets of shirts and two pairs of trousers, sweaters (for winters) and one pair of shoes.

The quality and color of the uniform shall be approved by General Manager FACILITIES MANAGEMENT.

NOTE: -

Electrician cum Operator/Mechanic must know to fill the log book, Stock Register and physically fit for the operational duty and fill the Diesel from Drum / Tank is also the responsibility of contractor. **All staff needs to be below the age of 60 Years.**

8. Duration of Contract

Contract will be awarded for the period of (01) one year extendable for another two terms on satisfactory performance report by **AREA INCHARGES**.

9. Payment terms.

Payment will be made every month after approval from Area in charge on satisfactory services provided and after signing of logbooks / consumption report from the area Incharge.

EVALUATION CRITERIA

[Max 100 MARKS]
Qualifying Marks 70

Evaluation of Firm: M/s. _____

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Firm/Company for its pre-qualification are under Oath.

Any document/statement provided if proved false, mis-stated, concocted, or incorrect proved at any time, during or after Pre-qualification will result into permanent disqualification and black listing of the firm/Company/Partners with their names displayed on PPRA website.

SNO.	CAPABILITIES	MARKS ALLOCATED
A.	FINANCIAL STRENGTH	20
B.	GENERAL EXPERIENCE	20
C.	YEARS OF EXPERIENCE	10
D.	QUALIFICATION OF STAFF	15
E.	TOOLS & EQUIPMENT	15
F.	WORKSHOP DETAILS	10
G.	YEARS OF ESTABLISHMENT	10
	TOTAL	100

A) FINANCIAL STRENGTH :- (20 Marks)

Financial document / statement describing annual business turnover of firm for last three years (Duly attested by Financial Auditor).

S.NO.	ANNUAL TURNOVER	MARKS	MARKS OBTAINED
01	10 – 20 Millions	10	
02	Greater Than 20 Millions	20	

B) GENERAL EXPERIENCE: -
(20 Marks)

The company/ firm which have completed more similar contracts of Operation maintenance of generators of 05 Million and above annually for similar capacity for the last three years. Satisfactory certificates for the same to be attached

S.NO.	NO. OF contracts	MARKS	MARKS OBTAINED
01	1- 05 contracts	5	
02	06-10 contracts	10	
03	More than 10 contracts	20	

C) YEARS OF EXPERIENCE: -
(10 Marks)

S.NO.	NO. OF contracts	NO. OF CONTRACTS	MARKS	MARKS OBTAINED
01	Overhauling of Generators / repair maintenance experience with work orders	More than 10	10	
		6-10	7	
		1-5	3	

D) QUALIFICATION OF STAFF
(15 marks)

S.NO.	NO. OF STAFF	NO OF STAFF	MARKS	MARKS OBTAINED
1	Supervisor (Electrical Engineer or D.A.E with 10 years relevant experience)	15-20	7.5 MARKS	
		10-14	5 MARKS	
		1-9	2 MARKS	
2	Operator with specific experience of Generator Operator with 05 years relevant experience)	15-20	7.5 MARKS	
		10-14	5 MARKS	
		1-9	2 MARKS	

E) TOOLS & EQUIPMENT
(Marks Allocated – 15)

1.	All testing meters i:e Tong Tester Meggar etc.	1
2.	Safety Kits	1
3.	Pipe spanner 24 "	1
4.	Pipe spanner 18"	1
5.	Box spanner	1
6.	Fix spanner	1
7.	Ring spanner	1
8.	All general tools i:e plier, screw drivers ,cotton cloth for cleaning	1
9.	Hand pump for diesel transfer	1
10.	Chain block	1
11.	VEHICLE FOR DIESEL TRANSPORT	5

F. Workshop details
(Marks Allocated – 10)

Details of workshop/factory/plant for generator maintenance upkeep to be provided. Original documents of the premises are required

i	RENTED	05	
ii	OWNED	10	

Physical verification of the technically qualified bidder premises will be done to ascertain the details on above.

G. Years of establishment
(Marks Allocated – 10)

i	10 or more years	10	
ii	5-9 years	5	
iii	Less than 5	1	

TOTAL: _____

FINANCIAL PROPOSAL

Format for Financial Bid for all Generators at Karachi Airport

1- Tender (Apron Areas)

S. No.	Name of Activity / Per Item Charges	Cost Including all Taxes where applicable (Rs.)/month	Cost Including all Taxes where applicable (Rs.)/annum
	Complete Services including parts, Taxes, labor, tools/ and etc.		
1	Wide Body 566 KVA (Round the clock basis including Gazette Holidays / Eid Festivals 365 days)		
2	Wide Body 262 KVA (Round the clock basis including Gazette Holidays / Eid Festivals 365 days)		
3	Avionics Shop 566 KVA (Round the clock basis including Gazette Holidays / Eid Festivals 365 days)		
4	Heat Treatment 566 KVA (Round the clock basis including Gazette Holidays / Eid Festivals 365 days)		
5	Sub Station No. 01 342 KVA (Round the clock basis including Gazette Holidays / Eid Festivals 365 days)		
6	Engineering Area 505 KVA (Round the clock basis including Gazette Holidays / Eid Festivals 365 days)		

NOTE: - CONTRACTOR MUST ENSURE THAT THE BID AMOUNT SHOULD BE INCLUSIVE OF ALL TAXES.