

**TENDER NOTICE**

**ANNUAL OPERATION / MAINTENANCE OF 315 KVA GENSET INSTALLED AT PIA BOOKING  
OFFICE RWP**

**PREQUALIFIED PIA ELECTRICAL CONTRACTOR CLASS "B"**

Sealed unconditional tender are invited for the above subject work. Tender can be downloaded from PIA website. Tender should be addressed to Manager Works (Facilities Management-North) and dropped in the tender box placed in Works & Project Office, Facilities Management Division, 5TH The Mall PIA Booking Office Rawalpindi by **20<sup>th</sup> November** 2019 till 1100 Hrs and will be open on the same date at 15:00 hrs in the office of Manager Works (Facilities Management).

On the face of envelope reference must be written:-

**Ref: 01-OPT-MAINT/315KVA/GENSET/RWP/19**

MANAGER WORKS  
FACILITIES MANAGEMENT

**QUOTATION FORM**

To,

M/s \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF WORK:-

**ANNUAL OPERATION/ MAINTENANCE OF 315KVA GENSET INSTALLED AT PIA BOOKING OFFICE RWP**

Dear Sir

Please send not later than **20-11-2019** your sealed quotations for the items mentioned in the attached sheet as per following terms and conditions.

1. PIA reserves the right to accept or reject any quotations without assigning any reason.
2. An earnest money of **2%** in the shape of pay-order/bank Draft in favour of PIA is to be attached with quotation as earnest money.
3. Tender will be opened by on **20-11-2019** at **15:00** Hours by the undersigned in presence of the contractors who care to attend.
4. Your quotation should remain valid up to **THREE MONTHS**.
5. Period required for completion one year extendable for further two terms upon satisfaction performance of contractor with mutual understanding of both parties.
6. All work/ sample/ design will be executed/ approved by the undersigned Engineer on duty.
7. PIA reserves the right to cancel the work order at any stage of the work without assigning any reason.
8. PIA accept only standard material original manufacturer strictly in accordance with the specification. Any inferior or sub-standard materials, if used shall be rejected out –right and registration of the contractor concerned may be cancelled.
9. PIA shall have the option to increase or decrease the quantity of any item mentioned in the quotation / work order.
10. The firm to whom the contract is awarded shall have to abide by the rules and regulations mentioned in the work order and all the rules & regulation of PIACL.
11. No excuse of non-availability of materials or fluctuation in the market rates etc. Shall not be accepted after the work order is issued.

Seal & Signature  
Of the Contractor

for Pakistan International Airlines Corp.

**DESCRIPTION OF WORK:** ANNUAL OPERATION/ MAINTENANCE OF 315 KVA GENSET INSTALLED AT PIA BOOKING OFFICE RWP.

| S.No. | Description   | Qty | Unit | Rate | Amount |
|-------|---|-----|------|------|--------|
|       | 315 KVA Diesel Generator set installed at PIA BOOKING OFFICE RWP.   | 01  |      |      |        |
|       | Generator set should be operate as per manual / instructions  |     |      |      |        |
|       | <b>GENERATOR DAILY BASIS WORK:</b>  |     |      |      |        |
| 1.    | All parameter check regularly and record the readings   |     |      |      |        |
| 2.    | Cleaning of gen set Radiator , Alternator   |     |      |      |        |
| 3.    | Cleaning of fuel pump system  |     |      |      |        |
| 4.    | Cleaning of water circulation system.   |     |      |      |        |
| 5.    | Checking of lubrication system - fill oil if level is low.  |     |      |      |        |
| 6.    | Checking/Cleaning of heavy duty batteries and electrolyte terminal etc.   |     |      |      |        |
| 7.    | <p>Checking of fuel position in fuel tank.</p> <p><b>MONTHLY BASIS:</b></p> <ul style="list-style-type: none"> <li>Cleaning of alternator, exciter by air pressure to remove dust from inside of winding.</li> <li>Cleaning of air filter by air pressure to clean air path, holes of existing filter.</li> <li>Cleaning of external surface of radiator tubes by fresh water &amp; kerosene Oil.</li> <li>Cleaning of control box and other electronic component.</li> </ul> <p>All above maintenance work will be recorded in log book accordingly and duly signed by concerned Officer. Any Abnormality in system should be immediately notified to concerned Officer in writing and verbally.</p> |     |      |      |        |
| 1.    | The firm/ contractor to whom the contractor is awarded shall have supplied Grease, Duster, kerosene oil, etc for servicing of standby Generator.  |     |      |      |        |
| 2.    | PIA shall provide fuel lubricant all kind of filter and Major spare parts like cylinder head piston, ring, gasket, Battery set, Electronic card, Starter oil AC/DC relay, alternator parts and instrument etc. However the contractor will be responsible for the arrangement of the same if the same could not be arranged by PIA in time.   |     |      |      |        |
| 3.    | Firm/Contractor concerned shall submit cost estimate for any major/minor repair or equipment work required on generator shall be started after obtaining written approval from PIA Authorities.   |     |      |      |        |
| 4.    | <p>Contractor/firm concerned shall provide the following technically qualified personnel at its own cost who will be responsible for maintenance, servicing and operation of the said Generator. The firm shall under take to provide the Personnel after verification of character and antecedent by area police and DIG special branches.</p> <p><b>SHIFT PATTERN FOR GENERATOR STAFF:</b></p> <p>The system shall be maintained in three shifts with following staff to provide by the licensed Contractor in each shift at his own risk and cost staff should also available on Saturday, Sunday &amp; Any Holy Days as follow.</p>   |     |      |      |        |

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|-------|--|-----|------|------|--------|
|       | <b>SHIFT " A "</b><br>From 07:00 hours to 15:00 hours.<br>Operator   | 01  |      |      |        |
|       | <b>SHIFT " B "</b><br>From 15:00 hours to 23:00 hours.<br>Operator   | 01  |      |      |        |
|       | <b>SHIFT " C "</b><br>From 23:00 hours to 07:00 hours.<br>Operator   | 01  |      |      |        |
|       | <p><b><u>Reliever for rotating shift is the responsibility of Contractor</u></b><br/> <b><u>Three Shift Pattern strictly to be followed:</u></b><br/>           Maintenance materials as per clause-1</p> <p>Contractor is bound to pay the above mention amount to the staff and payment and the voucher slip must be submitted with monthly bill and also must submit qualification &amp; experience certificate.</p> <p><b><u>TERM CONDITIONS &amp; PENALTIES CLAUSE:</u></b></p> <ol style="list-style-type: none"> <li>Contractor shall have to execute an agreement with PIA on RS.100/= Court Stamp Paper.</li> <li>Any Financial loss to PIA i.e. loss of raw material of production loss or damages to the equipment owing to malfunctioning the equipment or indicating devices or delay beyond the stipulated period, in restoring the operation of the equipment by the contractor's staff' shall be deducted from the monthly bill or outstanding bills of the contractors.</li> <li>The contractor shall ensure that their site staff strictly maintain discipline at PIA premises and strictly comply with the instructions issued from time to time by the concerned officer the defaulters shall be penalized @ RS.5000/= for each case.</li> <li>One proper uniform with contractor's identification and design identification and shoes shall be provided by the contractors to each member of site staff. Otherwise a penalty of RS.100/= (Rupees one hundred only) per day for the defaulter will be deducted from the monthly bills of the contractor.</li> <li>Concerned officer (ELECTRICAL) shall see daily or time to time that the above mentioned instruction terms and condition are being strictly followed. In case of violation of any of these, Manager Utilities and area Works officer (ELECTRICAL) terminate the contract through a written one month notice and the firm will also be blacklisted.</li> <li>10% of the total amount of each monthly bill will be kept as security deposit for a period of 12 months as guaranteed period and shall be refundable at the end of the contract period, if the work is found entirely satisfactory.</li> <li>The contractor shall be submitting weekly operation &amp; maintain daily log book of both operation &amp; maintenance to the concerned. PIA staff will randomly check the logbook and other related documents.</li> <li>PIA will not provide any tools / testing equipments.</li> <li>Arrangement of entry passes of contractor will be contractor responsibilities and must ensured that the staff appointed by him for daily duty at PIA bear good moral character and must be cleared through police station verification without which the contract shall not be awarded.</li> </ol> |     |      |      |        |

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|-------|---|-----|------|------|--------|
|       | <ol style="list-style-type: none"> <li>1. Contractor shall fully responsible for up keep of all installations under his supervision.</li> <li>2. The entire Contractor's staff will wear uniform during duty hours with name of company and also wear all personal protective equipments hard head, and safety shoes, etc.</li> <li>3. The contractor shall personally visit the installations at least twice a week and shall be available on telephone at site in case of any emergency.</li> <li>4. The contractor shall pay the salary of its staff during the first week of the month irrespective of their bill cleared or not by corporation PIA and must provided the salary slip by 5<sup>th</sup> day of every month otherwise penalty of RS.1000/= Per day will be imposed.</li> <li>5. The minimum wages to be paid by the contractor to its staff shall not be less than as prescribed in labour laws from time to time.</li> <li>6. Income tax shall be deducted as per applicable rules from contractor.</li> <li>7. Contractor should arrange Man power as required on 24 hours basis 365 days even on gazette holidays.</li> <li>8. <b><u>QUALIFICATION OF STAFF:</u></b> <ul style="list-style-type: none"> <li>- Operator (Matriculate &amp; 05 year's experience).</li> </ul> </li> <li>9. <b><u>NOTE:</u></b> Operator must know How to fill the log book and stock register.</li> </ol> |     |      |      |        |