

INVITATION FOR BIDS

PROCUREMENT OF SERVICES FOR MAJOR OVERHAULING AND SUBSEQUENT O&M OF THE HVAC SYSTEM

Pakistan LNG Limited (PLL) is a wholly owned subsidiary of Government Holdings Private Limited (GHPL) and has been mandated by the Government of Pakistan to manage the import of LNG, its storage & regasification.

PLL intends to invite electronic bids from firms registered with Income Tax and Sales Tax Department for Procurement of Services for Major Overhauling and Subsequent O&M of the HVAC System Installed at Petroleum House. E-bidding documents as per regulations, containing detailed terms and conditions, specifications, and requirements, etc. are available, for the registered bidders, on EPADS at www.eprocure.gov.pk and also on PLL website www.paklng.com.

The electronic bids must be submitted by using the EPADS on or before **10th June 2025 at 03:00 pm**. Manual bids shall not be accepted. Electronic bids will be opened on the same day at **03:30 p.m.**



Head of HR & Administration
PAKISTAN LNG LIMITED

9th Floor, Petroleum House,
Ataturk Avenue, G-5/2, Islamabad
Phone: 051-8744183-4
Email: hr@paklng.com

PAKISTAN LNG LIMITED

Bidding Document

for

Procurement of Services for Major Overhauling and Subsequent
O&M of the HVAC System Installed at Petroleum House

Tender No.:	PLL/ADMN/04/2025-002
Bid Submission:	10 th June 2025 at 03:00 PM
Bid Opening:	10 th June 2025 at 03:30 PM



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INTRODUCTION

This Tender Document is issued for the hiring of services for the major overhauling and subsequent Operation & Maintenance (O&M) of the HVAC system installed at Petroleum House. The selected contractor will be responsible for the timely execution of the overhaul as well as the ongoing operation and maintenance of the system, in accordance with the terms, conditions, and specifications outlined in this document. Bidders must comply with the technical requirements, service timelines, and all other provisions detailed herein.

OBJECTIVE

The objective of this tender is to engage a qualified service provider for the major overhauling and subsequent operation and maintenance (O&M) of the HVAC system installed at Petroleum House. The selected contractor will be responsible for conducting a thorough overhaul of the HVAC system, ensuring its efficient performance, and providing continuous O&M services to maintain optimal functionality and reliability. The goal is to enhance the system's operational efficiency and extend its lifespan while ensuring compliance with safety and environmental standards.



INVITATION TO BID

1. *Pakistan LNG Limited* (hereinafter referred to as '**PLL**' or the '**Company**') hereby invites bids for hiring services for major overhauling & subsequent O&M of HVAC system installed at Petroleum House.
2. A single-stage two-envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bidding Document.
3. The bidders may download the bidding document from the Company's website i.e. www.paklng.com or from EPADS i.e. <https://eprocure.gov.pk>.
4. The Bids shall be uploaded in PDF format on EPADS portal i.e. <https://eprocure.gov.pk> on or before 15th May 2025 at 03:00 PM. Bids will be opened at 03:30 pm on the same day at PLL's office 9th Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad. Bidders' authorized representative(s) will be allowed to attend the bid opening.
5. Bidders are requested to go through 'Instruction to Bidders' to acquaint themselves with the details of the bidding process including the Company's correspondence details, bid submission deadline, bid opening date, bid validity, deviations, and technical and financial bid submission details. Bids are to be submitted in accordance with the procedure as set out in the Bidding Document.
6. The Bidder must be registered with FBR for the GST and Income tax, if applicable.
7. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and PLL.

Sincerely,



Head of HR & Administration

Pakistan LNG Limited
9th floor Petroleum House
Ataturk Avenue G5/2
Islamabad



INSTRUCTIONS TO BIDDERS

The objective of "Instructions to Bidders" is to provide bidders information to submit bids in response to this Bidding Document (BD) according to the requirements defined in this BD and in the same order/sequence as set forth in this BD. Bidders are required to fulfill the below requirements for their bids:

- 1) Bidders must submit their technical and financial bids in PDF format on EPADS on or before the bid closing deadline.
- 2) For the sake of clarity, it may be noted that single stage two envelope procedure will be adopted. The bidders are required to prepare their bids in accordance with this Bid Document and the same shall be uploaded on EPADS before closing' deadline
- 3) Original Bid Bond in form of a demand draft/pay order equivalent to PKR 50,000/- drawn in favor of "Pakistan LNG Limited" shall be submitted on or before the bid submission date at PLL's Office 9th Floor Petroleum House, Ataturk Avenue G-5/2, Islamabad, otherwise bid will be rejected. A copy of the demand draft/pay order should be uploaded to EPADS as well.
- 4) The Bid Bond of Unsuccessful Bidders will be returned within 15 days after the announcement of evaluation results on PPRA website. The Bid Bond of successful Bidders will be returned within three months of the issuance of purchase order. The bid bond will be forfeited in case the SUCCESSFUL BIDDER fails or delays accepting the fully termed purchase order.
- 5) Signing of Work Order/Contract: Within ten (10) working days of receipt of the work order the successful bidder shall sign, date and return it to the Company.
- 6) Selected bidder must submit Performance Bond of 10% of Bid value in favor of Pakistan LNG Limited in the form of Pay Order before signing of Contract.
- 7) PLL will pay to the selected bidder advance amount after signing of the Contract. The advance amount will be less than the Performance Bond value.
- 8) Each bidder shall submit only one bid, multiple submissions of bids shall render the bidder disqualified.
- 9) The bidder will have to comply with all laws applicable in Islamic Republic of Pakistan.
- 10) The bid bond may be forfeited in case of the occurrence of any of the following:
 - a) Bidder withdraws its bid before the bid validity date.
 - b) Bidder fails to extend the validity period of the bid bond to match any extension of the bid validity date in accordance with the terms and conditions of this BD.
- 11) The bidders will submit their bid in accordance with the terms and conditions of the BD. All the pages of the Technical & Financial bids must be sequentially numbered. All the pages of the financial bid and Form of Bid (technical bid) must be stamped & signed by the representative authorized at clause 6 of the Form of Bid. All other pages of the technical bid must be stamped and initialed by the representative authorized at clause 6 of the Form of Bid.



- 12) A prospective bidder seeking clarification on the bid documents should seek such clarification in writing via EPADS at least one week prior to the bid submission deadline. Responses to such requests for clarification will be provided in writing through EPADS.
- 13) Bids must be uploaded on EPADS on or before the Bid Closing Date and Time specified in Bid Data Sheet.
- 14) PLL may, at its exclusive discretion, extend the deadline for the submission of the bids, in which case all rights and obligations of the PLL and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.
- 15) Within the original validity of the bids, PLL may request the bidders to extend their bid validity for another period not exceeding the original bid validity. The bidder who chooses not to extend their bid validity as may be required by PLL; bid will be deemed withdrawn, and their bid bond shall be returned.
- 16) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 17) To assist in the examination, evaluation, and comparison of bids, PLL may at its discretion ask the bidder for clarification of bid. The request for clarification and the response shall be in writing through EPADS.
- 18) PLL may hold a prospective bidders' Pre-bid Meeting at PLL Islamabad office as may be decided by PLL to which prospective bidders will be invited. Prospective bidders may attend the Pre-bid Meeting at their own cost.
- 19) PLL reserves the right to amend, modify, supplement, or withdraw this BD or extend the deadline for submission of the bid at any time and to reject all the bids received and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part.
- 20) PLL reserves the right to accept/reject any or all bids or to annul the bidding process in its entirety without assigning any reason and without assuming any liability as per Rule 33(1) of PPRA Rules.
- 21) The Bidder must provide information of its postal address, telephone number, fax number, NTN number, sales tax registration number, email address, and names of the key person(s) in their organization.
- 22) Bidders shall submit their technical bids as per the requirements mentioned in **Annexure I (Scope of Work)** after conducting the site visit.
- 23) Duly completed, signed, and stamped Price Schedule shall be submitted as a financial bid. Prices will be quoted in Pak Rupees; any other currency will be rejected. While submitting their bids, bidders shall be responsible for including all applicable duties/taxes/levies, etc. (Federal and/or Provincial) and out-of-pocket expenses in their quoted rates. Omission, if any,



shall be the sole responsibility of the bidder. All taxes and duties shall be borne by the bidder as per applicable laws. PLL will not be responsible for any erroneous calculation of taxes, or any differences arising out of tax incidence and computation and shall be fully borne by the successful bidder.

- 24) The bidders participating in the bidding process are required to adhere to all the laws as promulgated by the Government of Pakistan for the time being in force. Upon completion of the bidding process, the terms and conditions as agreed between the parties will not be altered or amended.
- 25) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 26) The bids will be rejected if any of the following shortcomings occur:
- Signed "Form of Bid", as per format given in Bid document, with an official stamp affixed on it is not provided.
 - Form of Bid, on bidders' letter head, with signatures and official stamp is not uploaded on EPADS.
 - Bid bond is not submitted with the Technical Bid on EPADS.
 - Bids must contain a Certificate of Incorporation, Company/Firm's Registration Certificate, SECP registration, etc. (whichever is applicable).
 - Bids submitted without Tax authorities' registration certificates and bidder not appearing on Active Taxpayer list of FBR.
 - Bid having not fully filled-in/quoted price schedules or quoted in currency other than Pak Rupees (PKR).
 - Bid is un-signed, partial, conditional, alternative.
 - Bidder has been found blacklisted during evaluation stage or prior to the award of contract.
 - Multiple bid submissions, either jointly or severally, shall render the bidder disqualified.
 - Bidder(s) engages in corrupt or fraudulent practices during the process.
 - Bidder is not registered with PEC in C4 category or above.
 - An affidavit is not submitted to the effect that the bidder is an independent company/firm, and not the agent, subsidiary, or holding of any company/firm having a business relationship with PLL in any manner whatsoever.
 - Service provider has submitted the proposal without conducting site visit.
- 27) The bids will be evaluated as per the evaluation criteria provided in **Annexure-II**. Bidders are required to secure at least 70 Technical Scores (TS) on an overall basis for technical qualification. Financial bids of technically qualified bidders will be opened in the presence of their representatives who choose to attend. The contract will be awarded to the most advantageous bidder based on quality and cost, on a 70% quality and 30% cost basis.
- 28) The bidders shall bear all costs/expenses associated with the preparation and submission of the bids and PLL shall in no case be responsible/liable for those costs/expenses.



- 29) The bids shall be opened at the specified time and place in the presence of the authorized representatives of the bidders who choose to attend.
- 30) During the examination, evaluation, and comparison of the bids, PLL at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered, or permitted after bid submission.
- 31) Bids submitted via email or fax shall not be entertained.
- 32) PLL does not accept:
- a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency, or reliability of any data or information, including all written or oral information made available to the bidder or its advisors during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
 - b) any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, because of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency, or reliability.
- 33) The Bidder agrees to:
- a) Conduct his/her own investigation and analysis regarding any information, statements, or representations contained in the information and will rely on his/her own enquiries and seek appropriate professional advice.
 - b) Not to rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency, or reliability of the information.
- 34) The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.
- 35) PLL reserves the right to forfeit the Bid Bond of the Bidder who breaches any terms and conditions of this BD.
- 36) Bidder must also comply with all other requirements of Federal Board of Revenue (FBR) Pakistan.
- 37) Completion time for the major overhauling work is 90 days after issuance of Letter to Proceed (LTP). Liquidated Damages (LD) will be charged at a rate of 0.1% per day up to maximum of 10% of the bid value.
- 38) Dispute Resolution:

All disputes, controversies or differences that may arise between the Parties arising out of or in connection with this Agreement, shall be settled amicably through mutual negotiations in good faith. All such disputes that are not settled amicably within 60 days from the date of notification of such dispute shall be referred to arbitration. The arbitration proceedings shall be conducted in accordance with the Arbitration Act, 1940, or any amendment thereof and decided by a sole



arbitrator, who shall be a retired judge of the High Court of Pakistan and shall be appointed by the mutual consent of both the Parties. The decision of the arbitrator shall be final and binding on the Parties. The arbitration shall be held at Islamabad. Arbitration shall be condition precedent to any other action/remedy under the law. Both Parties agree to contribute equally towards the cost of arbitration proceedings.

39) Governing Law and Jurisdiction:

This Agreement shall be subject to and construed in accordance with the laws of the Islamic Republic of Pakistan and will be subject to the exclusive jurisdiction of the Courts of Islamabad having competent jurisdiction.



ANNEXURE-I: SCOPE OF WORK

1. Contractor will carry out major overhauling of HVAC system as per scope mentioned in BOQ **Annexure III**
2. Any changes in BOQ required during the overhauling will be addressed as per PPRA Rules.
3. Contractor will carry out the operation & maintenance of complete central air conditioning system and allied equipment including Pumps and auxiliaries, round the year on annual contract basis.
4. Contractor will provide trouble free, uninterrupted and smooth operation & maintenance, and will also maintain inside design conditions.
5. Contractor will attend to all types of faults, defects, repair, servicing, maintenance, break down/failures promptly.
6. Contractor will carry out cleaning, dusting and daily/routine/preventive maintenance/repair and servicing of all system as per manufacturer recommendations or as by the building representative.
7. Contractor will carry out the annual servicing of HVAC system during winter or intermediate season as per manufactures instruction.
8. Contractor will work after office hours and on holidays to attend any breakdown, failure, repair, maintenance and servicing if required or directed by the building representative without any extra charges.
9. Contractor will also carry out fortnightly, monthly, annual cleaning, servicing, & maintenance of complete HVAC system including chiller as per manufacturer scope of work and as directed by the building representative. All expense incurred in this regard are deemed to be included in the monthly operation/maintenance charges.
10. Contractor will keep ready two cylinders of nitrogen gas and regulator permanently in the A.O plant room to cope up with any accidental/unexpected leakage or breakdown of vacuum in the chiller.
11. Contractor will maintain at his own cost the log sheet of complete A.C. system and will record hourly readings. Contractor will get the format of log sheet approved from directed by the building representative. Contractor will also maintain all details of maintenance, servicing, breakdowns, repair & replacement of parts/components in log sheet along mentioning date, time and reason.
12. Contractor will keep the HVAC Plant room, all AHU rooms and complete system and equipment neat and clean and free from dust, debris or from any other foreign material. Contractor staff should also be neat, clean and healthy. Contractor also makes sure the annual cleaning of all ducts i.e grill, neck up to approach, diffusers etc. In addition, the maintenance of all types of blowers/ exhaust fans is contractor's responsibility.
13. Contractor will do the water analysis of supply water, chilled & condenser water once or twice in a month at his own cost as directed by the building representative. Chemical treatment will be done according to the result of test and as per recommendation of chemical/manufacture and water testing. Contractor will bring his own testing kit and reagents.
14. Contractor will carry out testing/analysis of lithium bromide solution of chiller once in a year at his own cost as directed by the building representative. If the results are not within the prescribed parameters of manufacture than contractor will carry out necessary calibration, adjustment in chiller and will add inhibitor, alcohol, alkali etc as required and as directed by the building representative. However, inhibitor, alcohol, alkali and other chemical required will be provided by the Pakistan LNG Limited.
15. Contractor will comply with all the requirements of Pakistan Electricity Rules & Acts, IEEE latest edition, Electrical Inspector and other bye laws. Contractor will also complete all formalities required in this regard at his own cost and as directed by the building representative.



16. In case of requirement of any spare part, it will either by the contractor (payment Will be made by PAKISTAN LNG LIMITED on submission of invoice) or if contractor unable to supply any part in emergent need, will be provided by PAKISTAN LNG LIMITED.
17. All the labour & labour charges required for the completion of job including welding, all type of machinery repair work, minor hardware such as nut bolts and washers etc will have to be provided by the contractor at his own cost. All such expenses are deemed to be included in the quoted price.
18. The contractor with the prior approval/permission of PAKISTAN LNG LIMITED will do rewinding of the electric motors and submit rewinding invoice for payment or PAKISTAN LNG LIMITED will arrange from market.
19. General inspection and necessary adjustment of all machinery shall be carried out timely as per OEM recommendations.
20. In case of any major overhauling in the HVAC (Chiller/AHU/Cooling tower), the contractor will be responsible to troubleshoot the problem by themselves or through any 3rd party. However, additional payment will be made as per actual expense, on verification by the building representative.

A- SCOPE OF WORK PREVENTIVE, MONTHLY AND ANNUAL SERVICING, OVERHAULING, REPAIR AND MAINTENANCE

1. Complete servicing de-scaling and cleaning of chiller tubes and chemicals and nylon brush calibrating, adjusting and trimming of control and safety devices of chiller. Servicing, overhauling of chiller purge pump replacement of purge pump oil. Leak testing and evacuation of chiller, edition of refrigerant, lithium bromide, inhibitor and other chemical if required. Sampling of solution, cleaning and removing of soot from generator (Chiller), complete servicing and overhauling of generator including their power/control wiring and allied electrical switch gear and painting work as directed by the building representative.
2. Complete servicing, repair and maintenance of induced draft cooling including washing, cleaning and removing of dust, corrosion, algae/sludge, deposit and scaled, using chemical and mechanical method from fills, nozzles, decks, basin, walls, fitting, all incoming, make up and drain line and complete structure, metallic parts, foundations, Repair, servicing and overhauling of valves and grinding of valves seats and disks to remove any leakage. Repair and service of fans, fan motor, bearing and belts, complete dismantling, reassembling and re-commissioning of cooling tower including repair and servicing of power/ control wiring and allied electrical switch gear complete in all respects and as directed by the building representative.
3. Cleaning and washing of coils, filters and strainers with chemical using spray gun/compressor including complete servicing, repair and maintenance of allied piping, insulation, controls, instruments, valves, fitting, power/ control wiring and allied electrical switch gear. Painting of air handling units including replacement of damaged and defective components complete in all respect and as directed by the building representative. (Paint will be provided by PAKISTAN LNG LIMITED)
4. Complete servicing, repairing of all chilled/hot water, condenser water make-up and drain lines, valves of A.O system/ plant including washing, cleaning and removing of all deposits, sludge, corrosion and scale. Including grinding of valves seats and disks and removing of leakage including replacement of any defective or damaged part. Complete in all respect as per job requirements and as by the building representative.
5. Complete servicing, repair and maintenance of all chilled/hot water and condenser water pumping sets, service pit wastewater pump including repair and replacement of defective or damaged parts. Dismantling of pumps for checking, servicing and repair of inner parts. Re-assembling and re-commissioning of pumping sets including levelling, balancing and aligning of pumping sets. Pumping sets should be free from any abnormal noise, vibration and misalignment. This job also includes clean, servicing of pumps motors and allied electrical switch gear/wiring. Motors should not consume



excessive current and should not get heated up. Complete in all respects and as directed by the building representative.

6. Cleaning, servicing and removing of dust, dirt and any foreign material from motor control centre, apparatus control panel, switch Board, DBs and allied wiring of complete A.O plants/system and should be dust, vermin and waterproofs. Including removing of carbon and dust from contractors, breakers and from relays points using required chemicals. Tightening of connections and terminals, including replacement of all damaged parts/components, cables, conduits saddle, supports, bends, sockets all hardware, accessories and fitting. All the equipment and system should be properly earthed/ grounded. Contractor will fully comply with all requirements of Pakistan Electricity rules, acts & bye laws of IEEE latest edition and requirements of Electrical Inspector and other byelaws. Contractor will complete all the formalities required at his end at his own cost and as directed by the building representative.
7. Complete cleaning, dusting and servicing of complete automatic control system A.O plant/ system including rimming, adjusting and calibration of automatic controls as per instructions of the building representative.
8. Complete servicing, overhauling, cleaning, washing, repair and maintenance of all supply fresh air & exhaust fans including repair and replacement of damaged/ defective parts including wiring and allied electrical switch gear and as directed by the building representative.

B. SCOPE OF WORK FOR DAILY OPERATION OF PLANT

1. The service provider will provide operation services from 8 am to 6 pm from Monday to Friday. These operation time & days are aligned with workdays & hours of Petroleum House. These can be changed in case of any change in timings by the Building Administration. No extra charges shall be payable in case of any change.
2. The service provider shall provide and enrol Human Resource as mentioned in the Schedule of Requirements.
3. Service Provider will be responsible to provide quality human resource with demonstrable experience as per Qualification & Experience of human resource with the commencement of services.
4. All HVAC staff will be enrolled on the bio-metric devices installed at the building by the Procuring agency. Service provider shall ensure that its staff uses these devices for attendance marking. Their attendance will be monitored duly by the client administration through the biometric devices. Bio-Metric Attendance Certificate will be part of Monthly Invoice from 2nd Month onwards.
5. In case of non-availability / non-functionality of Bio-Metric Machine, for reasons to be recorded in writing by Procuring Agency Administration, requirement of Bio-Metric Attendance for a specific month/ time period can be dispense with.
6. If required by the procuring agency, the Service Provider may be required to install its own Bio-Metric Machine (Operated, Installed & Maintained by Service Provider) under the supervision of Procuring agency Administration, having the dual Biometric Measurements: Face & Fingerprint. The Procuring agency's Administration on daily basis will verify the record of the same.
7. Service provider shall be bound to pay its staff before 10th of each month and salaries shall not be linked to any other payment which contractor is entitled to receive from the Procuring Agency.
8. The Service provider shall ensure that the EOBI and Social Security contributions (as applicable) shall be paid timely as per the prevailing laws.
9. The services provider shall provide the names, address, CNIC, age, Medical Certificate of the HVAC Personnel deployed. File of HVAC Personnel will be maintained by Service Provider and a copy will be shared with the client.
10. The Procuring Agency reserves the right to direct the service provider for replacement of HVAC Personnel and the service provider shall be bound to do the same. Non-compliance may result in punitive action against the Service Provider.



11. In the event of any illness / injuries resulting from any accident to their HVAC staff, the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same without making Procuring Agency a party to it.
12. In case of any disputes among the staff, the service provider shall resolve the same at the earliest to ensure that there is no interruption in the provision of HVAC services to the client.
13. The HVAC staff and their affairs relating to their employment will be the sole responsibility of the service provider and in this regard no extraneous influence will be brought to bear upon the client.
14. The service provider shall provide two uniforms, safety helmet, safety gloves, safety glasses and one pair of safety shoes every six months; identification cards (ID), Personal Protective Equipment (PPE) as per standards etc., to its entire staff deployed at the site free of cost and ensure its proper usage by the HVAC staff. Each uniform will comprise of trousers, shirt, pair of socks, pair of shoes, safety helmet, safety goggles (where required) and safety gloves etc. Supervisors shall ensure that all these items and the uniform are made available to the HVAC staff invariably. Dress code of HVAC Staff must be as per below mentioned descriptions:

Sr.#	Specification	Description
1.	Type	Suit trouser shirt with Shoes (Safety Joggers) (as per approved sample)
2.	Colour	Gray
3.	Logo / Tag Line	"HVAC Staff" as Tag Line must be mentioned on the Back of the Shirt
The dress code sample must be approved from the Procuring Agency before commencement of the Services.		

15. All the human resource shall be equipped with toolkit/equipment including personal safety equipment. The Service Provider will provide the required toolkits/equipment mentioned in tender document. The successful Applicant shall have to make all this toolkit/equipment physically available in the office before starting the work and these should always remain in working condition during the period of contract.
16. The HVAC staff will be allowed leave(s) as per the relevant labor laws.
17. Service Provider in the performance of its services shall secure, maintain at its own expense all registrations, licenses or permits required by law, and shall comply with all pertinent rules and regulations of the government.
18. Service Provider shall immediately upon receipt of request replace any staff who may be considered undesirable and incompetent by the procuring agency / administration.
19. Service Provider will be responsible to provide quality human resource as per Qualification & Experience of human resource.
20. Following list of tools to be provided by service provided to its team at site. In addition to these tools, service provide will ensure availability of any speciality tool required for maintenance of equipment when required:



Sr No	Item Description	QTY
1	Toolbox Set (For All)	1
2	Helmets (For All)	1/Person
3	Safety Gloves Rubber (For All)	1/Person
4	Safety Gloves Leather (For All)	1/Person
5	Spanner set/Chabbi set (For All)	1
6	Steel Tape 5m (For All)	1
7	T-Rod (For All)	1
8	Extension Cords Min 35yards (For All)	1
9	Cleaning brush (For All)	1
10	Hammer (For All)	1
11	Small hammer (For All)	1
12	9" Side Cutting Plier (For All)	1
13	8" Long Nose plier (For All)	1
14	Step ladder (For All)	1
15	Adjustable Pipe wrench 12" (Electrician, AC Tech & Carpenter)	1
16	Adjustable Piper wrench 14 " (Electrician, AC Tech & Carpenter)	1
17	Screwdriver set (Electrician , AC Tech & Carpenter)	1
18	Screw Wrench 12" (Electrician , AC Tech & Carpenter)	1
19	Screw Wrench 15" (Electrician , AC Tech & Carpenter)	1
20	Mini File (Electrician , AC Tech & Carpenter)	1
21	Jamoor (Electrician , AC Tech & Carpenter)	1
22	Hack Saw(AC Tech, Plumber & Carpenter)	1
23	Tester (Elect)	3
25	Cordless Drill Machine (Elect)	1
26	Mini Tube cutter (AC Tech)	1
27	Line Gauge (AC Tech)	1
28	Feeler Gauge (AC Tech)	1
29	Flaring Tools Set (AC Tech)	1
30	Chalk Line (Carpenter)	1



31	Air Blower (AC Tech)	1
32	Allen keys imperial/metric (Carpenter)	1
33	Socket set (Plumber)	1
34	Flashlight, small/large (Plumber)	1
35	Drywall knife (Plumber)	1
36	High pressure Gauge (AC Tech)	1
37	Welding Plant for AC	1
38	Air Conditioner service Gun	1
39	Welding Plant	1
<i>* Any other item/tool required by the Procuring Agency will be duly incorporated in the above-mentioned list upon receipt of official demand</i>		

21. Following list of staff will be deputed by the service provide:

LIST OF STAFF TO BE DEPUTED		
S#	Requirement of Human Resource	Qty
1.	HVAC Supervisor/Incharge (Capable of leading site & coordinating with client	1
2.	Chiller Plant Operator	1
3.	Pump, cooling tower and AHU operator & technician	1
4.	HVAC Helper	1

Documents required at the conclusion of the contracts

1. The Service Provider will submit a satisfactory performance certificate that each HVAC equipment placed in the building is in working condition/functional.
2. Service provider shall submit a complete consolidated record of each HVAC running hours and carried preventive maintenance along with dates. Service provider shall also identify due preventative maintenance required in future.
3. Compile functional inventory list duly signed by administration of procuring agency.
4. Provide an undertaking on stamp paper that all salaries and due have been cleared to all employees.
5. Resolve all complaints till last day of contract operationalization.
6. Remove its equipment within 05- working days from building.



Detailed Scope of Works for O&M

The contractor will provide the services as per following schedule.

1. Chiller

Sr. No.	Item Description	Daily	Weekly	Monthly	Quarterl	Yearly
a.	Troubleshooting and diagnosis of fault code in the chiller.(in each shift)	X				
b.	Checking/adjustment of pressure drop across the cooler. (in each shift)	X				
c.	Logging of operating data/parameters of machine. (in each shift)	X				
d.	Checking of compressor abnormal noise.	X				
e.	Troubleshooting of motorized chiller's actuators.	X				
f.	Checking of flow switches of chiller.			X		X
g.	Inspection of chiller components, painting and anti-rusting if required.		X			
h.	Checking of transducers, sensors and other controls of chiller & replacement of faulty components.		X			X
i.	Checking of pressure drop across the oil filter and replacement of oil filter if pressure drop exceeds 1.0 Bar.	X				
j.	Checking dehydration filter pressure drop.			X		
k.	Checking of compressors and condensers fan motors Amps at full load.		X			
l.	Checking of electrical resistance of compressors.			X		
m.	Checking of electrical resistance of condenser fan motors.					X
n.	Checking electrical wiring of chiller/components for any sign of Overheating			X		
o.	Cleaning of electrical panel / control cards of Chiller.			X		
p.	Checking of liquid Pilot lamp for passage of bubbles and Replacement of dehydration filter on sight of		X			



q.	Cleaning/Washing of condenser batteries on weekly basis including Painting, Greasing and replacement of Evaporator and Compressor Suction Insulation.		X			
r.	Visual inspections of machine for any damage/loosening.			X		
s.	Checking/testing/servicing of refrigerant leakage in the system and adjustment of charge if required.			X		
t.	Adding of chemicals for the treatment of chilled water and pipeline as per recommendations of water treatment company.			X		

NOTE: The scope of maintenance shall include all the guidelines, recommendations of the OEM in the product manuals & its website etc.

2. Chilled Water Pump Sets

S No.	Item Description	Daily	Weekly	Monthly	Quarterly	Yearly
i.	Troubleshooting of pump sets.	X				
ii.	Checking pump sets for abnormal noise/wear/ampere.	X				X
iii.	Checking/replacement of pump set bearings.			X		X
iv.	Cleaning of pumps strainers.			X		X
v.	Checking suction/discharge pressure of pumps.	X				
vi.	Checking secondary pump VFDs.	X				
vii.	Checking/replacement of mechanical seal of pumps for leakage.	X				
viii.	Checking chilled water leaving and entering pressure gauges.	X				
ix.	Checking of chilled water leaving and entering thermometer.	X				
x.	Chilled water treatment/testing.			X		
xi.	Checking of chilled water bypass circuit.		X			

3. Air Handling Units



S No.	Item Description	Daily	Weekly	Monthly	Quarterly	Yearly
a.	Troubleshooting of AHUs and its actuators. Repair & replacement of actuators if required.	X				
b.	Checking/servicing/adjustment of AHUs belt alignment & tension/motor amps.			X		X
c.	Cleaning/replacement of pre/back filters.			X		
d.	Cleaning of AHU's strainers.			X		X
e.	Flushing & cleaning of finned surface & water tubes of cooling coils.					X
f.	Checking VFD/VAV of AHUs.	X				
g.	Random water balancing of AHUs.					X
h.	Checking of AHU gauges in each shift.	X				

4. Cooling Tower

S No.	Item Description	Daily	Weekly	Monthly	Quarterly	Yearly
a.	Unusual noise and vibrations in and around the tower	X			X	
b.	Check the water level in the basin	X				
c.	Water quality checks	X				
d.	general condition of the fan and motor/drive mechanism	X				
e.	Check for oil leaks in components, hoses and fittings		X			
f.	Check oil levels			X		
g.	water makeup valve is operating			X		
h.	air inlet		X			
i.	spray nozzles		X			
j.	chemical dosing system			X		
k.	pipework strainers			X		
l.	Change oil, if required. Otherwise change after six months				X	
m.	Check and tighten fan blade hub				X	
n.	Check all mounting bolts for tightness and signs of corrosion					X
o.	Inspect all parts of the motor including oil plugs etc.					X



p.	Lubricate components					X
q.	Inspect drive shaft not loose					X
r.	Check for drive shaft/bush wear and tear					X
s.	Check motor alignment on the fan					X

5. Monitoring of Temperature and Gas Pressure

The service provider shall note down the temperatures of building/room and Chiller room after every three hours in a register.

The service provider shall monitor the Gas pressure, where applicable and note down in the register.

6. Annual Preventive Maintenance

The contractor shall plan shutdown of HVAC system 04 Months before the start of winter season for undertaking complete annual preventive maintenance of HVAC system. However, he will seek prior approval from the Client Administration for the shutdown in winter season and give 01 Week advance notice stating the shutdown period. The following maintenance will be carried out.

6.1 Chiller

- i. The yearly preventive maintenance as mentioned in the scope of work & as per manufacturer's guideline

6.2 Chilled Water Pumps

- ii. Checking & replacement of pump strainer.
- iii. Checking & replacement of faulty pump bearings.
- iv. Checking & replacement of faulty motor bearings.
- v. Checking & replacement of coupling rubber.
- vi. Checking of motor winding insulation with Meggar after disconnection of motor leads from VFD.
- vii. Checking of earthing.
- viii. Checking & tightening of wire connections.
- ix. Painting/anti rusting of pump supports.
- x. Cleaning/maintenance of air separators.

6.3 Air Handling Units (AHUs)

- xi. Flushing & cleaning of finned surface & water tubes of cooling coils.
- xii. Checking & replacement of faulty fan bearing.
- xiii. Checking/replacement of faulty motor bearing.
- xiv. Checking of belt alignment and tension & mounting bolts.



6.4 Electrical Panels and Wiring

- xv. Checking & servicing of contactors, overloads, MCCBs, fuses, tightening of wiring connections, replacement of faulty parts if required.
- xvi. Checking of wiring insulations.
- xvii. Checking of earthing.

6.5 Piping System

- xviii. Cleaning & flushing of chilled water pipe.
- xix. Painting & servicing of all valves, strainers, CFRV.
- xx. Checking/repair of insulation, jacketing & covering of all insulated piping.

6.6 Ducting System

- xxi. Cleaning of ducts and diffusers.
- xxii. Repair maintenance of duct system.
- xxiii. Repair replacement of parts (fabrication of duct, canvas insulation, cladding, glass wool, diffusers, etc.).

6.7 Cooling Tower

- I. Unusual noise and vibrations in and around the tower, will generally be from the fan
- II. Unusual noise and vibrations at the condenser water pump
- III. Check the water level in the basin
- IV. Water quality checks
- V. The general condition of the fan and motor/drive mechanism
- VI. Check for oil leaks in components, hoses and fittings
- VII. Check oil levels and add if required
- VIII. Clean the fan motor
- IX. The water makeup valve is operating correctly
- X. Inspect and clean the air inlet
- XI. Inspect and clean the spray nozzles



- XII. Inspect and clean the tower basin
- XIII. Check operation of the blowdown system
- XIV. Check operation of the bleed water valve and system
- XV. Check operation of vibration switch
- XVI. Check and clean side stream filtration/sweeper systems
- XVII. Check operation of the chemical dosing system
- XVIII. Check and clean pipework strainers
- XIX. Change oil
- XX. Check and tighten fan blade hub
- XXI. Check all mounting bolts for tightness and signs of corrosion
- XXII. Inspect all parts of the motor including oil plugs etc
- XXIII. Lubricate components
- XXIV. Inspect drive shaft not loose
- XXV. Check for drive shaft/bush wear and tear
- XXVI. Check motor alignment on the fan



ANNEXURE-II: EVALUATION CRITERIA

The evaluation committee shall evaluate the bids on the basis of responsiveness to the scope of work and evaluation criteria provided herein.

1. Technical Evaluation Criteria:

The following criteria shall be used for evaluating the technical competencies of the bidders.

Sr. No.	Areas	Maximum Marks
1	Experience in Similar HVAC Field (Central Air Conditioning). Company profile/its year of establishment/experience of similar business regarding central air conditioning. (3.0 marks per year)	30
2	Technical Strength of the bidder A) Must have skilled/technical graduate engineers who can handle/rectify all kinds of technical faults in the HVAC system, with relevant HVAC experience. (List of technical staff along with qualifications and experience to be provided by the bidder. (20 marks): <ul style="list-style-type: none"> • 6 Engineers: 16 – 20 marks • 3 - 5 Engineers: 11 – 15 marks • Less than 3 Engineers: 00 – 10 marks B) List of equipment/tools required for routine operation & maintenance of HVAC system (Details required) (5)	25
3	Details of the last 10 years Projects/ Contracts with complete addresses. (Provision of agreements/contracts with companies) not less than PKR 5 million (2.5 marks for each completed Project)	25
4	Financial Strength of the Company A) Audited financial/IT statements for the last 03 financial years must be provided. <ul style="list-style-type: none"> • Average Annual Revenue more than or equal to PKR 50 million: 20 marks • Average Annual Revenue more than or equal to PKR 30 million but less than PKR 50 million: 15 marks • Average Annual Revenue of less than PKR 30 million: 05 marks 	20

Notes:

- Bidders are required to secure at least 70 marks in Technical Score on an overall basis for technical qualification.
- The Bidder shall submit all information along with documentary evidence as specified in the evaluation criteria.



2. Financial Evaluation Criteria

Financial bids will be opened only for those companies/firms that secure at least 70 marks in the technical evaluation. The criteria for evaluation of financial bids are as follows:

Criteria	Points
The lowest financial bid will obtain the highest Financial Score (FS).	Formula for award of marks is as under: $FS = 100 \times (\text{Lowest Financial Bid Value} / \text{Financial Bid Value to be evaluated})$

Final Score

Weightage for Technical Bids (TW): (Marks Obtained out of 100) x 70/100
 Weightage for Financial Bids (FW): Financial Score (FS) x 30/100

Final Score shall be calculated as per the following formula:

Final Score = Weightage for Technical Bids (TW) + Weightage for Financial Bids (FW)

The contract will be awarded to the firm /company obtaining highest rank in Final Score.

NOTE: In case two or more bidders obtain the same Final Score then preference will be given to bidder having the highest marks at its technical evaluation stage.



FINANCIAL PROPOSAL

Note: Bidder with lowest total price will be considered as financially compliant bidder.

The payment terms will be as follows:

- All payments shall be made upon the successful completion of project deliverables as per scope of work. Bidder shall raise an invoice with respect to goods/services supplied to the Company. The invoice must include Goods Delivery Note/Final Acceptance Note (post installation and testing)/Project Completion Certificate (issued by the Company), whichever is applicable.
- The payment(s) shall be subject to a satisfactory report of completion of work from all concerned. PLL will pay the invoices after completion of necessary approvals within 15 days after receipt of the following documents:
 - Sales Tax invoice
 - HVAC System operation & load test (All equipment shall be operated at their maximum possible capacity)
 - Signed goods receiving notes of all replaced parts

For Operation & maintenance, monthly payment shall be released in 15 working days after receiving of following documents:

- Sales Tax invoice
- Attendance sheets of HVAC O&M staff
- Signed maintenance sheets for activities executed during last month in line with tender requirements.

All prices shall be quoted in Pak Rupees including all taxes.

Bid validity will be 90 days from the technical bid opening date.

All payments as agreed shall be less any Government taxes which Pakistan LNG Limited (PLL) is required to deduct by law. The payment shall be made in Pak rupees through a Cross Cheque.



ANNEXURE-III: BOQ

ITEM NO.	DESCRIPTION	BRAND	QTY	UNIT
1.0	CHILLER			
1.1	Descaling/Cleaning of Condenser & Absorber Tubes	Samjung SAH-D-450E	1	Job
1.2	Damaged/Nonfunctional Temp & Pressure Gauges replacement		1	Job
1.3	Testing of LiBr Solution and laboratory analysis report		1	Job
1.4	Servicing of Vacuum Pump along with vacuum line valves including consumables and spares required		1	Job
1.5	Servicing of Evaporator Nozzles		1	Job
1.6	Burner Complete service along with sight glass cleaning		1	Job
1.7	High Temperature Generator Tubes Cleaning		1	Job
1.8	Complete Body leakage test of chiller with nitrogen		1	Job
1.9	Charging of Alcohol, inhibitor, refrigerant and allied chemicals in the chiller based on LIBR Lab Report		1	Job
1.10	Interlocking of chill water and condenser water pump with chiller control panel		1	Job
1.11	Full Load Testing of the chiller after maintenance as per design parameters		1	Job
2.0	COOLING TOWERS			
2.1	Replacement of damaged fills and in-fills complete cooling tower as per OEM specification	Nihon Spindle CTA-550-WAH-N	2	Job
2.2	Supply and Installation of fills and in-fill supports as per OEM recommendation		2	Job
2.3	Supply and Installation of internal walkways made of GI sheet as per OEM specification		2	Job
2.4	Replacement of damaged belts and bearings of cooling tower fans/ balancing of fans to avoid excessive noise and vibration		4	Job
2.5	Condenser water flow balancing for uniform showering on the fills		2	Job
2.6	Supply and installation of float type makeup water valves as per OEM specification		2	Nos
2.7	Design, Supply and installation of automatic chemical dosing station for condenser water treatment.		1	Job
2.8	Design, Supply and installation of automatic chemical dosing station for chilled water treatment.		1	Job



3.0	AIR HANDLING UNITS			
3.1	Deep Cleaning/Servicing of AHUs	Midea Models MKZ0915CC, MKS2514Z, MKS1514Y, MKZ1212CC.	26	Nos
3.2	Supply and installation of V belts for AHUs as per OEM specification		32	Nos
3.3	Supply and Installation Weiss (Usa), Model 4cts-1, Pressure Gauge (0-200psi).	Weiss	24	Nos
3.4	Supply and Installation of Weiss (Usa) 9" Temperature Scale (0-110 C) Cat No. 9vu6 (6" Stem)		24	Nos
3.5	Supply and installation of 14mm aluminum alloy plate type screen air filter as per OEM specification	Locally Fabricated	24	Nos

4.0	PUMPS			
4.1	Complete Overhauling of Chilled water centrifugal pumps including replacement of mechanical seal, pump side bearing and coupling pads.		3	Nos
4.2	Complete Overhauling of Condenser water centrifugal pumps including replacement of mechanical seal, pump side bearing and coupling pads.		3	Nos
4.3	Vibration analysis and balancing of pumps as per analysis report to keep vibrations within acceptable range specified by OEM.		1	Job

5.0	OPERATION & MAINTENANCE			
4.1	Operation & Maintenance of complete HVAC system per month		12	months



ORGANIZATION INFORMATION

INFORMATION FORM

1. Name of Organization
 - ☐ Address
 - ☐ Telephone No(s)
 - ☐ Fax Number
 - ☐ E-mail Address
2. Description of Organization (ownership/organization)
3. Experience (Number of Years)
 - ☐ Local/national
 - ☐ International
4. Name(s) and Address (es) of Associates, if a JV; their short description and description of their role in the JV/Association.
5. Experience of the firm (on appended Form A) during the past 5 years:
6. Organization chart showing company structure.
7. Financial standing of the firm (Audited Financial Statements for the last three years).
 - ☐ Subsidiaries and associates.
 - ☐ Financial reference [name/address of bank(s)]
8. Professional staff proposed for the assignment (attach CVs with comprehensive detail)
9. Additional information in any.

Yours truly,

Name of Authorized Representative:

Position :

Date :



Form – A

Assignment Completed by the Firm in the last 5 years
(along with documentary evidence)

[NAME OF THE FIRM]

1. Name of Assignment :
2. Country :
3. Name of Client :
4. Address :
5. Start Date : Month/Year
6. Completion Date : Month/Year
7. No. of Staff / professionals provided:
8. Total Nos. of Staff Month:
9. Approx.: Value of Services / Assignments:
10. Name of Other JV Firms (If any):
11. No. of Staff/Staff Months Provided by the JV partner(s):
12. Description of Project :
13. Description of Services Provided by the Firm:

Note: One form for each assignment. Additional information may be attached with the form.



FORM OF BID

Pakistan LNG Limited,
 Petroleum House, 9 Floor,
 Ataturk Avenue, G-5/2, Islamabad.
 Phone No. 051-8744183-4

Dear Sir

Reference your Tender No. _____ for Procurement of Services for Major Overhauling and Subsequent O&M of the HVAC System Installed at Petroleum House:

1. We, hereby submit our complete bid along with all the requirements as per the Bidding Documents (BD). We acknowledge that PLL is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. If our bid is accepted and we are declared successful bidder, we at our own expense will provide, within the timelines as provided in the BD or as communicated by PLL, the performance security as per the requirements of the BD.
3. We agree to abide by this BD for a period of ninety (90) days from the technical bid opening date or any extension thereto granted, and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s [name of Bidder] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding blacklisting are not under trial by any Court of Law.
5. We submit herewith our technical and financial bids including the requisite bid bond.
6. We do hereby appoint and authorize Mr./Ms. (full name and official address) who is presently employed with us and holding the position of [(designation)] in [name of the Bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to PLL in all matters including but not limited to clarifications etc., in connection with our bid till the award of the contract. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.
8. We have gone through the terms/conditions of this BD and have found the document in whole as non-biased to any company/bidder/vendor or product/ brand. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of this BD. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.
10. We declare that our bid is our only and final offer, and no unsolicited offer of any description shall be made for consideration of the PLL.

We remain,
 Yours' sincerely



[Bidder's Official Stamp]

Authorized Signature: _____
Name and Title of Signatory: _____
Name & Address of Firm: _____
Cell No. of Signatory: _____
e-mail address of Signatory: _____
Mailing address of Signatory: _____

Acceptance by representative authorised at Clause 6 above:

Signatures of Authorised Representative: _____
Name and Title: _____
Name & Address of Firm: _____
Cell No.: _____
e-mail address: _____
Mailing address: _____

