

Ref: OM/GEN-SET/ 25 KVA/MIRPUR/2022-23
Date: 24-10-2022

TENDER NOTICE

ANNUAL OPERATION MAINTENANCE & SERVICING CONTRACT OF DIESEL GENERATOR SET 25KVA
INSTALLED AT PIA SALES OFFICE MIRPUR

PREQUALIFIED PIA ELECTRICAL CONTRACTOR CLASS "B"

Sealed unconditional tenders are invited for the above subject work. Tender should be addressed to Manager Utilities (Facilities Management) and dropped in the tender box placed in accounts section, Head Office 2nd Floor, Room No 293 till dated: **08-11-2022** at **15:00** hours and will be open on the same date at **15:30** in the office of General Manager (Facilities Management).

RS: 15,000/- Earnest money of the bid should be attached with the tender.

Tender can be downloaded from PIA website www.piac.com.pk on the face

Of envelop reference must be written Ref: OM/GEN-SET/ 25 KVA/MIRPUR/2022-23

MANAGER UTILITIES
FACILITIES MANAGEMENT

Seal & Signature
Of the Contractor

1
For **PAKISTAN INTERNATIONAL AIRLINES**

MANAGER UTILITIES
Facilities Management Division

Ref: OM/GEN-SET/ 25 KVA/MIRPUR/2022-23
Date: 24-10-2022

QUOTATION FORM

To,
M/s _____

DESCRIPTION OF WORK: - ANNUAL OPERATION MAINTENANCE & SERVICING CONTRACT OF DIESEL GENERATOR SET 25KVA INSTALLED AT PIA SALES OFFICE MIRPUR.

Dear Sir,

Please send not later than **08-11-2022** 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.
2. An earnest-money of **RS: 15,000/-** 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 **08-11-2022** 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 One year Extendable for further two terms upon satisfaction performance of contractor with mutual understanding of both parties.
6. All works/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 accepts only standard materials original manufacturer strictly in accordance with the specifications. 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 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 PIA.
11. No excuse of non – availability of materials of fluctuation in the market rates etc. shall be accepted after the work order is issued.

2

Seal & Signature
Of the Contractor

For **PAKISTAN INTERNATIONAL AIRLINES**

MANAGER UTILITIES
Facilities Management Division

Ref: OM/GEN-SET/ 25 KVA/MIRPUR/2022-23
Date: 24-10-2022

DESCRIPTION OF WORK ANNUAL OPERATION MAINTENANCE & SERVICING CONTRACT OF DIESEL GENERATOR SET 25KVA INSTALLED AT PIA SALES OFFICE MIRPUR.

S.NO	DESCRIPTION	QTY	UNIT	RATE	AMOUNT
	25 KVA GEN-SET	01	Each		
1	<u>DAILY BASIS WORK:</u>				
A	Checking of all parameter regularly and record the reading				
B	Cleaning of Gen-set, Radiator and Alternator.				
C	Cleaning of fuel pump system.				
D	Cleaning of water circulation system.				
E	Checking of lubrication system, filling oil if level is low.				
F	Checking / Cleaning of batteries & electrolyte terminal etc.				
G	Checking of fuel position in fuel tank if empty HSD in tank.				
H	Maintain the water in the main reservoir by operating the 10 HP Pump.				
I	Maintain the log book of Generators and Pumps with the mutual consent with the Works Officers.				
2	<u>MONTHLY BASIS:</u>				
A	Cleaning of alternator, exciter by Air pressure to remove dust from inside of winding.				
B	Cleaning of air filter by air pressure to clean air path, Holes of existing fitter.				
C	Cleaning of external surface of radiator tubes by fresh water.				
D	Cleaning of control panel, AVR box and other electronic component.				
E	All above Maintenance work will be recorded in log book accordingly and duly signed by area In-charge. Any abnormality in system should be immediately notified to concerned officer by phone & in writing.				
3	<u>SCOPE OF WORK</u>				
A	Contractor must fully responsible for the up keep of Generator/Pumps and its surrounding area under his supervision as per subject Contract work.				
B	P/F of all filter, Mobil oil and coolant will be the responsibility of contractor at his own risk & cost to change within stipulated time period				

	<p>i-e up to 06 months or 250 running hours whichever comes earlier. PIA will accept actual /Original invoice of the authorized dealer of lubricant, filters and coolant (original receipt must be submitted before changing of above material in the office of Manager Works Office). In case of delay or non-compliance, a penalty of PKR 10,000/- will be deducted from the monthly invoice.</p>				
C	<p>Replacement of batteries if 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 bill will be preceded by PIA including all taxes and contractor's profit (only for Batteries).</p>				
D	<p>Repairing of all types of minor works is the responsibility of contractor as per the instructions of concern officer in order to run the operation. The contractor can claim these amounts after the completion of the work. In case of negligence, penalty of Rs.500/- per day will be imposed but not exceeding the 10% of monthly contract value on the contractor or to be deducted from his monthly bills.</p>				
E	<p>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.</p>				
F	<p>Fuel injector's calibration, fuel pump servicing and calibration are also the responsibility of the contractor at his own risk & cost.</p>				
G	<p>Self, exciters & other minor works is also the responsibility of the contractor so the Generator should always be in 100% working</p>				

	condition.			
H	The firm/Contractor to whom the contract is awarded is responsible to arrange grease, duster, kerosene oil, screws, nuts and bolts, small wire pieces etc for servicing of standby Generators at his own cost as per site requirement. (each and every material change is from the original authorized dealer and genuine invoice must be submitted before changing any material to the manager / concerned Area Incharge)			
I	Materials should be changed in the presence of authorized PIA officers and written permission of Manager Works be noted in the log book properly.			
J	It is the responsibility of the contractor to arrange the electrician for simultaneous jobs in the subject area. In case of any damage /loss occurred due to negligence or delay of the job assign to them, same will be carried out on the risk and cost of the contractor.			
K	The contract is based on servicing instead of manning which simply means that the contractor is responsible to provide the servicing of Gen Sets and Pumps 24/7 round the clock basis 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.			
L	It is the responsibly of the contractor that the reliever will be present in case of absent of any other staff or else the penalty of Rs 5000/- per case or complain will be imposed.			
4.	<u>SHIFT PATTERN</u> <u>SHIFT – “A”:</u> GENERATRO OPERATRO 0700 Hrs to 1500 Hrs Reliever is responsibility of contractor	01	EACH	
5.	<u>TERMS, CONDITIONS & PENALTY CLAUSE</u> Contractor shall have to execute an agreement with PIA on Rs. 500/- Court Stamp paper.			
A				
B	The contractor should be submitting weekly			

	<p>Operation & maintenance report. Contractor should always maintain daily log book and PIAC staff randomly check the logbook and other related documents.</p>				
C	<p>All applicable taxes shall be deducted from contractor's bill as per Government laws.</p>				
D	<p>One set of proper uniform with contractor's identification and Design identification set of black shoes and hand gloves shall be provided by the contractors to each member of site staff, otherwise a penalty of Rs. 200/case (Rupees two Hundred only) per day will be deducted from the contractor's monthly bill along with all safety gadgets required for the safety of human life as well as safety of PIA property</p>				
E	<p>All above Maintenance work will be recorded in log book accordingly and duly signed by Area In-charge, any abnormality in system should be immediately notified to concern Officer on cell/office telephone & in writing. In case of failure to maintain logbook penalty of Rs. 5000/- Per day will be imposed.</p>				
F	<p>Any other day to day electric maintenance works in the offices of PIA assigned by the Area Officer/ Manager Works regarding Generators from time to time is also the responsibility of contractor.</p>				
G	<p>This tender period of completion required for one year and two more years extendable (total 03 years) on same Terms & Conditions by mutual understanding of PIA & Contractor.</p>				
H	<p>Operator cum electrician cum mechanic will be hired after the approval of the concern technical Works officials in order to work in the premises to operate the assets of PIA. It is the responsibility of the contractor to find the technical electrician cum operator cum mechanic and take the prior permission from the officials in order to get entry pass of PIA premises.</p>				
I	<p>Contractor Must provide complete tool to staff deployed. (Ton Tester 02 Sets, Drill Machine 02 Sets, Iron Ladder All Size 02 Nos Sets 06 ft, 08 ft, 10 ft & 14 ft, Meggar, Cable Joint Punch Machine</p>				

	<p>& cable Joint tools.</p>				
J	<p>The Salary to be paid by the contractor not less than 25,000/- Per Month or in according to minimum labor wages policy defined by Government of Pakistan and all staff should be qualified as the designation demands like relevant experience / technical knowledge regarding their jobs / assignments also can fill the logbook cleanly.</p>				
K	<p>10% security deposit will be deducted from contractor's monthly bill every month as security (Refundable) and will be released after 01 year of successful operation.</p>				
L	<p>200 per day penalty will be imposed in case of not proper uniform.</p>				
M	<p>200 per day penalty in case of Non Availability of Electrician / Staff at Site</p>				
N	<p>200 per day penalty in case of Non Availability of Complaint Book and Shift Book</p>				
6.	<p><u>QUALIFICATION OF STAFF:</u></p> <p>Operator cum Mechanic cum Electrician (Minimum 05 years relevant experience)</p> <p>NOTE: - CONTRACTOR MUST ENSURE THAT THE BID AMOUNT SHOULD BE INCLUSIVE OF ALL TAXES.</p>				