



**HIRING OF CONSULTANCY SERVICES FOR DESIGNING OF HVAC OPTIONS FOR LAHORE BOOKING OFFICE BUILDING**

Seal un-conditional tenders are invited from well reputed HVAC Consultants registered with PEC, for Analysis and feasibility preparation in designing of HVAC system options for Lahore Booking Office.

The Scope of Work comprises of complete feasibility study, proposing solution, Complete Drawing and Design, Preparation of Bill of Quantities, Specifications, Preparation of Tender Documents, Technical & Financial Evaluation of the Contractors, Top Supervision, Verifications of Materials and Equipment installed at site, Verification of Interim Payment Certificates (IPCs) of Contractor, Testing and Commissioning of System and Issuance of Completion and Commissioning Certificate HVAC system in accordance with Specifications for the Lahore Booking Office

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 bid 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 the Financial Proposal .

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 6-1-2022 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: [lhewspk@piac.aero](mailto:lhewspk@piac.aero)

**GENERAL MANAGER**  
**FACILITIES MANAGEMENT DIVISION**  
1<sup>ST</sup> FLOOR, FLIGHT OPERATION BUILDING  
PIA HEAD OFFICE.  
Tel: 021-99044640  
Email: [gm.facilitiesmanagement@piac.aero](mailto:gm.facilitiesmanagement@piac.aero)



**TENDER NOTICE**

Seal un-conditional tenders are invited from well reputed HVAC Consultants registered with PEC for Analysis and feasibility preparation in designing of HVAC system options for Lahore Booking Office.

The Scope of Work comprises of complete feasibility study, proposing solution, Complete Drawing and Design, Preparation of Bill of Quantities, Specifications, Preparation of Tender Documents, Technical & Financial Evaluation of the Contractors, Top Supervision, Verifications of Materials and Equipment installed at site, Verification of Interim Payment Certificates (IPCs) of Contractor, Testing and Commissioning of System and Issuance of Completion and Commissioning Certificate HVAC system in accordance with Specifications for the Lahore Booking Office.

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

- Name of the firm, address, status, telephone and fax numbers,
- years of experience (complete profile).
- Valid PEC registration in relevant category and valid renewal.→
- NTN certificate.→ PRA Certificate→
- List of permanent engineering staff.→
- List of projects completed during last 05 years, with the letter from employers clearly→ indicating cost of projects, locations, starting & completion dates along with contact details of employers.
- Undertaking that the firm has never been blacklisted for any government or semi government department.→
- Undertaking that the firm has never been involved in litigation with any government/semi→ government or private department.
- Bank statement of last 3 years with minimum average balance of Rs. 1.0 Million.→
- Latest Income tax return.→
- Account maintenance certificate from the Bank.→

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 6-1-2022 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: lhewspk@piac.aero

For: **Pakistan International Airlines**

Seal & Signature  
Of the consultant



**TERMS OF REFERENCES**

**HIRING OF CONSULTANCY SERVICES FOR DESIGNING OF HVAC OPTIONS FOR LAHORE  
BOOKING OFFICE BUILDING**

Seal un-conditional tenders are invited from well reputed HVAC Consultants registered with PEC for Analysis and feasibility preparation in designing of HVAC system options for Lahore Booking Office.

1. Terms of References for Hiring Of Consultancy Services For Designing Of HVAC Options For Lahore Booking Office Building

- a) The bidding comprises of two-bid system; 1. Technical Bid 2. Financial Bid.
- b) The Technical bid will comprise of the information related to
  - i. Name of the firm, address, status, telephone and fax numbers,
  - ii. years of experience (complete profile).
  - iii. Valid PEC registration in relevant category and valid renewal.→
  - iv. NTN certificate.→ PRA Certificate→
  - v. List of permanent engineering staff.→
  - vi. List of projects completed during last 05 years, with the letter from employers clearly→ indicating cost of projects, locations, starting & completion dates along with contact details of employers.
  - vii. Undertaking that the firm has never been blacklisted for any government or semi government department.→
  - viii. Undertaking that the firm has never been involved in litigation with any government/semi→ government or private department.
  - ix. Bank statement of last 3 years with minimum average balance of Rs. 1.0 Million.→
  - x. Latest Income tax return.→
  - xi. Account maintenance certificate from the Bank. along with bank statement for 03 years
- c) 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.
- d) Your quotation shall remain valid up to **Three** Months.

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- e) The firm to whom the contact is awarded shall have to abide by the rules and regulations mentioned in the agreement and as well as the all rules & regulations of PIAC.
  
- f) All the pages of bid document must be signed and stamped by authorized person of the bidder.
  
- g) 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.
  
- h) 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.
  
- i) The bids must reach at finance section of facilities management division, PIA Head Office, Karachi Airport, Karachi latest by **6-1-2022** . The Technical bids will be opened on the same day at 1530 , 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.
  
- j) The inspection of stores / workshops may be carried out by the procuring agency, if desired.
  
- k) The successful bidder will execute an agreement in the attached format with Pakistan International Airline.

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**DATA SHEET**

1.	The Name of the Assignment is: <b>HIRING OF CONSULTANCY SERVICES FOR DESIGNING OF HVAC OPTIONS FOR LAHORE BOOKING OFFICE BUILDING</b>
2.	The Name of the Client is: <b>Pakistan International Airlines Corporation (PIA)</b>
3.	The description and the objectives of the assignment are: HVAC Consultants registered with PEC for Analysis and feasibility preparation in designing of HVAC system options for Lahore Booking Office.
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) <b>MANAGER WORKS</b> <b>Facilities Management Division</b> Flight Operation Building Pakistan International Airline Karachi Airport Karachi Tel # 042-99203857 Email: lhewspk@piac.aero
6.	The address for seeking clarification and for writing on the proposal is <b>MANAGER WORKS</b> <b>Facilities Management Division</b> Flight Operation Building Pakistan International Airline Karachi Airport Karachi Tel #042-99203857 Email: lhewspk@piac.aero
7.	Date and time of bidding submission is <b>6-1-2022 @ 1500Hours</b>
8.	Date and time of bidding submission is <b>6-1-2022 @ 1530Hours</b>
9.	Validity period of the proposal is: <b>180 Days</b>
10.	The location for submission of bidding is: <b>Tender Box Placed In</b> <b>Account Section Works</b> PIA HEAD OFFICE Building Pakistan International Airline Karachi Airport Karachi
11.	Method of Evaluation <b>Technically qualified- Lowest quoted will be awarded the JOB</b>

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## **2. SCOPE OF WORK**

Sealed Bids (Single Stage, Single Envelope) is requested on the basis of proposed area, are invited from Pakistan Engineering Council registered HVAC consultants (in relevant category), having valid PEC registration for HVAC Works, and have minimum 05 years of experience in the design of Air-conditioning projects.

The scope of the work is as follows but not limited to,

- Detail survey of the site and submission of Survey report identifying problem in HVAC system and providing solution to the problem.
- Load Calculation of the entire building
- Proposed overhauling of existing system or installation of new hitech system
- Preparation of feasibility report in terms of savings on account of electricity & gas charges for installing new energy efficient system.
- Preparation of Design of new system
- Providing all Design, Drawings, Schedule of work (CPM), BOQ and Estimate including all formalities for tendering the job for hiring of contractor.
- Tendering & Supervision of Jobs
- Assist client in selection of experienced contractor.
- Providing top supervision during execution of work up to completion.
- Successful completion of project

## **3. Stages of Payment**

Payment will be made as per following stages

<b>S.No.</b>	<b>Description</b>	<b>% of Payment</b>
1.	Submission of Analysis, feasibility study and proposed solution	20%
2.	Submission of tender package and BOQ	40%
3.	Selection of Contractor	20%
4.	Supervision and completion of job	20%
	Total	

## **4. GENERAL TERMS & CONDITION**

1. Payment of the contractor's invoice shall be cleared within 10 days after clearance from all authorities subject to clearance of the bills.
2. 10% security deposit will be deducted from each bill as security (Refundable) and will be released after 1 year of successful operation.

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3. An earnest-money of **2%** in the shape of pay-order/Bank Draft in favor of PIA is to be attached with quotation as earnest money.
4. Tender will be opened by on **6-1-2022** at **15:30** Hours by the under signed in presence of the contractors who care to attend.
5. Your quotation should remain valid up to **Three Months**.
6. Period required for completion of project is **One month**.
7. All works/sample/design will be executed / approved by the engineer on duty.
8. PIA shall have the option to increase or decrease the quantity of any item mentioned in the quotation / work order.
9. The firm to whom the contract is awarded shall have to abide by the rules and regulations mentioned in the work order and as well as the all rules & regulations of PIA.
10. Contractor shall have to execute an agreement with PIA on Rs 500/- Court Stamp paper.

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**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 evaluation are under Oath. Any document/statement provided if proved false, mis-stated, concocted, or incorrect proved at any time, during or after evaluation 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	30
C.	QUALIFICATION OF STAFF	20
D.	YEARS OF ESTABLISHMENT	20
E.	LITIGATION/BLACKLISTING	10
	<b>TOTAL</b>	<b>100</b>

**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	1 – 5 Millions	10	
02	Greater Than 5 Millions	20	

**B) GENERAL EXPERIENCE :- (30 Marks)**

The company/ firm which have completed more similar contracts of consultancy of HVAC systems of any capacity for the last 10 years . Satisfactory certificates for the same to be attached

S.NO.	NO. OF contracts	MARKS	MARKS OBTAINED
01	1– 5 contracts	10	
02	6 – 10 contracts	20	
03	More than 10 contracts	30	

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**C) QUALIFICATION OF STAFF**

**(Marks Allocated 20 marks)**

S.NO.	NO. OF STAFF	NO OF STAFF MARKS		MARKS OBTAINED
1	<b>Mechanical Engineer</b> (B.E Mechanical with 5 years relevant experience)	10-15	10 MARKS	
		5-9	6 MARKS	
		1-4	2 MARKS	
2	<b>Electrical Engineers</b> (B.E Mechanical with 5 years relevant experience)	10-15	10 MARKS	
		5-9	6 MARKS	
		1-4	2 MARKS	

**D. Years of establishment**

**(Marks Allocated – 20)**

i	10 or more years	20	
ii	5-9 years	15	
iii	Less than 5	10	

**E. Years of establishment**

**(Marks Allocated-10)**

i	LITIGATION UNDERTAKING	5	
ii	BLACKLISTING UNDERTAKING	5	

TOTAL: \_\_\_\_\_

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**5. FINANCIAL PROPOSAL**

<b><u>HIRING OF CONSULTANCY SERVICES FOR DESIGNING OF HVAC OPTIONS FOR LAHORE BOOKING OFFICE BUILDING</u></b>					
<b>S.No</b>	<b>Description of Item</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (PKR)</b>	<b>Amount</b>
1	Complete consultancy services as mentioned in Scope of Work for Lahore Booking offices	L/S	01		
<b>Total =</b>					

- Must be inclusive of all taxes.
- All consultants are advised to ensure prior visit of site before submitting the tender, for assessment of job, but not mandatory.

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