



**Tender documents for Annual Repair &
Maintenance Contract for 05 No's Elevators
at Sukkur IBA University
Tender # PROC/370**

Sukkur IBA University

Nisar Ahmed Siddiqui Road Sukkur

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<p>IBASukkur IBA University www.iba-suk.edu.pk</p> <p>NOTICE INVITING TENDER Tender # PROC/370</p> <p>Sukkur IBA University invites sealed tenders from well-established, reputed, and experienced firms registered with the income tax and sales tax (SRB) department for the Annual Repair and Maintenance Frame Work Contract for Elevators.</p> <table border="1"> <thead> <tr> <th>S. No.</th> <th>Name of Work</th> <th>Estimated Cost Rs. in Million</th> <th>Bid Security</th> <th>Tender Fee</th> <th>Period of Contract</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Annual Repair & Maintenance Contract for 05 No's Elevators at Sukkur IBA University</td> <td>1.2</td> <td>2% of the Offered rate</td> <td>2000</td> <td>One Year</td> </tr> </tbody> </table> <p>1. Eligibility: Valid Registration with FBR, SRB. 2. Qualification: (i) List of similar assignments undertaken over the past 03 years. (ii) Details of equipment & machinery owned/leased/hired by firm/contractor. (iii) Financial Statement (summary) and income tax return for the last 03 years. (iv) List of litigation (if any) their nature and status/outcomes. (v) Evidence shows that the annual turnover of the company is more than the Estimated cost. (vi) Company profile (including Date of establishment, details of the work done, work in hand, details of technical staff/ manpower engaged etc.) (vii) Affidavit that the firm is not blacklisted. 3. Method of Procurement. Single Stage Single Envelope 4. Bidding/Tender Documents: (i) Issuance: Documents will be issued from date of publication 22-December-2023 to 08-January-2024 upto 11:00 am, on payment of Non-Refundable tender fee in shape of Pay Order in favor of Sukkur IBA University. (ii) Submission: Last date will be 08-January-2024 at 3:00 pm Hours. (iii) Opening: will be opened on 08-January-2024 at 3:30 pm (iv) Place(s) of issuance, inquiries, and opening will be:- Address: Admin Block, Sukkur IBA University, Nisar Ahmed Siddiqui Road, Sukkur. Tel: 071-5644025, Fax No. 071-5804419 5. Terms & Conditions (a) Under following conditions bid will be rejected:- (i) Conditional, electronic, and telegraphic bids/tenders. (ii) Bids not accompanied by bid security of required amount and form. (iii) Bids received after a specified date and time. (iv) Blacklisted firms. (b) Bid validity Period: 90 days. The Procurement Agency reserves the right to reject all or any bids subject to the relevant provisions of Sindh Public Procurement Rules 2010. (Amended to date)</p> <p>Please send your queries to: pd@iba-suk.edu.pk</p> <p>PROJECT DIRECTOR SUKKUR IBA UNIVERSITY Nisar Ahmed Siddiqui Road, Sukkur. Ph: 071-5644025-26 Fax: 071-5804419</p>						S. No.	Name of Work	Estimated Cost Rs. in Million	Bid Security	Tender Fee	Period of Contract	01	Annual Repair & Maintenance Contract for 05 No's Elevators at Sukkur IBA University	1.2	2% of the Offered rate	2000	One Year
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SECTION-01
INSTRUCTIONS TO BIDDERS

INTRODUCTION

1. Scope

- 1.1 The Sukkur IBA University intends to carry out the Repair & Maintenance Contract for Elevators along with ensuring the quality and quantity is up to the mark.
- 1.2 The bid is to be completed and submitted to the Sukkur IBA University, Sukkur in accordance with these Instructions to Bidders.

2. Eligible Bidder

- 2.1 The Invitation for Bid is open to the firm based and registered in Pakistan with relevant tax authorities.

3. Cost of Bidding

- 3.1 The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Sukkur IBA University will in no case be responsible or liable for those costs.

4. Assurance

- 4.1 The successful bidder will be required to give satisfactory assurance of its ability and intention to carry out the Repair & Maintenance Contract for Elevators smoothly in pursuant to the Contract, within the time set forth therein.

5. Filling, Sealing & Delivery of Tender Documents

- 5.1 The bidder will be bound to fill & seal the tender document according to a single stage one envelope procedure.
- 5.2 Title of Bid should be clearly mentioned on front of envelope with bold marker. iii) The Name of Bidder/Firm, Telephone Number and Address should also be mentioned on both envelopes (Technical Bid & Financial Bid).



SECTION-02

TERMS AND CONDITIONS

1. The Tender for the **Repair & Maintenance of Elevators** will be conducted through **Single Stage - Single Envelopes Procedure**.
2. Bid Validity, Opening and closing time will be as per Invitation to bidders.
3. The sealed tender will be received **08-01-2024 till 3:00 PM** and will be opened at **3:30 PM** in the presence of party / firm's representative on the same day (no bid will be received after the deadline).
4. **Technical & Financial Bids** will be opened on the same day as per single stage one envelope procedure in the presence of party / firm's representative.
5. The rate contract through this tender/contract will be for the period **one year** extendable on a yearly basis upon satisfactory performance. The purchases will be made from time to time as per the requirements of this institute after the approval of competent authority.
6. **The 2% Bid Security in shape of Pay Order of Quoted amount as mentioned in advertisement is mandatory.**
7. Income tax will be deducted under the relevant section of the Income Tax Ordinance.
8. **The Sindh Sales Tax & E-Stamp duty will be applicable as per Govt of Sindh & Sindh Revenue Board on service charges.**
9. The rates once finalized will be applicable for the whole of the contract period irrespective of any change in the currency rate in the open market.
10. In case of any discrepancy/over invoicing, the bidder will refund the excess amount or excess amount will be deducted from the outstanding bills/Deposit at Call of said firm.
11. **The Late Service Penalty** will be imposed @ 1% if supplier fails to supply/service within 15 days & 2% for the next 15 days.
12. An intimation letter/first reminder will be sent to supplier upon failure to deliver within 15 days. Another intimation letter/second reminder will be served after one week if still failure to supply.
13. If the Maintenance order is still not completed within 30 days despite two reminders and a final notice will be served against the firm according to the gravity of situation. Then the contract of the supplier will be treated as cancelled.
14. In case of emergency, the contractor will visit within 1 day for services and operation of elevators and lifts.



15. The Firm will ensure one routine visit per month for checking and lubrication of the elevators and submit its detailed report regarding satisfactory working and efficiency of elevators to the Works & Maintenance Department / Procurement Department.
16. The Firm will ensure the timely changing of parts as and when required. The required parts will be charged separately through quotations/invoice, prior to change/replacement.
17. The tender fee is **Rs. 2,000/-** (Non-refundable).
18. The firm will not attach any condition to the tender.
19. The firm has no right to make any change to the tender once submitted.
20. The firm should be registered in the Income Tax/Sales Tax.
21. The contract period can be extended, if desired by the authority.
22. The Competent Authority / Purchase Committee reserves the right to reject any one or all offers without assigning any reason.



SECTION-03

TENDERER'S QUALIFICATION / EVALUATION CRITERIA

I. MANDATORY REQUIREMENTS BEFORE EVALUATION OF TENDER

- a. Bidder must be registered with Pakistan Engineering C-4 (ME-03)
- b. Bidder should have completed minimum five (5) similar nature of work(s) of same / above capacity in the last 3 Years (complete detail with completion latter required)
- c. The Interested bidders should have presence / support / branch offices in Karachi.
- d. Bank Statement for Last 2 Years, Minimum turnover of twice of estimated cost for at least any one year
- e. The Firms / Bidders / Suppliers blacklisted by any Government / Semi Government Organizations shall not be eligible to bid. Affidavit to be submitted.
- f. The Firms / Bidders / Suppliers in litigation with any Government / Semi Government Organizations shall not be eligible to bid. Affidavit to be submitted.
- g. The Firms / Bidders / Suppliers who have failed to perform as per Contract with the Government / Semi Government Organization will not be eligible to bid. Affidavit to be submitted.
- h. Organization structure of the "Contracting Firm" (whether the firm is a partnership or Limited Company etc.
- i. Programmer of work to ensure that the work will be completed within the stipulated time on the prescribed format.

NOTE. THE EVALUATION OF ANY THESE BIDDERS SHALL BE CARRIED OUT WHO WILL COMPLY WITH THE ABOVE PARAMETERS.

II. TECHNICAL EVALUATION OF TENDER

- A. It will be examined in detail whether the goods offered by the bidder comply with the technical provisions of the technical bidding documents. For this purpose, the bidder's data submitted with the bid will be compared with the specific work data prescribed by the Employer and technical, feature / criteria of the Goods detailed in the technical provisions. Other technical information submitted by the bidder regarding the scope of work will also be reviewed. In addition to this following Technical Details / Requirement must be provided / complied with the Tender Documents (Technical Bid).



B. Tender shall be rejected if it is non-submission of verifiable proofs against the mandatory as well as general documentary, qualification, and eligibility related requirements.

C. Technical Evaluation:

The firm cleared from initial screening will be evaluated as per following criteria:

The total marks shall be 100. Minimum score for Technical Qualification is 75 %. The Financial Proposal of only Qualified firms will be considered, the firm who secures 75 % or more in the Technical Evaluation will be considered Technically Qualified.

SR.#	Details	Points
01	Draft of Earnest Money	Mandatory
02	Bid /Quotation (As per pattern)	Mandatory
03	Certificate of Registration in Pakistan Engineering Council	Mandatory
04	Income Tax Registration	Mandatory
05	Sindh Revenue Board Registration or GST Registration	Mandatory
06	Proof of Non-Blacklisting: Affidavit on legal paper of appropriate value (duly attested from notary public)/letterhead that the Firms / Bidders / Suppliers blacklisted by any Government / Semi Government Organizations shall not be eligible to bid.	Mandatory
07	Proof of non-litigate: Affidavit on legal paper of appropriate value (duly attested from notary public)/letterhead that The Firms / Bidders / Suppliers in litigation with any Government / Semi Government Organizations shall not be eligible to bid. Affidavit to be submitted.	Mandatory
08	Bank Statement for Last 3 Years, Minimum turnover twice of the estimated cost	Mandatory
09	The Interested bidders should have presence / support / branch offices in Sukkur or nearest to Sukkur.	Mandatory
10	Experience of the Firm i. 1-5 Years (10 Points) ii. 6-10 Years (20 Points) iii. More than 10 Years (30 Points)	30
11	Specified Equipment & Machinery in working condition. i. Electrical/Electronic equipment, Mechanical equipment, DVM/AVM, Cable joint tool kit, Power Monitor Meter, module testing software etc.	15
12	Technical Staff i. Business and Finance Management (05 Points) ii. Electrical / Mechanical Engineer (05 Points) iii. Diploma Holder / B-Tech (05 Points)	15
13	Total No of employees (Max Points 10) i. 40 Employees (5 Points) ii. 50 to 60 Year (10 Points) iii. 70 to 100 Year (15 Points)	15



114	<i>Project of similar nature and complexity of passenger lifts of international reputed operate & maintenance over last 03 years (04 points against each project)</i> <i>05 and above projects (25 Points)</i> <i>04 projects (20 Points)</i> <i>03 projects (15 Points)</i>	25
Total		100

Minimum score to technically qualify is 75 out of 100.

Notes:

- a) Please attach documentary evidence in support of your claims in technical proposal, no marks will be awarded, if documentary evidence are not attached.
- b) Bids will be evaluated in a fair, transparent, and non-discriminatory manner. To determine the Most Advantageous bid, following above mandatory scales of evaluation shall be taken into consideration for technical and financial bids.
- c) Failing to fulfill ANY of the Mandatory Requirement will disqualify the bidder from the process.
- d) After evaluation/marketing of bidders in technical evaluation process, financial bids of technically qualified bidders only will be opened later prior notice.
- e) For final grading of bidders towards contract award, Most Advantageous bid prices will be calculated to ascertain lowest bid for placement of procurement contract.



SECTION-04

SERVICE AND MAINTENANCE AGREEMENT FOR ELEVATORS INSTALLED AT THE SUKKUR IBA UNIVERSITY, SUKKUR

THIS AGREEMENT is entered into at Sukkur IBA University on _____ to _____ or 12 months by and between (extendable):

Sukkur IBA University, Sukkur, through its Project Director (Referred to as Customer) which expression shall, where the context permits, include its executors, administrators, successors-in-interest and assigns of the first part.

2. AND

Name of Contractor, having its head office at _____ and acting through the _____, bearing CNIC No. _____ (hereinafter referred to as "contractor name" which expression shall, where the context permits, include its executors, administrators, successors-in-interest, and assigns) of the second part.

3. WHEREAS

SERVICE PROVIDER: _____
(REFERRED TO AS SIGMA)

CUSTOMER NAME: _____
(REFERRED TO AS CUSTOMER)

TYPE OF EQUIPMENT: Repair & Maintenance of Elevators

TYPE OF SERVICE: MONTHLY MAINTENANCE AND SERVICE OF ELEVATORS OR AS AGREED.

NOW, THEREFORE, THIS SERVICES AGREEMENT WITNESSETH AS FOLLOWS:

1. The maintenance includes the repair and servicing of the elevators once a month during working hours with minor repairs and replacements of parts, if required.
2. Major replacements and repairs shall be carried out on prior approval of cost.
3. All the minor complaints shall be attended and rectified within one day and major complaints shall be attended within 2 days on receipt of intimation.
4. Service & Maintenance of passenger elevators installed in Sukkur IBA University. This includes,



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Name of Contractor, having its head office at _____ and acting through the _____, bearing CNIC No. _____ (hereinafter referred to as "contractor name" which expression shall, where the context permits, include its executors, administrators, successors-in-interest, and assigns) of the second part.

3. WHEREAS

SERVICE PROVIDER: _____
(REFERRED TO AS SIGMA)

CUSTOMER NAME: _____
(REFERRED TO AS CUSTOMER)

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4. Service & Maintenance of passenger elevators installed in Sukkur IBA University. This includes,



- a. Car Door contact
 - b. Landing Door contact
 - c. PCB Card for LOP
 - d. Counterweight oil cups brackets
 - e. Counterweight pulley
 - f. LED Cabin light and any other related jobs.
 - g. Immediate repair faulty elevators
5. Every effort will be made to maintain the elevator in perfect order, to ensure safe and regular service, Subject to Co-operation of Customer.
 6. The responsibility of contractor ceases immediately if a third party is allowed to attempt maintenance or repairing of elevators and is allowed to tamper with the equipment in any manner during our contract.
 7. The contract is subject to termination by serving notice of 30 days by Sukkur IBA University.

Service & Maintenance Charges:

Monthly service / maintenance cost of 5 Elevators will be Rs. _____ / = (Rupees Only) for each elevator @ Rs. _____ / = per month.

Mode of Payment:

Invoices will be submitted on Quarterly basis and will be cleared/paid after verification about service conducted.

For and Behalf of Contractor

Dated

For and Behalf of Customer
Sukkur IBA University, Sukkur.

Dated

Witnesses:

1. _____

2. _____



SECTION-05

BID FORM FINANCIAL

NAME OF BIDDER/FIRM _____.

TENDER FOR REPAIR & MAINTENANCE CONTRACT OF ELEVATORS

**BOQ FOR YEARLY REPAIR & MAINTENANCE CONTRACT FOR 05 NOS
ELEVATORS INSTALLED AT SUKKUR IBA UNIVERSITY**

Sr. No.	Particular	Qty	Unit Rate (Monthly)	Total Amount (Monthly)
1	01 x Fuji Elevator installed at EDC Building	01		
2	01 x Fuji Elevator installed at Knowledge Center	01		
3	01 x Fuji Elevator installed at A.B. II	01		
4	02 x Tica Elevator installed at A.B. III	02		
Monthly Total Amount of 05 No's Elevators including Taxes				
Yearly Total Amount of 05 No's Elevators including Taxes				



SECTION-06
INTEGRITY PACT

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.
PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS.**

Contract Number: _____ Dated: _____

Contract Value: _____ Contract Title _____

[Name of Supplier/Contractor/Consultant] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, [Name of Supplier/Contractor/Consultant] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from Procuring Agency (PA), except that which has been expressly declared pursuant hereto.

[Name of Supplier/Contractor/Consultant] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation, or warranty.

[Name of Supplier/Contractor/Consultant] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts, or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, [Name of Supplier/Contractor/Consultant] agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [Name of Supplier/Contractor/Consultant] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

Procuring Agency

Supplier/Contractor/Consultant

