



PUNJAB SKILLS DEVELOPMENT FUND

**Tender Document
April -2018**

Provision of Rental Diesel Generators

Submission Date for Sealed Bids: 25th of April 2018, by 11:30 AM

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1- Invitation to Bids

Background: - Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab in partnership with Department for International Development (DFID) UK. Punjab Skills Development Fund is governed by an independent Board of Directors. PSDF's vision is to improve income generation opportunities for the poor and the vulnerable population of Punjab by enabling skills development through promotion of a competitive skills training market

On behalf of PSDF Sealed bids/proposals will be invited for "Provision of Rental Diesel Generators" providers (hereafter called as bidders) for "Provision of Rental Diesel Generators. All interested and eligible bidders are requested to go through this Tender and provide relevant information and supporting documents to participate in the tender.

2- Instruction to Bidders

The "Provision of Rental Diesel Generators" firm/company will be based on **Least cost method** bidding procedure.

- a) The bid shall be a single package consisting of two separate sealed envelopes, containing separately eligibility checklist and financial proposal. The envelopes shall be marked as "Eligibility Checklist Documents Proposal" and "Financial Proposal".
- b) In first instance, the "eligibility checklist" shall be opened and envelope marked as "Financial Proposal" shall be retained unopened in the custody of PSDF. PSDF shall evaluate eligibility checklist documents proposal in a manner prescribed in section – 3 given in the document, without reference to the price and condition shall reject any proposal which does not conform to specified requirements.
- c) During the eligibility checklist no amendments in eligibility checklist documents proposal shall be permitted.
- d) After the evaluation and approval of eligibility documents, PSDF shall open Financial Proposals of the responsive organization, publicly at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period.
- e) The financial bids found of non-responsive shall be returned un-opened to the respective bidders.
- f) Bidders those found eligible and qualify in eligibility will be short-listed for financial bid opening.
- g) Contract shall be awarded to eligible bidder on least cost selection method.
- h) Kindly fill all the information in the relevant annexures.

3. Conditions for Eligibility

- i. The firm/company must have local presence/office in Lahore. (proof required on letter head)
- ii. Provide NTN & GST/PST registration certificates (if applicable). (proof required)
- iii. Minimum 05 years of experience of providing Generator on rental basis, with multinational/FMCG/government / semi government / autonomous bodies. (copies of contracts /Purchase/Service orders are required that company is providing services for the last 5 years)
- iv. Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution. (Declaration required on stamp paper)

- v. Annual turnover/ sales/revenue should not be less than Rs. 10M (Provide last year audited report or tax return)
- vi. Currently working with at least 15 clients, it can be multinational/FMCG/ government / semi government / autonomous bodies. (copies of contract /Purchase Order /Service Order is required)
- vii. Must have its own gensets of each capacity /category of 80 KVA, 150 KVA minimum 05 gensets and for 100 KVA, 200 KVA 03 minimum gensets. (Declaration on letter head with particulars and quantities of genset required)

The successful bidder, fulfilling the following criteria, will be considered as an eligible bidder for financial bid opening. Any failure to provide information or fulfilment under the requirement of, "Eligibility Checklist" (**Annexure B**) shall be deemed to be or declared ineligible for the bidding process and the financial bids will be returned without opening.

Please mark/flag the supporting documents for Eligibility Checklist.

4. Scope of Work

Description of parameters for Diesel Generator on rental basis is given as Annexure - D. The bidding organisations are requested to go through the document and understand scope of job completely

5. Terms of Reference:

- a) Successful bidders shall work with close coordination of PSDF admin team.
- b) All the services will be checked and verified by PSDF admin team.
- c) Bidder shall provide the details of the staff to contact with PSDF on regular basis to provide the services without any failure.
- d) Failure to comply with any terms and conditions in the tender document and contract given out to the successful bidder could incur imposition of penalties as spelled out lately in the contract.
- e) All payments will be done as per PSDF rules on post monthly basis, after verification of satisfactory services by the admin team of PSDF.
- f) Mention timeline to complete installation of genet and mention working days and off days.

6. Condition for Contract/General guidelines

- a) PSDF reserves the right to award or not to award the contract and Bidders who fail to complete and attach all the relevant documents shall be deemed to be or declared to be ineligible. No tender document shall be accepted, if not **properly sealed, marked, signed and stamped**.
- b) PSDF shall enter into a contract with the successful Bidder only and reserves the right to terminate the contract, if performance of Bidder is unsatisfactory.
- c) PSDF has the right to visit business premises to verify the information shared in tender documents. Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- d) Bidders to ensure that their bid documents are submitted before the closing time and date of the tender. **Sealed bids received after closing time and date will NOT be considered**.
- e) Although adequate thought has been given in the drafting of this document, errors such as typos may occur without any responsibility on PSDF's part.

- f) All documents and information received by PSDF from applicants will be treated with strict confidentiality. Documents submitted to PSDF will not be returned unless the Bidder does not qualify eligibility in which case the Financial Proposal shall be returned unopened.
- g) All expenses related to participation in this bidding document shall be borne by the bidder.
- h) Documents shall be submitted in hard copies in a sealed envelope marked as "PROPOSAL" as hard copy in a sealed envelope for "Provision of Rental Diesel Generator." The envelopes containing hard copies of Eligibility proposal and financial proposals sealed in separate envelope shall be received on the postal address given below.

Head of Procurement

Punjab Skills Development Fund, 21-A, H-Block, Dr. Mateen Fatima Road, Gulberg-II Lahore

E-mail: Proc@psdf.org.pk Phone: +92-42-35752408-10, Fax: +92-42-35752190.

- i) PSDF reserves the rights to request submission of additional information from applicants to clarify/further understand aspects of proposal, if required. PSDF also reserves the right to verify any information provided by the applicants.
- j) Questions about this proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB 06th April 2018. For any other related information please contact the undersigned.

7. Form of Contract

- a) The successful bidder shall sign and execute the standard contract of PSDF including any general conditions on the terms and conditions specified therein. Any amendment to the standard contract shall be made with mutual consent of both parties.
- b) The duration of the contract will be 1 year. Contract may be extended based on the performance of the bidder on same terms & conditions.
- c) Successful company will sign a contract and will provide the agreed services within the stipulated agreed in the contract.
- d) In case of any dispute regarding services the decision of the PSDF shall be final & binding.
- e) The PSDF may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any firm/company, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- f) The PSDF undertakes to pay the valid and complete invoice within thirty (30) days after the delivery of services. All taxes will be deducted in accordance with applicable laws.
- g) The bid shall remain valid for the period of **120 days** from the date of financial bid opening unless PSDF requests the bidders for extension of bids.
- h) Any delay in delivery of Services as per agreed time frame will be subject to a penalty @0.05% per day, up to maximum 10% of the total contract value.

8. Form of Bid

The Bidders shall follow the Form of Bid specified in **Annexure F**.

9. Delivery Timelines or Completion Date

The successful bidder shall be bound to provide the required generator after signing the agreement in 1 week.

10. Financial Evaluation Criteria

The Financial Proposals of only eligible bidders will be opened in the presence of all the bidders. All the bids shall be opened publicly in the presence of bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding and person designated for PSDF shall

read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders shall sign an attendance sheet at the time of bid opening.

Please provide information regarding Financials in Annexure – F”.

11. Submission of Bids (Eligibility and Financial Proposal): -

Complete bid containing Eligibility and Financial proposal along with bid security, all required information and documentary evidences must be submitted before closing dated i.e.-**April 25, 2018 at 11.30 AM**-. Proposals will be publicly opened on the same day i.e. - **April 25, 2018 at 12.00 PM**--in the presence of bidder’s representatives who wish to attend it. However, financial proposal will be opened for the eligible bidders only, date and time will be communicated after wards. Bid securities of disqualified bidders will be returned after awarding the business to successful bidder.

a. Bid Security

Bid Security of PKR 5000 (Five Thousand) in the form of pay order or demand draft favouring Punjab Skills Development Fund shall be submitted along with the proposals. The Bid Security should be valid for a period not less than 6 months and must be enclosed in financial bid.

b. Cover Letter for the Submission of Proposal

A cover letter as specified in **Annexure I** shall be submitted with the proposal.

Annexures

Annex – A Organizational Information

Organization Information			
Sr. No	Required Information	Response	
1	Legal name of the organization		
2	Year of Registration / Establishment of the Organisation		
3	National Tax Number		
	General / Punjab Sales Tax Number		
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation	Please Mark Tick
		Section 42 Company	
		Public Ltd. Company	
		Private Ltd. Company	
		Private Partnership Firm	
	Others (Please specify)		
6	Name and designation of 'Head of Organization'		
7	Mobile:		
	Phone/s:		
	Email:		
	Fax:		
	Address of organization:		
	Website address:		
8	Name and designation of 'Contact Person':		
	Phone/s:		
	Mobile:		
	Email:		
	Fax:		

Annex – B Eligibility Response Checklist

Sr. No.	Eligibility Criteria Details	Response/Elaboration/Proof Required	Attached Supporting Documents/Proof and Mark Yes/No	
			Yes	No
1	The firm/company must have local presence/office in Lahore.	Proof required on letter head	<input type="checkbox"/>	<input type="checkbox"/>
2	Provide NTN & GST/PST registration certificates (if applicable)	Proof required	<input type="checkbox"/>	<input type="checkbox"/>
3	Minimum 05 years of experience of providing Generator on rental basis, with multinational/FMCG/ government / semi government / autonomous bodies.	Copies of contracts /Purchase/Service orders are required that company is providing services for the last 5 years	<input type="checkbox"/>	<input type="checkbox"/>
4	Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution.	Declaration required on stamp paper	<input type="checkbox"/>	<input type="checkbox"/>
5	Annual turnover/ sales/revenue should not be less than Rs. 10M (Provide last year audited report or tax return)	Last Year Audited Report/Tax Return	<input type="checkbox"/>	<input type="checkbox"/>
6	Currently working with at least 15 clients, it can be multinational/FMCG/ government / semi government / autonomous bodies.	Copies of contract/Purchase/Service Orders of 10 clients	<input type="checkbox"/>	<input type="checkbox"/>
7	Must have its own gensets of each capacity /category of 80 KVA, 150 KVA minimum 05 gensets and for 100 KVA, 200 KVA 03 minimum gensets.	Declaration on letter head with particulars and quantities of genset required	<input type="checkbox"/>	<input type="checkbox"/>

Note: Please mark/flag the supporting documents for Eligibility Criteria Checklist while submitting the tender.

Annex – C Relevant Experience

Relevant Experience		
Sr. #	Required Information	Response (Please provide exact information with organization name, location/s and duration) Provide data in sequence given below
1	Name of Organizations with addresses	i.
		ii.
		iii.
		iv.
2	Start and end dates of providing Performance Management system (For example – Jan 2009 to September 2017)	i.
		ii.
		iii.
		iv.
3	Services provided to Number of companies	i.
		ii.
		iii.
		iv.

Annex – D (Scope of Work)

Description of parameters for Diesel Generator on rental basis is given as under;

Parameters	Description
Engine	Perkins/Cummins/Cater Pillar/Volvo or equivalent
Alternator	Stamford/Leroy Somer/ FG Wilson or equivalent
Minimum output KVA	200KVA, 150KVA, 100KVA & 80KVA
Mode	Primary
Model	Not older than 2010
Canopy	Sound and Water Proof Imported canopy
Cable	Minimum 10-meter, Four core copper cable of Pakistan cable/new age /fast
Electrical & Mechanical Service/Maintenance	Provided by Vendor
Operator with Boarding & Lodging	Provided by Vendor
Routine Maintenance (Lubricant change, oil filter, fuel filter, air filter, any other services etc.)	Responsibility of the vendor after 200 consumed running hours to avoid any major breakdown.
Backup Generator in case of any fault/Breakdown	In case of major breakdown replacement provided by Vendor within 12 Hours, in case of minor issue response time will be 2 hours with resolution.
Fuel	Provided by PSDF
Operations (whenever required or necessary)	8 hours per day, Saturday & Sunday will be off days but there may be short working hours happen occasionally.

Annex - F Financial Proposal

Please provide your monthly rental cost on below mentioned table.

Sr. No.	Description	Quantity	Cost (inclusive GST, if applicable) PKR
1	Cost per month of rent for 200 KVA Generator (as per scope of work)	1	
2	Cost per month of rent for 150 KVA Generator (as per scope of work)	1	
3	Cost per month of rent for 100 KVA Generator (as per scope of work)	1	
4	Cost per month of rent for 80 KVA Generator (as per scope of work)	1	

Note: Contract shall be awarded to the least cost quoted by the eligible bidder in each category mentioned above. PSDF may require one or more than one genset based on the business needs, therefore, it is mentioned in the above table to quote the price of each genset on monthly rental basis.

Annex - G Key Management Staff

Key Management Staff of Company				
Sr. No.	Name of Management Staff	Designation	Area of Expertise	Number of years with company
1				
2				
3				
4				

Annex- H Declaration

Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

Annex- I Cover Letter

Cover Letter for the Submission of Proposal

[Firm/company's letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guide lines]

Re: Proposal in respect of Providing of Rental Genset

Dear Sir,

We offer to provide the Services for Rental Genset in accordance with your Tender for

Proposal dated [Insert Date of Tender advertised]. We hereby submit our Proposal including the Eligibility, Financial Proposal and required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Note: Kindly fill all the above relevant annexures and attach with the proposal.