

# PUNJAB SKILLS DEVELOPMENT FUND

## Tender Document

Procurement No: 008/SYIG/PSDF/RDG

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### Provision of Rental Diesel Generators

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**April 2022**



**Submission Date for Sealed Bids: May 13, 2022, on or before 03:00 PM**

21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan.

UAN: 042-111-11-PSDF(7733) | Toll Free:0800-48627 (HUNAR) | Website: [psdf.org.pk](http://psdf.org.pk)

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## 1) Invitation to Bids

Punjab Skills Development Fund (PSDF) is the largest skills development fund in Pakistan. PSDF was established in 2010 as a not-for-profit company set up under the Companies Ordinance 1984 by the Government of Punjab (GoPb). PSDF offers quality demand driven skills training to vulnerable and poor youth of Punjab helping them to create sustainable income generation opportunities in Pakistan and beyond.

Sealed bids/proposals are invited from established firms/companies for “Provision of the Rental Diesel Generators” (hereafter called as bidders) to PSDF. All interested and eligible bidders are requested to go through the Tender document and provide relevant information along with supporting documents mentioned in this tender document.

## 2) Instruction to Bidders

The selection of Bidder will be based on **Least Cost Selection Method** through **Single Stage Two Envelopes** bidding procedure.

- a) The bid shall be submitted through E-tendering portal under Qualification (Eligibility), Technical and Financial/Commercial envelopes with all the supporting documentary evidence.
- b) In the first instance, qualification/technical envelope shall be opened on the E tender portal, and the envelope marked as “Financial Proposal” shall be retained unopened
- c) PSDF shall evaluate Technical Proposals in a manner prescribed in section– **03 and 09** (Qualification and Technical Envelope) available on the portal, without reference to the price and shall reject any proposal which does not conform to specified requirements.
- d) During the technical evaluation, no amendments to Technical Proposal shall be permitted.
- e) After the evaluation and approval of the technical proposals, the financial/commercial envelope (on E-tender portal) shall be opened for technically responsive bids, publicly at a time, date and venue announced and communicated to the bidders in advance, with in the bid validity period.
- f) The financial bids found technically non-responsive shall be rejected.
- g) Financial (Commercial Envelope) Proposal shall be evaluated based on PSDF’s evaluation criteria as provided in section **10** of the bidding document and envelopes available on portal.
- h) Minimum passing marks are 65, a bidder who obtains a minimum of 65 marks or more shall be marked as technically qualified and shall be considered for financial bid opening.
- i) The financial proposal of the bids found technically non-responsive shall be retained unopened and shall be returned on the expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later: provided that the procuring agency may return the sealed financial proposal earlier if the disqualified or non-

responsive bidder, contractor or consultant submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency

- j) The lowest evaluated bid shall be awarded the contract
- k) This document has different sections carrying information on eligibility, technical evaluation, Scope of work, conditions of tender and form of contract, etc. to assist potential bidders to develop their Technical Proposals.

### **3) Conditions for Eligibility (Qualification Envelope)**

The bidders, fulfilling the following criteria, shall be considered eligible for the bidding process.

1. Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization (Please attached copy of registration for National Tax Number (NTN) and General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization.)
2. Should be an Active Taxpayer as per "Active Taxpayer List" of FBR (Please attached Proof for "Active Taxpayer List" of FBR)
3. Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization. (Please attached copy of Affidavit on stamp paper, declaring that the company is not blacklisted.)
4. Evidence of the bidding firm/company's registration/Incorporation is required (Please attach Copy of certificate of incorporation/company registration certificate.)
5. Joint venture of any kind is not allowed to participate in the bid. (Please attached a declaration on letterhead that not participating as Joint venture.)
6. Must have its own gensets of each capacity /category of 120 KVA & 150 KVA, minimum 03 gensets & The firm/company must have local presence/office in Lahore. (Declaration on letter head with particulars and quantities of genset, and presence/office in Lahore)

If the bidder fails to provide information as per the above-mentioned or does not fulfill the requirement of, "Eligibility Criteria Checklist" (Annex B) shall be disqualified and declared ineligible from the bidding process and its technical evaluation shall not be carried out.

### **4) Scope of Work**

Description of parameters for Diesel Generator on rental basis is given as **Annexure - D**. The bidders are requested to go through the document before the submission of the bids.

### **5) Condition for Contract /General Guidelines**

The successful bidder shall agree to the following terms of references to provide services to PSDF:

- a) PSDF reserves the right to award or not to award this contract, bidders who fail to submit complete and attach all the relevant documents shall be disqualified.

- b) PSDF shall enter into a formal contract with the successful bidder only and reserves the right to terminate the contract, if the performance of the Bidder is unsatisfactory.
- c) Bidders to ensure that their bid documents are submitted online through E-tendering portal by or before the closing date and time.
- d) All documents and information received by PSDF from bidders will be treated strictly confidential.
- e) All expenses related to participation in this bidding process shall be borne by the bidder.
- f) PSDF reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal, if required.
- g) PSDF reserves the right to verify any information provided by the bidder and can visit business premises to verify the information.
- h) Bidder presenting information intentionally incorrectly or fraudulently will be disqualified.
- i) The competent authority 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 bidder, the grounds for its rejection of all bids or proposals but shall not be required to justify those grounds.
- j) Successful bidders shall work with close coordination of PSDF admin team.
- k) All the services shall be checked and verified by PSDF admin team.
- l) Bidder shall provide the details of the staff to contact with PSDF on regular basis to provide the services without any failure.
- m) **Clarifications/ queries may be requested by May 10, 2022, before 5:00 PM through message box option of e-tendering portal and no response shall be given, if not requested through the message box of e-tendering portal.**
- n) Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 will be applicable for this procurement
- o) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSDF will not be responsible.

## 6) 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 the mutual consent of both parties.

- b. The successful bidder shall sign a contract and shall provide the agreed services within the stipulated time agreed in the contract.
- c. The duration of the contract shall be 1-year, however, it can be extendable for other terms with the mutual consent of both the parties.
- d. If PSDF cancel the contract during the contract period, a notice period of 1 month shall apply.
- e. In case of any dispute arises regarding the services, the decision of the PSDF shall be considered final & binding.
- f. 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 later in the contract.
- g. All the payments will be done on post monthly basis, after verification of satisfactory services by the admin team of PSDF.
- h. All taxes will be deducted in accordance with the applicable laws.
- i. The bid shall remain valid for the period of **120 days** from the date of bid opening.

#### **7) Form of Bid**

The Bidders shall follow the Form of Bid specified in **Annex F** to submit the financial bid.

#### **8) Delivery Timelines or Completion Date**

The successful bidder shall be bound to provide the required generator after signing the agreement in 1 week and as per the duration mentioned in form of contract.

#### **9) Technical Evaluation Criteria**

The technical proposal of eligible organizations will be evaluated against requirements specified in the in **“Annex – D”**.

#### **10) Financial Evaluation Criteria**

The Financial Proposals of only eligible bidders with technically qualified will 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 opening. Please provide information regarding Financials in Annex – F” and commercial envelope of the E-tendering portal.

**11) Submission of Bids (Technical and Financial Proposal): -**

Complete bid containing the Technical (Qualification & Technical Envelopes) and Financial (Commercial Envelope), with all required information, documentary evidence, and annexures must be submitted on the e-tendering portal before closing dated i.e., **May 13, 2022, at 03:00 PM**. Technical proposals shall be publicly opened on the same day **May 13, 2022, at 03:30 PM** in the presence of bidder's representatives who wish to attend it.

**a. Bid Security**

Bid Security of 1% of estimated prices in the form of a pay-order or demand draft favouring Punjab Skills Development Fund shall reach to PSDF, **Procurement Department on 21 A, H-Block, Dr. Mateen Fatima Road, Gulberg II, Lahore – Pakistan** before the opening of the bid (Please mention the title of the procurement on envelope). If original bid security is not delivered before the opening of the bid, the bidder shall be disqualified for further proceeding. ***The Bid Security should be valid for a period not less than 6 months and a scanned copy must be attached in the financial envelope of the e-tendering portal.*** Bid Security of disqualified bidders will be returned after awarding the business to the successful bidder on request.

**b. Cover Letter for the Submission of Technical Proposal**

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

**Annexures**

**Annex – A Organizational Information**

| Organization Information |   |                            |  |
|--------------------------|---|----------------------------|--|
| Sr. #                    | Required Information  | Response                   |  |
| 1                        | The 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 organization? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s) | Public Sector Organisation |  |
|                          |   | 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

| Eligibility Check List |   |   |   |                          |
|------------------------|---|---|---|--------------------------|
| Sr. No                 | Eligibility Criteria Details  | Response/Elaboration/<br>Proof Required   | Attached Supporting Documents/Proof and mark Yes/No |                          |
|                        |   |   | Yes   | No                       |
| 1                      | Provide National Tax Number (NTN) and GST/ PST, (if applicable) in the name of the Organization.  | (Please attached copy of registration for National Tax Number (NTN) and General Sales Tax (GST)/ Provincial Sales Tax (PST) (if applicable) in the name of organization.) | <input type="checkbox"/>                            | <input type="checkbox"/> |
| 2                      | Should be an Active Taxpayer as per “Active Taxpayer List” of FBR.  | (Please attached Proof for "Active Taxpayer List” of FBR)   | <input type="checkbox"/>                            | <input type="checkbox"/> |
| 3                      | Affidavit on stamp paper, declaring that the company is not blacklisted by any autonomous body/government/semi-government or any organization.              | (Please attached copy of Affidavit on stamp paper, declaring that the company is not blacklisted.)  |   |                          |
| 4                      | Evidence of the bidding firm/company’s registration/Incorporation is required.  | (Please attach Copy of certificate of incorporation/company registration certificate.)  | <input type="checkbox"/>                            | <input type="checkbox"/> |
| 5                      | Joint venture of any kind is not allowed to participate in the bid.   | (Please attached a declaration on letterhead that not participating as Joint venture.)  |   |                          |
| 6                      | Must have its own gensets of each capacity /category of 120 KVA & 150 KVA, minimum 03 gensets & The firm/company must have local presence/office in Lahore. | (Declaration on letter head with particulars and quantities of genset, and presence/office in Lahore)   | <input type="checkbox"/>                            | <input type="checkbox"/> |

**Annex – C Relevant Experience**

| Relevant Experience |  |   |
|---------------------|--|---|
| Sr. #               | Required Information   | Response<br><br>(Please provide exact information with the organization name, location/s, and duration)<br><br>Provide data in the sequence given below |
| 1                   | Name of Organizations with addresses   | i.  |
|                     |  | ii.   |
|                     |  | iii.  |
|                     |  | iv.   |
| 2                   | Start and end dates of providing Goods/Services (For example – Jan 2010 to September 2020) | i.  |
|                     |  | ii.   |
|                     |  | iii.  |
|                     |  | iv.   |
| 3                   | Goods/Services provided to Number of companies/firms                                       | 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   | 120KVA, 150KVA  |
| Mode   | Primary   |
| Model  | Not older than 2012   |
| Canopy   | Sound and Waterproof 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)  | 4 hours per day, Saturday & Sunday will be off days but there may be short working hours happen occasionally. Total 120 Hours per month.                            |
| Timeline   | The successful bidder shall be bound to provide the required generator after signing the agreement in 1 week and as per the duration mentioned in form of contract. |

Annex – E Technical Evaluation Criteria

| Technical Evaluation Criteria |  |              |                    |  |
|-------------------------------|--|--------------|--------------------|--|
| S. No.                        | Descriptions   | Total Points | Categorized Points | Remarks (Attachment of relevant evidence in each case is mandatory. In case of non-compliance no mark will be awarded)   |
| <b>1</b>                      | <b>Relevant Experience</b>   | <b>20</b>    |                    | Documentary proof (copies of contract or Purchase Orders) should be furnished. if no valid attachment is provided then no marks for section 1.2.2 of (e-tender) will be awarded              |
|                               | Experience of Rental Diesel Generators 120-150 KVA more than or equal to 08 years                      |              | 20                 |  |
|                               | Experience of Rental Diesel Generators 120-150 KVA equal to or more than 5 years but less than 8 years |              | 15                 |  |
|                               | Experience of Rental Diesel Generators 120-150 KVA equal to or more than 3 years but less than 5 years |              | 10                 |  |
| <b>2</b>                      | <b>Client Portfolio</b>  | <b>20</b>    |                    | Documentary proof (copies of contract or Purchase Orders) should be furnished. if no valid attachment is provided then no marks for section 1.3.2 of (e-tender) will be awarded              |
|                               | Worked with above 12 local/international organizations.  |              | 20                 |  |
|                               | Worked with more than 08 but less than or equal to 12 local/international organizations.               |              | 15                 |  |
|                               | Worked with 6 and above but less than or equal to 08 local/international organizations.                |              | 10                 |  |
| <b>3</b>                      | <b>Capacity (Own Genset)</b>   | <b>20</b>    |                    | Declaration on company's letterhead mentioning the capacity and model name of the genset. If no valid attachment is provided, then no marks for section 1.4.2 of (e-tender) will be awarded. |
|                               | More than 10 Genset in each category<br>1- 120KVA Prime<br>2- 150KVA Prime                             |              | 20                 |  |
|                               | More than 7 but less than or equal to 10 Genset in each category<br>1- 120KVA Prime<br>2- 150KVA Prime |              | 15                 |  |
|                               | More than 5 but less than or equal to 7 Genset in each category<br>1- 120KVA Prime<br>2- 150KVA Prime  |              | 10                 |  |

|                             |   |            |    |  |
|-----------------------------|---|------------|----|--|
| <b>4</b>                    | <b>Working Staff</b>  | <b>20</b>  |    |  |
|                             | Total number of technical staff working with the organization, if more than or equal to 20                  |            | 20 | Documentary details of the Capacity (working staff) on company letterhead. If no valid attachment is provided, then no marks for section 1.5.2 of (e-tender) will be awarded.  |
|                             | Total number of technical staff working with the organization, if more than or equal to 15 but less than 20 |            | 15 |  |
|                             | Total number of technical staff working with the organization, if more than or equal to 10 but less than 15 |            | 10 |  |
| <b>5</b>                    | <b>Financial Capability/Annual Turn Over/Sales/Revenue</b>  | <b>20</b>  |    |  |
|                             | Annual Turnover of organization more than or equals to PKR 20 million                                       |            | 20 | Copy of 19-20/20-21 financial audit report done by ICAP/SBP registered auditing firm or Annual tax return of 19-20/20-21. if no valid attachment is provided then no marks for section 1.6.2 (e-tender) will be awarded. |
|                             | Annual Turnover of organization If more than or equal to PKR 15 million but less than PKR 20 million        |            | 15 |  |
|                             | Annual Turnover of organization If less than PKR 15 million but greater than or equals to PKR 10 million    |            | 10 |  |
| <b>Total Points Awarded</b> |   | <b>100</b> |    |  |

**Minimum passing marks for technical qualification are 65. Please mark/flag the supporting documents shared for technical qualification scoring.**

Please provide your monthly rental cost on below mentioned table.

| Sr. No. | Description   | Quantity | Unit Price PKR (Inclusive of Taxes) | Taxes % |
|---------|---|----------|-------------------------------------|---------|
| 1       | Cost per month of rent for 120 KVA Generator (as per scope of work) | 1        |                                     |         |
| 2       | Cost per month of rent for 150 KVA Generator (as per scope of work) | 1        |                                     |         |
|         | <b>Total Price (inclusive of applicable taxes)</b>                  |          |                                     |         |

**Note:**

1. Contract shall be awarded on accumulative lowest cost (by adding cost of both 120KVA Genset and 150KVA Genset mentioned above in serial 1 & 2) quoted by the eligible bidder.
2. 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.
3. Unit Price Inclusive of Taxes to be entered.

## Annex- H Declaration

### Declaration

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

I, \_\_\_\_\_ hereby declare that:

- all the information provided in the technical 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]"

|                       |  |
|-----------------------|--|
| <b>Name</b>           |  |
| <b>Designation</b>    |  |
| <b>Signature</b>      |  |
| <b>Date and Place</b> |  |

**Annex- I Cover Letter**

[Firm/company's letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Guidelines]

**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.**