**PAKISTAN REVENUE AUTOMATION (PVT) LTD**

**TENDER NO. P-27/2018**

**DATED 04/12/2018**

**BIDS SUBMISSION: 19/12/2018 ON OR BEFORE 1500 HOURS**

**BIDS OPENING DATE AND TIME: 19/12/2018 AT 1530 HOURS**

**Sub: TENDER NO. P-27/2018 DATED 04/12/2018 SUPPLY AND INSTALLATION OF CASSETTE TYPE AIR CONDITIONER UNITS**

1. Sealed bids are invited from the firms registered with the Sales Tax and Income Tax departments for supply & installation of Cassette Type (24000 BTU/H) OR equivalent Cool Only Air Conditioners at Karachi, as per details given at Annexure “A”.

2. If you have doubt as to the meaning of any portion of the specifications or other terms and conditions you may seek clarification of the same from Syed Zafaryab Haider, Manager (Network & Infrastructure (0331-4299994).

3. The successful vendor will be responsible to deliver and also install the ACs. Quoted prices must be inclusive of installation charges. The supplier will also be responsible for any electrical work require for proper installation and thereafter proper functioning of the AC. It is therefore advisable that prior to the submission of bids thorough survey of the sites must be carried out in coordination with PRAL officials. Any charges to be incurred on the above arrangements must clearly be mentioned separately (if require / desire).

4. DELIVERY SCHEDULE:

The delivery of ACs is required **Ex-Stock.** Therefore, the successful bidder (s) may be in a position to supply the ACs within ten (10) days after receipt of the purchase order (s) against this Tender Inquiry. Installation & Commissioning must be completed within 2 weeks.

5. PENALTY:

For failure to comply with the delivery schedule of Purchase Order (s), penalty will be imposed on defaulting Supplier as under:

5.1 1% of the cost of entire purchase order or of such equipment as remains un-supplied/un-completed for every day up to maximum of 5% for 10 days exceeding the delivery period.

5.2 If the equipment is not supplied even after payment of penalty for 10 consecutive days PRAL reserves the right to cancel the purchase order and to purchase required equipment from elsewhere at risk and cost of the defaulting Supplier.

06. Income Tax / Withholding Tax will be deducted in accordance with the law. Kindly note that the Sales Tax shall also be deducted in accordance with the law.

07. Price must be quoted including all charges like loading, unloading, transportation and Installation of the ACs at the location as mentioned above.

08. Quoted price shall be valid for six (6) months from the opening date of the bids. However, any subsequent change in taxes and duties as notified by Federal Board of Revenue will be given due consideration.

09. Bidding Form as per Annexure “B” must also be duly filled in, stamped and signed by authorized representative of the bidder.

10. EARNEST MONEY:

10.1 The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order equivalent to 2% of the total bid value as Earnest Money crossed in favor of “Pakistan Revenue Automation (Pvt.) Ltd.”. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.

10.2 Part earnest money or crossed Cheque/bank guarantee, as earnest money is not acceptable.

10.3 In case of cancellation of Purchase Order as default of the Supplier the earnest money shall be forfeited in favor of PRAL.

11. PAYMENT:

90% payment of the total value of the bill/purchase order will be released after supply and installation of ACs in accordance with the Purchase Order and remaining 10% shall be released after successful completion of warranty period after supply and installation of AC or submission of Bank Guarantee, being 10% of the total bill value. The bank guarantee must be issued by renowned schedule bank. The bank guarantee shall be released after completion of warranty period.

12. Warranty cards of the ACs must be provided along with the ACs.

13. SEALING AND MARKING OF BIDS.

13.1 The bids shall be submitted in sealed envelope marked as under:

**MANAGER (P&I)**

**PAKISTAN REVENUE AUTOMATION (Pvt.) LIMITED**

**2nd Floor, Software Technology Park (STP), Sector, I-9/3, Islamabad.**

13.2 The envelopes shall also bear the word “CONFIDENTIAL” and following identifications: -

BID NO. **P-27/2018** DATED 04-12-2018

For the supply & installation of Air Conditioners

13.3 If the envelope is not marked, as instructed above, the PRAL will assume no responsibility for the misplacement or premature opening of the bid.

14. DEADLINE FOR SUBMISSION OF BIDS:

 All bids/Proposals must be delivered at 2nd Floor, Software Technology Park (STP), Sector, I-9/3, Islamabad on or before the prescribed deadline of **1500 hours on 19-12-2018**.

15. LATE PROPOSALS:

 Any bid received by the PRAL after the prescribed deadline will be returned unopened to the Bidder.

16. OPENING OF BIDS:

 The Purchaser will open the bids in the presence of bidder’s representatives who choose to attend **at 1530 hours on 19-12-2018** at 2nd Floor, Software Technology Park (STP), Sector, I-9/3, Islamabad.

17. EVALUATION:

*17.1. After opening, PRAL will examine the bids for technical evaluation and completeness of the same as per tender requirements.*

*17.2. Bidder (s) who does not qualify cannot challenge the findings of the evaluation or ask for reasons of disqualification.*

18. INSPECTION AND TESTS:

18.1. PRAL’s representative shall have the right to inspect and / or test the equipment to confirm their conformity to Purchase Order (s) specifications.

18.2. Should any inspected or tested item fail to conform to the specifications, PRAL may reject it and the Supplier shall either replace the rejected equipment or make all alterations necessary to meet specification of PRAL. All costs incurred on such replacements / alterations shall be entirely borne by the Supplier. Failing to do so the Purchase Order(s) will be cancelled and all retained values of the defaulter will be forfeited in favor of PRAL.

19. WARRANTY:

19.1 The Supplier shall warrant that all material supplied under the Contract (s) shall have no defect arising from design, materials or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied items under the conditions prevailing at final destination.

19.2 PRAL shall promptly notify the Supplier in writing of any claims arising under this Warranty. Upon receipt of such notice, the Supplier shall repair or replace the defective equipment or parts thereof, without cost to PRAL immediately.

19.3 Period of comprehensive warranties and maintenance with labor and material cost shall be one year with parts and labor of the units and three years for the compressor. The supplier shall be responsible to provide “warranty cards” of the AC’s to be installed.

During the warranty period due to any reason, if the Supplier failed to rectify the problem, PRAL shall get repair the equipment or replace the defective parts thereof and forfeit the Bank Guarantee/retained values.

20. All bids should include:

20.1. Company’s profile, list of clients with their telephone number and address.

20.2. Copies of Income Tax and Sales Tax registration certificates.

20.3. A call deposit being 2% of the total bid value as Earnest Money crossed in favor of “Pakistan Revenue Automation (Pvt.) Ltd.”.

20.4 Technical documents / Brochures of the quoted ACs.

20.5 Affidavit (on legal paper) to the effect that the firm has never been black- listed by any agency of government/semi government/autonomous or business concern.

20.6 Earnest Money 2% of total bid value in favor of PRAL.

20.7 Warranty details of the units.

21. PRAL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract (s) without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or of the grounds for PRAL’s action.

22. The supplier will be responsible to supply and thereafter installation of the ACs. The supplier will also be responsible for any electrical work require for proper installation and thereafter proper functioning of the ACs. The supplier will also be responsible for heat output etc. Prior to the submission of bid thorough survey of the site must be carried out.

**(NADEEM ANWAR)**

Manager (Procurement & Inventory)

2nd floor, Software Technology Park (STP), I-9/3, Islamabad.

Ph: 051-9259354, 051-9259353, Cell 0306-5511272

Email: nadeem.anwar@pral.com.pk

**ANNEXURE- A**

**SCHEDULE OF REQUIREMENT**

**TENDER # P-27/2018 DATED 04-12-2018**

**SUPPLY & INSTALLATION OF CASSETTE TYPE – SPLIT TYPE AIR CONDITIONERS AT PRAL OFFICE,**

**9TH FLOOR, CUSTOM HOUSE, KARACHI**

|  |
| --- |
| **3 Phase Split Type Air-Conditioners** |
|  #  | **Item Description** | **Qty** | **Specifications / Brand** |
|  | Cassette Type AC 2.0 Tons (Cool Only) with capacity of 24000 BTU.  | 03 | **Mitsubishi Electric** or equivalent internationally recognized brands only. ACs must be able to provide 24000 BTU OR equivalent cooling capacity with Auto ON circuit including standard allied accessories, installation kit, catalogues / manuals.  |
|  | Outdoor Placement |   | Outdoor units must be placed on window (please conduct survey).  |
|  | Drainage | APA | Laying of UPVC Pipe of 1" completely sealed with adhesive solution on joints and bends to prevent water leakage. |
|  | Installation & Commissioning | APA | Turnkey Installation & Commissioning including copper piping, insulation, PVC drain piping, ducting interconnected electrical wiring, circuit breaker, gas charging, testing & commissioning. |
|  | Delivery |  | At 9th Floor Custom House, Karachi.  |

**Scope of Work:**

The bidder is expected to make a site visit on his own responsibility to obtain for himself all information that may be necessary for preparing the bid and entering into contract. Obtaining such information shall be at bidder’s own cost.

**ELIGIBILITY CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. #** | **Criteria** | **Compliance** | **Documents to be****provided by the bidder** |
|  | THE BIDDER will be completely responsible for the execution of the project as a single point solution provider. |  | Undertaking certificate from THE BIDDER |
|  | Bidders who have been black listed/ debarred by any govt. Dept. shall not be considered. An affidavit to this effect shall be submitted by the consultant/consulting bidder dulyattested by authorized signatory. |  | Undertaking certificate from THE BIDDER |
|  | The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order equivalent to 2% of the overall cost Earnest Money crossed in favor of “PRAL”. Any bid not accompanied by 2% Earnest Money shall be rejected without any right of appeal.  |  | Call Deposit/Pay Order equivalent to 2% of the overall cost. |

**General Terms & Condition**:

1. Vendors are requested to perform sites survey in coordination with POCs mentioned above for exact measurements and determination of scope of work.
2. Installation charges must be quoted separately.
3. Any damage to existing infrastructure must be on vendor’s part and vendor is required to repair / replace the damage property as per the satisfaction of PRAL.
4. Any fault / repair / replacement must be provided within 24 hours.
5. PRAL reserve the right to check the originality of supplied parts and accessories. Any objection in the supplied parts / accessories must be addressed to the satisfaction of PRAL.
6. Vendors are encouraged to study the BOQ and the scope of work. Any change / alteration required to increase the efficiency of system, must be addressed well before time.
7. During the warranty period the vendor will be required to provide free onsite support/part replacement in case of any issue.
8. The prices should be valid for 180 days.
9. PRAL reserves the right to accept any bid or reject any or all bids without assigning any reasons whatsoever.
10. For All Zero Rated or Exempt Items/Supplies, relevant S.R.O/Circular must be attached with the Quotation.
11. This RFP does not commit us to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or equipment.
12. No advance payments are payable, payments will be made as under:
	1. 90% of the overall cost upon delivery, installation and commissioning
	2. 10% after completion of warranty period or submission of bank guarantee of same amount.
13. The bidder shall provide 24x7x365 service and response engineers mobile numbers to PRAL for direct support during off hours.
14. Government duties and taxes should be separately mentioned in the Financial Proposal, if applicable.
15. The decision for the award of Contract cannot be challenged anywhere
16. The firms black-listed/ debarred in participating in any procurement activities in Pakistan are not allowed to bid.
17. Point of contact for conducting the survey of Data Center is: Syed Zafaryab Haider Zaidi, Manager (Networks & Infrastructure), Data Center Karachi- 03314299994
18. The bidder should be an authorized distributor/reseller of product they are quoting

**ANNEXURE-B**

**BIDDING FORM**

##### Date: \_\_\_\_\_\_\_\_\_ Tender No.P-27/2018

#####

Pakistan Revenue Automation (Pvt.) Limited, Islamabad.

Gentlemen,

1. Having examined the conditions to Tender and Specifications of Tender P-27/2018 dated 04.12.2018 the receipt of which is hereby acknowledged we, the undersigned, offer to install, supply and deliver in conformity with terms and conditions and specifications mentioned in Tender for the sum of Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) or such other sums as may be ascertained in accordance with the said Conditions.

2. If our Bid is accepted we shall deliver the equipment specified in the Tender Documents within \_\_\_\_\_\_\_\_\_\_\_ from the date of receipt of your firm Purchase Order.

3. We agree to abide by the terms and conditions of the Tender for the period of \_\_\_\_\_\_\_ from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. Until a formal Purchase order(s) is placed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

5. We understand that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons therefore.

Dated this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2018\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the capacity of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ duly authorized to sign Tender for and on behalf of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(NAME OF FIRM IN BLOCK CAPITALS)

Complete address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: -

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_