

**PUNJAB SOCIAL SECURITY HEALTH MANAGEMENT
COMPANY**

Tender Document

Procurement No: PSS/PRO/31/23

Provision of Rental Diesel Generators

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1) Invitation to Bids

Sealed bids/proposals are invited from established firms/companies for “Provision of the Rental Diesel Generators” (hereafter called as bidders) to PSSHMC. 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 at PSSHMC Head Office under Qualification (Eligibility), Technical and Financial envelopes with all the supporting documentary evidence.
- b) In the first instance, technical envelope shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened
- c) PSSHMC shall evaluate Technical Proposals in a manner prescribed in section– **03 and 09** (Qualification and Technical Envelope), 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 envelope 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 Proposal shall be evaluated based on PSSHMC’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 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 PSSHMC:

- a) PSSHMC 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) PSSHMC 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 at PSSHMC Head Office before the closing date and time.
- d) All documents and information received by PSSHMC from bidders will be treated strictly confidential.
- e) All expenses related to participation in this bidding process shall be borne by the bidder.
- f) PSSHMC reserves the right to request submission of additional information from applicants to clarify/further understand aspects of the technical proposal, if required.
- g) PSSHMC 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. PSSHMC 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 PSSHMC Raiwind Hospital.
- k) All the services shall be checked and verified by PSSHMC Raiwind Hospital.
- l) Bidder shall provide the details of the staff to contact with PSSHMC on regular basis to provide the services without any failure.
- m) Punjab Procurement Regulatory Authority (PPRA) Rules, 2014 will be applicable for this procurement
- n) Although adequate thought has been given in the drafting of this document, errors such as typos may occur which the PSSHMC will not be responsible.

6) Form of Contract

- a. The successful bidder shall sign and execute the standard contract of PSSHMC 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 02 to 03 Months, however, it can be extendable for other terms with the mutual consent of both the parties.
- d. If PSSHMC cancel the contract during the contract period, a notice period of 1 Week shall apply.
- e. In case of any dispute arises regarding the services, the decision of the PSSHMC 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 Report by the admin team of PSSHMC Hospital Raiwind.
- h. All taxes will be deducted in accordance with the applicable laws.
- i. The bid shall remain valid for the period of **90 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.

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

Complete bid containing the Technical (Technical Envelope) and Financial (Financial Envelope), with all required information, documentary evidence, and annexures must be submitted to PSSHMC Head Office before closing dated i.e., **Sep 12, 2023, at 11:00 AM**. Technical proposals shall be publicly opened on the same day **Sep 12, 2023, at 11:30 AM** in the presence of bidder's representatives who wish to attend it.

Estimated Cost.

Sr. No.	Description	Quantity	Estimated Cost Per Month
	Generator 150 KVA	01	250,000/-
	Total Estimated Price (inclusive of applicable taxes)		750,000/-

a. Bid Security

Bid Security of 02% of estimated prices in the form of a pay-order or demand draft favoring Punjab Social Security Health Management Company shall reach to PSSHMC, **Head Office on 30 E/III Model Town, Lahore – Pakistan** before the opening of the bid. 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.*** 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/ 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 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 (Please provide exact information with the organization name, location/s, and duration) 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 Automatic 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	150KVA
Mode	Primary
Model	Not older than 2012
Canopy	Sound and Waterproof Imported canopy
Cable	Minimum 20-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 PSSHMC
Operations (whenever required or necessary)	4-6 hours per day, Sunday will be off day but there may be short working hours happen occasionally. Total 120-180 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)
1	Relevant Experience	20		
	Experience of Rental Diesel Generators 120-150 KVA more than or equal to 05 years		20	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 equal to 04 years		15	
	Experience of Rental Diesel Generators 120-150 KVA equal to 4 years		10	
2	Client Portfolio	20		
	Worked with above 08 local/international organizations.		20	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 more than 05 but less than or equal to 08 local/international organizations.		15	
	Worked with 3 and above but less than or equal to 05 local/international organizations.		10	
3	Capacity (Own Genset)	20		
	More than 08 Genset in each category 1- 120KVA Prime 2- 150KVA Prime		20	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 5 but less than or equal to 8 Genset in each category 1- 120KVA Prime 2- 150KVA Prime		15	
	More than 3 but less than or equal to 5 Genset in each category 1- 120KVA Prime 2- 150KVA Prime		10	

4	Working Staff	20	
	Total number of technical staff working with the organization, if more than or equal to 15	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 10 but less than 15	15	
	Total number of technical staff working with the organization, if more than or equal to 05 but less than 10	10	
5	Financial Capability/Annual Turn Over/Sales/Revenue	20	
	Annual Turnover of organization more than or equals to PKR 10 million	20	Bank Statement 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 5 million but greater than or equals to PKR 8 Million	10	
Total Points Awarded		100	

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

Annex -F Financial Proposal

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 120/150 KVA Generator (as per scope of work)	1		
	Total Price (inclusive of applicable taxes)			

Note:

1. 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 " [C lic k he re an d t y pe t h e n a m e o f o r g a n i z a t i o n] "

Name	
Designation	
Signature	
Date and Place	

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.