

# STANDARD FORM OF BIDDING DOCUMENT

**TENDER/2022-23/21**

**TENDER DOCUMENT FOR MONTHLY SERVICE OF 2 PASSENGER LIFTS OF IT  
TOWER SMIU KARACHI FOR 12 MONTHS**

Name of Department	Directorate of Works and Services
Name of procuring agency	SINDH MADRESSATUL ISLAM UNIVERSITY Aiwan-e-Tijarat Road, Shakra-e-Liaquat, Karachi-74000, Pakistan Tel : 021-99217501-02-03 Fax : 021- 99217504 Website: <a href="http://www.smiu.edu.pk">www.smiu.edu.pk</a>

**TENDER DOCUMENT ISSUED TO:**

**TENDER DOCUMENT ISSUED ON:**



# SINDH MADRESSATUL ISLAM UNIVERSITY

Aiwan-e-Tijarat Road, Karachi-74000.

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NO. SMIU/TEND/2022-23/21

## NOTICE INVITING TENDER

Sealed bids on the standard bidding documents are invited from interested contractors/firms having at least 3 years' relevant experience for the work mentioned below. The interested firms shall submit their tender based on single stage – one envelope procedure as per Rules No 46 (1) of SPPRA-Rules 2010 (Amended-up to date).

Sr.No	Name of Work	Bid Security	Tender Fee
1.	<b>MONTHLY SERVICE OF 2 PASSENGER LIFTS OF IT TOWER SMIU KARACHI FOR 12 MONTHS</b>	2% of Bid Price	Rs. 3,000/-

### Terms & Conditions:

1. Bidding documents can be obtained against the written request on company letter head along with Proprietor's CNIC copy or authorized nominee from the office of **Directorate of Works and Services** of the Sindh Madressatul Islam University, Karachi with a Pay Order / Demand Draft as Tender Fee mentioned above (non-refundable) in favor of **Sindh Madressatul Islam University** on any working day during office hours from **Wednesday 24<sup>th</sup> May 2023 to Thursday 8<sup>th</sup> June 2023** and can be downloaded from SPPRA website: <https://ppms.pprasindh.gov.pk/PPMS/> and SMI-University website: [www.smiu.edu.pk](http://www.smiu.edu.pk)
2. The filled sealed tender documents will be received back on **Friday 9<sup>th</sup> June 2023 by 2:30 p.m.** and will be opened on same day at **3:30 p.m.** at **Conference Room No. 2 First Floor Sindh Madressatul Islam University, Aiwan-e-Tijarat Road Behind Habib Bank Plaza, Karachi** before the procurement committee and the bidders or their authorized representatives who wish to be present.
3. **Eligibility criteria is included in tender documents.**
4. Bid Validity Period: **90 days.**
5. The earnest money at the rate of **2% of bid price** for each tender should be submitted along with respective Bid in shape of Call Deposit/Pay order/Demand Draft/ Bank Guarantee issued by any scheduled bank of Pakistan in favor of Sindh Madressatul Islam University Karachi.
6. Partial/Conditional/Incomplete bid proposals and/or bid proposals without earnest money shall not be considered.
7. Bids must be offered on the prescribed bidding documents issued by Sindh Madressatul Islam University or downloaded from SPPRA/SMIU website. However additional sheets may be attached, if required.
8. Procuring Agency reserves the right to reject all or any bids subject to the relevant provisions of SPPRA Rules-2010 (**Amended up to date**).
9. In case any unforeseen situation resulting in closure of office on the date of opening or if Government declares holiday, the tender shall be submitted/opened on the next working day at the same time and venue.

**University Procurement Committee**

## **BIDDING DOCUMENTS**

### **1. Introduction: -**

1.1. SMIU University is a chartered university, duly recognized by Higher Education Commission (HEC) Pakistan. It is one of the oldest institutions in South Asia and was established way back in 1885 as a school.

### **2. Objective: -**

2.1 The objective of engaging a local service provider to provide annual service for passenger lifts to ensure its optimal functionality and minimize downtime that would occur in the event of equipment failure.

### **3. Scope of Work: -**

3.1 Contractor's staff will ensure monthly service of 2 passenger lifts including but not limited to proper cleaning of control panel / machine checking of all moving parts, oiling and greasing, wherever required and ensuring safe operation of the lifts.

3.2 Responsible for submission of periodical performance report of lifts.

3.3 Responsible for maintaining a log Book wherein all the major / minor defects or complaints will be recorded along with action taken and / or proposals submitted.

3.4 The contractor will be responsible for rectification of minor complaint trouble shooting of lifts at their own cost throughout contract period.

3.5 The Contractor shall supply and maintain such sufficient instruments, tools / gadgets and equipment, for the use of his staff that is required to enable them to fulfill their duties as per contract.

3.6 For breakdowns, involving major repair or replacement of costly parts / material additional payment shall be considered subject to prior verification of concerned technical personnel and approval of the competent authority. Additional payment will include actual charges for supply, installation, testing and commissioning of any part, item or component of equipment and shall be paid on actual cost of the good / material.

### **4. Obtaining of Bidding Document: -**

4.1 Bidding documents can be obtained against the written request on company letter head along with Proprietor's CNIC copy or authorized nominee from the office of **Directorate of Works and Services** of the Sindh Madressatul Islam University, Karachi with a Pay Order / Demand Draft as Tender Fee mentioned above (non-refundable) in favor of **Sindh Madressatul Islam University** on any working day during office hours from **Wednesday 24<sup>th</sup> May 2023 to Thursday 8<sup>th</sup> June 2023** and can be downloaded from SPPRA website: <https://ppms.pprasindh.gov.pk/PPMS/> and SMI- University website: [www.smiu.edu.pk](http://www.smiu.edu.pk)

### **5. Bidding Procedure: -**

5.1 Bids are invited as per Single Stage – One Envelope Procedure in accordance with Sindh Public Procurement Rules, 2010 (Amended 2019).

### **6. Instructions to the Bidders: -**

6.1 Bidder must read all the contents of NIT as well as Bidding Document and understand all the requirements.

6.2 Bidder must ensure that the Bid Form / Price Schedule is filled in all respect, without any confusion.

6.3 Bid Security shall be inserted in the Proposal.

6.4 There should not be any over-writing, double writing, crossed, additional conditions.

6.5 Rates are to be quoted clearly in digits as well as in words.

6.6 Each document/paper submitted by the bidder shall be signed/stamped by the bidder on the face of document.

6.7 Bids shall be submitted in accordance with Single stage – One Envelope Procedure.

6.8 Bidder shall examine the Bid Evaluation Criteria and insert appropriate document in the Proposal accordingly.

6.9 Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and

form, bids received after specific date and time and bids of Black Listed firms shall be treated as rejected / non- responsive.

**7 List of documents to be enclosed: -**

- 7.1 Bidder(s) must ensure that the following documents are enclosed.
- 7.1.1 Complete Bidding Document, duly signed and stamped on its each/every page as acceptance of all terms & conditions;
- 7.1.2 Original Bidding Document purchase receipt or Pay Order of Rs. 3,000/- in favour of SMI University Karachi, as the case may be;
- 7.1.3 Copy of Bid Form / Price Schedule and Pay Order in respect of Bid Security;
- 7.1.4 Attested copy of NTN / Income Tax Registration Certificate, Sales Tax Registration Certificate(s);
- 7.1.5 Attested copy of CNIC of signatory of the Bid Form/Price Schedule;
- 7.1.6 Complete profile and history of the Bidder/Participant including complete address and complete details of Directors including their CNIC Numbers (if any);
- 7.1.7 List of present clients to whom bidder is providing the Repair and Maintenance Services for **Passenger Lifts**.
- 7.1.8 Complete details of turn-over of at least last three years duly supported with the Audited Financial Statements/complete Income Tax Return Forms of the bidder;
- 7.1.9 Copy of documents regarding affiliation/representation (subsidiary or merger) of foreign/local company etc., if any.
- 7.1.10 Affidavit on stamp paper duly notarized to the effect that the bidder is neither blacklisted nor suspended by any National / International, including Provincial and Federal Government.
- 7.1.11 Affidavit on stamp paper duly notarized to the effect that bidder is not awarded any punishment from any Court of Law.
- 7.1.12 Affidavits duly notarized to the effect that the bidder has submitted the correct and complete information along with the bid/offer. If any document/information is found forged/engineered /fake/bogus at any stage, the bidder may be declared as Blacklisted in accordance with law and the performance guarantee and payment, if any may be forfeited.
- 7.2 Certificate from existing client stating satisfactory performance of the bidder.
- 7.3 Bid Security of required amount and form.
- 7.4 Bid form(s)/Price Schedule duly filled in all respect clearly quote the price.
- 7.5 Once again note that bidder must ensure that the Bid Form / Price Schedule is filled in all respect, without any confusion, there should not be any over-writing, double writing, crossed, additional conditions and Rates are quoted clearly in digits as well as in words.
- 7.6 ***Bidder(s) must understand that all payments / transaction shall be made in Pakistani Rupees (PKR) only.***
- 7.7 Bidder(s) must work carefully and gross rates to be quoted, including all applicable taxes and also incorporate the impact of Sales Tax. SMIU shall made payments after deduction of all applicable taxes including Income Tax & SST / GST and other taxes, if any.

**8 Eligibility Criteria: Bidder which meets the following **eligibility criteria / mandatory requirements** would be declared responsive for further evaluation as per the Evaluation Criteria specified in this bidding document. Verifiable documentary proof for all following requirements is a mandatory requirement, noncompliance will lead to disqualification.**

- 8.1 Bidder shall complete all the terms & conditions of this Bidding Document.
- 8.2 Bidder able to enclose the documents as per clause 6 of this bidding document.
- 8.3 Companies must be available on „List of Active Tax Payers“ of FBR (for Income Tax & GST) and SRB (For Sales Tax) websites.
- 8.4 Bidder must have atleast one of Full-Time Mechanical Engineer in the roster of personnel.
- 8.5 Average Annual Turnover during the last 03 financial years upto the closing of last fiscal year should not be less than Rs. 10.000 Million.
- 8.6 Conformity with required terms and conditions of Scope of Work / Services / Technical Specification given in the Tender Document.

**9** **Validity of Bids:** -

9.1 Bids shall remain valid for ninety (90) days w.e.f. date of opening of Technical Proposals. The bids without or less than Ninety (90) days validity will be rejected.

**10** **Alternate Bids:** -

10.1 Alternate Bids shall NOT BE ALLOWED, if any bidder elects to submit alternative bid(s) / proposal(s), both bids ORIGINAL and ALTERATIVE will be rejected straightaway.

**11** **Submission of Bids/Offers:** -

12 The filled sealed tender documents will be received back on **Friday 9<sup>th</sup> June 2023 by 2:30 p.m.**

12.1 Bidders are advised in their own interest to take all precautionary measures for delivery of sealed bids before the deadline for submission of bid.

**13** **Opening of Bids:** -

14 The filled sealed tender documents will be opened on **Friday 9<sup>th</sup> June 2023 at 3:30 p.m.** at **Conference Room No. 2 First Floor Sindh Madressatul Islam University, Aiwan-e-Tijarat Road Behind Habib Bank Plaza, Karachi** before the procurement committee and the bidders or their authorized representatives who wish to be present.

**15** **Evaluation of Bids:** -

15.1 Bids/Offers to be evaluated by the Committee constituted by the SMIU for the purpose.

15.2 The Committee may seek the clarification from the bidder in writing as the case may be, in case if committee deemed fit, however any clarification shall not be change the sanctity of original bid;

15.3 The Bids/Offers shall be evaluated conformity the requirements of terms & conditions of the bidding document based on the record / documentary evidence submitted by the bidder.

**16** **Announcement of Bid Evaluation Report**

16.1 Bids/Offers to be evaluated by the Committee constituted by the SMIU for the purpose.

16.2 The Bid Evaluation Report shall be announced and shall be hoisted on websites of the Authority and Procuring Agency and intimated to all the bidders at least three (3) working days prior to the award of Contract.

**17** **Award of Contract:** -

17.1 The bidder whose offered rate is found lowest amongst other bidders shall be considered for acceptance of the offer provided that it fulfills the laid down terms and conditions of the tender.

17.2 In case of tie among two or more bidders in financial bid with identical offered rate, the contract shall be awarded to the bidder higher previous similar experience.

17.3 SMIU reserve rights to cancel any/all bids, subject to the relevant provisions of SPP Rules 2010 (Amended 2019).

**18** **Signing of Contract:** -

18.1 In case of award, the contractor shall sign the contract on appropriate stamp paper. All charges including payment of duty shall be borne by the Contractor.

**19** **Period of Contract:** -

19.1 Initially contract shall be signed for a period of 12 months (01 year), however, SMIU at its own discretion can extend the period of contract for a further year or till the finalization of new tender, whichever comes first.

**20** **Bid Security / Performance Guarantee:** -

20.1 The Bidder shall enclose the **Bid Security not less than 2% of the total contract value of the 12 months (one year)** in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of SMI University Karachi issued by a scheduled bank in Pakistan valid for a period of 28

- days beyond the bid validity period.
- 20.2 The Bid Security of unsuccessful bidder shall be returned after award of contract or within one week of expiry of bid.
- 20.3 The Successful bidder shall submit the **Performance Security / Guarantee not less than 5% of the total contract value of the 12 months (one year)** in the shape of Deposit at Call or Pay Order or Demand Draft or a Bank Guarantee in favour of SMI University, Karachi issued by a scheduled bank in Pakistan valid for a period of ninety (90) days beyond the date of completion / expiry of the contract.
- 20.4 The Bid Security of successful bidder shall be returned after receipt of Performance Security / Guarantee. However, the successful bidder can adjust the Bid Security towards Performance Guarantee, in this situation, the successful bidder shall submit the balance amount on account of Performance Guarantee.
- 20.5 The Performance Security / Guarantee shall be forfeited, in case of bidder fails to provide the satisfactory services. The Performance Security / Guarantee of the bidder shall be returned after expiry of contract period.

## **21 Commencement of Services: -**

- 21.1 Services shall be commenced from the date of signing of contract agreement.

## **22 General Conditions: -**

- 22.1 A prospective bidder requiring any clarification(s) may notify to SMIU or an Officer authorized on its behalf in writing. The SMIU or concerned Officer authorized on its behalf will respond to any request for clarification, which is received well before 05 working days or more to the deadline set for the submission of bids. Copies of SMIU response will be forwarded to prospective companies (if not already clarified in the tender document or deemed necessary for the company).
- 22.2 It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract / Letter of Acceptance awarded under this Bid Process will be entertained by the SMIU. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.
- 22.3 Bidder shall comply with all Pakistani Laws, permits, codes and regulation applicable to the bidder's performance of services. Bids against the Government Rules and Policy, Conditional Bids, Telegraphic Bids, Bids not accompanied by Bid Security of required amount and form, bids received after specific date and time and bids of Black Listed firms will not be considered and will be rejected.
- 22.4 Bidder will follow the disciplinary rules of the SMIU.
- 22.5 It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the Competent Authority of SMIU will be permitted throughout the contract period.
- 22.6 The tenderer should be fully and completely responsible for all the deliveries and deliverables to the SMIU.
- 22.7 Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.
- 22.8 Failure to supply required items / services within the specified schedule will invoke penalty as imposed by the competent authority of SMIU.
- 22.9 SMIU will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- 22.10 The Bidder will provide the Monthly Service Report to the nominated person of SMIU.
- 22.11 Bidder shall not be allowed to alter or modify his bid after the opening of the bids. However, the procuring agency may seek and accept clarification to the bid that do not change substances of the bids.
- 22.12 The Bids shall be evaluated in accordance with the specified evaluation / eligibility / qualification / responsiveness criteria and terms & conditions of the bidding document.
- 22.13 Bidding Documents shall take precedence, in case of discrepancies between the Invitation for

Bids (IFB) /Notice Inviting Tender (NIT) and the Bidding Documents.

- 22.14 Bidder will depute the supervisors and other adequate staff for carrying out the desired services.
- 22.15 Bidder will be liable for any loss or damage caused by any act or default on the part of his servant or employee to the said premises and / or SMIU property on which decision of SMIU will be final.
- 22.16 During the currency of the contract, the firm will provide goods and services as per terms and conditions, to be settled later on in the shape of contract agreement.

**23 Payment: -**

- 23.1 Payment shall be processed on monthly basis after completion of monthly service.
- 23.2 Due payment will be made after completion of each month.
- 23.3 The Service Provider required to submit the following documents along with bill:
- i. The contractor shall submit his bill in the prescribed form duly approved by competent authority.
  - ii. Invoice with covering letter, both duly signed and stamped by authorized officer.
  - iii. Evidence / support of all claims in bills.
  - iv. Any other details/documents, if required by SMIU.

**24 Redressal of Grievances by the Procuring Agency: -**

- 24.1 Redressal of Grievances & settlement of dispute will be as per Rule 31 of SPPRA Rule-2010 (Amended 2019).

**25 Cancellation of Contract: -**

- 25.1 If the contractor fails to provide the satisfactory services, the SMIU shall be entitled at his option to cancel the contract and recover the damages besides forfeiture of Performance Guarantee. The SMIU shall not be liable to any risks and costs whatsoever in consequence of such cancellation of the contract.

**26 Dispute Resolution: -**

- 26.1 Any difference or dispute or liability of whatsoever nature arising out of the contract or in any way relating to the contract or to its construction or fulfillment should be settled as far as possible, amicably between the SMIU and Contractor. Any dispute in this regard will be referred to the office of Registrar of SMIU.

**27 Applicable Laws : -**

- 27.1 The Contract shall be governed by the Laws of Pakistan and the Courts of Karachi – Pakistan shall have exclusive jurisdiction.

**BID FORM / PRICE SCHEDULE**

<b>Sr. No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Monthly Rate (PKR) (2 Lifts)</b>	<b>Total Amount (PKR) (2 Lifts)</b>
1	Complete monthly service of 2 No. passenger elevators  Brand: Volkslift (7 Floors) Year: 2019 Capacity: 630 Kg  including but not limited to following: <ul style="list-style-type: none"><li>• Cleaning Cabin</li><li>• Cleaning/Lubing of Guiderails</li><li>• Replenish/Change of oil in oil cups</li><li>• Inspect/Correct Steel Wires</li><li>• Floor Level Inspection/Adjustment</li><li>• Cabin/Counterweight Guide Shoes Adjustment/Inspection</li><li>• Cabin Exhaust Blower Inspection</li><li>• Car Door Inspection/ Adjustment</li><li>• Landing Doors Inspection/Adjustment</li><li>• Inspection of Motor Brake</li><li>• Inspection of Motor</li><li>• Inspection of Safety Gear</li><li>• Limit Switches Inspection</li><li>• Inspection of Push buttons in COP &amp; LOPs</li><li>• Inspection of Intercom/ Emergency chime</li><li>• Control Panel Cleaning</li><li>• Inspection of Sheaves</li><li>• Inspection of Door Drive</li><li>• Cleaning of Door grills</li><li>• Inspection of Door Lock Mechanism</li><li>• Inspection of Door Sensor</li></ul>	12	Months		
<b>TOTAL MONTHLY AMOUNT (for 2 lifts)</b>					
<b>TOTAL YEARLY AMOUNT (FOR 12 MONTHS) for 2 lifts</b>					

**GRAND TOTAL** *(in words)*

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Signature of contractor & seal

University Procurement Committee



**INTEGRITY PACT  
(AFFIDAVIT)**

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY  
THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WORTH  
RS.10.00 MILLION OR MORE**

M/s. \_\_\_\_\_, the service provider hereby declared that:

- (a) Its intention not to obtain the procurement / services / work of any contract, right, interest, privilege, or other obligation or benefit from the SMIU or any administrative or financial offices thereof or any other department under the control of the SMIU through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the bidder / company / firm / agency represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc, paid or payable to anyone and not give nor agreed to give and shall not give or agree to give to anyone within the SMIU directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the SMIU, except that which has been expressly declared pursuant hereto.
- (c) The bidder / company / firm / agency / accepts full responsibility and strict liability for making any false declaration / statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of declaration, representation and warranty. It agrees that any contract / order obtained aforesaid shall without prejudice to any other right & remedies available to the SMIU under any law, contract, or other instrument, be stand void at the discretion of the SMIU.
- (d) Not withstanding any right and remedies exercised by the SMIU in this regard, bidder / company / firm / agency agrees to indemnify the SMIU for any loss or damage incurred by it on account of its corrupt business practice & further pay compensation to the SMIU in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the bidder / company / firm / supplier / agency / service provider as a fore said for the purpose of obtaining or inducing procurement / work / service or other obligation or benefit in whatsoever from the SMIU.

SMI University  
Signature & Seal

(Name of Security Firm)  
Signature & Seal

**Note:** This integrity pact is mandatory requirement other than auxiliary services / works.

**FORM OF CONTRACT**  
**(Specimen purpose only)**

THIS AGREEMENT made on this \_\_\_ day of \_\_\_\_\_ 2020 between M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Name and Address of the Contractor) (hereinafter referred to as the CONTRACTOR, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART and the SMI UNIVERSITY, KARACHI (herein after referred to as the SMIU, which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the OTHER PART.

WHEREAS the Contractor is  
a service provider AND

WHEREAS the SMIU is procuring agency. The SMIU intends to hire firm  
for \_\_\_\_\_s, therefore, invited bids through N.I.T No.  
\_\_\_\_\_

WHEREAS the Contractor (successful bidder) submitted his bid vide  
\_\_\_\_\_ in Accordance with the bid document and was selected as “successful bidder”  
pursuant to the bidding process and negotiation on contract prices, awarded the “Letter  
of Acceptance / Intent”(LoA/LoI) No. to the Contractor on \_\_\_\_.

BOTH THE PARTIES HERETO agree to abide the terms and conditions as mentioned in:

**(Conditions of Contract) of Tender Document**

\_\_\_\_\_  
(Signature of Contractor /  
Authorized Representative)  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Seal: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Authorized Officer of the SMIU)  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Seal: \_\_\_\_\_

**WITNESS – 1**

**WITNESS – 2**

Name: \_\_\_\_\_  
CNIC#: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_  
CNIC#: \_\_\_\_\_  
Address: \_\_\_\_\_