



TENDER DOCUMENTS FOR

**PROCUREMENT & INSTALLATION OF AIR
CONDITIONING UNITS WATER AND SANITATION
SERVICES, PESHAWAR**

April 8, 2019

WATER & SANITATION SERVICES, PESHAWAR
Local Government Complex, Phase-VII, Hayatabad, Peshawar.
091-9219098 Ext: 121.



Introduction

Water and Sanitation Services Peshawar (WSSP) has been established by Government of Khyber Pakhtunkhwa and formally registered under Section 42 of Companies Ordinance 1984 to provide integrated and yet improved drinking water, sanitation and solid waste management services in district Peshawar. WSSP is planning to procure and install 04 Nos. Air Conditioning units (Mitsubishi, Acson, Gree or equivalent) for newly established office at Local Govt. Complex Phase-7 Hayatabad.

Details of specifications and quantity of Air Conditioning Units are mentioned in ***Annexure I***.

TERMS AND CONDITIONS OF TENDER

Bidders are requested to read carefully the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. Any of the provisions/terms can be altered, initiated, admitted or included in the terms & condition by the procurement committee; however, this can only be done with prior intimation and before the opening of bids.

Tenders which are incomplete, or which do not fulfill the requirements given hereinafter may be rendered disqualified.

Qualification of the Vendor/Firm

The following vendors are eligible to apply for the tender:

1. The **firm/company/ General Order Supplier** registered & Active on ATL with relevant government tax authorities.
2. The firm/company / General Order Supplier who have never been black listed by any Government agency or authority.
3. Only registered manufacturer/partner/authorized dealer/distributor can participate in the tender.
4. Bidders shall submit profile of the firm and items in the Proposal.
5. The bidder must have at least five years of experience in the relevant business.
6. The Authorized sole proprietor ship may also apply / participate in the bidding process.

Documents Required

The firms eligible to apply are required to submit the following documents with their bidding proposal:

1. Registration documents with Taxation Authorities / KPRA. NTN/FTN etc. (Active on ATL for all applicable taxes.
2. A copy of audited financial statements or Tax Returns of last three years of the firm/supplier
3. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
 - a. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
 - b. Firm/Vender is/was not involved in any litigation/arbitration and that no work as

rescinded in the past.

4. Technical brochure containing detailed specifications must be provided with the bid. The bidder must mention brand name, model and country of origin of the offered product along with documentary evidences. If the product is assembled in a country other than the country of origin, in that case the bidder shall provide certification from the parent company to the satisfaction of the purchaser that the product is being assembled under license of the principal manufacturer and that the manufacturer stands guaranteed to the quality of the material, workmanship and performance.
5. Full Address and contact numbers of the offices.
- 6. The General Order Supplier shall produce / provide Original Invoice of Authorized dealer for the purchased units in order to ensure the Originality of the supplied product.**

Method of Procurement:

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage - Single Envelope**” procedure.

Response time:

Sealed bids duly marked as “**Bid/Proposal for procuring & installation of Air Conditioning Units and Electronic Items**” must reach the office of the Manager Procurement WSSP Local Government Complex (Opp: EATA Office) Phase,7, Hayatabad, Peshawar on or before **1100 hours on 13-05-2019**.

Opening of bids:

Bids received shall be opened on **13-05-2019 at 1130** hours in the conference room of the WSSP.

All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

Bid Price:

1. The prices quoted shall be binding on the tenderer for a period of at least 60 days.
2. The prices quoted should be inclusive of all taxes, duties & service/installation charges etc.
3. Taxes will be recovered as per rules and regulations of the Government.

Evaluation of bids:

All bids should comply with the eligibility criteria and other terms and conditions mentioned here after.

Rejection of bids & dispute:

1. **All bids submitted after the prescribed date and time shall not be entertained.**
2. Failure in submission of the required documents will result in the rejection of bid/proposal.
3. Any bid received without earnest money, shall not be entertained.
4. WSSP reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal with cogent reasons.
5. Any dispute arising during course of completion of supply / installation will be referred to the CEO WSSP and his decision will be final and binding upon the bidder.

Award of Tender:

1. Tender would be awarded on the basis of lowest quoted bid.
2. Payment of bills will be released after successful supply & installation of units as per terms & conditions of the contract and upon satisfactory report by the end user.

Earnest Money

Earnest Money @ 2% of the total bid price shall be submitted with the financial bid in the form of Bank Draft/Call Deposit//Pay Order in favor of the “**Chief Executive Office WSSP**” without which bid(s) will not be accepted for consideration.

Warranty

1. The item(s) must be offered with standard warranty if any, explicitly mentioned for each product offered.
2. Warranty period for free supply of parts and free after sales service should be clearly mentioned in the quotation. Procedures for getting such services must be very clearly mentioned for every product in the Proposal.
3. In case of non-conformity with the desired specification, the item shall be replaced by the Supplier free of cost.

Other:

1. The item should be new, and the vendor will ensure originality of the procurement, Gray channel items shall be discouraged.
2. The firm must have office in Peshawar (preferably) or Islamabad region, which is able to provide doorstep after sale services to the WSSP.
3. The items shall be supplied in packed form and shall only be opened in the presence of the WSSP deputed staff. Working manuals and other related literature shall accompany the item in original at the time of delivery.

4. Successful Supplier shall ensure to complete the supply of the equipment(s) at the earliest but not later than 15 days of purchase/supply order.
5. Payment will be released after successful delivery / installation and commissioning as per the specifications mentioned in this document, and after obtaining Inspection **Report** from the designated committee.
6. Conditional Bids will not be entertained.
7. The equipment must be offered with number of year's warranty.
- 8. Supplier may quote and mention unit cost for additional copper pipe, wire, insulation pipe etc.**
9. In Case of Substandard / Sub specification supply is made or sub std. items supplied after award of Supply Order to lowest successful bidder the penalty may be imposed by the procurement entity for wrong doing, which may include Blacklisting of the firm as well.

Note: Tenders, in sealed covers, addressed to the General Manger (HR/Admin/ Procurement), may be sent through registered post/courier service or may be delivered in person upto submission date and time.

I have read all the terms and conditions and agree to fully comply and abide by them. Any non-conformity on my part would result in the rejection of the bid.

Supplier's Signature _____

Office Seal _____

PROCUREMENT & INSTALLATION OF AIR CONDITIONING UNITS**A.C Tones Split Unit (Wall Mounted) as per below Specification,****Qty Required: 04 Nos.**

S. No.	Description	Specification
1.	Compressor	1.5 tons (18000 BTU)
2	Inverter Technology	Yes
3	Heat and Cool (European Compliant)	Yes
4	Complete Copper wiring /Coiling /Piping	Yes
5	Eco friendly Refrigerant	R410A
6	Precise Temperature Control	Yes
7	Low Startup Voltage	150V (Should have the Operational AC potential difference of 150 - 260v)

WATER AND SANITATION SERVICES Checklist

Supply of A/Cs to WSSP

1	Name of the Firm Address (Telephone, Fax & E-mail)	
2	Year of Establishment	
3	Audit & Financial Statement or Tax Return of last 3 years.	
4	NTN Certificate	
5	STN Certificate	
6	Company Profile	
7	Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the: <ul style="list-style-type: none"> a. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities. b. Firm/Vender is/was not involved in any Litigation / arbitration and that no work as rescinded in the past. 	
8	Called deposit/Bank Pay Order @ 2% of total bid cost.	
9	Manufacturer/Partner/Authorized dealer's distribution certificate.	
10	Technical Specification of the quoted brand.	
11	Standard Warranty	
12	General Order Supplier (to provide original invoice of Authorized dealer / reputed Firm).	
13	Contact Person Name & Designation_____	_____ Authorized Signature & Stamp

Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.

WATER AND SANITATION SERVICES, PESHAWAR.
Financial Proposal
PROCUREMENT / INSTALLATION AND COMMISSIONING OF AIR
CONDITIONING UNITS

Name of the firm: _____

Address _____

Name / Contact No. of Contact Person _____

S#	Description of Item	Brand Name	Qty	Per Unit Cost (Rs.)	Total Cost.
1	Air Conditioning Units (Mitsubishi, Acson, Gree or Equivalent) As per Specification Annex-I		04 Nos		
	Total Cost in Rs. (All taxes and other Related cost included)				

In Words _____

Unit cost for Additional copper pipe, wire, insulation pipe etc. (If Required).

Copper Pipe _____ **Per Rft.**

Wire _____ **Per Meter.**

Insulation Pipe _____ **Per Rft.**

Name & Designation

Authorized Signature & Stamp

Disclaimer

Though adequate care has been taken while preparing this document and information provided therein, but it is advised that the bidder must satisfy himself for the corrections and sufficiency of the Data. Information on any discrepancy should be intimated to this office immediately. If no information is received from any of the bidders within the time of submission date, it shall be presumed that this document is correct and complete in all respects. If considered necessary in the interest of work / public, Water & Sanitation Services Peshawar (WSSP) reserves the rights to modify, amend or supplement this document as and when required.