

STATE BANK OF PAKISTAN  
SBP BSC (BANK)  
RAWALPINDI

TENDER NOTICE

ANNUAL OPERATION & MAINTENANCE CONTRACT OF CENTRAL HVAC SYSTEM, SPLIT TYPE AC  
UNITS AND WATER COOLERS/DISPENSERS INSTALLED AT STATE BANK OF PAKISTAN  
SBP BSC (BANK) OFFICE BUILDING - RAWALPINDI

Sealed Quotations are invited from contractors / contracting firms for the captioned work. Contractor enlisted with Pak PWD, Provincial PWD, MES, , State bank of Pakistan or any other reputed organization, who is doing the similar work shall be eligible to get tender documents.

The tender can be obtained on payment of Rs. 200/- (Non refundable) from the office during office hours on any working day on or before 18-10-2008.

The interested contractors / firms shall apply for the tender along with their profile, with the detail of works of similar nature presently executed during last five years with the cost, supported by the documentary evidence.

The amount of the earnest money for the above tender / quotation is 2% of annual quoted charges, payable in shape of Bank Draft / Pay Order drawn in favor of State Bank of Pakistan SBP BSC (Bank) Rawalpindi. Conditional, incomplete tender without earnest money shall not be accepted. Tender along with the earnest money should reach the undersigned on or before 20-10-2008 at 11.00 AM. The Tender will be opened on the same day at 11.30 AM in the presence of contractor / tenderers who may like to be present on the occasion. No document will be issued on the date fixed for opening of the tenders. Further personal convincing or recommendations will also disqualify the bidders. Rates quoted should be inclusive of all Govt. Taxes and should be valid for a period of at least three years. Successful bidder will have to execute an agreement with the bank. This tender is only an invitation to offer and the Bank reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

MUHAMMAD HUMAYUN KHAN  
(Chief Manager).

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**INSTRUCTIONS FOR BIDDERS**

1. All bidders should first visit the said A. C. Plant and building in order to fully understand and to know exact nature, type and quantum of work.
2. If the bidder needs any clarification / information then he should contact the Bank before the date of opening of quotations.
3. Quoted price should be inclusive of income tax and general sales tax as applicable.
4. Quoted price should be firm and final and no rebate will be accepted after the opening of quotations.
5. Quoted price should be valid for three years. In case of renewal of contract, no increase will be allowed during the first three years.
6. Quoted price should be mentioned in words and figures both. In case of error, price mentioned in words will be considered as correct.
7. Each and every page of tender document / quotation should be signed and sealed by the bidder.

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**GENERAL SCOPE OF WORK**

1. Contractor will carryout the operation & maintenance of complete central air-conditioning system and allied equipments including boilers and auxiliaries round the year on annual contract basis. Contractor will provide trouble free, uninterrupted and smooth operation & maintenance and will also maintain inside design conditions.
2. Contractor will attend to all types of faults, defects, repair, servicing, maintenance, break down / failures promptly.
3. Contractor will carry out cleaning, dusting and daily / routine / preventive maintenance / repair and servicing of all systems as directed by the engineer in charge.
4. Contractor will carry out the annual servicing & over hauling of A. C. system during winter or intermediate season as directed by the engineer in charge & as per manufacturer's instructions.
5. Contractor will work after office e hours and on holidays in order to attend any breakdown, failure, repair, maintenance and servicing if required or directed by the engineer in charge without any extra charges.
6. Contractor will also carryout fortnightly, monthly, annual cleaning, servicing, overhauling & maintenance of complete A.C. system including boilers as per scope of work and as directed by the Engineer In charge. All expenses incurred in this regard are deemed to be included in the monthly operation/maintenance charges. The scope of work given in the contract is not final and exact, the Engineer In charge can amend, revise or can add or delete the scope of work as per condition of A. C. system and as per job requirements. Contractor will not claim any compensation on this account.
7. Contractor will keep ready two cylinders of nitrogen gas and regulator permanently in the A. C. Plant room in order to cope up with any accidental / unexpected leakage or break down of vacuum in the chillers.
8. Contractor will maintain at his own cost the log sheet of complete A. C. system and will record hourly readings. Contractor will get the format of log sheet approved from Engineer In charge. Contractor will also mention all details of maintenance, servicing, break downs, repair & replacement of parts / components in log sheet along mentioning date, time and reason.
9. Contractor will keep the A.C. plant, all AHU rooms and complete system and equipment neat and clean and free from dust, debris or from any other foreign material. Contractor staff should also be neat, clean and healthy.
10. Contractor will do the water analysis of supply water, chilled & condenser water once or twice in a year at his own cost as directed by the engineer in charge. Chemical treatment will be dome according to the result of test and as per recommendation of chemical supplier/manufacturer and water testing. In case of non compliance monthly payment will be stopped. Contractor will bring his own testing kit and reagents.

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11. Contractor will carry out testing / analysis of lithium bromide solution of both chillers once in a year at his own cost as directed by the engineer in charge. If the results are not within the prescribed parameters of manufacturer then contractor will carry out necessary calibration, adjustment in chiller and will add inhibitor, alcohol, alkali etc. as required and as directed by the engineer in charge. However inhibitor, alcohol, alkali and any other chemical required will be provided by the Bank.
12. Contractor will comply with all the requirements of Pakistan Electricity Rules & Acts, IEEE latest edition, Electrical Inspector and other bye laws. Contractor will also complete all formalities required in this regard at his own cost and as directed by the Engineer In charge.
13. All spare parts required will be provided by the Bank to the Contractor free of cost. If required spares are not available in the Bank's store / stock then contractor will supply the same after obtaining approval from Bank. Cost incurred will be reimbursed to the contractor on the submission of original cash memo. Bank can also make direct payment to the supplier / stockiest. All the labour & labour charges required for the completion of job including welding, all type of machinery work, repair, minor hardware such as nut bolts and washers etc. will have to be provided by the contractor at his own cost. All such expenses are deemed to be included in the quoted price.
14. The contractor with the prior approval / permission of Bank will do rewinding of electric motors. The cost incurred will be reimbursed to the contractor as per actual on submission of original cash memo / receipt.
15. Contractor will carry out repair/maintenance, cleaning, and periodic service. of additional refrigeration/ air-conditioning equipment such as different types and capacities Split type AC units, Water coolers, water dispensers installed in the building including soldering, brazing, gas charging (if required) except cost of spare to be replaced as per site requirements and desired by the engineer in charge.

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**TERMS AND CONDITIONS**

1. Contractor will submit the list of spare parts required for replacement at least one month earlier to the Bank in order to arrange the procurement of required spare parts. Replaced parts should be returned to the Bank by the contractor.
2. Bank will provide only water, Sui gas and electricity free of cost to the contractor.
3. Bank will provide spare parts, refrigerant, lithium bromide, inhibitor, purge pump oil, grease, lubricants & water treatment chemicals to the contractor free of cost.
4. Contractor will bring his own tools, heavy duty vacuum pump, welding plant, chain pulley, Gage manifold, charging leads, instruments, hardware, nut / bolts gasket, gland packing, kerosene oil, cotton waste, cleaning material including all consumable material what so ever required for the operation & maintenance of A.C. system including annual servicing / overhauling and maintenance.
5. Contractor will repair and make good all the damages if caused to any equipment, system, Bank's building / property and to any service due to contractor's negligence at his own cost as per instructions of engineer in charge.
6. Engineer in charge can terminate the contractor's staff in case of misbehave or misconduct and the contractor will not bring back the terminated staff.
7. Contractor will submit the photo copies of qualification & experience of his staff to the engineer in charge for approval. Without approval contractor can not depute his staff for working.
8. Contractor will operate and maintain A. C. plant / system & all auxiliaries.
9. Monthly payment made to the Contractor includes all charges for monthly operation & maintenance, routine, daily, fortnightly, monthly, annual repair/ maintenance, servicing / overhauling.
10. Contractor will maintain at his own cost the log sheet of complete AC system and will record the readings. Contractor will get the format of log sheet approved from engineer in charge. Contractor will also enter all the breakdowns, repair and replacement of parts / components in log sheet.
11. Initially the contract will be for three years. After one year, the contract can be renewed if the performance of contractor is found satisfactory. However both parties have rights to revoke the contract by giving one month notice.
12. Any dispute arising under this agreement shall be referred to the Director Engineering Department, State Bank of Pakistan, SBP BSC (Bank) HOK, whose decision shall be binding and final for the contractor.

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**SCOPE OF WORK OF PREVENTIVE, MONTHLY AND ANNUAL  
SERVICING, OVERHAULING, REPAIR AND MAINTENANCE**

1. Complete servicing, overhauling, de-scaling and cleaning of chillers tubes with chemicals and nylon brush. Calibrating, adjusting and trimming of controls and safety devices of chillers. Servicing, overhauling of chiller's purge pump, replacement of purge pump oil. Leak testing and evacuation of chillers, addition of refrigerant, lithium bromide, inhibitor and other chemicals if required. Sampling of solution, cleaning and removing of soot from generator, complete servicing & overhauling of generator including their power / control wiring and allied electrical switch gear and painting work, as directed by the engineer in charge.
2. Complete servicing, overhauling repair and maintenance of induced draft cooling tower including washing, cleaning and removing of rust, corrosion, algae, sludge, deposit and scale using chemical and mechanical methods from fills, nozzles, decks, basin, valves, fittings, all incoming, outgoing, make up and drain lines and complete structure, metallic parts, foundations. Repair, servicing and overhauling of valves and grinding of valves seats and disks to remove any leakage. Repair & servicing of fans, fan motor, bearings and belts, complete dismantling, reassembling and re-commissioning of cooling tower including painting. Including repair and servicing of power / control wiring and allied electrical switch gear complete in all respects and as directed by the Engineer In charge.
3. Cleaning and washing of coils, filters and strainers with chemical using spray gun/ compressor including complete servicing, overhauling, repair and maintenance of allied piping, insulation, controls, instruments, valves, fittings, power / control wiring and allied electrical switch gear. Painting of air handling units including replacement of damaged and defective components complete in all respects and as directed by the engineer in charge.
4. Complete servicing, overhauling, repairing of all chilled/hot water, condenser water make-up and drain lines, valves of A.C. system/ plant including washing, cleaning and removing of all deposits, sludge, corrosion and scale. Including grinding of valves seats and disks and removing of leakage including replacement of any defective or damaged part. Complete in all respects as per job requirements and as directed by the Engineer In charge.
5. Complete servicing, overhauling, repair and maintenance of all chilled/ hot water and condenser water pumping sets, service pit waste water pumps including repair and replacement of defective or damaged parts. Dismantling of pumps for checking, servicing and repair of inner parts. Re-assembling and re-commissioning of pumping sets including leveling, balancing and aligning of pumping sets. Pumping sets should be free from any abnormal noise, vibration and misalignment. This job also includes cleaning, servicing of pumps motors and allied electrical switch gear/ wiring. Motors should not consume excessive current and should not get heated up. Complete in all respects and as directed by the Engineer In charge.

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6. Cleaning, servicing and removing of dust, dirt and any foreign material from motor control centre, apparatus control panel, switch board, DBs and allied wiring of complete A.C. plants/system and should be dust, vermin and water proof. Including removing of carbon and dust from contactors, breakers and from relays points using required chemicals. Tightening of connections and terminals, including replacement of all damaged parts / components, cables, conduits, saddles, supports, bends, sockets all hardware, accessories and fittings. All the equipment and system should be properly earthed / grounded. Contractor will fully comply with all requirements of Pakistan Electricity rules, acts & bye laws of IEEE latest edition and requirements of Electrical Inspector and other byelaws. Contractor will complete all the formalities required at his end at his own cost and as directed by the Engineer In charge.
7. Painting the complete A. C. plants / system, heating, ventilation system, fans and auxiliaries, including chillers, cooling towers, air handling units, fan coil units, ducting, piping, insulation, air devices, foundations of all equipment / plant, valves, fittings, pumping sets, motor control centre, panels, DBs, allied electrical installation and wiring, including conduits, pipes, chemical feeding system automatic controls as per colour code. Contractor will also provide tagging and identification No. and mark as per standard colour code and as directed by the Engineer In charge. All the material required for painting including paint and thinner etc. will be provided by the Bank free of cost.
8. Complete cleaning, dusting and servicing of complete automatic control system of A. C. plant / system including trimming, adjusting and calibration of automatic control as per instructions of Engineer In charge.
9. Complete servicing, overhauling, cleaning, washing, repair and maintenance of all supply, fresh air & exhaust fans including repair and replacement of damaged / defective parts including wiring and allied electrical switch gear and as directed by the Engineer In charge.
10. Complete cleaning/dusting, repair and maintenance of all split and window type Air-conditioning units, water coolers/ water dispensers installed in the building including soldering/brazing and gas charging(where required) as per site requirements and as desired by the engineer in charge.

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**LIST OF EQUIPMENT / INSTALLATIONS**

<b>S. NO.</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
1	Direct fired Liquid Absorption chiller 216 TR capacity each. Mitsubishi of Japan make.	2 Nos.
2	Cross flow, two cells cooling tower, Baltimore make.	1 No
3	Air handling units – Sabro make	10 Nos.
4	Condenser water pumping sets. 867 US GPM capacity	3 Nos.
5	Chilled water pumping sets. 434 US GPM capacity	3 Nos.
6	DDC type automatic control for complete AC system	Lot
7	All instruments including pressure & temperature gauges	Lot
8	Complete piping including all valves, accessories, fittings for chilled / hot, condenser water, fresh water, make up water, drain lines, expansion tank, sui gas piping, hangers and supports etc.	Lot
9	Complete air distribution system including supply, return, fresh, exhaust air ducts all types of dampers, air devices, false ceiling, hangers and supports etc.	Lot
10	All types of insulation of complete A. C. Plants / system	Lot
11	All foundations of complete A. C. Plant / system	Lot
12	Chemical feeding system for A. C. Plant	Lot
13	Fresh air, ventilation and exhaust fans	Lot
14	Sump pumps along with starter / wiring	3 Nos.
15	Complete electric system for complete A. C. Plants / system including all electric panels, sub panels, DBs, motor control centre, apparatus control panels, power / control wiring electric switch gear of A. C. system.	Lot
16	Insulation of all equipment, system & material including chilled / hot water piping and ducting.	Lot
17	Different types & capacities split type AC Units	30 Nos. Approx.
18	Different types & capacities water coolers/ water dispensers.	15Nos. Approx.

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**LIST OF O & M STAFF REQUIRED**

The particulars of the required staff along with their qualification and experience who shall be deputed for the operation and maintenance of A. C. Plant are as under : -

i)	<b>SUPERVISOR</b>	1 No
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Three years diploma holder in Mechanical / Air-Conditioning technology and having four years of experience in the operation, maintenance and repair of central air-conditioning system including especially direct fired absorption type chillers, automatic controls, instruments, water treatment chemicals and allied electrical switch gear.

ii)	<b>AIR-CONDITIONING MECHANIC / TECHNICIAN</b>	2 Nos.
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Having diploma or certificate in Mechanical / Air-Conditioning technology with four years of experience in the operation, maintenance and repair of central air-conditioning system including especially direct fired absorption type chillers, automatic controls, instruments, water chemical treatment system and allied electrical switch gear.

iii)	<b>INDUSTRIAL ELECTRICIAN</b>	1 No
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Should have wire man license/ certificate with at least five years of experience in the operation & maintenance of electrical panels, switch board, DBs, motor control centre and allied electrical switch gear / wiring of A. C. system.

ii)	<b>HELPERS</b>	2 No's
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Able to work on A. C. Plant and to assist the technical staff.

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**WORKING TIMINGS**

The current prevailing office time is as follows.

- 1) 09.00 A. M. to 05.00 P. M. (Monday to Friday)
- 2) 09.00 A. M. to 01.30 P. M. (Saturday)

Above mentioned timings can be changed as per Bank's instructions. The A. C. Plant should be started at least 02 hours before the start of office.

Contractor shall ensure that all staff employed is competent and of a good background and no one has any criminal record or has any drug addiction or has any kind of illness or any such habit that can in any way prove harmful or detrimental to Bank's employees, property and to visitors or in any way offensive to the employees or to the visitors. In any such case Bank will serve notice to the contractor for the removal of such employee who does not meet these criteria. However the employer will not be unreasonable in issuing such instructions.

Contractor must inform Bank's authorities about his where about if he is out of town and should also provide name of his in charge.

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**SCHEDULE OF PRICES**

- |    |   |     |                       |
|----|---|-----|-----------------------|
| 1) | Charges for operation, maintenance, cleaning, servicing, overhauling including daily, weekly, fortnightly, monthly, annual maintenance, routine and preventive maintenance of complete A. C. Plant / system as per scope of work, list of equipment / installation, other terms / conditions and as per instructions of Engineer In charge. | Rs. | Per month             |
| 2) | Charge for operation of air-conditioning Plant /system.   |     |                       |
|    | a) Beyond normal operating hours.   | Rs. | Per hour              |
|    | b) On Sunday and holidays   | Rs. | Per hour              |
| 3) | Penalty for non operation of A. C. Plant / system due to Contractor's negligence and shut down / break down.  | Rs. | <u>2000/-</u> Per day |

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