

# BIDDING DOCUMENT

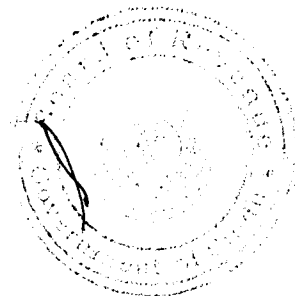


June-July 2018

FOR  
"SERVICE LEVEL AGREEMENT FOR MAINTENANCE OF DIESEL GENSETS  
OF VARIOUS OFFICES OF BOARD OF REVENUE SINDH ACROSS THE  
PROVINCE" FOR THE "COMPUTERIZED LAND RECORDS SYSTEM  
(LARMIS)"

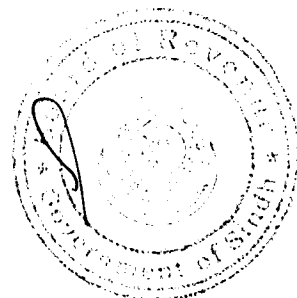
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PROJECT MANAGEMENT UNIT  
REFORMS WING & SPECIAL CELL  
BOARD OF REVENUE, GOVERNMENT OF SINDH



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## Definitions

In this Contract, the following terms shall be interpreted as indicated:

“Bid” means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a Procuring Agency.

“Bidding Documents” means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner.

“Bidding Process” means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract.

“Contract” means an agreement enforceable by law and includes General and Special Conditions, Specifications, Drawings and Bill of Quantities

“Contractor” means a person, firm, company or organization that undertakes to execute works including services related thereto, other than consulting services, incidental to or required for the contract being undertaken for the works;

“Government” means the Government of Sindh.

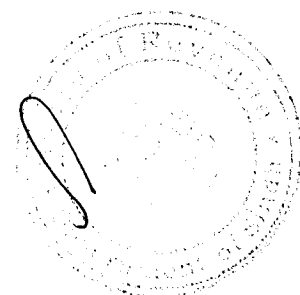
“Procuring Agency” means, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh.

“Supplier” means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract.

“Services” means any object of procurement other than goods or works, and includes consultancy services;

“Response Time” means, the period starting from the first date of issuance of bidding documents up to last date of issuance of bidding documents.”

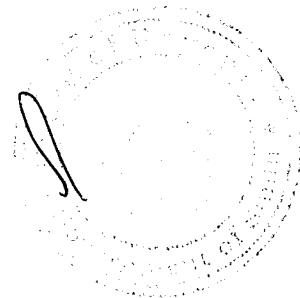
“Lowest Evaluated Bid” means a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document, having lowest evaluated cost;



## INVITATION TO BID

Reforms Wing & Special Cell, Board of Revenue, Government of Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for **“SERVICE LEVEL AGREEMENT FOR MAINTENANCE OF DIESEL GENSET OF VARIOUS OFFICES OF BOARD OF REVENUE SINDH ACROSS THE PROVINCE” FOR THE “COMPUTERIZED LAND RECORDS SYSTEM (LARMIS)”** being run by the Project Management Unit, Board of Revenue Sindh.

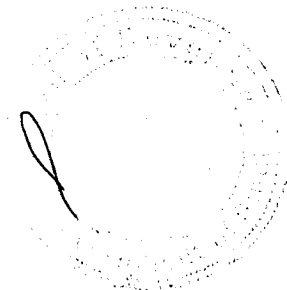
1. Tender Bids in sealed envelope as per information are required. Interested bidders applying for bids should submit two separate envelopes containing the technical & financial proposal. The interested bidder must have valid NTN, GST, PST registration certificates as a precondition for their eligibility for participation in the bidding process.
2. The bidder must quote for the complete specification. The uncompleted bid will be rejected as non-responsive.
3. The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
5. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of Secretary-Cum-Director LARMIS PMU, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367 / Fax: +92-21-99251373 from **Monday 25<sup>th</sup> June 2018** during office Hours, i.e. from 9:00 am to 5:00 pm on payment of document fee of Rs. 2,000/- in the form of Pay order/Demand Draft in favour of Secretary-Cum-Director LARMIS PMU, Board of Revenue, Sindh till 12:30 PM on **Tuesday 10<sup>th</sup> July 2018**. The bidding document can also be downloaded from the website of SPPRA or the website of the Board of Revenue Sindh, i.e., in which case document fee may be submitted alongwith the bid. Only the bids submitted with the document fee or proof of payment thereof will be considered as eligible for participating in the bidding process.
6. All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of ‘pay order’, ‘demand draft’ or ‘bank guarantee’ in the name of Secretary-Cum-Director LARMIS Project Management Unit, Board of Revenue, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as “Earnest Money/Bid Security”. Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
7. Reforms Wing & Special Cell, Board of Revenue, Government of Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
8. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.



9. The Procuring Agency shall have right of rejecting all or any of the tenders as per Sindh Public Procurement Rules 2010.
10. All quoted prices must include all applicable taxes, such as General Sales Tax, Income Tax, Provincial Sales Tax and/or etc. If not specifically mentioned in the bid, then it will be presumed that the prices include all the taxes. Purchaser will not be responsible and would not pay any additional amount in case of changing in tax rate by the Government of Sindh or Government of Pakistan.
11. Rights and obligations of the procuring agency and the contractor shall be governed by General and Special conditions of contract signed between the procuring agency and the contractor.
12. Execution/installation of all the components of the bid may be at Purchaser's or any remote offices located at other areas or as per the decision of Purchaser at the time of deployment.
13. The following shall result in blacklisting of suppliers, contractors, or contractors, individually or collectively as part of consortium:
- (a) conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
  - (b) involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
  - (c) final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
  - (d) willful failure to perform in accordance with the terms of one or more than one contract;
  - (e) failure to remedy underperforming contracts, as identified by the procuring agency, where underperforming is due to the fault of the contractor, supplier or consultant.
14. Failure to complete the contract within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Performance Guarantee (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.
15. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.

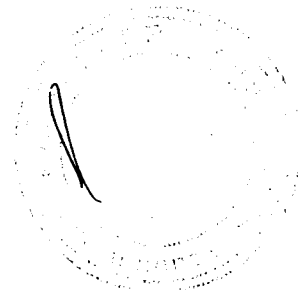
-sd/-

**Secretary-Cum-Director LARMIS  
Project Management Unit  
Board of Revenue Sindh**



## General Terms & Conditions

- Bids not conforming to the terms, conditions and specifications stipulated in this RFP will be rejected.
- Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh invites this tender under single stage – two envelope procedure, under SPPR 2010.
- Proposal after due date and time will not be accepted for any reason. Proposals must not be sent by Facsimile or e-mail. Such submissions will not be accepted for any reason.
- Bid / Proposal shall comprise the technical & financial proposal and required information mentioned below:
  - (i) Relevant experience;
  - (ii) Turn-over of at least last three years;
  - (iii) Registration with Income Tax, Sales Tax & Provincial Sales Tax (SRB);
  - (iv) Bid Security;
  - (v) Document Fee / Tender Fee (Non-Refundable);
  - (vi) Affidavit that the firm is not blacklisted; &
  - (vii) Any other information as required under the Evaluation Criteria of this bidding document;
- The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
  - (i) Bid Security & Performance Security**
    - All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of Secretary-Cum-Director LARMIS PMU, Board of Revenue, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
    - The bid security of the unsuccessful bidder will be released by PMU, Board of Revenue Sindh after award of work or after expiry of bid validity period whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to 5% of contract price.
    - The performance security of the successful bidder will be released after issuance of successful completion certificate by the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh.



- All/any terms and conditions not specified here shall be dealt with reference to pertinent SPPRA Rules 2010.

**(ii) Validity of the proposal**

- All proposal and price shall remain valid for a period of 90 days from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

**(iii) Currency**

- All currency in the proposal shall be quoted in Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

**(iv) Withholding Tax, Sales Tax and other Taxes**

- The responding organization is hereby informed that the Government shall deduct tax at the rate prescribed under the Tax laws of Pakistan, from all payments for supplies and services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by Government. If responding organization is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

**(v) OEM relationships**

- The support and Maintenance should be supplied through verifiable distribution channel in Pakistan.
- The responding organization (RO) or one of the Joint Bidding Company to be authorized Partner/ Reseller, OF THE ORIGINAL MANUFACTURER.

**(vi) Compliance to Specifications**

- The Responding Organization (RO) to provide information as per (Compliance sheet). RO may not propose any kind of refurbished equipment / Hardware / components in their technical proposals.

**(vii) Financial Capabilities**

- The RO(s) shall describe the financial position of its organization. Income Statement or Report should be included in the detailed Technical proposal.

**(viii) Penalty Clause**

- It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supplies and services within stipulated period Earnest Money will be forfeited in favor of the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi. Besides



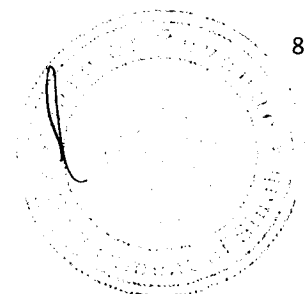
liquidated damages of 0.025% per day of the contract price per day will be deducted for delayed delivery of goods and services.

**The technical offer must be submitted (in duplicate) with the following documents**

1. Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.
2. Document Fee and Bid Security of the specified form and amount as per RFP.
3. Bid must be signed, named and stamped by the authorized person of the firm along with authorization letter
4. Authenticated Financial Statements of last three years should also be submitted with Technical Proposals
5. Valid NTN, GST, PST, Professional Tax and any other valid Tax Registration Certificate required by law in force.
6. In case of joint venture, names, company profiles, NTN, GST, PST Registration Certificates and authorization letter of the JV Partner on Stamp Paper of the prescribed denomination to bid on its behalf duly attested by the authorized Oath Commissioner / Notary Public shall be required.
7. Details of Installed Infrastructure if available at Bidders office for Backup support.
8. Hot Spare or Back-up Units Details.
9. Drawings, operational manuals and brochures of the products and services offered.
10. Complete schedule SLA (Support & Maintenance) is to be provided.
11. Ability to provide after sales support.

**Selection Criteria**

Single stage two-envelop procedure will be used for the final selection of the vendor for the subject procurement process. Bid / Proposal shall comprise two separate envelopes sealed, i.e. the technical & financial proposal and required information mentioned in General Terms & Conditions.





All bids received will be opened and evaluated in the manner prescribed under Rule 46(2) of SPP Rules 2010 as per the evaluation criteria of bidding document.

## **Instructions for Responding Organizations**

### **Communication**

Enquiries regarding this RFP shall be submitted in writing/email to:

Secretary-Cum-Director LARMIS, PMU, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367 / Fax: +92-21-99251373.

### **Mode of Delivery and Address**

Proposal should be submitted on or before **Tuesday 10<sup>th</sup> July 2018 at 3:00 PM** at the address given below:

***Secretary-Cum-Director LARMIS, PMU, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi.  
Tel: +92-21-99251367 / Fax: +92-21-99251373.***

Proposals shall be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

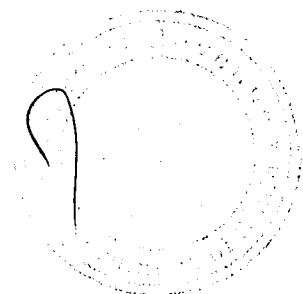
### **Submission of Proposal**

The bidder must bid for the complete package. Bidding for individual items from the package will be rejected as non-responsive. Proposals can be submitted on or before **Tuesday 10<sup>th</sup> July 2018 at 3:00 PM** at the office of Secretary-Cum-Director LARMIS, PMU, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367 / Fax: +92-21-99251373. Bid / Proposal shall be submitted in accordance with Single Stage Two Envelope Bidding Procedure of SPP Rules 2010 and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

The Bank Draft for Bid Bond to be enclosed in a separate envelope, labeled as "Bank Draft/Earnest Money (Bid Bond)", and which should be sealed. Proof of Sales Tax and NTN numbers should also be provided. (Please provide photocopies of all relevant documents).

### **Opening of Proposals**

The technical proposals submitted against the subject RFP will be opened by the Procurement Committee of PMU, Board of Revenue, Sindh on **Tuesday 10<sup>th</sup> July 2018 at 3:30 PM** in the Committee room of PMU, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, adjacent Dr. Ziauddin Hospital, Clifton, Karachi, Tel: +92-21-99251367 / Fax: +92-21-992513763 in presence of all the bidders, or their representatives, who may choose to be present.



**Evaluation and Comparison of Technical and Financial Bids**

Bid / Proposal shall comprise SINGLE STAGE TWO envelope and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

**Basis of Evaluation and Comparison of Bid**

The Technical Proposal must fulfill the following mandatory requirements.

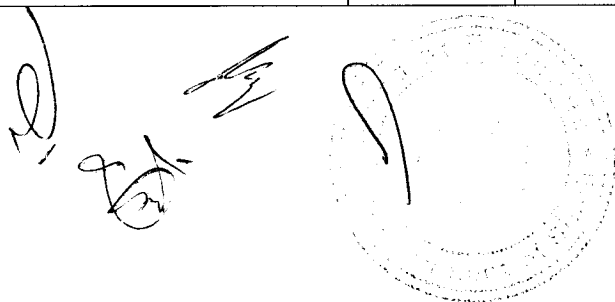
- 1) The Bidder must be a registered firm;
- 2) The Bidders must be registered with Federal Board of Revenue (FBR) for Income Tax and Sales Tax and must be on FBR's Active Taxpayers List.
- 3) The Bidders must be registered with Sindh Revenue Board (SRB) for Provincial Sales Tax and must be on SRB's Active Taxpayers List.
- 4) The Bidders must be able to demonstrate that they have expertise in performing the tasks enlisted under scope of work.
- 5) Bidders may submit bids as a Joint Venture but in such case one bidder shall be appointed as a lead bidder who shall be solely responsible for end to end delivery of the entire contract.
- 6) Bidders or any of its consortium partners must not have been black listed or declared bankrupt by any Government or Financial institution.

Bidders NOT complying with any of the above eligibility pre-requisites would be disqualified. All documentary evidence must be submitted along with the bids; no document will be acceptable after bid submission.

**TECHNICAL BID EVALUATION CRITERIA**

Technical bids meeting the mandatory qualification criteria will be considered for further technical evaluation as per criteria prescribed here in below:

S.No.	Criteria	Max. Marks	Marks obtained
(A)	<b>COMPANY PROFILE</b>	<b>300</b>	
1.	Registration in Business a. 10 year or more in relevant business = 100 Marks b. Between 5 and 09 years in relevant business = 50 Marks (Attach Certificate of Incorporation / Company Registration Document)	100	
2.	Employees/Staff on company's permanent payroll in relevant category for last One (01) Year. a. 2 x PEC Registered Mechanical Engineer = 50 Marks (25 Marks for each Employee.) b. 2 x PEC Registered Electrical Engineer= 50 Marks (25 Marks for each Employee)	200	



S.No.	Criteria	Max. Marks	Marks obtained
	c. 04 x DAE Technician = 100 Marks (25 Marks for each Employee.) (Attach Authenticated Company's Payroll, CV and Degrees of Employees)		
<b>(B)</b>	<b>EXPERIENCE</b>	<b>400</b>	
1.	Projects for Support and Maintenance of Generators 50 Marks for each Project completed will be awarded. (Attach Work Order / Contract Agreement / Completion Certificate)	200	
2.	Projects for Support and Maintenance of Generators at diverse location in Pakistan. 100 Marks for each Project will be awarded. (Attach Work Order / Contract Agreement / Completion Certificate)	200	
<b>(C)</b>	<b>QUALITY</b>	<b>100</b>	
1.	Certification for ISO 9001:2008 is required: (Attach Valid Certification Certificate)	100	
<b>(D)</b>	<b>FINANCIAL CAPABILITY</b>	<b>200</b>	
1.	Average Financial Turnover during last 3 years: a. Rs.100 million or above = 200 Marks b. Rs. 50 million and less than Rs.100 Million = 100 Marks (Attach Audited Financial Statements)	200	
<b>Total:</b>		<b>1000</b>	
<b>Passing Marks:</b>		<b>800</b>	

### Financial Proposal:

Financial Proposals of only those firms which will obtain at least 800 marks against the technical evaluation will be opened and lowest financial bid will be awarded the contract. Financial proposal of firms obtaining less than 800 marks will be returned unopened.

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## Preliminary Evaluation Checklist

The Bidder should fill out this Form by providing all the required information and Placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form. Please note that all required information should be provided on this Form and no document should be attached.

### Information Required

#### a) General

- 1 Name of Bidder or Group of companies going into bid.
- 2 No of Years in business in Pakistan
- 3 No of Offices locations in Pakistan
- 4 Annual Turnover (Million Rs.)
- 5 Value of projects in hand (details may be given)
- 6 Year of Incorporation
- 7 Status of the Bidder
  - Sole Proprietor
  - Partnership Firm
  - Private Limited Company
  - Public Limited Company
  - Entity registered / incorporated outside Pakistan (Give details)
  - Other (Please specify)
- 8 Names of Owner / Partners / Chief Executive / Directors
- 9 Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)

#### b) Details of total staff employed

- 1 No of permanent staff employed: Technical /Managerial
- 2 Cumulative Experience (in years)
- 3 Total No. of Support professionals in Technical Domain
- 4 Total No. of Staff assigned for the proposed project.

#### c) Support Capabilities

- 1 Experience in Support area
- 2 No. of Staff employed: (Capable of providing Support)
- 3 Cumulative Experience (in years)
- 4 List of Customers of "Support" along with contact details.
- 5 Installation and Configuration will be the responsibility of the successful Bidder.
- 6 Bidder should have backup equipment to provide sufficient services.

#### d) Joint Ventures

Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:

- a) The Bid, and in case of successful Bid, the Contract form, shall be signed by the lead bidder duly nominated by all the JV partners;

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- b) One of the partners shall be authorized to be Incharge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- c) The partner Incharge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- d) all partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- e) The JV Agreement for this project entered into by the joint venture partners on stamp paper duly attested by Notary Public shall be submitted with the Bid.

### Special Instructions

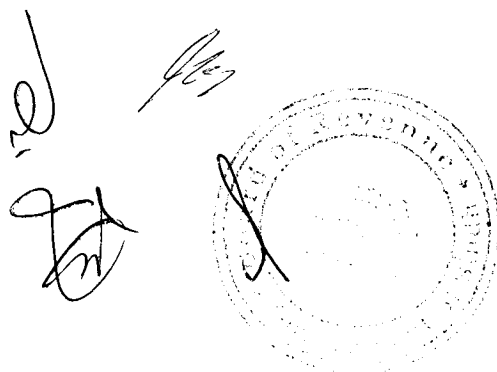
- Incomplete applications will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Board of Revenue reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- Authority Letter or Agreement from Principal Company or its Distributor for product and vendor authentication.
- The tender must be filled in prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Only companies registered with Sales Tax, Income & Sindh Revenue Board Tax Departments shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.

### Contacting the Purchaser

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation or Contract award will result in the rejection of the bidder's bid.

### Purchaser's Right to Accept the Bid or Reject the Bid

The Purchaser reserves the right to accept or reject the bid and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchaser's action as per SPP Rules, 2010.



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## SCOPE OF WORK

### TITLE:

**“SERVICE LEVEL AGREEMENT FOR MAINTENANCE OF DIESEL GENSET OF VARIOUS OFFICES OF BOARD OF REVENUE SINDH ACROSS THE PROVINCE” FOR THE “COMPUTERIZED LAND RECORDS SYSTEM (LARMIS)”**

Reforms Wing & Special Cell under its budget for LARMIS System invites bids from eligible bidders through National Competitive Bidding process under SPP Rules 2010.

- (a) Contractor shall be responsible to provide Service Level Agreement based support & maintenance services for the Gensets alongwith Fuel Level Monitoring System (FLM) listed herein below to BOR, Sindh:

Sr.#	Item	Description & Location	Qty
1	Water Cooled Diesel Generating Set	Cummins 110 kVA, <b>Office of LARMIS (PMU), Board of Revenue, Sindh situated at ST-04, Block 6, Clifton, at Karachi</b>	1
2.	Water Cooled Diesel Generating Set	Perkins 50 kVA (Model: P50/E), <b>Office of LARMIS (PMU), Board of Revenue, Sindh situated at ST-04, Block 6, Clifton, at Karachi</b>	1
3.	Water Cooled Diesel Generating Set	Perkins 150 kVA (Model: PR150L), <b>Office of LARMIS (PMU), Board of Revenue, Sindh situated at ST-04, Block 6, Clifton, at Karachi</b>	2
4.	Water Cooled Diesel Generating Set	Perkins 100 kVA (Model: PR100L), <b>Disaster Recovery Center, Adjacent Directorate of Settlement Survey &amp; Land Records, Thandi Sarak, Hyderabad</b>	2
5.	Water Cooled Diesel Generating Set	Perkins 20 kVA (Model: P27), <b>Peoples Service Centers LARMIS, situated in each District of Sindh near concerned Deputy Commissioner Offices</b>	26
6.	Water Cooled Diesel Generating Set	Perkins 15 kVA, <b>Provincial Record Cell, Board of Revenue Sindh, Block D, First Floor, Old Shahbaz Building, Thandi Sarak, Hyderabad</b>	01
7.	Fuel Level Monitoring System	Installed at all Gensets above except at Sr. No.6.	32
<b>Locations of the 26 at Sr. No. 5 above are also given at Appendix-I</b>			

- (b) The successful bidder will be required to provide support & maintenance services including service, repair and replacement of faulty parts for the above listed Gensets as and when required.
- (c) The replacement should be carried out for faulty parts with new parts and faulty parts must be submitted to the designated concerned District Manager for Gensets at Sr. No. 5 (Peoples Service Centers in all Districts) whereas for Sr. No. 1-4 & 6, the faulty parts must be submitted to the Assistant Director (Electrical) or any officer nominated by office of LARMIS to facilitate in maintaining dead stock.

- (d) The successful bidder will ensure standby power supply to the LARMIS facilities at 26 Peoples Service Centers (one in each District), Data Center at Karachi, Disaster Recovery Center and Provincial Record Cell at Hyderabad by providing support & maintenance for the above listed Gensets during 24 hours a day for seven days a week (24/7) for a period of one year from the date of signing of contract.
- (e) All the new consumables items or parts (if any) used during support, service, repair and maintenance are sole responsibility of successful bidder and shall be included in bid price.
- (f) The Service Level Agreement would be valid for a period of one year from the date of signing of contract.
- (g) The contract period will be extendable with mutual consent between the Procuring Agency and the successful bidder for a period of another year at the bid price quoted in this bidding process.
- (h) In case of fault reported at any Genset requires more than 24 hours to repair, the Contractor would be required to provide power backup, i.e. standby generator of equal capacity and rating for smooth running of LARMIS system during the repair/maintenance period as per the following schedule:
- (i) For Gensets at Sr. No. 1, Sr. 2 and Sr. 3 of Para 1 (a) of scope of work, within 06 Hours of reporting of fault at the Genset
  - (ii) For Gensets at Sr. No. 4, 5 & 6, within 24 hours of reporting of fault at the Genset.
  - (i) Scheduled service of Generator on every 250 hours or within 3 months whichever is earlier should be carried out as per the following mode:

Sr.#	Item	Qty	Mode
1.	Maintenance of Water Cooled Diesel Generating Set 110 KVA	1	Service should at least include the following: (i) Oil Change (ii) Fuel Filter (iii) Oil Filter (iv) Air Filter (v) Battery Water (vi) Chemical cleaning of radiator (vii) Overall cleaning of Genset
2.	Maintenance of Water Cooled Diesel Generating Set 50 KVA	1	-do-
3.	Maintenance of Water Cooled Diesel Generating Set 150 KVA	2	-do-
4.	Maintenance of Water Cooled Diesel		-do-

Sr.#	Item	Qty	Mode
	Generating Set 100 KVA	2	
5.	Maintenance of Water Cooled Diesel Generating Set 20 KVA	26	-do-
6.	Maintenance of Water Cooled Diesel Generating Set 15 KVA	1	-do-

- (j) Contractor will also provide support & maintenance of FLM at all the 32 Gensets including all allied consumables/parts, software maintenance and annual communication charges for a period of one year.

**Payment & Penalty**

- (1) Payment will be made on monthly basis subject to satisfactory report from concerned offices or through an inspection committee.
- (2) Payment will not be made for the non-operational days of that specific Genset due to delay on the part of the contractor.
- (3) Additional penalty upto Rs.10,000 per day may also be imposed upon the contractor for the number of non-operational days of that specific Genset.

**Service Level Agreement duration:**

The successful bidder would be required to provide the services for support & maintenance for a period of one year after signing of contract.

The image shows two handwritten signatures in black ink. To the right of the signatures is a circular stamp with a dotted border, which is mostly illegible but appears to contain text around the perimeter.



## PRICE SCHEDULE

The bidders should submit their price bid/financial proposal inclusive of entire scope of work, i.e. (a) to (j) see page 14-16, in the following prescribed format detailing **Unit Price Per Month**, **Total Price Per Month** and **Total Price per Year** including all applicable taxes in accordance with the terms and conditions and provisions of this bidding document.

Sr. #	Item	Qty	Unit Price Per Month	Total Price Per Month	Total Price Per Year
			Must include all scope of work (see page 14-16) and all applicable taxes		
1.	Support & Maintenance of Water Cooled Diesel Generating Set 110 KVA (Karachi)	1			
2.	Support & Maintenance of Water Cooled Diesel Generating Set 50 KVA (Karachi)	1			
3.	Support & Maintenance of Water Cooled Diesel Generating Set 150 KVA (Karachi)	2			
4.	Support & Maintenance of Water Cooled Diesel Generating Set 100 KVA (Hyderabad)	2			
5.	Support & Maintenance of Water Cooled Diesel Generating Set 20 KVA (26 Districts)	26			
6.	Support & Maintenance of Water Cooled Diesel Generating Set 15 KVA (Hyderabad)	01			
7.	Support & Maintenance of Fuel Level Monitoring System alongwith realtime display @ PMU, Karachi	32			
	<b>Total Bid Price</b>				

Total Bid Price in Words: \_\_\_\_\_

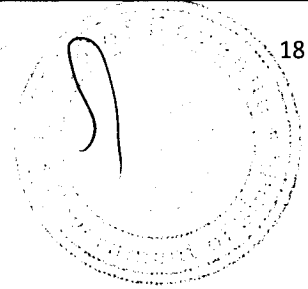


**BID DATA SHEET**

The following specific data for the goods/services to be procured shall complement, supplement, or amend the provisions in the RFP document. Whenever there is a conflict, the provisions herein shall prevail over those in RFP document.

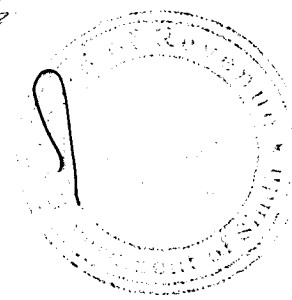
<b>INTRODUCTION</b>		
1.1	Name of Procuring Agency of Government of Sindh:	Secretary-Cum-Director LARMIS, Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh
1.2	Loan or credit or Project allocation number/ Loan or credit or Project allocation amount [when applicable]	SNE 2017-18 LARMIS NON-DEVELOPMENT BUDGET 2018-19
1.3	Name of Project	N/A.
1.4	Name of Contract	"SERVICE LEVEL AGREEMENT FOR MAINTENANCE OF DIESEL GENSET OF VARIOUS OFFICES OF BOARD OF REVENUE SINDH ACROSS THE PROVINCE" FOR THE "COMPUTERIZED LAND RECORDS SYSTEM (LARMIS)"
1.5	Name of Procuring agency.	Secretary-Cum-Director LARMIS, Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh
1.6	Procuring agency's address, telephone, telex, and facsimile numbers.	Secretary-Cum-Director LARMIS, Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh ST-04, Block 6, Clifton, Karachi Tel: +92-21-99251367-8 Fax:+92-21-99251373
1.7	Language of the bid.	English
<b>BID PRICE AND CURRENCY</b>		
1.8	The price quoted shall be .	Prices must be quoted, strictly using the format mentioned in Schedule of Requirements of this RFP. Bidders may be required to provide a breakdown of any composite or lump-sum items included in the Price Schedules. These prices must include all incidental costs associated with the provision of the service, such as travel, subsistence, office support, communications, printing of materials, etc., and all taxes, levies, duties and fees imposed on the Bidder, its Sub-Consultants, or employees on account of such services in the Purchaser's country or in any other country. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and shall not be subject to increases on any account. Bids submitted that are subject to price adjustment will be rejected. Bid Price shall include stamp duty charges @

*[Handwritten signatures and initials]*



		0.35% of the total value of Contract.
1.9	The price shall be fixed, or the price shall be adjustable.	Fixed
<b>PREPARATION AND SUBMISSION OF BIDS</b>		
2.1(a)	Qualification requirements.	As per evaluation criteria of RFP document.
2.2 (b)	Spare parts required for [number] of years of operation.	N/A
2.3	Amount of bid security.	2% of Bid Price
2.4	Bid validity period.	The bid validity period shall be 90 days after the deadline for bid submission.
2.5	Number of copies.	One
2.6	Address for bid submission.	<b>Secretary-Cum-Director LARMIS, Project Management Unit, Reforms Wing &amp; Special Cell, Board of Revenue, Government of Sindh ST-04, Block 6, Clifton, Karachi Tel: +92-21-99251367-8 Fax:+92-21-99251373</b>
2.7	IFB title and number.	N/A
2.8	Deadline for bid submission.	<b>Tuesday 10<sup>th</sup> July 2018 at 3:00 PM</b>
2.9	Time, date, and place for bid opening.	<b>Tuesday 10<sup>th</sup> July 2018 at 3:30 PM</b> at Committee Room, ST-04, Block 6, Clifton, Karachi
2.91	Pre-Bid Meeting	<b>Thursday 5<sup>th</sup> July 2018 at 2:00 PM</b> at Committee Room, ST-04, Block 6, Clifton, Karachi
<b>BID EVALUATION</b>		
3.1	Criteria for bid evaluation.	Single Stage Two Envelope as per evaluation criteria given in this RFP document.
<b>CONTRACT AWARD</b>		
4.1	Percentage for quantity increase or decrease.	15% on need basis.

*[Handwritten signature]*



BID FORM

To,  
Secretary-Cum-Director LARMIS,  
Project Management Unit,  
Reforms Wing & Special Cell,  
Board of Revenue,  
Government of Sindh  
Karachi.

Sir,

**SUBJECT:** "SERVICE LEVEL AGREEMENT FOR MAINTENANCE OF DIESEL GENSET OF VARIOUS OFFICES OF BOARD OF REVENUE SINDH ACROSS THE PROVINCE" FOR THE "COMPUTERIZED LAND RECORDS SYSTEM (LARMIS)"

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price Pak Rupees (in figures \_\_\_\_\_ in words)

or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this bid.

We undertake, if our bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 5% of the Contract Price for the due performance of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this-----day of -----2018

WITNESS  
Signature -----  
Name -----  
Title -----  
Address -----

-----  
BIDDER  
Signature -----  
Name -----  
Title -----  
Address -----

*[Handwritten signatures and a circular official stamp]*

**BID SECURITY FORM**

**WHEREAS**  [Name of Bidder]  (hereinafter called "**the Bidder**") has submitted its bid dated  [date]  for the "SERVICE LEVEL AGREEMENT FOR MAINTENANCE OF DIESEL GENSET OF VARIOUS OFFICES OF BOARD OF REVENUE SINDH ACROSS THE PROVINCE" FOR THE "COMPUTERIZED LAND RECORDS SYSTEM (LARMIS)", (hereinafter called "**the Bid**").

**KNOW ALL MEN** by these presents that we  [Name of the Bank]  of  [Name of Country]  having our registered office at  [Address of Bank]  (hereinafter called "the Bank") are bound into the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of Sindh, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this-----day of-----, 2018

**THE CONDITIONS** of this obligation are:

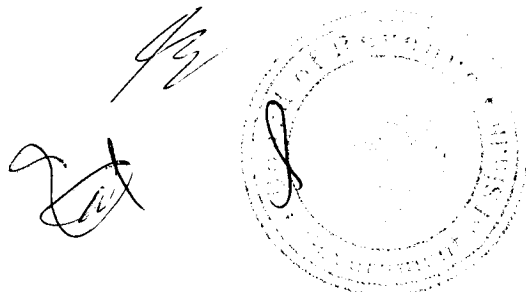
1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
  - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to execute the Contract Form, when requested. or

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to -----, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

By  [Bank]   
(Title)

Authorized Representative

The block contains two handwritten signatures and a circular official seal. The seal is embossed and contains the text "BOARD OF REVENUE SINDH" and "GOVERNMENT OF SINDH" around the perimeter. The signatures are in dark ink and appear to be of the authorized representative.

**PERFORMANCE SECURITY FORM**

To,

Secretary-Cum-Director LARMIS,  
Project Management Unit,  
Reforms Wing & Special Cell,  
Board of Revenue,  
Government of Sindh  
Karachi.

WHEREAS       [Name of the Contractor]       hereinafter called "the Contractor" has undertaken, in pursuance of the bid for "SERVICE LEVEL AGREEMENT FOR MAINTENANCE OF DIESEL GENSET OF VARIOUS OFFICES OF BOARD OF REVENUE SINDH ACROSS THE PROVINCE" FOR THE "COMPUTERIZED LAND RECORDS SYSTEM (LARMIS)", dated                      2018, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of           [Amount of the guarantee in words and figures]          , and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of           [Amount of Guarantee]           as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until            day of           , 2018, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Seal \_\_\_\_\_

*[Handwritten signatures and a circular official stamp]*

**LOCATIONS OF PEOPLES SERVICE CENTERS IN SINDH**

S.No	Location Address
1	<b>Peoples Service Centre</b> , Board of Revenue Sindh, In premises of Deputy Commissioner Office, <b>District: Matiari.</b>
2	<b>Peoples Service Centre</b> , Board of Revenue, Adjacent, D.I.G Office, Shahbaz Building, ThadiSarak. <b>Hyderabad.</b>
3	<b>Peoples Service Center</b> , Board of Revenue Sindh, Deputy Commissioner Office, Behind NADRA office, <b>District: Naushero feroze.</b>
4	<b>Peoples Service Centre</b> , Board of Revenue Sindh, Near Public Park Station Road, Jarwar Road, <b>Ghotki@ Mirpur Malo.</b>
5	<b>Peoples Service Center</b> , Board of Revenue, Sindh Near Bhoot Bangla, <b>Mirpurkhas.</b>
6	<b>Peoples Service Center</b> , Board of Revenue, Sindh, D.C Camp Office opposite Pakistan Security Printing Press, <b>Malir Halt, District: Malir Karachi.</b>
7	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Adjacent Deputy Commissioner Office, <b>District: Makli Thatta.</b>
8	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Near District Nazim Office, District Complex <b>District: Kashmore @ Kandhkot.</b>
9	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Adjacent SSGC Building, Deputy Commissioner Office, <b>District: Karachi East.</b>
10	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Deputy Commissioner Office Nasarpur Road, <b>District: Tando Allahyar.</b>
11	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Commissioner Office, Sukkur Division Office Compound, <b>Airport Road near ADC Colony, District: Sukkur.</b>
12	<b>Peoples Facilitation Center</b> , Board of Revenue, Sindh, <b>Deputy Commissioner Office West, Estate Avenue, Road, Beneath Afza Altaf, Flyover, Adjacent to UBL &amp; SITE Office, S.I.T.E Area,</b> <b>District: Karachi West.</b>
13	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Deputy Commissioner Office Dadu, <b>District: Dadu.</b>
14	<b>Peoples Service Center</b> , Board of Revenue, Sindh, ADC-1 Office, Behind National Bank Main Branch, Mall Road, <b>District: Khairpur Mirs.</b>
15	<b>Board of Revenue, Sindh,</b> <b>Peoples Service Center, Deputy Commissioner Office,</b> <b>Sec, 15-A-1 Buffer Zone North Karachi,</b> <b>District: Karachi Central.</b>

S.No	Location Address
16	<b>Peoples Service Center</b> , Board of Revenue, Sindh, In premises of Deputy Commissioner Office, <b>District: Kambar @ Shahdadt.</b>
17	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Adjacent to Assistant Commissioner Office, Opposite Al-Murtaza House, <b>District: Larkana.</b>
18	<b>Peoples Service Center</b> , Board of Revenue, Sindh, In premises of Deputy Commissioner Office, <b>District: Jacobabad</b>
19	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Adjacent to Office of Deputy Commissioner Office, <b>District: Sanghar.</b>
20	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Adjacent SSP Office, <b>District: Badin.</b>
21	<b>Peoples Service Center</b> , Board of Revenue, Sindh, In premises of Deputy Commissioner, Office near Kotri Fatak, <b>District: Jamshoro.</b>
22	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Deputy Commissioner Office, <b>District: Tando Muhammad Khan.</b>
23	<b>Peoples Service Center</b> , Board of Revenue, Sindh, In premises of Deputy Commissioner Office, <b>District: Shaheed Benazirabad.</b>
24	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Shikarpur Road, Deputy Commissioner Office, <b>District: Shikarpur.</b>
25	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Revenue Branch, Deputy Commissioner Office, <b>District: Umerkot.</b>
26	<b>Peoples Service Center</b> , Board of Revenue, Sindh, Opposite Treasury Office, Near NADRA Chok DC Office Road, <b>Mithi District: Tharparkar.</b>



