



# SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

REF. NO: PROC/SMBBIT/2024-25/387  
DATED: 10 - APRIL - 2025

## TENDER NOTICE

SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI, INVITES BIDS AS PER BELOW MENTIONED BIDDING PROCEDURES, IN ACCORDANCE WITH THE SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY (SPPRA) RULES (AMENDED TO DATE) THROUGH E-PROCUREMENT ONLINE SUBMISSION FROM **THE REPUTABLE FIRMS WHO MUST BE REGISTERED IN EPADS SPPRA AND TAX PAYER WITH APPLICABLE TAX AUTHORITIES (GST, NTN, FBR LIST & SRB) AND HAVING RELEVANT EXPERIENCE AND CAPABILITIES, FROM THE CONTRACTORS / MANUFACTURERS / SUPPLIERS / AUTHORIZED DISTRIBUTORS ETC. FOR FINANCIAL YEAR 2024-25 & 2025-26.**

### SCHEDULE FOR ONLINE BID SUBMISSION / ONLINE OPENING OF TENDER:

S. #	TENDER NAME	TENDER FEE	BID SECURITY	ISSUANCE OF TENDER DOCUMENTS	SUBMISSION OF TENDER DOCUMENTS ON EPADS SPPRA	OPENING OF TENDER
1.	OPERATION, RUNNING, REPAIR AND MAINTENANCE OF TELEPHONE EXCHANGE Ref# PROC/SMBBIT/(OSR-01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>	Rs. 5,000/- (EACH)	05% of Quoted Amount	From 14-04-2025 To 29-04-2025 Till 4:00 PM	30-04-2025 Upto 08:00 AM	30-04-2025 at 11:00 AM Respectively
2.	PROVISION OF JANITORIAL SERVICES Ref# PROC/SMBBIT/(OSR-02)/2025-26 <b>Bidding Procedure: Single Stage Two Envelop 46(2)</b>		05% of Quoted Amount			
3.	PROVISION OF SECURITY SERVICES Ref# PROC/SMBBIT/(SECURITY-01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
4.	OPERATION, RUNNING, REPAIR & MAINTENANCE OF ELECTRICAL WORKS, POWER GENERATION, HEATING, VENTILATION, AND AIR CONDITIONING (HVAC), BUILDING MANAGEMENT SYSTEM (BMS), BUILDING MAINTENANCE CIVIL, PLUMBING, RO, ELECTRICAL & GAS BOILER. Ref# PROC/SMBBIT/(OSR-03)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
5.	PROCUREMENT OF GENERAL ITEMS ON FRAMEWORK CONTRACT BASIS (SPPRA RULE 15(B)) Ref# PROC/SMBBIT/(OTHERS-02)/2024-25 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
6.	LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS FOR SMBBIT, KARACHI Ref# PROC/SMBBIT/(D&M-01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
7.	LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS FOR SMBB-TERC, LARKANA Ref# PROC/SMBBIT/(LAR-D&M-01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			
8.	SUPPLY MEDICAL GASES ON RATE CONTRACT BASIS Ref# PROC/SMBBIT/(MG -01)/2025-26 <b>Bidding Procedure: Single Stage One Envelop 46(1)</b>		05% of Quoted Amount			



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S. #	TENDER NAME	TENDER FEE	BID SECURITY	ISSUANCE OF TENDER DOCUMENTS	SUBMISSION OF TENDER DOCUMENTS ON EPADS SPPRA	OPENING OF TENDER
9.	SUPPLY MEDICAL GASES ON RATE CONTRACT BASIS FOR SMBB-TERC, LARKANA Ref# PROC/SMBBIT/(LAR-MG -01)/2025-26 Bidding Procedure: Single Stage One Envelop 46(1)	Rs. 5,000/- (EACH)	05% of Quoted Amount	From 14-04-2025 To 29-04-2025 Till 4:00 PM	30-04-2025 Upto 08:00 AM	30-04-2025 at 11:00 AM Respectively

1. COMPLETE SET OF TENDER DOCUMENTS CONTAINING BOQ, SPECIFICATION AND TERMS & CONDITIONS CAN BE PURCHASED FROM PLANNING & PROCUREMENT DEPARTMENT, 13<sup>TH</sup> FLOOR, SMBB INSTITUTE OF TRAUMA, CHAND BIBI ROAD, KARACHI THROUGH PAY ORDER OF AS MENTIONED ABOVE EACH IN FAVOUR OF **SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA**. PAY ORDERS WILL NOT BE ACCEPTED ON THE DAY OF BID OPENING. ONLY THE UPLOADED TENDER PURCHASE RECEIPT ON (EPADS PORTAL SPPRA) WILL BE CONSIDERED VALID FOR THE QUALIFICATION OF THE BID. FAILURE TO UPLOAD THE TENDER PURCHASE RECEIPT SHALL RESULT IN REJECTION OF THE BID WITHOUT FURTHER CONSIDERATION. TENDER DOCUMENTS CAN ALSO BE DOWNLOADED FROM SPPRA WEBSITE [HTTPS://PORTALSINDH.EPROCURE.GOV.PK](https://portalsindh.eprocure.gov.pk) AND [WWW.SMBBIT.GOS.PK](http://www.smbbit.gos.pk).
2. SUBMITTED BIDS WILL BE OPEN THROUGH E-PROCUREMENT ONLINE ON THE SAME TIME AND DAY (MENTIONED ABOVE) AT 13<sup>TH</sup> FLOOR PLANNING AND PROCUREMENT DEPARTMENT, SMBB INSTITUTE OF TRAUMA, CHAND BIBI ROAD, KARACHI.
3. THE TENDERS SHALL BE OPENED BY PROCUREMENT COMMITTEE AS PER RULES OF E-PROCUREMENT SPPRA.
4. IN CASE OF HOLIDAY OR ANY INCIDENT, TENDERS WILL BE OBTAINED / SUBMITTED / OPENED ON THE NEXT WORKING DAY AS PER GIVEN SCHEDULE.
5. TECHNICAL AND FINANCIAL PROPOSAL SHALL BE UPLOADED ONLINE ON EPADS SPPRA WEBSITE AS PER SPECIFIED IN THE BIDDING DOCUMENT.
6. **BID SECURITY MUST BE SUBMITTED IN HARD COPY AT THE ABOVE-MENTIONED ADDRESS, IN A SEALED ENVELOPE, FOR EACH TENDER SEPARATELY. THE SUBMISSION DEADLINE IS 29<sup>th</sup> -04-2025, BY 4:00 PM, ONE DAY PRIOR TO THE OPENING OF THE TENDER. THE BID SECURITY SHOULD BE MADE IN FAVOR OF SMBB INSTITUTE OF TRAUMA, KARACHI.**
7. ALL BID(S) SHALL INCLUDE GOVERNMENT TAXES. (IF APPLICABLE).
8. THE DEDUCTIONS IN THE BILLS WILL BE DONE AS PER GOVERNMENT RULES.

EXECUTIVE DIRECTOR / D.D.O  
SMBB INSTITUTE OF TRAUMA, KARACHI

A COPY IS FORWARDED FOR INFORMATION TO:

1. NOTICE BOARD



# شهيد محترم بينظير ڀٽو انسٽيٽيوٽ آف ٽراما

Ref. No: PROC/SMBBIT/2024-25/387

Dated: 10-APRIL-2025

## ٽينڊر نوٽيس

شهيد محترم بينظير ڀٽو انسٽيٽيوٽ آف ٽراما ڪراچي مالي سال 2024-25 ۽ 2025-26 لاءِ ڪانسٽرڪٽر/مينوفڪچررز/سپلائرز/بااختيار ڊسٽريبيوٽرز وغيره کان سنڌ پبلڪ پروڪيورمينٽ ريگيوليٽري اتار تي ايس پي بي آر اي رولز (اڄ تائين ترميم ٿيل) ٿرڊ اي پروڪيورمينٽ آن لائين پيش ڪرڻ لاءِ جيڪي گهريل EPADS ايس پي بي آر اي پر رجسٽرڊ هجڻ گڏ ٿيڪس اختيارين وٽ (GST, NTN, FBR) لسٽ ۽ (SRB) پر رجسٽرڊ هجڻ ۽ لاڳاپيل قابليت جو تجربو رکندڙ هجڻ تن کان هيٺ ڄاڻايل واکا طرفيڪار موجب هيٺين ڪمن لاءِ مهريند واکا گهرائي ٿو. آن لائين واکا پيش ڪرڻ/آن لائين ٽينڊر ڪولڻ جو شيڊيول هيٺين ريت آهي.

نمبر شمار	ٽينڊر جو نالو	ٽينڊر في	واڪ سيڪيورٽي	ٽينڊر دستاويزن جو اجراء	ايس پي بي آر اي EPADS ٽينڊر دستاويزن جو امانت	ٽينڊر جو ڪولڻ
1	ٽيليفون ايڪسچينج جي اپريشن، هلائڻ، مرمت ۽ سارنيال. Ref# PROC/SMBBIT/(OSR-01)/2025-26 واڪ طرفيڪار سنڱل اسٽيج ون انويلپ (1) 46		05% اڇيل رقم			
2	چينيٽوريل سروس مهيا ڪرڻ واڪ طرفيڪار سنڱل اسٽيج ون انويلپ (2) 46		05% اڇيل رقم			
3	سڪيورٽي سروس مهيا ڪرڻ Ref# PROC/SMBBIT/(SECURITY-01)/2025-26 واڪ طرفيڪار سنڱل اسٽيج ون انويلپ (1) 46	5000	05% اڇيل رقم	14-04-2025	30-04-2025	30-04-2025
4	الڪٽريڪل ورڪس، باور جنريشن، هيٽنگ وينٽيليشن ۽ ايئر ڪنڊيشننگ (HVAC) بلڊنگ مئنيجمينٽ سسٽم (BMS) بلڊنگ مينٽيننس سول، پلمينگ، RO الڪٽريڪل اينڊ گيس بوئلر. Ref# PROC/SMBBIT/(OSR-03)/2025-26 واڪ طرفيڪار سنڱل اسٽيج ون انويلپ (1) 46	5000	05% اڇيل رقم	29-04-2025	30-04-2025	30-04-2025
5	جرنل ائٽمز جي فريم ورڪ ڪانسٽرڪٽ بنياد تي (ايس پي بي آر اي رولز 15 (B)) Ref# PROC/SMBBIT/(OTHERS-02)/2024-25 واڪ طرفيڪار سنڱل اسٽيج ون انويلپ (1) 46		05% اڇيل رقم	ڪان	صبح 08:00 وڳي	صبح 11:00 وڳي
6	لوڪل پرچيز ڊرگس/ميڊيسن/ڊسپوزبل ائٽمز 24/7 ايمرجنسي بنياد تي SMBBIT ڪراچي لاءِ. Ref# PROC/SMBBIT/(D&M-01)/2025-26 واڪ طرفيڪار سنڱل اسٽيج ون انويلپ (1) 46		05% اڇيل رقم	شام 4:00 وڳي	صبح 08:00 وڳي	صبح 11:00 وڳي
7	لوڪل پرچيز ڊرگس/ميڊيسن/ڊسپوزبل ائٽمز 24/7 ايمرجنسي بنياد تي SMBBIT لاڙڪاڻو لاءِ. Ref# PROC/SMBBIT/(D&M-01)/2025-26 واڪ طرفيڪار سنڱل اسٽيج ون انويلپ (1) 46		05% اڇيل رقم			
8	سپلاء ميڊيڪل گيسز ريت جي بنياد تي. Ref# PROC/SMBBIT/(MG-01)/2025-26 واڪ طرفيڪار سنڱل اسٽيج ون انويلپ (1) 46		05% اڇيل رقم			
9	سپلاء ميڊيڪل گيسز ريت جي بنياد تي SMBBIT-TERC لاڙڪاڻي لاءِ. Ref# PROC/SMBBIT/(LAR-MG-01)/2025-26 واڪ طرفيڪار سنڱل اسٽيج ون انويلپ (1) 46		05% اڇيل رقم			

Sunday, 13 April, 2025

30-04-2025 30-04-2025 14-04-2025

صبح 11:00 وڳي صبح 08:00 وڳي ڪان

29-04-2025 شام 4:00 وڳي

جلد 35 اپريل 2025 ع بمطابق 14 شوال المڪرم 1446 هـ شمارو 251 قيمت 40 روپيا

روزانه

دکڻي وقت ڪراچي، حيدرآباد ۽ سکر مان شايع ٿيندڙ بهترين سنڌي اخبار

DAILY KAWISHI

- اسپيسيفڪيشن ۽ شرطن ۽ ضابطن، BOQ تي مشتمل ٽينڊر ڪاغذن جو مڪمل سيٽ، پلاننگ اينڊ پروڪيورمينٽ ڊپارٽمينٽ، 13th فلور ايس ايم بي انسٽيٽيوٽ آف ٽراما، چانڊ بي بي روڊ ڪراچي مان شهيد محترم بينظير ڀٽو انسٽيٽيوٽ آف ٽراما جي حق ۾ مٿي ڄاڻايل هر هڪ لاءِ بي آر ڊي ذريعي خريد ڪر سگهجي ٿو. ٽينڊر ڪاغذ SPPRA جي ويب سائيٽ: [www.pprms.pprasinindh.gov.pk](http://www.pprms.pprasinindh.gov.pk) ۽ [www.smbbttc.gos.pk](http://www.smbbttc.gos.pk) تان پڻ ڏانهن لوڊ ڪري سگهجن ٿا.
- واڪ لازمي طرح مٿين تاريخ ۽ وقت تي پلاننگ اينڊ پروڪيورمينٽ ڊپارٽمينٽ، 13th فلور، SMBB انسٽيٽيوٽ آف ٽراما، چانڊ بي بي روڊ ڪراچي ۾ امانت وٺڻ.
- ٽينڊر پروڪيورمينٽ ڪميٽي پاران ڄاڻايل قانڊن تحت اي پروڪيورمينٽ ايس پي بي آر اي تحت ڪوليا ويندا.
- ٽينڊر ڪولڻ واري تاريخ ۾ موڪل هٿڻ جي صورت ۾ ساڳين شرطن ۽ ضابطن موجب ورنڊو ڪم ڪار واري ڏينهن ڪوليا ويندا.
- ٽيڪنيڪل ۽ فنانشل پروپوزل EPADS ايس پي بي آر اي جي ويب سائيٽ تي ڏنل تفصيل موجب واکا دستاويزن سان گڏ آن لائين اپلوڊ ڪيو وڃن.
- واڪ سيڪيورٽي هارڊ ڪاپي سان گڏ مٿي ڄاڻايل ايڊريس تي مهريند لافاني ۾ هر هڪ ٽينڊر سان جدا شامل ڪري پيش ڪيو وڃي. ٽينڊر پيش ڪرڻ جي آخري تاريخ 29-04-2025 شام 04:00 وڳي تائين آهي. ٽينڊر جي ڪلڻ کان هڪ ڏينهن اڳ تائين پيش ڪيا وڃن. واکا سيڪيورٽي بحق SMBB انسٽيٽيوٽ آف ٽراما ڪراچي جي حق ۾ جاري ٿيل پيش ڪرڻي پوندي.
- سمورن واکن سان سرڪاري ٽيڪس/ڪنٽريبيوشن وغيره (جيڪڏهن لاڳو ٿيڻ جو ڳا هوندا) شامل ڪيا ويندا.
- بلن مان ڪوتري سرڪاري قاعدن مطابق ڪئي ويندي.

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SMBB انسٽيٽيوٽ آف ٽراما، ڪراچي  
INF/KRY No.1096/2025

بانی سید عیسیٰ الرحمن  
 شمارہ 89  
 اتوار 14 اشوال الحکمہ 1446ھ 13 اپریل 2025ء  
 نمبر 101  
 35 روپے

THE DAILY JANG KARACHI

## شہید محترم بینظیر بھٹوانسٹی ٹیوٹ آف ٹراما

حوالہ نمبر PROC/SMBBIT/2024-25/387 موروثہ 10 اپریل 2025

### ٹینڈر نوٹس

شہید محترم بینظیر بھٹوانسٹی ٹیوٹ آف ٹراما کراچی کو بذریعہ ای۔ پرو کیورمنٹ آن لائن جمع کرنا سہولت ریگولیشنز (SPPRA) روز (تاحال ترمیم شدہ) کے مطابق مشہور و معروف فرمز سے جو قابل اطلاق ٹینڈر کام (GST, NTN, FBR LIST & SRB) کے پاس EPADS-SPPRA اور ٹیکس میٹرز لازماً رجسٹرڈ اور متعلقہ تجربہ اور صلاحیتوں کے حامل ہوں برائے مالی سال 2024-25-26 & کنٹریکٹرز/بینظیر بھٹوانسٹی ٹیوٹ آف ٹراما/سپلائرز/مجاز ڈسٹری بیوٹرز وغیرہ سے مندرجہ ذیل بڈنگ طریقہ کار کے مطابق پیشکشیں مطلوب ہیں۔  
 آن لائن پیشکش جمع کرنے/آن لائن ٹینڈر کھلنے کا شیڈول:

نمبر شمار	ٹینڈر کا نام	ٹینڈر فیس	بڈ سیکورٹی	دستاویزات کا اجراء	EPADS SPPRA پر ٹینڈر کا کھلنا
1	ٹیل فون انجینئرنگ آپریشن، رنگ، رجسٹر اور مینٹیننس حوالہ نمبر PROC/SMBBIT/(OSR-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05% کا		
2	چینی ٹوریل سرورسز کی فراہمی حوالہ نمبر PROC/SMBBIT/(OSR-02)2025-26 بڈنگ طریقہ کار: ایک مرحلہ دو لفافہ (2)46		درج کردہ رقم 05% کا		
3	سیکورٹی سرورسز کی فراہمی حوالہ نمبر PROC/SMBBIT/(SECURITY-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05% کا		
4	آپریشن، رنگ، رجسٹر انجینئرنگ ٹینڈر بائیںڈ ایکٹیوٹیکل ورکس، پاور جنریشن، ہیٹنگ، روشنی لینڈنگ اور ایئر کنڈیشننگ (HVAC)، بلڈنگ مینجمنٹ سسٹم (BMS)، بلڈنگ مینٹیننس سول۔ پلمبنگ، RO، ایکٹیوٹیکل انجینئرنگ سول حوالہ نمبر PROC/SMBBIT/(OSR-03)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05% کا	از 14-04-2025	
5	فریم ورک کنٹریکٹ بنیاد پر جرنل آفیسر کا حصول (SPPRA) رول (B)15 حوالہ نمبر PROC/SMBBIT/(OTHERS-02)2024-25 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46	5,000/- روپے (فی)	درج کردہ رقم 05% کا	تا 29-04-2025	30-04-2025 صبح 11:00 بجے تک
6	SMBBIT کراچی کیلئے 24/7 بجلی بنیاد پر ڈرگٹز/ ادویات/ ڈسپوز ایبل آئٹمز کی لوکل پراجیز حوالہ نمبر PROC/SMBBIT/(D&M-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05% کا		
7	SMBB-TERC لاٹھکانہ کیلئے 24/7 بجلی بنیاد پر ڈرگٹز/ ادویات/ ڈسپوز ایبل آئٹمز کی لوکل پراجیز حوالہ نمبر PROC/SMBBIT/(LAR-D&M-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05% کا		
8	ریٹ کنٹریکٹ بنیاد پر میڈیکل کیسز کی فراہمی حوالہ نمبر PROC/SMBBIT/(MG-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05% کا		
9	SMBB-TERC لاٹھکانہ کیلئے ریٹ کنٹریکٹ بنیاد پر میڈیکل کیسز کی فراہمی حوالہ نمبر PROC/SMBBIT/(LAR-MG-01)2025-26 بڈنگ طریقہ کار: ایک مرحلہ ایک لفافہ (1)46		درج کردہ رقم 05% کا		

BOQ-1، تصدیقات اور شرائط و ضوابط پر مشتمل ٹینڈر دستاویزات کا مکمل سیٹ پلاننگ اینڈ پرو کیورمنٹ ڈپارٹمنٹ 13th فلور SMBB انسٹی ٹیوٹ آف ٹراما چاندنی بی روڈ کراچی سے بذریعہ آرڈر جیسا کہ ہر ایک کے سامنے اوپر درج ہے۔ ٹینڈر کے لیے ٹیوٹ آف ٹراما خریدنا جاسکتا ہے۔ پیشکش کھلنے کے روز چھ آرڈرز قبول نہیں کیے جائیں گے۔ (EPADS پورٹل SPPRA) پر اپ لوڈ کی جانے والی ٹینڈر پر چیز سیدھی پیشکش کی کوالیفیکیشن کیلئے کارآمد سمجھی جائے گی۔ ٹینڈر پر چیز سیدھی اپ لوڈ کرنے میں تاخیر مزید غور و خوض کے بغیر پیشکش کے اسٹوڈا پر توجہ ہوگا۔ ٹینڈر دستاویزات SPPRA ویب سائٹ [HTTPS://PORTALSINDH.EPROCURE.GOV.PK](https://portalsindh.eprocure.gov.pk) اور [WWW.SMBBIT.GOS.PK](http://www.smbbit.gos.pk) سے بھی ڈاؤن لوڈ کی جاسکتی ہیں۔

- جمع شدہ پیشکش اسی وقت اور روز (جیسا کہ اوپر درج ہے) بذریعہ ای۔ پرو کیورمنٹ آن لائن بمقام 13th فلور پلاننگ اینڈ پرو کیورمنٹ ڈپارٹمنٹ SMBB انسٹی ٹیوٹ آف ٹراما چاندنی بی روڈ کراچی کھولی جائیں گی۔
- ای۔ پرو کیورمنٹ SPPRA کے روز کے مطابق ٹینڈرز بذریعہ پرو کیورمنٹ سہولت کھولے جائیں گی۔
- تعمیل یا کسی وجہ سے ٹینڈرز آئندہ کام والے روز دیئے گئے شیڈول کے مطابق حاصل کئے/کھولے جائیں گے۔
- بڈنگ دستاویز میں صراحت شدہ کے مطابق EPADS SPPRA ویب سائٹ پر ٹیکنیکل اور فنانشل پر پوزل آن لائن اپ لوڈ کر دی گئی ہیں۔
- ہر ایک ٹینڈر کیلئے جدا گانہ نمبر ہر لفافہ میں مندرجہ بالا پتہ پر بڈ سیکورٹی لازماً ہارڈ کاپی میں جمع کرانی جائے۔ جمع کرانے کی ڈیڈ لائن ٹینڈر کھلنے سے ایک روز قبل 29-04-2025 شام 4:00 بجے تک ہے۔ بڈ سیکورٹی چکن SMBB انسٹی ٹیوٹ آف ٹراما کراچی تیار کی جائے۔
- تمام پیشکش/پیشکشوں میں سرکاری ٹیکسز (آر قابل اطلاق ہوں) شامل ہوں۔
- بڈنگ میں کوئی تاخیر سرکاری روز کے مطابق کی جائیں گی۔

دستخط: ایگزیکٹو ڈائریکٹر/D.D.O/  
 SMBB انسٹی ٹیوٹ آف ٹراما کراچی

# TRIBUNE

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## SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA

REF. NO: PROC/SMBBIT/2024-25/387

DATED: 10-April-2025.

### TENDER NOTICE

SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA, KARACHI, INVITES BIDS AS PER BELOW MENTIONED BIDDING PROCEDURES, IN ACCORDANCE WITH THE SINDH PUBLIC PROCUREMENT REGULATORY AUTHORITY (SPPRA) RULES (AMENDED TO DATE) THROUGH E-PROCUREMENT ONLINE SUBMISSION FROM THE REPUTABLE FIRMS WHO MUST BE REGISTERED IN EPADS SPPRA AND TAX PAYER WITH APPLICABLE TAX AUTHORITIES (GST, NTN, FBR LIST & SRB) AND HAVING RELEVANT EXPERIENCE AND CAPABILITIES, FROM THE CONTRACTORS / MANUFACTURES / SUPPLIERS / AUTHORIZED DISTRIBUTORS ETC. FOR FINANCIAL YEAR 2024-25 & 2025-26.

S. #	Tender Name	Tender Fee	Bid Security	Issuance of Tender Documents	Submission of Tender Documents on EPADS SPPRA	Opening of Tender
1	OPERATION, RUNNING, REPAIR AND MAINTENANCE OF TELEPHONE EXCHANGE Ref# PROC/SMBBIT/(OSR-01)/2025-26. Bidding Procedure: Single Stage One Envelop 46(1)	Rs. 5,000/- (EACH)	05% of Quoted Amount	From 14-04-2025 To 29-04-2025 Till 4:00 PM	30-04-2025 Upto 08:00 AM	30-04-2025 at 11:00 AM Respectively
2	PROVISION OF JANITORIAL SERVICES Ref# PROC/SMBBIT/(OSR-02)/2025-26. Bidding Procedure: Single Stage Two Envelop 46(2)		05% of Quoted Amount			
3	PROVISION OF SECURITY SERVICES Ref = PROC/SMBBIT/(SECURITY-01)/2025-26. Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount			
4	OPERATION, RUNNING, REPAIR & MAINTENANCE OF ELECTRICAL WORKS, POWER GENERATION, HEATING, VENTILATION, AND AIR CONDITIONING (HVAC), BUILDING MANAGEMENT SYSTEM (BMS), BUILDING MAINTENANCE CIVIL, PLUMBING, RO, ELECTRICAL & GAS BOILER. Ref# PROC/SMBBIT/(OSR-03)/2025-26. Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount			
5	PROCUREMENT OF GENERAL ITEMS ON FRAMEWORK CONTRACT BASIS (SPPRA RULE 15(B)) Ref # PROC/SMBBIT/(OTHERS-02)/2024-25 Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount			

S. #	Description	Rs.	05% of Quoted Amount	From	To	Upto	30-04-2025 at 11:00 AM Respectively
6	LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS FOR SMBBIT, KARACHI Ref # PROC/SMBBIT/(D&M-01)/2025-26 Bidding Procedure: Single Stage One Envelop 46(1)	5,000/- (EACH)	05% of Quoted Amount	14-04-2025	29-04-2025	Till 4:00 PM	30-04-2025 at 11:00 AM Respectively
7	LOCAL PURCHASE OF DRUGS / MEDICINES / DISPOSABLE ITEMS ON 24/7 EMERGENCY BASIS FOR SMBB-TERC, LARKANA Ref# PROC/SMBBIT/(LAR-D&M-01)/2025-26 Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount				
8	SUPPLY MEDICAL GASES ON RATE CONTRACT BASIS Ref# PROC/SMBBIT/(MG -01)/2025-26 Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount				
9	SUPPLY MEDICAL GASIS ON RATE CONTRACT BASIS FOR SMBB-TERC, LARKANA Ref # PROC SMBBIT (LAR-MG -01)720 25-26 Bidding Procedure: Single Stage One Envelop 46(1)		05% of Quoted Amount				
			05% of Quoted Amount				

- COMPLETE SET OF TENDER DOCUMENTS CONTAINING BOQ, SPECIFICATION AND TERMS & CONDITIONS CAN BE PURCHASED FROM PLANNING & PROCUREMENT DEPARTMENT, 13TH FLOOR, SMBB INSTITUTE OF TRAUMA, CHAND BIBI ROAD, KARACHI THROUGH PAY ORDER OF AS MENTIONED ABOVE EACH IN FAVOUR OF SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA. PAY ORDERS WILL NOT BE ACCEPTED ON THE DAY OF BID OPENING. ONLY THE UPLOADED TENDER PURCHASE RECEIPT ON (EPADS PORTAL SPPRA) WILL BE CONSIDERED VALID FOR THE QUALIFICATION OF THE BID. FAILURE TO UPLOAD THE TENDER PURCHASE RECEIPT SHALL RESULT IN REJECTION OF THE BID WITHOUT FURTHER CONSIDERATION. TENDER DOCUMENTS CAN ALSO BE DOWNLOADED FROM SPPRA WEBSITE [HTTPS://PORTALSINDH.EPROCURE.GOV.PK](https://portalsindh.eprocure.gov.pk) AND [WWW.SMBBIT.GOS.PK](http://WWW.SMBBIT.GOS.PK).
- SUBMITTED BIDS WILL BE OPEN THROUGH E-PROCUREMENT ONLINE ON THE SAME TIME AND DAY (MENTIONED ABOVE) AT 13TH FLOOR PLANNING AND PROCUREMENT DEPARTMENT, SMBB INSTITUTE OF TRAUMA, CHAND BIBI ROAD, KARACHI.
- THE TENDERS SHALL BE OPENED BY PROCUREMENT COMMITTEE AS PER RULES OF E-PROCUREMENT SPPRA.
- IN CASE OF HOLIDAY OR ANY INCIDENT, TENDERS WILL BE OBTAINED / SUBMITTED / OPENED ON THE NEXT WORKING DAY AS PER GIVEN SCHEDULE.
- TECHNICAL AND FINANCIAL PROPOSAL SHALL BE UPLOADED ONLINE ON EPADS SPPRA WEBSITE AS PER SPECIFIED IN THE BIDDING DOCUMENT.
- BID SECURITY MUST BE SUBMITTED IN HARD COPY AT THE ABOVE-MENTIONED ADDRESS, IN A SEALED ENVELOPE, FOR EACH TENDER SEPARATELY. THE SUBMISSION DEADLINE IS 29th-04-2025, BY 4:00 PM, ONE DAY PRIOR TO THE OPENING OF THE TENDER. THE BID SECURITY SHOULD BE MADE IN FAVOR OF SMBB INSTITUTE OF TRAUMA, KARACHI.
- ALL BID(S) SHALL INCLUDE GOVERNMENT TAXES. (IF APPLICABLE).
- THE DEDUCTIONS IN THE BILLS WILL BE DONE AS PER GOVERNMENT RULES.

Sd/-

**EXECUTIVE DIRECTOR / D.D.O**  
SMBB INSTITUTE OF TRAUMA,  
KARACHI

INF/KRY/1096/25

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# STANDARD BIDDING DOCUMENT (SBD)



**GOVERNMENT OF SINDH**  
**SHAHEED MOHTARMA BENAZIR BHUTTO INSTITUTE OF TRAUMA,**  
**KARACHI**

<b>TENDER FEE:</b>	<b>Rs. 5,000/-</b> (Non-Refundable) (In Shape of Pay Order in favor of Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi)
<b>TENDER TITLE:</b>	<b>Operation, Running, Repair &amp; Maintenance of Electrical Works, Power Generation, Heating, Ventilation, And Air Conditioning (HVAC), Building Management System (BMS), Building Maintenance Civil, Plumbing, RO, Electrical &amp; Gas Boiler.</b>
<b>TENDER REFERENCE #</b>	PROC/SMBBIT/(OSR-03)/2025-26
<b>BID PROCEDURE:</b>	46(1) Single Stage One Envelope (Complete in Single Package)

**Note:**

- 1. IN ALL PROCUREMENTS OF SMBBIT THROUGH ELECTRONIC BID SUBMISSION. IT IS MANDATORY FOR ALL BIDDERS TO GET REGISTERED AT EPADS SPPRA.**
- 2. NO TENDER WILL BE ACCEPTED AFTER CLOSING TIME IN EPADS SPPRA.**
- 3. ALL THE PARTICIPANTS MUST SIGN EACH & EVERY PAGE OF BID DOCUMENTS; ELSE OFFER WILL BE REJECTED.**

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# BIDDING DATA SHEET

The following specific data for the Works / Services / Goods to be procured shall complement, supplement, or amend the provisions in the terms & conditions of the bidding documents. Whenever there is a conflict, the provisions herein shall prevail over those in terms & conditions of the bidding documents.

1	Name of Procuring Agency:	<b>Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi.</b>
2	Brief Description of Works:	<b>Operation, Running, Repair &amp; Maintenance of Electrical Works, Power Generation, Heating, Ventilation, and Air Conditioning (HVAC), Building Management System (BMS), Building Maintenance Civil, Plumbing, RO, &amp; Electrical &amp; Gas Boiler.</b>
3	Procuring Agency's address:	<b>Executive Director, SMBB Institute of Trauma Chand Bibi Road Karachi.</b>
4	Amount of Bid Security:	<b>5% amount in Shape of Pay Order in favor of SMBB Institute of Trauma, Karachi issued by a scheduled bank in Pakistan.</b>
5	Amount of Performing Security	<b>10% of the Total Contract price.</b>
6	Period of Bid Validity (days):	90 Days
7	Venue, Time, and Date of Bid Opening:	As notified in NIT
8	Place of Submission	<b>Electronic Bid Submission at EPADS SPPRA.</b>
9	Currency of Bid.	Pakistani Rupees
10	Language of Bid	English
11	Bidding Procedure	Single Stage One Envelope Procedure/ SPP Rule 46(1) (Complete in Single Package)
12	Tender Document Purchase	<b>Planning &amp; Procurement Department at 13<sup>th</sup> Floor of SMBB Institute of Trauma, Karachi.</b>
13	Time of Completion of Works	<b>The contract is for one year starting from the date of agreement and extendable for further two years on yearly basis, after the approval from Competent Authority – of SMBB Institute of Trauma, Karachi.</b>

Signature of Contractor  
/authorized representative  
Seal of Firm

# **INSTRUCTIONS TO BIDDERS**

## **1. Invitation to Bid:**

The **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT)** invites bids using the **Single Stage One Envelope Procedure** as per the **Sindh Public Procurement Rules 2010** (amended). Interested **Manufacturers, Importers, Sole Agents, or Authorized Distributors** must be registered with **EPADS SPPRA** and be taxpayers with relevant authorities (GST, NTN, FBR, SRB where applicable). Experience requirements are detailed in **Annex-A** of the bid document.

## **2. Submission of Tender Fee and Bid Security:**

Tenders will only be considered if the **Tender Fee** and **Bid Security** are submitted before the bid opening date at **EPADS SPPRA**.

## **3. Complete Tender Documents:**

Bidders must ensure that the tender documents they receive are complete. A thorough check of the **Table of Contents** is essential.

## **4. Site Visit and Document Review:**

Bidders should visit the site at their own expense to understand the project fully. Any missing details or specifications should be obtained from the **Planning & Procurement Department** before bidding. Once a bid is submitted, it is assumed that no further clarification was needed.

## **5. Submission of Tender Purchase Receipt:**

A Tender Purchase Receipt must be generated by submitting the tender fee Pay Order to the **Planning & Procurement Department located on the 13th Floor of Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT), Karachi**. The Pay Order should be made in favor of "**Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**." **Pay Orders will not be accepted on the day of bid opening. Only the uploaded Tender Purchase Receipt on (EPADS Portal SPPRA) will be considered valid for the qualification of the bid.** Failure to upload the Tender Purchase Receipt shall result in rejection of the bid without further consideration. Tender purchases must be carried out in accordance with the procedure outlined in the Notice Inviting Tender (NIT).

## **6. Submission of Bid Security:**

A **Bid Security** in the form of a **pay order** from a scheduled bank must be submitted in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma (SMBBIT)** as per mentioned in NIT.

## **7. Proper Submission of Bid Documents:**

The original bid must be typed or written in permanent ink. The person signing the bid must initial every page, with their name and designation clearly indicated.

## **8. Pricing:**

Bidders must include the unit price (where applicable) and total price in Pakistani Rupees (PKR) for all goods/services they plan to supply.

**9. No Bid Changes After Opening:**

Bids cannot be altered or modified after they have been opened. However, the **Procuring Agency** may ask for clarifications that do not affect the core content of the bid.

**10. Right to Reject Bids:**

The **Procuring Agency** reserves the right to reject any or all bids before acceptance. Reasons for rejection can be communicated upon request, but there is no obligation to justify the decision.

**11. Inclusive Pricing:**

The quoted price should cover all expenses, including taxes and other obligations. If there are any calculation errors, the tender price will be corrected accordingly.

**12. No Unauthorized Changes:**

Unauthorized changes in the tender documents will result in rejection of the bid.

**13. Clarifications and Revisions:**

Any revisions or changes to the tender documents will be issued by the authority as an official **Addendum/Corrigendum**. Bidders must sign and return these with their tender documents.

**14. One Rate Per Work:**

Bidders must quote only one rate for each item of work, based on the specifications in the tender. Any handwritten changes or corrections must be signed.

**15. Submission of Complete Documents:**

All required documents must be submitted, signed, stamped, and priced, in line with the deadlines specified in the bid data.

**16. Contract Agreement:**

Winning bidders will be required to sign a **Contract Agreement** as outlined in the tender document.

**17. No Contact After Bid Opening:**

Bidders are not allowed to contact the **Procuring Agency** after the bid opening, except in writing if additional information is needed.

**18. Forfeiture of Bid Security:**

The **Bid Security** will be forfeited if a bidder withdraws their bid after the opening or fails to sign the contract within the required time if their bid is accepted.

**19. Conditional Tenders Not Allowed:**

Conditional tenders and tenders without bid security will not be considered.

**20. Bid Validity:**

Bids must remain valid for 90 days after the opening date and may be extended as per **SPPRA Rules**.

**21. No Hand-Delivered or Mailed Bids:**

Bids must be submitted electronically via **EPADS SPPRA**. Hand-delivered or mailed bids will not be accepted.

**22. Evaluation of Bids:**

Bids will be evaluated based on the criteria outlined in the tender terms and conditions.

**23. Fixed Prices:**

Once quoted, prices cannot be changed during the contract period.

**24. Contract Period:**

One year from the date of Award of Contract & Extendable for further two years on yearly basis, after the approval from Competent Authority

**25. Inclusive of Taxes:**

Quoted prices must include all applicable taxes, which will be deducted from the contractor's bill.

**26. Government Taxes:**

Applicable government taxes, including income tax, sales tax, and stamp duty, will be affixed to bills or contract agreements.

**27. Paginated Documents:**

All submitted documents must be paginated and flagged, with details mentioned in the index. Non-compliance may lead to bid rejection.

**28. Technical Evaluation:**

It will be examined in detail of the Works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid in B.O.Q. to Bid will be

compared with technical features/criteria of the Works detailed In the Technical Provisions. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed.

**29. Financial Evaluation:**

It will be examined in detail whether the bids comply with the Financial /contractual conditions of the Bidding Documents. It is expected that nonmaterial deviation/stipulation shall be taken by the bidders.

# **TERMS & CONDITIONS OF TENDER**

1. Taxes will be deducted from the contractor's bill as imposed by the Government from time to time as well as Contractor will pay all the Government Institution's Contribution by himself.
2. **PERFORMANCE SECURITY:** The successful bidders will have to deposit the requisite Performance Security Bond in the shape of a Pay Order / Demand Draft or Bank Guarantee as per amount mentioned under Bidding Data in favor of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**. The same will be released after successful completion of the contract period. Moreover, security deposits shall be forfeited by the Procuring Agency if the contractor fails to comply with terms and condition of the contract at any stage during the contract period.
3. Contractor will not be allowed to participate in any Political / Immoral / Illegal activities in the premises of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**.
4. The contractor will not be allowed to sublet.
5. Any Kind of Joint venture will not be allowed.
6. The Procuring agency reserves the right at the time of contract award to decrease, the items / quantities of goods and services originally specified in the Schedule of Requirements without any change in unit price or other terms and conditions.
7. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
8. In case of any dispute contractor will approach the **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**. The decision of the **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**, will be final.
9. In case of any dispute, decision of the **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi** shall be final and contractor will not challenge the decision in the Court of Law.
10. The **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi** has the right to cancel the contract at any stage and without issuing any prior notice in case of violation of **Agreement / ToR** is proved as well as damages to the prestige or property of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma, Karachi**.
11. Contractor will be responsible for any theft or pilferage committed by any of his employees. The employee will be liable to punishment under the rules.
12. In case of breach of the contract by the contractor, contract will be forfeited partly or fully as decided by

the **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma**, Karachi.

13. Any condition / clause of the Contract can be included / amended if required in the interest of the **Shaheed Mohtarma Benazir Bhutto Institute of Trauma**, Karachi with the mutual understanding of both parties.
14. Contractor shall have its own equipment required for Maintenance etc. Equipment must be approved by the Authorized Officer of **Shaheed Mohtarma Benazir Bhutto Institute of Trauma**, Karachi before commencement of contract.
15. The Contractor should not violate or allow his Staff to violate the rules of the Sindh Government.
16. In case of violation of any rule the contractor may be fined and legal action will be initiated against him.
17. Contractor shall be responsible for his staff.
18. The Contract is for one year starting from the date of agreement and extendable for further two years on yearly basis, after the approval from Competent Authority – **Executive Director Shaheed Mohtarma Benazir Bhutto Institute of Trauma**, Karachi.
19. Document(s) for Evaluation of Maintenance Services must be paged / flagged by the bidders.
20. Payment will be made on monthly basis subject to satisfactory report from concerned offices or through an inspection committee.
21. Bid / offer will be evaluated as per criteria and the bid's terms & conditions.
22. Bid should be inclusive of all Government taxes (if applicable) and the same will be paid by the Contractor except withholding tax.
23. Stamp duty should be placed on contract agreement (as per the govt. approved rate) on stamp paper of value (Rs.100).
24. Procurement Committee shall disqualify a contractor, whether pre-qualified or not, if it finds at any time, that the information submitted by him concerning his qualification and professional, technical, financial, legal, or managerial competence as contractor; was false and materially inaccurate or incomplete at any stage.
25. 80% of the due Sindh Sales Tax (if applicable) will be deducted from the bill of the Contractors / Suppliers while remaining 20% will be deposited by the Contractors / Suppliers themselves.
26. Conditional tender and tender without bid security shall not be considered.

27. GST / Income Tax & SRB Certificates must be accompanied with tender.
28. The Procuring Agency may reject all or any bid at any time prior to the acceptance of a bid or proposals, subject to the relevant provision of SPP Rules, 2010 (Amended till date)
29. No tender will be entertained without bid security. The bid security will be forfeited to Government Treasury, in case of non-submission of performance security within seven (7) Days of receipt of the Letter of Acceptance.
30. If the contractor fails to give services within the stipulated period, liquidity charges will be imposed.
31. The Bidder shall sign and stamp the Integrity Pact provided at Bid in the Bidding Document for all Provincial Government procurement contracts exceeding Rupees 10 million in case of goods and 2.5 million in case of services. Failure to sign such Integrity Pact shall make the bidder non-responsive.
32. If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Procuring agency shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in Bidding Data of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in Bidding Data. Once the maximum is reached, the Procuring agency may consider termination of the Contract.

I / We agree to above mentioned terms & conditions:

Name of Contractor \_\_\_\_\_ Signature \_\_\_\_\_

CNIC# \_\_\_\_\_ **(Copy must be attached)**

Full Address \_\_\_\_\_

Rubber Stamp \_\_\_\_\_

**(ANNEXURE-A)**

**BID EVALUATION CRITERIA MANDATORY**

S.#	MANDATORY REQUIREMENTS	YES	NO
01.	Compliance of Terms & Conditions / Instructions mentioned in the SBD. 1. Attached authorized person CNIC copy. 2. Signed & stamped each and every page of Terms & Condition & all bidding documents. (If compliance of above points not found offer will be rejected). (Sample attached as ANNEXURE-I).		
03.	Copy of Valid Registration P.E.C. Certificate Category C-5 or above with following Codes: 1. BC-02 (Restoration and Conservation) 2. ME-01 (Heating, Ventilation, Air Conditioning) 3. ME-06 (Heat Recovery System, Chiller for power generation & Specialized Plant) 4. EE-03 (Building Automation System & Energy Generation System) 5. EE-06 (Specialized Lighting System) 6. ME-02 (Fire Prevention and Protection System) 7. CE-09 (Sewerage Works, Water Supply) 8. CE-10 (General Building and Maintenance) <b>No joint venture accepted in terms of above mention P.E.C licenses codes.</b>		
04.	Should have valid Electrical License issued by the Government of Sindh ( <b>Attested copy of license must be attached</b> )		
05.	Registration copy of Active Sindh Sales Tax / Sindh Board of Revenue.		
06.	Should be registered with Income Tax Department ( <b>Valid / Active NTN Certificate</b> must be attached).		
07.	Valid Copy of Professional Tax (Copy of certificate must be attached).		
08.	<b>Paid Income Tax returns</b> Minimum for Last Three (03) years		
09.	Recent Bank Certificate / Bank Statement regarding financial soundness of the firm to do Business up till <b>PKR 350 Million</b> in last three years.		
10.	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted and litigated by any institute of Federal, Provincial Government or any Department / Agency / Organization / autonomous body or Private Sector Organization anywhere in Pakistan ( <b>As per attached sample</b> ).		
11.	Bidders currently providing services at SMBBIT must obtain and attach a satisfactory performance certificate from the competent authority of SMBB Institute of Trauma, specifically for the financial year during which they last rendered services. New bidders are required to submit at least three satisfactory performance letters from reputable healthcare facilities. Failure to provide these certificates will result in the rejection of the bid.		
12.	Scanned Copy of the Bid Security Pay order should be attached with technical E-Bid document and original pay order submit in Planning & Procurement Department SMBBIT as outlined in the NIT.		
13.	Comprehensive Maintenance Service Plan for each category (Activities to be performed on a daily / weekly / monthly basis ( <b>floor wise, where applicable</b> ))		
14.	List of machinery/equipment/tools ( <b>Relevant to the scope of work</b> ) which will be utilized by the Contractor to carry out desired operations		

15.	<p><b>Tender Purchase Receipt (Mandatory Requirement).</b>  <b>All bidders are required to upload the Tender Purchase Receipt along with the bid documents on the EPADS (SPPRA Portal).</b></p> <p><b>Important Note:</b></p> <ul style="list-style-type: none"> <li>• <b>Pay Orders will not be accepted on the day of bid opening.</b></li> <li>• <b>Only the uploaded Tender Purchase Receipt will be considered valid for the qualification of the bid.</b></li> <li>• <b>Failure to upload the Tender Purchase Receipt shall result in rejection of the bid without further consideration.</b></li> </ul> <p><b>Tender purchases made as per notice inviting tender (NIT).</b></p>		
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**Note: 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.**

## (ANNEXURE-B)

### **BID EVALUATION CRITERIA MARKING**

1. The following merit point system for weighing evaluation factors / criteria.
2. Bidders achieving minimum 70% points / marks will be considered only for further process besides compliance of all mandatory clauses. Documentary evidence must be attached in support of your claim.

S#	Description	Max Marks	Individual Marks	Marks Obtain
<b>A) GENERAL EXPERIENCE</b>				
<b>1</b>	<b>Projects of similar nature and complexity Completed in last ten years.</b>	<b>35</b>	<b>15</b>	
1.1	Completed at least 5 Projects of Similar Nature in last ten years. each project 3 marks			
<b>2</b>	<b>Projects of similar nature and complexity in-hand during last ten years.</b>		<b>10</b>	
2.1	In Hand at least 2 Projects of Similar Nature each project 5 marks			
<b>3</b>	<b>Maintenance works Projects carried out during last five years.</b>			<b>5</b>
3.1	Completed / In Hand at least 5 Projects of Similar Nature in last five years. for each project 1 marks			
<b>4</b>	<b>Enlistment / Pre-qualification record with Government Organizations &amp; other agencies</b>		<b>5</b>	
4.1	Enlistment / Pre-qualification of five different Government Organizations & other agencies for each enlistment 1 marks			
	<b>Total Marks</b>		<b>35</b>	
<b>B) PERSONNEL CAPABILITIES</b>				
<b>5</b>	<b>Associates Engineers (DAE) Civil</b>	<b>15</b>	<b>5</b>	
5.1	Experience: if the individual experience of at least Associates Engineers (DAE) Civil is equal to 6 years or above in similar nature works. for each 2.5 marks			
<b>6</b>	<b>Associates Engineers (DAE) Electrical</b>		<b>5</b>	
6.1	Experience: if the individual experience of at least Associates Engineers (DAE) Electrical is equal to 6 years or above in similar nature works. for each 2.5 marks			

S#	Description	Max Marks	Individual Marks	Marks Obtain
7	<b>Associates Engineers (DAE) Mechanical</b>			
7.1	Experience: if the individual experience of at least Associates Engineers (DAE) Mechanical is equal to 6 years or above in similar nature works. for each 2.5 marks		5	
	<b>Total Marks</b>		<b>15</b>	
<b>C) EQUIPMENT CAPABILITY</b>				
7.1	Pickup Vehicle for transportation of material for each 1 Mark	<b>20</b>	2	
7.2	Hilti Machine		1	
7.3	Plate Compactor for each 1 Mark		2	
7.4	Wheel barrow (Trolley) with Wooden Planks		1	
7.5	Wooden Ladders with Planks for Internal Scaffolding		2	
7.6	Aluminum Ladders		1	
7.7	Diesel Water Pumps for Pumping out Water 3" Dia or more		1	
7.8	Power Generator 20Kva		2	
7.9	Electrical Works Tools		2	
7.10	HVAC Works Tools		2	
7.11	BIMS Works Tools		2	
7.12	Plumbing Works Tools		2	
	<b>Total Marks</b>		<b>20</b>	
<b>D) FINANCIAL SOUNDNESS</b>				
8.1	Available Bank Credit Line Bank Credit Line limit (Full Marks for 50 Million)	<b>30</b>	5	
8.2	Working Capital in last 3 years Available average working capital for last three years (Full Marks for 100 Million)		5	
8.3	Registration with income tax department, EOBI & SSES		6	
8.4	Copy of Valid electrical license		4	
8.5	Affidavit on Judicial Stamp Paper Non-Litigation History in which Decision has been given against the firm(s)		5	

<b>S#</b>	<b>Description</b>	<b>Max Marks</b>	<b>Individual Marks</b>	<b>Marks Obtain</b>
<b>8.6</b>	Affidavit on Judicial Stamp Paper of Non-Blacklisting from any agency		<b>5</b>	
	<b>Total Marks</b>		<b>30</b>	
<b>TOTAL MARKS</b>			<b>100</b>	

# LETTER OF BID TECHNICAL PROPOSAL

[Location, Date]

To,  
Chairman Procurement Committee of SMBBIT,  
Karachi.

Dear Sir / Madam,

We, the undersigned, offer to provide **the (insert title of assignment)** in accordance with your NIT / Tender Document No. **(Insert number) dated (insert date)** and our Proposal. We are hereby submitting our Proposal, which includes the Technical and Financial Bids sealed in one envelope.

Having examined the bidding documents including Addenda / Corrigendum Nos. **[insert numbers & Date of individual Addendum / Corrigendum]**, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver the WORKS / SERVICES / GOODS under the above-named Contract in full conformity with the said bidding documents and at the rates/unit prices described in the price schedule or such other sums as may be determined in accordance with the terms and conditions of the Contract. The amounts are in accordance with the Price Schedules attached herewith and are made part of this bid. We undertake, we have no reservation to these Bidding Documents.

We undertake, if our bid is accepted, to deliver the Works / Services / Goods in accordance with the delivery schedule specified in the schedule of requirements. If our bid is accepted, we undertake to provide a performance security/guaranty in the form, in the amounts, and within the times specified in the bidding documents. We agree to abide by this bid, for the Bid Validity Period specified in the Bid Document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period. Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding. We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in Pakistan. We confirm that we comply with the eligibility requirements of the bidding documents.

We also confirm that the any Government organization (Federal / Provincial / Local) has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

**Authorized Signature [In full and initials]:**  
**Name and Title of Authorized Signatory:**  
**Name of Bidder:**

*Stamp / Seal:*

# LETTER OF BID FINANCIAL PROPOSAL

[Location, Date]

To,  
Chairman Procurement Committee of SMBBIT,  
Karachi.

Dear Sir / Madam,

We, the undersigned, offer to provide the \_\_\_\_\_ (Insert title of assignment) \_\_\_\_\_ in accordance with your Tender Document No. \_\_\_\_\_ (Insert number) \_\_\_\_\_ dated \_\_\_\_\_ (insert date) \_\_\_\_\_ and our Technical Proposal. Our attached Financial Proposal is for the sum of \_\_\_\_\_ (insert amount in words and figures) \_\_\_\_\_). This amount is inclusive of all taxes, duties, levies, Cess, Octori etc.

Our Financial Proposal shall be binding upon us up to expiration of the validity period of the Proposal.

No commissions or gratuities have been or are to be paid by us to agents relating to this Bid / Proposal and Contract execution.

We also declare that the any Government organization (Federal / Provincial / Local) has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [In full and initials]:

Name and Title of Authorized Signatory:

Name of Bidder:

Stamp / Seal:

## **AFFIDAVIT (on Judicial Stamp Paper)**

1. I/We, the undersigned [Name of the Supplier] hereby solemnly declare and undertake that:
2. I/We have read the contents of the Bidding Document and have fully understood it.
3. The Bid being submitted by the undersigned complies with the requirements enunciated in the bidding documents.
4. The Goods that we propose to supply under this contract are eligible goods within the meaning of this SBD.
5. The undersigned are also eligible Bidders within the meaning of the Standard Bidding Documents.
6. The undersigned are solvent and competent to undertake the subject contract under the Laws of Pakistan.
7. I/We have not paid nor have agreed to pay, any Commissions or Gratuities to any official or agent for SMBB Institute of Trauma related to this Bid or Award or Contract.
8. I/We are not blacklisted or facing debarment from any institute of Federal, Provincial Government or any Department /Agency/Organization/Autonomous body or Private Sector organization anywhere in Pakistan.
9. That undersigned has not employed any child labor in the organization/unit.
10. I/We understand that the Selection and Rate Contracting Committee of the Procuring Agency is not bound to accept the lowest or any other bid they may receive.
11. I/We affirm that the contents of this affidavit are correct to the best of our knowledge and belief.

Signatures with stamp

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No. \_\_\_\_\_ **(Copy must be attached)**

For Messrs. [Name of Supplier]

# **CONTRACT AGREEMENT**

**Tender Title**

This Contract Agreement (hereinafter called the Agreement) made on \_\_\_ day of \_\_\_\_\_ Year.

**BETWEEN**

M/s.

A Contractor, having its office at **Bidder's address**. (Hereinafter mentioned as Contractor), which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

AND

**SHAHEED MOHTARMA BENAZIR BHUTTO ISTITUTE OF TRAUMA** A department under Government of Sindh, having its office at SMBBIT, Chand Bibi Road, Karachi Sindh, Pakistan hereinafter mentioned as "the Client", which expression shall be deemed to mean and include its successors-in-interest and permitted assigns;

WHEREAS the Contractor has agreed to render certain services i.e. "Tender Title" to SMBBIT Karachi and has necessary know how and staff in the respect.

AND

WHEREAS the Client is desirous of availing the services offered by the contractor for "Tender Title" for its premises at the cost of Rs. \_\_\_\_\_/- (The contract amount) as per below mentioned BOQ.

Brief particulars of the services which shall be supplied / provided by the Supplier are as under:

Item. #	DESCRIPTION	Unit Quantity	Unit	Quoted Rate

Now this agreement witnesseth as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Terms & Conditions of Tender Enquiry referred to.
2. The Following documents after incorporating addenda, if any except these parts relating to Instruction to bidders, shall be deemed to form and be read and constructed as part of this Agreement, viz:
  - a. Purchase order(s)/ Letter of Acceptance where applicable.
  - b. The completed Form of Bid along with Schedules to Bid.
  - c. Condition of Contract & Contract Data
  - d. The priced Schedules of prices
  - e. The specifications

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
5. The Contract Price of tender will be Rs: \_\_\_\_\_/Year;
6. That estimated cost of tender is on approximate basis and may vary in case of forced majeure or as per the demand of situation.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement in accordance with their respective hands and seals, the day, month and the year first above written.

This contract will be extendible on the same rates till the allocation of new tender.

Signature of the Supplier

Signature of the Purchaser

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

\_\_\_\_\_  
(Name, Title and Address)

\_\_\_\_\_  
(Name, Title and Address)

# FORM OF PERFORMANCE SECURITY (Bank Guarantee)

Guarantee No.: \_\_\_\_\_

Executed on: \_\_\_\_\_

Expiry date: \_\_\_\_\_

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with complete address (Scheduled Bank in Pakistan):

\_\_\_\_\_

Name of Principal (Contractor, Manufacturer, Supplier or any bidder) with complete address:

\_\_\_\_\_

Penal Sum of Security (express in words and figures):

\_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated: \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the are of the said Principal we, the Guarantor above named, are held and firmly bound unto the Executive Director, SMBBIT, Karachi (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has accepted the Employer's above said Letter of Acceptance for \_\_\_\_\_ (Name of Contract) for the \_\_\_\_\_ (Name of Project).

NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents- during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Condition of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We, \_\_\_\_\_ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's \_\_\_\_\_ written \_\_\_\_\_ declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contractor has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Witness:

\_\_\_\_\_  
Guarantor (Bank)

1. \_\_\_\_\_  
(Name, Title, Signature & Seal)

Signature:

2. \_\_\_\_\_  
(Name, Title, Signature & Seal)

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

# INTEGRITY PACT

## DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIERS/CONTRACTORS/CONSULTANTS

Contract Number: NO.

Dated:

Contract Value: Rs.

Contract Title:

M/s. \_\_\_\_\_ hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoS) through any corrupt business practice.

Without limiting the generality of the foregoing, M/s. \_\_\_\_\_ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit, in whatsoever form, SMBBIT Karachi (PA), except that which has been expressly declared pursuant hereto.

M/s. \_\_\_\_\_ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/s. \_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

Notwithstanding any rights and remedies exercised by PA in this regard, M/s. \_\_\_\_\_ agrees to indemnify PA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to PA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by

M/s. \_\_\_\_\_ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit, in whatsoever form, from PA.

M/s. \_\_\_\_\_

**EXECUTIVE DIRECTOR/DDO**

## **GRAND SUMMARY FINANCIAL**

S.#	Name	Payment Frequency	Cost	Total Cost (PKR/annum)
1	<b>Manpower Cost</b>	Monthly		
2	Monthly Open / Close Circuit Chemical charges Chillers	Monthly		
3	Boiler Consumables	Monthly		
4	R.O Consumables	Monthly		
5	Quarterly Diesel Generators Servicing Cost	Quarterly		
6	Quarterly Gas Generators Servicing Cost	Quarterly		
7	OEM consultancy charges of shaungling chillers	Quarterly		
8	OEM consultancy charges of Kawasaki chillers	Quarterly		
9	OEM consultancy charges of BMS	Quarterly		
10	Annual HT Maintenance Cost	Annual		
11	Annual Transformer Maintenance Cost	Annual		
12	Annual Diesel Generators Maintenance Cost	Annual		
13	Annual Gas Generators Maintenance Cost	Annual		
14	Air & Water Balancing charges of HVAC	Annual		
15	Annual maintenance of charges Chiller (Shaungling)	Annual		
16	Annual maintenance charges of Chiller (Kawasaki)	Annual		
17	Annual maintenance charges of cooling tower with all parts, consumables and accessories	Annual		
18	Boiler Annual Maintenance	Annual		
19	R.O Annual Maintenance	Annual		
20	Chiller dosing of chemical	As per need / As per PCSIR, Manufacturer Consultant recommendation		
<b>Total</b>				

**All costs will be billed after verification of work.**

**\*\*Payment of Non-Functional Equipment / Machinery will start after it functional.**

Escalation Price	
2 <sup>nd</sup> Year	10%
3 <sup>rd</sup> Year	10%

**Note:**

**In the province of Sindh, when the SMBB Institute of Trauma (SMBBIT) expands its operations pursuant to directives issued by the Health Department, a formal *Letter of Acceptance (LOA)* regarding manpower is issued to the successful bidder, in accordance with the approved rate contract.**

**Upon receipt of the LOA, the bidder is required to submit the *Performance Security* in the form of a Pay Order. Following the submission of the Performance Security, the bidder must commence the provision of services without any failure or delay, as per the agreed terms and conditions.**

I / We agree to the above-mentioned terms & conditions:

Name of Contractor \_\_\_\_\_ Signature \_\_\_\_\_

CNIC NO. \_\_\_\_\_ (Copy must be attached)

Complete Address \_\_\_\_\_

**Rubber Stamp**

\_\_\_\_\_

**SCOPE OF WORK / SCHEDULE OF REQUIREMENTS**  
**OPERATION, RUNNING, REPAIR & MAINTENANCE OF**  
**ELECTRICAL WORKS& POWER GENERATION, HEATING,**  
**VENTILATION, AND AIR CONDITIONING (HVAC)& BUILDING**  
**MANAGEMENT SYSTEM (BMS), BUILDING MAINTENANCE CIVIL,**  
**PLUMBING, RO, ELECTRICAL & GAS BOILER.**

S.#	Position	Req. Qty. For Khi	Req. Qty. For Larkana	Qualification	Experience	Per Month	Total Per Month	Annual
	<b>Consultants</b>							
1	Consultant Electrical	1	-	M.Sc / B.E in Relevant Field	12/15 years of relevant experience.			
2	Consultant HVAC	1	-	M.Sc / B.E in Relevant Field	12/15 years of relevant experience.			
3	Consultant Civil	1	-	M.Sc / B.E in Relevant Field	12/15 years of relevant experience.			
	<b>Sr. Shift Incharges / Sr. Supervisors</b>							
1	Sr. Shift Incharges / Sr. Supervisors (On Call 24x7 basis)	4	-	B.E / B.Tech in Relevant Field	10/12 years of relevant experience.			
	<b>Shift Incharges / Supervisors</b>							
1	Shift Incharges / Supervisors (On Call 24x7 basis)	3	1	B.Tech / DAE in Mechanical	5/8 years of relevant experience.			
	<b>Technicians</b>							
1	Power Controlling Technician	2	1	DAE (Electrical)	3/5 years of relevant experience.			
2	Electrical Technician	7	7	DAE (Electrical)	3/5 years of relevant experience.			
3	Associate Electrical Technician	7	6	SSC / DAE (Electrical)	3/5 years of relevant experience.			
4	Mechanical Technician	4	-	SSC / DAE (Mechanical)	3/5 years of relevant experience.			
5	Associate Mechanical Technician	4	-	Middle / SSC	2/3 years of relevant experience			
6	AC Technician	7	4	D.A.E Mechanical /	3/5 years of relevant			

				A.C Refrigeration	experience.			
7	BMS Technicians	5	-	DAE in Electronics / Mechanical	3/5 years of relevant experience.			
8	Technician for AHU, FCU, PUMPS	7	-	Middle / SSC	3/5 years of relevant experience.			
9	Diesel & Gas Generator Technician	3	-	SSC / DAE (Mechanical)	Min. 5 years of relevant experience.			
10	Associate Diesel & Gas Generator Technician	2	2	Middle / SSC	Min. 3 years of relevant experience.			
11	Split AC & VRV Chillers Technician	1	-	D.A.E Mechanical / A.C Refrigeration	5/8 years of relevant experience.			
12	Winder upto 5hp cum Electrician	1	-	Middle / SSC	5/8 years of relevant experience.			
13	Fire & Safety Technician	4	-	D.A.E in Relevant Field	5/8 years of relevant experience.			
	<b>Operators</b>							
1	Chiller Operator	7	-	D.A.E Mechanical / AC Refrigeration	5/8 years of relevant experience.			
3	Diesel & Gas Generator Operator	2	2	Middle / SSC	2/3 years of relevant experience.			
4	BMS Operator	4	-	SSC / HSC	3/5 years of relevant experience.			
5	Pump Operator	4	-	Middle / SSC	3/5 years of relevant experience			
6	Boiler Operator	3	-	Middle / SSC	1 <sup>st</sup> class boiler attendant license with 5/8 years of relevant experience			
7	R.O Operator	3	1	Middle / SSC	3/5 years of relevant			

					experience			
8	Fire & Safety Pump Operator	4	-	Middle / SSC	3/5 years of relevant experience			
	<b>General Workers:</b>							
1	Duct Man	1	-	Middle / SSC	5/8 years of relevant experience.			
2	General Fitter	1	-	Middle / SSC	5/8 years of relevant experience.			
3	Welder	1	1	Middle / SSC	5/8 years of relevant experience.			
4	Carpenter	1	1	Middle / SSC	5/8 years of relevant experience.			
5	Aluminum & Glass Worker	1	1	Literate / Middle	3/5 years of relevant experience			
6	Furniture Polisher	1	1	Literate / Middle	3/5 years of relevant experience			
7	False Ceiling Worker	1	1	Literate / Middle	3/5 years of relevant experience			
8	Mason	1	1	Literate / Middle	3/5 years of relevant experience			
9	Plumber	4	2	Literate / Middle	3/5 years of relevant experience			
10	Painter	2	2	Literate / Middle	3/5 years of relevant experience			
11	General Helper	7	2	Literate / Middle	3/5 years of relevant experience			
	<b>Oxygen Generation Plant</b>							
1	Shift Incharges / Supervisors (On Call 24x7 basis)	1	-	B.Tech / DAE in Mechanical	5/8 years of relevant experience.			
2	Oxygen Generation Plant Technician	4	-	Diploma in Relevant Field	3/5 years of relevant experience.			
3	Oxygen Generation Plant Assistant Technician	4	-	Intermediate / Matric	2/3 years of relevant experience.			

4	Oxygen Generation Plant Operator	4	-	Intermediate / Matric	3/5 years of relevant experience			
	<b>Total Staff</b>	<b>125</b>	<b>36</b>					
<b>NOTE:</b>								

•Salaries should be market compatible above from market and higher salaries should be justified if any. Amounts must be submitted only in financial proposal and not appear in technical proposal, else the offer will be rejected.

• Above mentioned all staff except consultants will be hired after approval of Deputy Manager Maintenance SMBBIT written approval should be made and kept in record in both parties.

**Consultant Selection Criteria and Committee Composition:**

The selection of consultants shall be carried out strictly on the basis of merit, following a transparent interview process. The selection committee will be constituted as follows:

1. Chairperson of the Committee: Executive Director, SMBBIT / His Nominee
2. Secretary: Deputy Manager Maintenance, SMBBIT
3. Member: Director or his Nominee from the Bidder Firm
4. Member: General Manager from the Bidder Firm
5. Member: Individual Expert from a reputable Government, Semi-Government, or Private Institution (to be arranged by SMBBIT)

This committee will ensure impartial evaluation and selection based solely on professional competence and suitability for the assignment.

**A. SCOPE OF WORK FOR ELECTRICAL**

Operations and Maintenance (O&M) of electrical equipment/installations of the building which are listed as follows but not limited to:

- HT Panels / 11 kV Panels and Phase Reversal Panels
- LT Panels/Distribution Panels/Generator Control Panels/Bus Couplers/PFI Panels
- Main Distribution Boxes (MDBs)/Sub Main Distribution Boxes (SMDBs)
- Floor Distribution Boxes
- Main and sub main cables
- Earthing conductors and earthing points
- Lightning protection facilities
- Wiring for points and / or circuits and / or outlets
- Light Fixtures, power points
- Any other area falling under electrical department
- Two transformers of PEL make of rating 2000 kVA each placed in our HT Room. Details of each are as follows:
  - KVA: 2,000 KVA
  - Volts (HV): 11,000 volts
  - Volts (LV): 415 volts
  - Ampere (HV): 104.9 A
  - Ampere (LV): 2782.4 A
  - Phases (HV): 3 phase
  - Phases (LV): 3 phase
  - Frequency (Hz.): 50 Hz.
  - Vector Group: DYN-11
  - Specification: IEC60076
  - Type of Cooling: ONAN

- Total Mass (Kg.): 5,160 kg.
- Year of Manufacture: 2014
- Impedance Volts (%): 6

HT Volts	Switch position	LT Volts
11550	1	415
11275	2	
11000	3	
10725	4	
10450	5	

- Both corrective and preventive maintenance will be carried out of above equipment/installations.
- Contractor must ensure that operation and maintenance of each equipment/installations is carried out on daily, weekly, monthly and on annual basis as per requirement.
- The contractor will provide uniform, identity cards to each and every deployed staff.
- The contractor shall provide the list of staff with telephone numbers to procuring agency.
- The contractor should ensure all safety precautions for its staff.
- The contractor staff should be equipped with proper hand tools, machines and similar equipment's as per required nature of work.
- The maintenance logs of each equipment/installation should have maintained and submit to procuring agency on regular basis.
- All Maintenance Schedules formats will be provided by competent authority.

## 1. SCHEDULE OF PREVENTIVE MAINTENANCE ACTIVITIES:

Following are the preventive maintenance activities of individual equipment to be performed on daily/weekly, monthly, quarterly/bi-annual and/or annual basis in addition to corrective maintenance. The detailed service report and log book of each activity should be maintained and submitted to the authorized representative of Procuring Agency on monthly basis.

Please ensure following during maintenance activities:

- Maintenance personnel must wear proper PPEs (personnel protective equipment) and carry basic tools, multi-meter, clamp-on meter etc.
- During live system inspections, keep safe limits of approach to live parts
- Make entries of the observations in log/check sheets Electrical Equipment Checklists

## 2. DAILY MAINTENANCE:

- Cleaning of room and area surrounding LT & PFIP panels and DBs. The access to panels/DBs should be clear, unobstructed and free from objects
- Electrical room, SMDB and DBs will be maintained floor wise i.e each day, all electrical installations on a selected floor as per maintenance schedule will undergo preventive maintenance
- Walk around visual inspection to check apparent condition, abnormal noise/smell
- Checking of indication lamps, meters, display panels
- Check for loose/broken connections, cable terminations and/or damage components and overheating marks
- Check if room temperature is maintained as per specifications
- All observations/activity must be noted in provided formats
- Noting down all load and temperature parameters, KE reading and transformer temperature reading

### **3. WEEKLY MAINTENANCE:**

- Cleaning of HT & Substation room and area surrounding panels. The access to panels should be clear, unobstructed and free from objects.
- Walk around visual inspection to check apparent condition, abnormal noise/smell
- Checking of Indication lamps, meters and operations counter of panels
- Cleanliness of Room and area surrounding transformer. The access should be clear, unobstructed and free from objects
- Walk around visual inspection of transformer to check apparent condition, oil leakages and abnormal noise/smell
- Checking of Silica gel, breather, oil levels indicators, and gauges
- Checking of Indication lamps, meters and operations counter of panels
- All observations/activity must be noted in provided formats

### **4. MONTHLY MAINTENANCE:**

- Checking of doors, door locks, door stops, light, vermin proofing and grounding connection
- Checking of wiring, terminal blocks, Protective relays and accessories
- Checking of LT/HT/Transformer Panel grounding connections
- Checking of trolley Rack IN/OUT operation and floor level
- Checking of transformer body ground Connections
- Checking of transformer neutral ground connections
- Checking transformer bushing conditions and tightness (HV/LV/Neutral)
- Physical checking of Buchholz relay for any leakages, damages, proper connections
- Checking of MCB/MCCB switches, fuses, relay fittings, wiring, terminal blocks in DBs/SMDBs
- Checking of doors, Locks, Door packing, panel lights, vermin proofing, cleaning and proper glands for cable entrance in DBs/SMDBs
- All observations/activity must be noted in provided formats

### **5. ANNUAL MAINTENANCE (IF APPLICABLE):**

#### **FOR HT PANELS:**

- Thorough cleaning and servicing of all HT panels.
- Inspection, Cleaning, Servicing and lubrication of Circuit Breaker Mechanism
- Cleaning and lubricating all movable mechanical parts
- Checking tightness of all power and control cables
- Earth Resistance Test of panel Ground connections
- Checking healthiness of VCB bottles and coils
- Insulation Resistance Test (poles, bus bars and power cables)
- Contact resistance Test of VCB
- Checking healthiness of protective relays and CTs/PTs
- Tripping testing of VCB through over-current and earth fault relay
- Breaker Timing Test
- Vacuum Integrity Test (Destructive Testing)
- Bus Bar Inspection & Testing

#### **FOR TRANSFORMERS:**

- Thorough cleaning and servicing of complete transformer
- Buchholz relay functional test (Alarm and trip indications and alarm)

- Oil temperature alarm and trip test indications and alarm
- Winding temperature alarm and trip test indications and alarm (if applicable)
- PRD trip test indications and alarm (if applicable)
- Oil Dielectric Test
- Offload tap changer test operation
- Winding Resistance Measurement
- Static resistance measurement of Contacts
- Insulation Resistance & DAR/PI
- Transformer Turn Ratio Test
- Capacitance and Dissipation Factor of windings
- Tan Delta Test of Bushings and Winding
- Sweep Frequency Response Analysis
- Excitation Current

#### **FOR LT/PHASE REVERSAL/MDBS/DBS/EARTH PITS PANELS:**

- Thorough cleaning and servicing of all panels
- Cleaning and servicing of Air Circuit Breakers (ACB)
- Checking reset mechanism and tripping of ACBs
- Checking tightness of all power and control cables
- Functional tests of ACBs
- Insulation Resistance test of bus bars
- Earth Resistance Test of panels
- Checking of P.F equipment, capacitor banks, relays (in case of PFI panel)
- Insulation Resistance Test of all LT cables
- Breaker Timing Test
- Bus Bar Inspection & Testing
- Thorough cleaning and servicing of all DB panels
- Checking of Magnetic Contactors' operation
- Checking of selector switches operation
- Checking of timer relay connections, ammeter and voltmeter terminals
- Checking tightness of all power and control cables
- Checking Panels grounding connections
- Checking of earth pits of buildings through Earth Resistance tests

The cost of above all tests and activities will have to be borne by the contractor.

#### **6. CORRECTIVE MAINTENANCE:**

All types of complaints requiring circuit modification, lighting and power connection, faulty lights replacements, rectification and any other electrical works will be carried out by the contractor staff. The contractor must provide its staff with the proper tools and accessories to carry out the required works smoothly. Safety protocols must be followed while carrying out any activity.

#### **NOTE:**

- All the maintenance / servicing works should be carried out in such a way so that the equipment can be used for its optimum performances. Any work which is found to be required for optimum performance of the system has to be done.
- Necessary care should be taken while carrying out all types of maintenance / servicing of equipment to avoid damages.
- Any breakdown complaint should be attended immediately to avoid disturbance in center activities. Spares & tools required to attend any breakdown has to be maintained.

- During routine / periodic maintenance and during breakdown maintenance the contractor shall repair faulty parts / equipment with his resources. Repair shall be done in such a way that it should not affect the performance & life of the equipment, and while doing maintenance work, care should be taken.
- All the works are to be done as per daily / monthly/ half yearly or yearly schedule. In case, if it requires the same work to be done in-between, same shall be attended.
- The essence of the contract is to maintain the system in such a way that it gives desired optimum performance. Repair / replacement of all the parts / equipment required for proper functioning of the machine, whether specified or not, are included in the scope of work.

## 7. SHIFT WISE WORK FLOW FOR ELECTRICAL:

A tentative shift wise work flow is given as follows:

S.#	Activity	Frequency	Time	Responsible Shift
1	KE Meter Reading	Daily	8:30 AM – 9:00 AM	A
2	HT Room & Transformer Maintenance	Weekly	Anytime during shift and any day during week when workload is low	A/B
3	DB/MDB/SMDB/Electric Room Maintenance	Daily	9:00 AM	A
4	Technical Parameters	Daily	12:00 AM, 02:00 AM, 04:00 AM, 06:00 AM, 08:00 AM, 10:00 AM,	A, B, C, C+
	(A, V reading)		12:00 PM, 02:00 PM, 04:00 PM, 06:00 PM, 08:00 PM, 10:00 PM	
5	Temperature and Humidity logging	Daily	12:00 AM, 02:00 AM, 04:00 AM, 06:00 AM, 08:00 AM, 10:00 AM,	A, B, C, C+
			12:00 PM, 02:00 PM, 04:00 PM, 06:00 PM, 08:00 PM, 10:00 PM	
6	Floor Wise Technical Parameters	Daily	12:00 PM	A
	(per phase A, V reading)			
7	LT/PF/Control Panel Maintenance	Daily	11:30 PM	C, C+
8	HT Room Fan Operation	Daily	8:30 AM, 4:30 PM,	A, B, C, C+
	(Turn OFF one fan,		12:30 AM	
	Turn ON other fan)			
9	Electrical Complaints	Daily	24 hours	A, B, C, C+
10	Any other work as assigned	When assigned	When assigned	A, B, C, C+

## **B. SCOPE OF WORKPOWER GENERATION SYSTEM (GENSETS):**

Operations and Maintenance (O & M) of following but not limited to:

<b>S No.</b>	<b>Fuel Type</b>	<b>Rating</b>	<b>Qty.</b>	<b>Make</b>	<b>Status</b>
01	Diesel	1250 kW	02	Cummins	Functional
02	Gas	1250 kW	02	Caterpillar	Non-Functional

1. Maintenance of underground diesel tank of 20,000 Ltr. Capacity
2. Maintenance of two nos. of in-house diesel tanks each of 2500 Ltr. Capacity
3. Maintenance of Diesel Pump Motor
4. Synchronization Panel (Non-functional)
5. Fuel (Diesel) for Generators will be provided by the SMBBIT management.

- Both corrective and preventive maintenance will be carried out of above equipment/installations.
- Contractor must ensure that operation and maintenance of each equipment/installations is carried out on daily, weekly, monthly and on annual basis as per requirement.
- The contractor will provide uniform, identity cards to each and every deployed staff.
- The contractor shall provide the list of staff with telephone numbers to procuring agency.
- The contractor should ensure all safety precautions for its staff.
- The contractor staff should be equipped with proper hand tools, machines and similar equipment' as per required nature of work.
- The maintenance logs of each equipment/installation should have maintained and submit to procuring agency on regular basis.
- All Maintenance Schedules formats will be provided by competent authority.

### **1. SCHEDULE OF MAINTENANCE ACTIVITIES**

Following are the preventive maintenance activities of individual equipment to be performed on daily/weekly, monthly, quarterly/bi-annual and/or annual basis. The detailed service report and log book of each activity should be maintained and submitted to the authorized representative of Procuring Agency on monthly basis.

Please ensure following during maintenance activities:

- Maintenance personnel must wear proper PPEs (personnel protective equipment) and carry basic tools, multi-meter, clamp-on meter etc.
- During live system inspections, keep safe limits of approach to live parts
- Make entries of the observations in log/check sheets Electrical Equipment Checklists

### **2. MAINTENANCE PROCEDURE OF GENERATORS:**

Following maintenance activities will be carried on daily, quarterly, annual basis:

### **3. DAILY MAINTENANCE:**

- Daily Servicing and Maintenance
- General Inspection & Cleaning
- Check Engine Oil Level
- Check Radiator Water Level
- Check battery voltage/battery water & battery terminal
- Check Engine Pressure
- Check engine Temperature
- Check any abnormal sound
- Check all meters, indications, and alarms on panels

- All observations/activity must be noted in provided formats

#### **4. QUARTERLY/250RUNNING HOURS MAINTENANCE (WHICHEVER COMES FIRST):**

- Change Engine Oil
- Change Oil Filter & Fuel Filter including strainer cleaning
- Clean/Inspect Air & Water Filter
- Clean Radiator with Pressurized Air
- Clean/ Grease Battery Terminals & Check Electrolyte Level
- Change air filter
- Addition of coolant if required
- Inspection, checking and required servicing of diesel pump motor
- All observations/activity must be noted in provided formats

#### **5. ANNUAL MAINTENANCE (IF APPLICABLE):**

- Fuel Injectors servicing & maintenance
- Fuel pumps servicing & maintenance
- Radiator De-scaling
- Self-servicing
- Charging Alternator servicing
- Alternator Re-varnishing
- Repaint on in-house diesel generator tanks, generators and allied structure
- All observations/activity must be noted in provided formats

#### **6. CORRECTIVE MAINTENANCE:**

All types of complaints requiring any modification, servicing and any other works will be carried out by the contractor staff. The contractor must provide its staff with the proper tools and accessories to carry out the required works smoothly. Safety protocols must be followed while carrying out any activity.

#### **NOTE:**

- All the maintenance / servicing works should be carried out in such a way so that the equipment can be used for its optimum performances. Any work which is found to be required for optimum performance of the system has to be done.
- Necessary care should be taken while carrying out all types of maintenance / servicing of equipment to avoid damages.
- Any breakdown complaint should be attended immediately to avoid disturbance in center activities. Spares & tools required to attend any breakdown has to be maintained.
- During routine / periodic maintenance and during breakdown maintenance the contractor shall repair faulty parts / equipment with his resources. Repair shall be done in such a way that it should not affect the performance & life of the equipment, and while doing maintenance work, care should be taken.
- All the works are to be done as per daily / monthly/ half yearly or yearly schedule. In case, if it requires the same work to be done in-between, same shall be attended.
- The essence of the contract is to maintain the system in such a way that it gives desired optimum performance. Repair / replacement of all the parts / equipment required for proper functioning of the machine, whether specified or not, are included in the scope of work.

**Note # 1:** The cost of all above material and tests will be borne by the Contractor.

## 7. SHIFT WISE WORK FLOW FOR ELECTRICAL:

A tentative shift wise work flow is given as follows:

S.#	Activity	Frequency	Time	Responsible Shift
1	KE Meter Reading	Daily	8:30 AM – 9:00 AM	A
2	HT Room & Transformer Maintenance	Weekly	Anytime during shift and any day during week when workload is low	A/B
3	DB/MDB/SMDB/Electric Room Maintenance	Daily	9:00 AM	A
4	Technical Parameters	Daily	12:00 AM, 02:00 AM, 04:00 AM, 06:00 AM, 08:00 AM, 10:00 AM,	A, B, C, C+
	(A, V reading)		12:00 PM, 02:00 PM, 04:00 PM, 06:00 PM, 08:00 PM, 10:00 PM	
5	Temperature and Humidity logging	Daily	12:00 AM, 02:00 AM, 04:00 AM, 06:00 AM, 08:00 AM, 10:00 AM,	A, B, C, C+
			12:00 PM, 02:00 PM, 04:00 PM, 06:00 PM, 08:00 PM, 10:00 PM	
6	Floor Wise Technical Parameters	Daily	12:00 PM	A
	(per phase A, V reading)			
7	LT/PF/Control Panel Maintenance	Daily	11:30 PM	C, C+
8	HT Room Fan Operation	Daily	8:30 AM, 4:30 PM,	A, B, C, C+
	(Turn OFF one fan,		12:30 AM	
	Turn ON other fan)			
9	Electrical Complaints	Daily	24 hours	A, B, C, C+
10	Any other work as assigned	When assigned	When assigned	A, B, C, C+

### MAIN POINTS OF A & B:

1. Maintenance Services of the Generators, Electrical and Allied Equipment according to manufacturer's manual and specific building requirement.
2. Maintenance services for all Allied equipment including but not limited to LT Panel, Phase reversal Panels, Transformers, HT Switches, fuel tanks, fuel piping system, equipment in electrical distribution room and parts of generators such as electrical and control breakers, oil, air and fuel filters, batteries, battery chargers, dc motors, fuel pumps, fan belts, actuator, modules, relays, sensors and switches and any other device or component operating in conjunction with above listed equipment.
3. Services for ensuring switching of power in case of utility failure and for testing purposes.
4. Services for and general upkeep of generators, electrical generator room, and LT Rooms, HT Rooms and electrical rooms surrounding areas.
5. The contractor shall be responsible for ensuring that no Safety of the system is by-passed in any way, under any circumstances.
6. The contractor shall be responsible for any loss or damage to the SMBBIT property, data, or persons etc. during or due to the services carried out by the service provider under this contract.

7. Should keep the tools, equipment, and calibrated instruments at site for carrying out the continuous and uninterrupted management services.
8. The contractor shall maintain a log management services/ repairs/other services of the equipment as per service execution plan.
9. All readings shall be recorded in printed log sheets prepared as per standard format.
10. Daily continuous and uninterrupted service execution report shall be prepared and signed by contractor in which all-continuous and uninterrupted management services details will be written on a printed logbook, as per format.
11. Contractor will have to arrange OEM manufacturer manual of all above equipment mentioned under the scope of works
12. The maintenance will be carried out as recommended in the OEM manufacturer manual and at intervals defined in the OEM manufacturer manual
13. Both corrective and preventive maintenance will be carried out of above equipment/installations.
14. Contractor must ensure that operation and maintenance of each equipment/installation is carried out on daily, weekly, and monthly and on annual basis as per requirement of manufacturer manual which will be arranged by the contractor himself.
15. The contractor will provide uniform, identity cards to each deployed staff approved by the SMBB IT.
16. The contractor shall provide the list of staff with telephone numbers to procuring agency.
17. The contractor should ensure all safety precautions for its staff, workplace etc.
18. The contractor staff should be equipped with proper hand tools, machines and similar equipment' as per required nature of work.
19. The maintenance logs of each equipment/installation should maintain and submit to procuring agency on regular basis.

### **METHOD OF PERFORMING WORKS:**

The contractor is required to submit a narrative outlining the method of performing the Works. The narrative should indicate in detail and include but not be limited to:

- I. The sequence and methods in which he proposes to carry out the maintenance works, including the formats to be used which must comply with the manufacturer manual's recommendations.
- II. A list of all tools proposed to be used in carrying out the Works at Site, including number of each kind, make, type, capacity of all equipment, working condition, which shall be deployed by him for maintenance, in sufficient detail to demonstrate fully that the equipment and installation will meet all the requirements of the Technical Provisions.
- III. The procedure for maintenance of equipment in compliance with the manufacturer manual's recommendations.
- IV. Organization chart indicating head office & field office personnel involved in management, supervision, and engineering of the Works to be done under the Contract.
- V. The contractor shall list in these plan details of all staff he will employ to perform maintenance works, together with their names, qualifications, experience, positions held.

The method of performing works should comply with the requirements of applicable standards

### **TYPICAL LIST OF TOOLS REQUIRED FOR WORKSHOP:**

The typical list of tools which the contractor must have but not limited to the following:

- Plier Set
- Cutter Plier Set
- Screwdriver Star Set
- Ring Spanner Set

- Star L-Key Set
- L. Key Set
- Box Spanner set
- Screw Drivers Set
- Hammer Cross Peen 1Kg
- Drill Machine
- Lubricating material
- Digital Multi-meter
- Infrared Temperature Gun
- Digital Tongue Tester (Clamp meter) 1000A
- Air Blower for cleaning
- Screw wrench
- Screwdriver Set
- Hammer Ball Peen 1Kg
- LV Toolbox/Bag
- D-Spanner Set
- Torch

### **C. SCOPE OF WORK HVAC:**

Provide complete operations and preventive maintenance of following equipment/installations and their allied accessories of the building which are listed as follows but not limited to:

<b>S.#</b>	<b>Description of equipment</b>	<b>Quantity +-</b>
1	Multi-Energy Absorption Chiller – Direct Flue Gas 420 Tons	03
2	Cooling towers	03
3	Fresh Air Handling Units	13
4	Air Handling Units	28
5	Fan Coil Units	187
6	Exhaust Fans	65
7	Water Cooler & Dispenser	45
8	Refrigerators	30
9	VRV Chiller	03
10	Split AC Wall and floor mounted	80
11	Dehumidifier	25
12	Ducting & Piping system with duct heaters in 18 numbers operation theatres at 6 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> & 11 <sup>th</sup> floor.	1 Job

1. Ensure that operation and maintenance of each unit will be carried out on regular, fortnightly, monthly and on early basis as per procuring agency requirement. (Enclosed)
2. The contractor will provide uniform, identity cards to each and every deployed staff.
3. The contractor shall provide the list of staff with telephone numbers to procuring agency.
4. The contractor should ensure all safety precautions for its staff.
5. The contractor should be equipped with proper hand tools, machines and similar equipment' as per procuring agency requirement. (Enclosed)
6. The contractor must notify by written notice to procuring agency prior to making of any repair.
7. The detailed service report and log book of each unit should maintained as per manufacturer manual & procuring agency requirement and submit to procuring agency on regular basis.
8. All Below Maintenance Schedules which will be provide by HVAC Competent authority.

## **MANDATORY NOTE:**

1. The Contractor will enter into an agreement with the manufacturer / sole agent of the chillers for their consultancy, troubleshooting, annual maintenance contract and contractor will bear all charges of that contract and also share detail report about chiller and cooling towers with procuring agency time to time.
2. Calibration, water & air balancing, consumables monthly of close/ open circuit/cooling tower, chillers shaungling qty.02 & Kawasaki qty.01 annual maintenance including recommended chemical dosing after test of water like lithium molibidate & octylealchol solely contractor responsibility and contractor will also share reports and proof of chemical dosing with procuring agency and also contractor will bear all charges of all works.

## **1. SCHEDULE OF PREVENTIVE MAINTENANCE ACTIVITIES:**

Following are the preventive maintenance activities of individual equipment to be performed on daily/weekly, monthly, quarterly/bi-annual and/or annual basis in addition to corrective maintenance. The detailed service report and log book of each activity should be maintained and submitted to the authorized representative of Procuring Agency on monthly basis.

Please ensure following during maintenance activities:

- Maintenance personnel must wear proper PPEs (personnel protective equipment) and carry basic tools, multi-meter, clamp-on meter etc.
- During live system inspections, keep safe limits of approach to live parts
- Make entries of the observations in log/check sheets HVAC Equipment Checklists

## **2. DAILY MAINTENANCE:**

1. Check for any complaints that are reported and troubleshoot them immediately.
2. AC system of the important & critical facilities are to be continuously monitored and corrective actions are to be taken immediately so as not to affect the facility concerned
3. If any important activities like seminars / lectures / meetings / interviews are planned in the Institute, concerned AC system has to be inspected and normal functioning of AC system is to be ensured.
4. Adjustments in the system to achieve required temperature & RH level as required by the user. Release of air locks / blocks in the system.
5. If there is any instruction to operate the AC systems in the specific timings, the same has to be materialized.
6. General inspection of the AC system and rectification if any abnormality exists.
7. Attending to the planned / scheduled preventive maintenance.
8. Updating of all the relevant documents, logs, history books etc.
9. Reporting of day's work and progress to concerned Engineer-in-charge.

## **3. QUARTERLY MAINTENANCE:**

1. Inspect connection for any water leaks in the coil and connection. Check the tightness of hose, fittings & tighten if necessary. There should not be any flooding of water from the AHU.
2. Check and clean drain pan, condensate drain pipe and floor drains to ensure no choking and flooding.
3. Cleaning of cooling coils, fins and filters, air & water flow, release of air lock etc.
4. Open up the electrical control panel, inspect for any blackening of contacts, loosening of connections, component condition etc. rectify if any abnormality is noticed.
5. Inspect the conditions of the thermometers and pressure gauges for proper function.

6. Check for proper operation of the associated measuring, control and safety device like thermostat, humidistat, 3 way actuating valves etc. Reset if required.
7. Check, report and rectify, if any abnormal noise / vibration is observed.
8. Check and re-tighten any loose bolts and nuts in proper sequence.
9. Clean all the type air filters.
10. Check the fan belts for proper tension, and replace if necessary, and examine the fans for correct alignment, lubricate the bearing as required.
11. Check heater bank condition and rectify if any problem exists.
12. Inspect the condition of insulation materials and rectify if necessary.
13. Clean the water strainer of chilled water system.
14. Entire AHU room to be thoroughly cleaned with vacuum cleaner & to be made clean & dust free.

#### **4. YEARLY MAINTENANCE:**

1. Perform quarterly services.
2. Overall servicing of the unit, cleaning, reduction of noise level, checking of mechanical assemblies, foam insulators over the pipes.
3. De scaling of copper tubes of the cooling coil (the water circuit) by suitable means as per manufacturer's recommendation and general standards.
4. Parameter checking before & after servicing
5. Air flow checking & adjustment / balancing, if required
6. Checking and calibration of temperature and pressure gauges on supply & return chilled water lines and replacement of the same if required.
7. Checking of unit efficiency, total capacity delivery of the unit & bringing it to optimum performance level, air flow and water temperature measurements on supply & return ends.
8. General checking of electrical switchgears controls etc. All electrical system should be checked through competent persons.
9. Cleaning of ducting system having diffusers, grills, dampers etc.
10. Necessary documentation of parameters (before & after servicing work) and submission of checklist

#### **NOTE:**

1. If it is required to clean the cooling coil by water jet, the same has to be done by removing the cooling coil with all precautionary measures & taking it to a convenient place for full cleaning of water & air circuits. Coil to be cleaned with suitable chemical & water jet. This work is to be done carefully without damaging the AHU & the coil.
2. Coil, fins, filters etc. are to be thoroughly cleaned to achieve desired air and water flow rates.
3. All the maintenance / servicing works should be carried out in such a way so that the equipment unit can be used for its optimum performances. Any work which is found to be required for optimum performance of the system has to be done.
4. Necessary care should be taken while carrying out all types of maintenance / servicing of equipment to avoid damages.
5. Contractor should supply all necessary materials like Nitrogen, Electric Welding Plant and Allied Accessories, Gas Welding Plant with allied accessories suitable grade of grease / lubricant, cleaning brush etc., to carry out servicing.

## **5. BREAKDOWN MAINTENANCE:**

Any breakdown complaint should be attended immediately to avoid disturbance in center activities. Spares & tools required to attend any breakdown has to be maintained.

After attending to breakdowns, the unit / system shall be closely observed / monitored next day and parameters shall be checked & recorded.

During routine / periodic maintenance and during breakdown maintenance the contractor shall repair faulty parts / equipment with his resources. Repair shall be done in such a way that it should not affect the performance & life of the equipment, and while doing maintenance work, care should be taken that water should not come out from the unit.

All the works to be done as per daily / monthly/ half yearly or yearly schedule In case, if it requires the same work to be done in-between, same shall be attended.

The essence of the contract is to maintain the Air-conditioning system in such a way that it gives desired optimum performance. Repair / replacement of all the parts / equipment required for proper functioning of the machine, whether specified or not, are included in the scope of work.

## **6. DE-SCALING & CLEANING OF COOLING COILS & FINS:**

It is a once in a year activity. The work procedure is as follows:

Ensure that the power supply of the unit should be disconnected / switched off and caution board to be fixed at the main isolation of power supply. Take pre-service system running parameter readings (Air flow, DB, WB temp. readings, electrical parameters etc.)

Ensure that main valves (ball valves of the unit) should be in closed condition. Arrange to cover & ensure that water should not fall on electrical control box, motorized valves, pressure gauges, etc. Failure to cover electrical control box, Motorized valves and other electrical circuits where water fall on such item may lead to serious injury / death / damage to the equipment accessories etc, for which contactor is solely responsible. Loosen the hose clips and remove the connections from the cooling coil. Prepare the chemical mixture & keep it ready in a container / tank. Circulate it through the cooling coil for specified time as recommended by the manufacturer. (Note: Contractor should arrange for container / tank etc..) After circulation of chemical mixture through the cooling coil, flush out the coil using fresh water before connecting the hose connections.

Coil fins should be cleaned using fins cleaning chemical, brush & should be cleaned to remove the sediments & dust particles of the entire coil. Should ensure there should not be any folding of coil fins which may result in improper flow of air through the coil. Should ensure that always air should be passed through the coil, any bypass of airflow should be attended immediately and rectified. Ensure that cooling coil filters is in good / clean condition, if the filter is choked, the same should be cleaned and fixed. Reconnect all the systems & take the post service running parameter readings. After completing the work, it should be ensured that the entire unit & the surrounding area are cleaned thoroughly.

### **NOTE:**

Any accidents occurred due to negligence / inexperience during work is purely the responsibility of the contractor, Contractor should also ensure that water should not come outside the rooms while executing the work. Prior approval should be obtained from

Engineer-in-Charge for the chemical / solution being used for de-scaling. The chemical shall be recommended by manufacturer. Arrangement of pump, chemical tank, a small power distribution board with back up protection of MCB/Fuse/ELCB required for operation of motors pump sets is the responsibility of the contractor.

## 7. METHOD OF PERFORMING WORKS:

The contractor is required to submit a narrative outlining the method of performing the Works. The narrative should indicate in detail and include but not be limited to:

- I. The sequence and methods in which he proposes to carry out the maintenance works, including the formats to be used which must comply with the manufacturer manual's recommendations.
- II. A list of all tools proposed to be used in carrying out the Works at Site, including number of each kind, make, type, capacity of all equipment, working condition, which shall be deployed by him for maintenance, in sufficient detail to demonstrate fully that the equipment and installation will meet all the requirements of the Technical Provisions.
- III. The procedure for maintenance of equipment in compliance with the manufacturer manual's recommendations.
- IV. Organization chart indicating head office & field office personnel involved in management, supervision, and engineering of the Works to be done under the Contract.
- V. The contractor shall list in these plan details of all staff he will employ to perform maintenance works, together with their names, qualifications, experience, positions held.

The method of performing works should comply with the requirements of applicable standards

## 8. LIST OF TOOLS REQUIRED FOR WORKSHOP:

The typical list of tools which the contractor must have but not limited to the following:

S. #	Description	Unit	Sizes	Qty.
1	Karcher Pump	150 bar	-	02
2	Air Blower	-	-	02
3	Pipe Wrench	-	8"10"12"14"	4 Each
4	Adjustable Wrench	-	6"8"10"12"	4 Each
5	Hammer	FLAT	-	2
	Hammer	PIN BALL	-	2
7	Pliers	-	-	04
8	Cutter Pliers	-	-	04
9	Nose Pliers	-	-	04
10	Ellen Key	MM	-	03
11	Ellen Key	INCHES	-	03
12	Spanner Set	RING	-	02
13	Spanner Set	FIX	-	02
14	Screw Driver	SET	-	5
15	Mechanical Screw Driver	SET	-	01
16	Hack Saw Frame	-	-	02
17	Hack Saw Blade	-	2 SIDED	24
18	Knife Blade	-	-	06
19	Star Set	-	-	04
20	Grip Pliers	-	-	04

21	Measuring Tape	-	50'20'15'	3 Each
22	Gauge Manifold Complete Set	R22,R410a	5/16 .1/4	2/4
23	Electric Welding Complete Set	-	-	01
24	Brazing Set Portable Complete	MINI	-	01
25	Brazing Set With Fire Arrester	BIG	-	01
26	Nitrogen Cylinder With Regulator	BIG	-	01
27	Baby Grinder	-	-	01
28	Table Grinder	-	-	01
29	Flaring Tool Professional Kit	-	-	02
30	Pipe Cutter	-	-	03
31	Drill Machine	-	-	01
32	Bids Set Complete Drill Machine	-	-	01
33	Hilti Machine	-	-	01
34	Ampere Metter	-	-	02
35	Multi Metter	-	-	01
36	Wrenched Set	MM	-	01
37	Wrenched Set	INCHS	-	01
38	Flat File	-	Diff sizes	01
39	Round File	-	Diff sizes	01
40	Triangle File	-	Diff sizes	01
41	Hole Punch	-	-	01
42	Punching Tools	-	-	01
43	Scissor Rubber Gas Kit	-	-	01
44	Round Cutter	-	-	02
45	GI Sheet Cutter	-	-	01
46	Vacuum Pump	-	-	01
47	TDS Meter	-	-	01
48	PH Meter	-	-	01
49	Bearing Puller	-	10"12"14"	3 Each
50	Digital Temperature Tester	IN/OUT	-20 TO +500	01
51	Laser Temperature Tester	GUN	-	01
52	Nylon Brush	-	-	12
53	Wire Brush	-	-	12
54	Scraper	-	2" - 3" - 4"	05
55	Chisel	-	-	03
56	Chisel	-	-	03
57	Copper Pipe Bender	-	½",5/8", ¾"	3 Each
58	Soldering Iron With Soldering Wire	-	-	01
59	Soldering Sucker	-	-	01
60	Heat Gun For Soldering Removing	-	-	01
61	Vernier caliper	-	-	01
62	Refrigerant Recovery Pump	-	-	01
63	R.P.M Tester	-	-	01
64	C.F.M Tester	-	-	01
65	Sound Level Tester	-	-	01
66	Lugs Punch	-	-	02
67	Oil Can For Oil Filing	SMALL	-	01
68	Grease Gun	SMALL	-	01
69	Torch light	-	-	02
70	Scarf Folding	-	-	25 feet

## 9. SHIFT WISE WORK FLOW FOR HVAC & BMS:

A tentative shift wise work flow is given as follows:

S.#	Activity	Frequency	Time	Responsible Shift
01	HVAC Chiller Plant LOG Sheet & Operations Register Maintain	Daily	24, Hours	A, B, C
02	HVAC Open & Close Circuit Chemical Dozing Reports	Daily	8:00 AM – 10:00 PM	A
03	HVAC Preventive Maintenance of Fresh Air Handling Units (FA-AHU)	Daily	8:00 AM – 12:00 PM	A
04	HVAC Preventive Maintenance of Air Handling Units (AHU)	Daily	When assigned	A, B, C
05	HVAC Preventive Maintenance of Fan Coil Unit (FCU)	Daily	When assigned	A, B, C
06	HVAC Preventive Maintenance of Split Ac's & Floor Standing Ac's (AC's)	Daily	8:00 AM – 10:00 PM When assigned	A & B
07	HVAC Preventive Maintenance of Dehumidifier	Daily	8:00 AM – 10:00 PM When assigned	A & B
08	HVAC Preventive Maintenance of Variable Refrigerant Volume (VRV)	Weekly	8:00 AM – 4:00 PM	A
09	HVAC Preventive Maintenance of Cooling Tower	Weekly	8:00 AM – 10:00 PM When assigned	A & B
10	DB/MDB/SMDB HVAC Plant Room & FA-AHU, Ahu's Room's	Daily	When assigned	A
11	BMS Preventive Maintenance of Fresh Air Handling Units (FA-AHU)	Daily	8:00 AM – 12:00 PM	A
12	BMS Preventive Maintenance of Air Handling Units (AHU)	Daily	When assigned	A, B, C
13	BMS Daily Working Reports	Daily	24, Hours	A, B, C
14	Any Other Work & Complains	Daily	When assigned	A, B, C

### Shift Timings

- Shift A: 08:00 AM – 04:00 PM
- Shift B: 03:00 PM – 10:00 PM
- Shift C: 10:00 PM – 08:00 AM

### D. SCOPE OF WORK FOR BMS:

1. Provide complete and maintenance services to building management.
2. Ensure that operation and preventive maintenance of each unit will be carried out on regular basis.
3. The contractor will provide uniform, identity cards to each and every deployed staff.

4. The contractors shall provide the list of the staff with telephone numbers to the department.
5. The contractor should ensure all safety precautions for its staff.
6. The contractor should be equipped with proper hand tools and similar equipment's.
7. The contractor shall be responsible for the execution of minor repairs and adjustments related to activities of ordinary wear and tear maintenance.
8. The contractor must notify by written notice to procuring agency prior to the making of any repair.
9. Procuring agency will provide an office to contractor for administrative purposes only.
10. The detailed service report and log book of each unit should maintained as per manufacturer

**MANDATORY NOTE:**

The Contractor will enter into an agreement with the manufacturer / sole agent of building management system (BMS) for their consultancy, Software updates etc. Contractor will bear all charges of that contract. Contractor will share detail report about BMS with procuring agency time to time.

**E. SCOPE OF WORK CIVIL & PLUMBING DEPARTMENT**

Operations, running, repair and maintenance of following but not limited to:

S. #	Equipment / Item description	Location
1.	Suction Pumps	Water storage tank
2.	Overhead Vertical Pump	Basement pump room
3.	Summer Pumps (Sump Pits)	All sump-pits
4.	Wooden Items (Doors, Cabinets, Tables, Etc.)	All floor of SMBBIT
5.	Plumbing Fittings & Fixtures (M.S, S.S, Seamless, PPR, Dadex, PVC, Etc.)	Ducts - all floor of SMBBIT
6.	Seamless Pipes, Trolleys, Grill, Gates, Statures, Beds, Barriers, Boiler Fittings, S.S Doors And Other Metallic Work.	All floors of SMBBIT
7.	Assemble and installation of glass and aluminum sliding door, windows, curtain walls and glass panel.	All floors of SMBBIT
8.	Prepare Surfaces for Painting, Including Sanding and Removing Old Paint. Fill Nail Holes, Cracks, And Joints With Putty, Plaster, Or Other Filler	All floors of SMBBIT
9.	Polishing The Wood With French Polish (Shellac Dissolved In Methylated Spirits), Using A Padded Cloth.	All floors of SMBBIT
10.	Brick Laying And Tiling	All floors of SMBBIT
11.	RO plant	05 <sup>th</sup> and 13 <sup>th</sup> floor of SMBBIT
12.	Gas Boiler	13 <sup>th</sup> floor at SMBBIT
13.	Boiler Electrical	13 <sup>th</sup> floor at SMBBIT

**Note:**

1. Both corrective and preventive maintenance will be carried out of above equipment/installations.

2. Contractor must ensure that operation and maintenance of each equipment/installations is carried out on daily, weekly, monthly and on annual basis as per requirement.
3. The contractor will provide uniform, identity cards to each and every deployed staff.
4. The contractor shall provide the list of staff with telephone numbers to procuring agency.
5. The contractor should ensure all safety precautions for its staff.
6. The contractor staff should be equipped with proper hand tools, machines and similar equipment' as per required nature of work.
7. The maintenance logs of each domain should maintained and submit to procuring agency representative.
8. All Maintenance Schedules formats will be provided by competent authority.
9. Maintenance of underground & overhead water tanks.
10. Maintenance of all Pumps.
11. Maintenance of RO plant and Boiler Gas & Electrical.

## **1. DUTIES AND RESPONSIBILITIES**

### **SUPERVISOR:**

1. Will be responsible for all smoothly running operations.
2. Will be responsible for arranging alternate staff in case of absence of regular staff.
3. Will maintain daily work record, daily complain log book.
4. The detailed service report and log book of each work should be maintained and submitted to the authorized representative of Procuring Agency on daily, weekly & monthly basis.
5. Will be responsible to arrange all tools and tackles, plants machineries, required equipment's (including consumables like drill bits, grinder blades, greases, paint brush, rollers, W.D 40 etc) to carry out operations smoothly.
6. Daily inventory management log (dead stock & new stock).

### **PUMP OPERATOR CUM TECHNICIAN:**

1. Responsible for the pump machinery including inspecting pump, ensuring they are in working order.
2. A pump technician turns valves and begins pumps to regulate the flow of water.
3. Monitor gauges and inspects equipment to make sure that the flow is running smoothly.
4. A pump operator responsible for filling the underground tank and overhead tank.
5. A pump operator makes sure that all valves are open before starting the pump.
6. Trouble shooting and other add-on maintenance and repair work & determine technical issue.
7. Disassembling and reassembling pumps & other mechanical equipment like strainer, valves whenever required.
8. Day to day inspection and observation of the pump machinery in their work place.
9. Maintain accurate record.

### **WELDER:**

1. Maintenance trash chute and their gates.
2. Provide lubrication grill gates.

3. Repaired/ maintenance of the S.S carpenter sheets on the doors and the S.S corners.
4. Weld/joints trolleys, grill gates, Statures, Beds, Barriers, Boiler fittings, S.S Doors and other metallic work.
5. Construct and repair outdoor equipment including ground equipment, Fences, Gates, Bumper Rail, Top Rail, etc.
6. Any other work regarding welding will be done.

### **PLUMBER:**

1. Assemble, install, maintain, and pressure test all pipes, fittings, and fixtures of heating, water, drainage, sprinkler, and all pumps according to specifications and plumbing codes.
2. Determine sources of plumbing malfunctions and complete repairs as indicated or according to work orders.
3. Install and repair pipes, fittings, valves, fixtures, and plumbing system equipment, including sinks, commodes, water heaters, water softeners, etc.
4. Repair dishwashers and kitchen equipment that incorporate water consumption.
5. Periodic checking the pressure of water supply and PRV in the water lines.
6. Repaired/maintenance of MS pipe G.I pipe NRV, Strainer, valve etc. at pump room and overhead tank.
7. Receive and complete work orders.
8. Select material and hardware and make time and materials estimates.
9. Maintain accurate records on material and labor used.
10. Maintain inventory of district-owned tools, equipment, and materials.
11. Inspect jobs upon completion and ensure areas are clean.

### **CARPENTER:**

1. Plan and complete construction of cabinets, shelves, and partitions from initial layout to assembly using oral instructions, plans, specifications, blueprints, and work orders.
2. Select material and hardware and make time and materials estimates.
3. Fabricate, repair, and replace wooden desks, chairs, shelving units, doors, windows, flooring, ceiling materials, building hardware, screens, plastic laminate, and other types of furniture.
4. Construct and repair outdoor equipment including ground equipment, Fences, Gates, Bumper Rail, Top Rail, etc.
5. Detect needed repairs on buildings, grounds, and equipment by following established inspection procedures.
6. Replace, repair, and finish furniture, cabinets, fixtures, woodwork, etc.
7. Receive and complete work orders.
8. Maintain accurate records on material and labor used.
9. Maintain inventory of district-owned tools, equipment, and materials.
10. Inspect jobs upon completion and ensure areas are clean and remove scraps and lumber as needed.
11. Respond to emergency calls as needed.
12. A furniture carpenter is **responsible for building and repairing various types of furniture**. A furniture carpenter builds or repairs wooden desks, chairs, shelving units and other types of furniture

## **ALUMINUM AND GLASS WORKER:**

1. Will fabricate windows, doors etc.
2. Assemble and installation of glass and aluminum sliding door, windows, curtain walls, glass table and glass panel.
3. Fabrication and installation support of aluminum.
4. Installation of spider glass and frameless.
5. Support in fabrication and installation support of aluminum.
6. **Mainly responsible for cutting, measuring, and installing glass or mirrors in window frames, skylights, display cases and other structures.**

## **PAINTER:**

1. Smooth and prepare surfaces for painting, including sanding and removing old paint.
2. Fill nail holes, cracks, and joints with putty, plaster, or other filler.
3. Tape, float, and texture walls and ceilings.
4. Select premixed paints or mix required portions of pigment, oil, and thinning and drying substances to prepare paint to match specified colors.
5. Paint surfaces, using brushes, spray gun, or paint rollers, and apply paint with cloth, brush, sponge, or fingers to create special effects.
6. Erect scaffolding or set up ladder to perform tasks above ground level.
7. Prepare all painted signs required by the district.
8. Receive and complete work orders while maintaining accurate records on material and labor used.
9. Maintain inventory of tools and assist with inventory control of materials and equipment.
10. Inspect jobs upon completion and ensure areas are clean.
11. Work with building principals and supervisors to complete assigned tasks.

## **FURNITURE POLISHER:**

1. Preparing the wood by sanding and filling in holes and chips.
2. Removing old paint spots varnish or lacquer using paint stripper or sandpaper.
3. Mixing the stain and applying it to the wood, using a brush or by spraying it on.
4. Finishing the wood with varnishes, waxes and lacquers, and perhaps a fire-retardant finish which complies with the Health and Safety and Control of Substances Hazardous to Health (COSHH) legislation.
5. If required, polishing the wood with French polish (shellac dissolved in methylated spirits), using a padded cloth.
6. Keeping up to date with new techniques and equipment.

## **FALSE CEILING WORKER:**

1. Measure the surface area of the ceiling to determine how much of a material will be necessary and use that information for accurate calculation.
2. Cut tiles according to specifications to ensure they fit in the desired space and then fasten tiles into the framing
3. Get rid of existing ceiling tiles to make way for the new ones and then safely remove tiles from the premises completely
4. Ensure perfect installation by trimming the edges of tiles when necessary
5. Coordinate with other professionals when additional work is necessary, such as working with a window installer to put in a skylight in the ceiling.

6. Repaired/ maintenance of metallic false ceiling, Gypsum False Ceilings and their respected network.

### **MASON:**

1. Check work orders to determine work processes that need to be performed.
2. Measure distances from reference points in order to mark guidelines.
3. Use tools such as plump bobs and levels to perform work processes.
4. Calculate angles and courses.
5. Determine both vertical and horizontal alignment of courses.
6. Mix cement or mortar and spread it onto foundations.
7. Lay bricks according to set plans.
8. Lay patterns or foundations according to set instructions.
9. Cut bricks according to required sizes and shapes.
10. Spread mortar on surfaces, and clean excess mortar using trowels and other hand tools.
11. Determine the effect of heat, wind, and cold on the curing of concrete.
12. Direct and oversee the casting of concrete.
13. Supervise the work of laborers.
14. Produce rough concrete surfaces, and perform finishing work on them.
15. Clean chipped areas using tools such as wire brushes.
16. Observe surfaces in order to determine if they are rough or uneven.
17. Apply compounds, for example, hardeners and sealants to perform curing work.
18. Cut out damaged areas and reinforce rods.
19. Position rods in order to repair concrete.
20. Break up rock and asphalt as needed.
21. Perform waterproofing and restoring functions on concrete.
22. Handle repair and maintenance work on existing surfaces.

### **R.O PLANT OPERATOR:**

1. Control treatment plant machines and equipment to purify and clarify water operates and controls electric motors pumps and valve to regulate flow of raw water into treating plant.
2. Provide specifically amount of chemicals like chlorine etc.
3. Make ensure that agitators are working and flow of chemical into the R.O.
4. Tums valve to regulate water through filter beds to remove impurities.
5. Pumps purified water into main water.
6. Monitors panel board and adjust controls to regulate flow gates.
7. Clean sand filters bed using back washing.
8. Test water samples to determine acidity, color and impurities using colors meter turbid meter and conductivity meter.

### **BOILER OPERATOR:**

1. Check gas pressure.
2. Check water level.
3. Check burner blower meter.

4. Check steam pressure scot valve.
5. Check all valves.
6. Check Electric panel.
7. Check leakage all valve.
8. O.U Condition
9. Check full water tank.
10. Check glass level gauge.
11. Check all necessities equipment the boiler.
12. Daily log sheet check.
13. Daily activity report maintains.
14. Daily cleaning the plant room check.
15. Daily working task reporting incharge.
16. Daily operators and helpers work check.
17. Daily water level and TDS check.
18. Daily over all pipe leakage and insulation check.

## **2. SCHEDULE OF MAINTENANCE ACTIVITIES**

Following are the preventive maintenance activities of individual equipment to be performed on daily/weekly, monthly, quarterly/bi-annual and/or annual basis. The detailed service report and log book of each activity should be maintained and submitted to the authorized representative of Procuring Agency on monthly basis.

Please ensure following during maintenance activities:

- Maintenance personnel must wear proper PPEs (personnel protective equipment) and carry basic tools bag, drill machine, grinder etc.
- Maintain log/check sheets of every job performed by the contractor.

## **3. MAINTENANCE PROCEDURE**

Following maintenance activities will be carried on daily, quarterly, annual basis:

### **4. DAILY MAINTENANCE OF PUMPS:**

1. Daily servicing and maintenance
2. General inspection & cleaning
3. Check oil level
4. Check pressure and leakage
5. Check temperature of motors.
6. Check any abnormal sound
7. Check all mechanical parts as well as electrical parts which may result problem.
8. All observations/activity must be noted in provided formats.

### **5. DAILY MAINTENANCE OF WOODEN ITEMS:**

- 1) Servicing and maintenance of doors, cabinets, lockers, etc.
- 2) Replacement of floor machines and hinges where required.
- 3) General inspection of doors, cabinets, lockers, etc. in wards and other areas.
- 4) Daily checking of accessories and replacement where needed.
- 5) Any other task assigned by the in charge.

### **6. DAILY MAINTENANCE OF PLUMBING ITEMS:**

- 1) Servicing and maintenance of PRV'S, gate valve, handle valves, etc.
- 2) Servicing and maintenance of plumbing fixtures, piping, accessories etc.
- 3) Servicing of pumps when needed.
- 4) Replacement of plumbing fixtures where required.

- 5) De clogging of basin mixture drains lines, commodes, etc.
- 6) De clogging of main drains lines inside the building in coordination with janitorial department.
- 7) Any other task assigned by the in charge.

#### **7. DAILY MAINTENANCE OF PAINT & ART WORK:**

- 1) Smooth and prepare surfaces for painting, including sanding and removing old paint where required.
- 2) Fill nail holes, cracks, and joints with putty, plaster, or other filler.
- 3) Tape, float, and texture walls and ceilings.
- 4) Select premixed paints or mix required portions of pigment, oil, and thinning and drying substances to prepare paint to match specified colors.
- 5) Paint surfaces, using brushes, spray gun, or paint rollers, and apply paint with cloth, brush, sponge, or fingers to create special effects.
- 6) Inspect jobs upon completion and ensure areas are clean.
- 7) Receive and complete work orders while maintaining accurate records of material and labor used.

#### **8. DAILY MAINTENANCE OF METALIC & ANCILLARY ITEMS**

1. Weld/joints trolleys, grill gates, Statures, Beds, Barriers, Boiler fittings, S.S Doors and other metallic work.
2. Repairing of outdoor equipment including ground equipment, Fences, Gates, Bumper Rail, Top Rail, etc.
3. Any other work regarding welding will be done.

#### **9. DAILY MAINTENANCE OF MASONARY WORK:**

1. Replacement of floor tiles, washroom tiles & any other repairing where required.
2. Brick laying & Plastering of damage areas where required.
3. Construction of any urgent need based work.

#### **10.DAILY MAINTENANCE OF FALSE CEILING WORK:**

1. Replacement of dirty/ damage gypsum tile sheets, washroom damp sheets & any other repairing where required.
2. Repairing/ replacement of false ceiling network channels.
3. Repairing of loose false ceiling network.

#### **11.DAILY MAINTENANCE OF GLASS WORK:**

1. Replacement of damage window glasses, fixed glass & any other repairing where required.
2. Repairing/ replacement of floor hinge machine where needed.
3. Repairing of loose glass doors, fixed panels any other repairing.

#### **12.DAILY MAINTENANCE OF POLISH WORK:**

1. All polished items should be clean and apply polish if necessary or any other repairing, where required.
2. Repairing of damaged door and fixed panels.
3. Any new task assigned by In-charge / Authorized Person.

#### **13.QUARTERLY / ANNUAL MAINTENANCE (IF APPLICABLE):**

1. Repair, Maintenance, Servicing & other work required in Operation Theatre should

- be done Quarterly or if needed early.
2. Repair, Maintenance, Servicing & other work required for Piston Pumps and Sump-Pits Pump should be done quarterly or if needed early.
  3. Paint work in all parking area or on floors to maintain ambiance of Institute Quarterly or if needed early.
  4. Replacement or maintenance of for ceiling and their network channels where applicable as per situation.
  5. Cleaning and Maintenance of Plumbing ducts
  6. Maintenance of PRV's
  7. Maintenance of all doors of Institute on Annually Basis
  8. Maintenance of Glass and Aluminum doors, windows and fixed partitions.

#### **14.CORRECTIVE MAINTENANCE:**

All types of complaints requiring any modification, servicing and any other works will be carried out by the contractor staff. The contractor must provide its staff with the proper tools and accessories to carry out the required works smoothly.

#### **NOTE:**

1. All the maintenance / servicing works should be carried out in such a way so that the equipment can be used for its optimum performances. Any work which is found to be required for optimum performance of the system has to be done.
2. Necessary care should be taken while carrying out all types of maintenance / servicing of equipment to avoid damages.
3. Spares & tools required to repair any articles to be maintained.
4. During routine / periodic maintenance, the contractor shall repair faulty parts / articles with his resources. Repair shall be done in such a way that it should not affect the performance & life of the articles, and while doing maintenance work, care should be taken.
5. All the works are to be done as per daily / monthly/ half yearly or yearly schedule. In case, if it requires the same work to be done in-between, same shall be attended.
6. The essence of the contract is to maintain the system in such a way that it gives desired optimum performance. Repair / replacement of all the parts / articles required for proper functioning, whether specified or not, are included in the scope of work.

#### **15.TYPICAL LIST OF TOOLS FOR BUILDING MAINTENANCE CIVIL & PLUMBING:**

The typical list of tools which the contractor must have but not limited to the following:

- Plier Set
- Cutter Plier Set
- Screwdriver Star Set
- Ring Spanner Set
- Star L-Key Set
- L. Key Set
- Box Spanner set
- Screw Drivers Set
- Hammer Cross Peen 1Kg
- Drill Machine
- Hill Tee drill
- Power Grinder
- Baby Grinder

- Aluminum Cutter
- Lubricating material
- Screw wrench up to 18”
- Pipe wrench up to 48”
- Hammer set
- D-Spanner Set
- Welding machine
- Electric wood cutter
- Electric Randa machine
- Electric hand cutter
- Saw
- Hand Randa
- Chorsi set
- Measuring Tape set
- Jhamboor
- Sand stone
- PPR Welding machine
- False ceiling wire cutter
- PPR Pipe Cutter upto 110mm
- Glass Holding Grips
- Glass Cutter

#### **LEAVE POLICY FOR ABOVE WORKS A, B, C& D:**

- One weekly off will be given to each employee
- Contractor will intimate us about its leave policy for its employees who will be deputed at SMBB Institute of Trauma for the operation & maintenance purpose
- Duty roaster will be prepared by SMBBIT nominated officer / Supervisor / Asst. Manager / Manager.
- Only Provincial Government / Federal announced public holidays will be allowed (Intimated by nominated officer / Supervisor / Asst. Manager / Manager / In case of Emergency all leaves will be cancelled).
- Employees will have to be present on holiday as per duty roaster and they will avail compensatory leave afterwards.
- Uninformed absence will not be allowed
- If an employee cannot make it to the duty due to genuine reason, then he has to inform his SMBB IT nominated officer / Supervisor / Asst. Manager / Manager via call or SMS
- If an employee wants to avail leave of longer duration or outstation leave due to genuine reason, then he has to submit a written application which will be forwarded and acknowledged by nominated officer / Supervisor / Asst. Manager / Manager approved by the Contractor Company.
- The contractor will have to provide replacement for the employee on leave
- SMBBIT nominated officer / Supervisor / Asst. Manager / Manager will have the authority to reject/cancel leaves without assigning any reason and employee will have to rejoin his duty within 2 days after rejection/cancellation of leaves has been communicated to him.

#### **ATTENDANCE POLICY:**

- All staff employed by contractor will mark their attendance on SMBBIT Biometric attendance system as per their Rota

- Grace period of 15 minutes will be allowed in each shift after which, the employee will be marked as **PL=Present but Late**
- If an employee comes late but within 1.5 hour of his original time, he'll be marked **PL=Present but Late**
- If an employee comes after 1.5 hour of his original shift timing, he'll be marked **Absent**
- After 2 PL marking, every 3<sup>rd</sup> late will be counted as **Absent**
- Habitual late comers will not be tolerated

### **WORK DISCIPLINE:**

- If an employee found negligent of his duty, then on the recommendation of nominated officer / Supervisor / Asst. Manager / Manager will inform the contractor representative of the same and a showcase letter will be issued to the concerned employee from the office of contractor representative, copy of which will be given to the nominated officer / Supervisor / Asst. Manager / Manager.
- The negligent employee after receiving show cause letter, will have to provide written explanation, acceptance of which will be at the sole discretion of nominated officer / Supervisor / Asst. Manager / Manager.
- After two show cause letters, if the employee still found guilty for the third time, then a final warning letter will be issued and the employee will be asked to leave on the fourth instance and contractor will have to provide his replacement
- Eating Pan, Chewing Tobacco and Smoking at the workplace will not be allowed

### **GENERAL CONDITIONS:**

- Contractor must abide by child labor and minimum wage law
- The Contractor shall provide complete details of staff & their telephone numbers to the SMBBIT nominated officer / Supervisor / Asst. Manager / Manager.
- The Contractors should ensure all safety precautions for its staff
- The Contractor shall ensure on its part that its team is equipped with proper hand tools and required equipment
- The Contractor will provide uniforms, protective clothing and Identity Cards to each and every deployed staff
- Contractor will be responsible for any kind of accident, injuries, temporary and permanently disabilities of its employees. Procuring Agency will investigate the incident. If negligence or violence of safety rules is determined, Procuring Agency will impose penalty on the contractor
- Contractor will immediately have to provide replacement for the its resigned/dismissed employees
- Necessary care should be taken while carrying out any repair, maintenance & servicing activity to avoid any damage
- Any mishap during occurred due to negligence / inexperience during any repair, maintenance & servicing activity will purely be the responsibility of contractor

### **SAFETY OF CONTRACTOR EMPLOYEES:**

Contractor will have to follow the safety protocols for its employees as defined by Fire & Safety department of SMBB IT time to time.