

## **Invitation for Bid (IFB)**

### **DELIVERY, INSTALLATION AND COMMISSIONING OF 30 KVA DIESEL GENERATOR SET**

The Centre for Peace and Development Initiatives (CPDI) is an independent, non-partisan and a not-for-profit civil society organization working on issues of peace and development in Pakistan. It is registered under section 42 of the Companies Ordinance, 1984 (XLVII of 1984). It was established in September 2003.

On behalf of Centre for Peace and Development Initiatives (CPDI) Pakistan, Sealed tenders are invited from the sales tax registered firms/suppliers,

<b>IFB No:</b>	CPDI/01A
<b>IFB Description:</b>	Procurement for delivery, installation and commissioning of 30 KVA Diesel Generator
<b>IFB issued By:</b>	Centre For Peace and Development Initiatives (CPDI)
<b>Advertisement date:</b>	June 9 <sup>th</sup> , 2013
<b>Last date for proposal submission:</b>	June 14 <sup>th</sup> , 2013 - 1700 hrs PST

## **PART-I**

### **INSTRUCTIONS TO BIDDERS**

#### **Introduction**

**General:** The Purchaser invites Sealed Bids for the supply of Diesel generator to the CPDI office,

#### **Eligible Bidders:**

- Seller not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.
- The bidder is not blacklisted by any government or semi government organization.

#### **Cost of Bid:**

The Bidder shall bear all costs associated with the preparation and submission of the Bid and CPDI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

#### **Specifications of machines/goods:**

Bidders should provide the following:

- a) Complete specifications: make, model, origin, and full technical information
- b) In case of a machine manufactured in one country and assembled in another country, clear information may be provided of the parts which are manufactured in the country of assembly.
- c) Complete set of necessary literature (catalogues/ brochures).
- d) The machine quoted is new in all respects and there is no 2nd hand/low quality materials or part/accessory in the machine.

#### **Price/Payment:**

- a) Price should be quoted in Pak Rupees, including all taxes.
- b) Payment will also be made in Pak Rupees after deduction of taxes (if applicable) within specified time mentioned in contract/purchase order,

### **Company Profile and eligibility of bidder:**

The Quotation package should comprise of following:

- Cover Letter
- The profile of the firm/ Company
- NTN certificate
- Financial Proposal
- Declaration from supplier mentioned on last page of this document (PART VII)

**Contract:** Fixed price contract.

- Issuance of this solicitation does not constitute an award commitment on the part of CPDI or does it commits to pay for any costs incurred in the preparation or submission of a quotation,
- **Fulfilling the requirement of this IFB document section PART III, IV and V is mandatory.**

### **Financial Quotation:**

The Offeror should provide a financial budget in accordance to the quotation; The detailed budget should be made in Pakistani Rupees, inclusive of all applicable taxes and duties. **Prices must be valid for at least 60 calendar days from the last date of submission of Quotation.**

The Offeror are requested to submit a quotation directly responsive to the terms, conditions, specifications, and clauses of this invitation for bid (IFB). Quotation not conforming to this IFB may be categorized as unacceptable, thereby eliminating them from further consideration.

**The Offeror are required to submit call deposit in shape of Pay order or Demand draft which should be 2% of the total offered price. The call deposit should be in name of CPDI. The Quotation without original call deposits will not be considered. Please also note that call deposit should be valid for at least bid validity period.**

## **PART-II**

### **SPECIAL TERM AND CONDITION**

- **Delivery & Installation** shall be made in **15 days** after receipt of signed purchase order/contract. Extension in period of delivery can be given on reasonable grounds.
- **Liquidated Damages (LDs):** as liquidated damages, a sum equivalent to 0.5 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the purchaser may consider termination of the Purchase Order.
- CPDI reserves the right to amend this Invitation for Bids (IFB) upon written notice to bidders and/or through advertisement in newspapers or on official CPDI website.
- CPDI have the right to reject all or any bid, without assigning any reason.
- The proposed contract is expected to be awarded tentatively in month of June 2013, after the solicitation and award process is completed by the Award Committee. Please note that all procurement and delivery process is expected to be completed within minimum possible time.
- The bidding will be conducted through competitive process,
- Bids shall be valid for a period of 60 days after the deadline of bid submission.
- Bids received after the deadline of the submission will be rejected
- Bids must be delivered to the below mentioned office address on or before **17:00 Hours on 14<sup>th</sup> June 2013**. Late bids shall be rejected.

**Contact Person: Procurement Unit**

**Name of Office: Centre for Peace and Development Initiatives (CPDI)**

**House # 409-B, Main Nazim ud din Road, Sector F-11/1, Islamabad**

**Telephone: 051-2108287**

**E-Mail: [haroon.rashid@cpdi-pakistan.org](mailto:haroon.rashid@cpdi-pakistan.org)**

### **PART-III**

#### **TECHNICAL INFORMATION:**

<b>S#</b>	<b>Item &amp; Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Rate</b>	<b>Rate Including GST , Taxes</b>
1	Supply and complete installation/commissioning of Diesel Generator 30Kva With Sound & weather Proof Canopy, 3 Phase, 50 Hz, with standard accessories, control Panel, Fuel tank and with user manual	1	No		
2	ATS and AMF Panel	1	No		
3	Power/control cable	As Per Actual	Per Meter		
4	Earthing pit with copper plate, wire	2	No		
5	Foundation pad/base in concrete (suitable for offered Generator)	1	No		
6	Complete Installation and Commissioning of DG	1	No		

#### **Installation, Commissioning, Warranty & After Sale Service:**

The bidder shall provide the following:

- Installation and commissioning of the machine/equipment and initial operational training to CPDI personnel for a suitable period;
- Warranty for a maximum possible period and free of cost after sale service during the period of Warranty that will include: repair and maintenance of parts & travel to site.
- Alignment, Leveling and Balancing of Genset.
- Tool Kit & Batteries will be supplied.
- Transportation of DG to the required site,

## **PART-IV**

### **TECHNICAL DATA SHEET (GENERATOR)**

1. Generator set Prime Power

2. Generator set Standby Power

3. Make & Origin of Engine

4. Make & Size of ATS component

5. Make & Size (core & gauge) of Power Cable

6. Warranty R/hrs

7. R/hrs of spare parts

8. R/hrs of Top Overhauling

9. R/hrs of Major Overhauling

10. Cost of Major Overhauling Parts

11. Cost of Top Overhauling Parts

12. Recommended maximum/allowed continuous running hours

13. Fuel Consumption per hour

14. Size of earthing pit, copper plate and swg of earthing wire

## **PART-V**

### **Minimum Work Load Require to Support**

<b>Sr #</b>	<b>Description</b>	<b>Quantity</b>
1	Air Conditioner	5 (2 Ton)
2	Fans	18
3	Light	18 (40 watts)
4	Photocopy Machine	1
5	Laptops	25

- The require generator must support the above mentioned load.

## **PART-VI**

### **Evaluation Criteria for 30KVA Diesel Generator:**

#	Selection Criteria	Maximum Score
<b>1</b>	<b>Criteria</b>	
1.1	Delivery Schedule	10
1.2	Warranty /After Sale Services	10
1.3	Technical evaluation	10
<b>2</b>	<b>Financial Criteria</b>	
2.1	Financial (Price): All prices must be quoted in PKR, inclusive of all applicable taxes and duties. Prices must be valid for 60 days from the last date of submission for proposal.	70
<b>Total Maximum Score</b>		<b>100</b>

#### **Key Points in evaluation of Quotation:**

- To assist in the evaluation of quotation, the Award Committee may, at its discretion, ask any applicant for a clarification of its quotation which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. If applicant does not provide clarifications of the information requested by the date and time set in CPDI request for clarification, its quotation may be rejected,
- CPDI shall use all the factors, methods and criteria defined in the evaluation criteria to evaluate the bids of the Bidders and any specialist contractors. CPDI reserves the right to waive minor deviations in the evaluation criteria if they do not materially affect the capability of a Bidder to perform the contract.



**PART-VII**

**DECLARATION ON PART OF THE BIDDER**

We, M/s. \_\_\_\_\_ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid Document While framing our Bid.

Signature of bidder \_\_\_\_\_  
Name of Signatory \_\_\_\_\_  
Designation: \_\_\_\_\_  
Seal: \_\_\_\_\_