

**Government of Khyber Pakhtunkhwa  
Ayub Teaching Hospital  
Medical Teaching Institution, (ATH) Abbottabad**

**Standard Bidding Document**

**FOR**

**Procurement of Services for Cleaning and Servicing of  
GMV-5, VRF+DX (HVEC) Heating & Cooling System**

**Under National Competitive Bidding (NCB)**

**Tender (2025-26)**

# **ADVERTISEMENT**

<b>S.NO</b>	<b>Description</b>	<b>Detail</b>
1	Bid reference number	<b>AYUB Teaching Hospital- Abbottabad Tender/2025-26</b>
2	Name of Client	<b>MTI/ ATH</b>
3	Name of Goods/Services	<b>Services for Cleaning and Servicing of GMV-5, VRF+DX System (HVEC) Heating &amp; Cooling System</b>
4	Commencement date of provision of Bidding Document Closing date of issuance of tender documents	<b>As per advertisement notice</b>
5	Bidding for Selective Items	<b>Yes</b>
6	Bidding procedure	<b>Single Stage Single Envelop Procedure</b>
7	Clarification(s) on Bidding Documents	<b>Ayub Teaching Hospital Abbottabad</b>
8	Language of bid	<b>English</b>
9	Bid Price	<b>Bid Price shall be inclusive of all duties and all applicable Govt taxes</b>
10	Currency of Bid	<b>PKR</b>
11	Amount of Bid Security / Earnest Money	The Bidder shall furnish, a Bid Security as per Advertisement in the name of <b>Hospital Director, ATH, Abbottabad.</b>
12	Last date and time for uploading of bidding documents on E-PADS	<b>As per Advertisement Notice Through E-PADS</b>
13	Date, time and venue of opening of technical bids	<b>As per Advertisement Notice</b>
14	Duration of Contract	<b>One time job, vendors shall mention time required for completion in their quote</b>
15	Bid Validity	<b>90 Days</b>

## PREFACE

These Standard Bidding Documents have been prepared for use & prepared by the Ayub Medical & Teaching Institution Abbottabad, for procurement of **Services for Cleaning and Servicing of GMV-5, VRF+DX (HVEC) Heating & Cooling System**, through National Competitive Bidding (NCB) Khyber Pakhtunkhwa via E-PADS.

The standard bidding documents for procurement of the said Bidding Documents are grouped in three parts.

Part-I	Mandatory Documents
Part-II	Instructions to Bidders (ITB)
Part-III	Details of GMV – 5 VRF + DX (HVEC) Heating & Cooling System

## **PART - I**

### **Mandatory Documents**

The following documents must be attached with the bid.

1. Registration Certificate for NTN, STRN and KPRA.
2. Active Status on ATL for NTN & STRN.
3. Last **ONE** year Bank Statement.
4. Last Year Tax Return.
5. Registration with Pakistan Engineering Council in category of ME-01.
6. Affidavit on judicial stamp paper duly attested mentioning following statements:
  - (i) 2% CDR is attached with financial bid.
  - (ii) The firm is not black listed.
  - (iii) Non-shareholder Certificate (That no employee of Ayub Teaching Hospital, Abbottabad is shareholder in the firm's business).

**Note: Any Documents Missing in the mandatory documents will lead to disqualification.**

**“ONLY LOWEST PRICED BID AMONG THE FIRMS FULFILLING MANDATORY CRITERIA WILL BE ACCEPTED”**

## PART - II

### Instructions to Bidders (ITB)

#### (A) General:

##### 1. **Scope of Bid**

AMTI invites bids for procurement of **Services for Cleaning and Servicing of GMV-5, VRF+DX (HVEC) Heating & Cooling System** specified in Schedule of Requirements along with Technical Specifications and related after sales services incidental thereto to meet the requirements AMTI Abbottabad with Bid Reference Number for the procurement activity as mentioned in Bid Data Sheet (BDS).

##### 2. **Source of Funds**

AMTI Abbott bad

##### 3. **Eligible Bidders**

3.1 This Invitation for Bidders (IFB) is open to all eligible registered and authorized dealers of **Services for Cleaning and Servicing of GMV-5, VRF+DX (HVEC) Heating & Cooling System**. The bidders must possess valid Registration with Pakistan Engineering Council in category of ME-01.

3.2 Bidders under the declaration of ineligibility for corrupt and fraudulent practices issued by the Government (Federal, Provincial or Local) or a public sector organization are NOT ELIGIBLE.

##### 4. **Corruption and Fraud**

4.1 The Government of Khyber Pakhtunkhwa defines Corrupt and Fraudulent Practices as, *"offering, giving, receiving or soliciting of anything of value to influence the action of the public official or the supplier or the contractor in the procurement process or in contract execution to the detriment of the Procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of contract, collusive practices among bidder (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive and any request for or solicitation of anything of value by any public official in the course of the exercise of this duty"*.

4.2 Indulgence in corruption and fraudulent practices is liable to result in rejection of Bids, cancellation of contract, debarring and blacklisting of the bidder, for a stated or indefinite period of time.

##### 5. **Bidding for Selective Items**

A Bidder, if he so chooses, can bid for selective services from the list of required services. A Bidder is also at liberty to bid for all the services mentioned in the Schedule of Requirements provided he fulfills the requirements.

However, a Bidder cannot bid for partial quantities of an item in the Schedule of Requirement. THE BID MUST BE FOR THE WHOLE QUANTITY OF AN ITEM REQUIRED IN THE SCHEDULE OF REQUIREMENT

**(B) The Bidding Procedures:**

**1. The Governing Rules**

The Bidding procedure shall be governed by the Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services KPPRA Rules, 2014.

**2. Applicable Bidding Procedure**

The bidding procedure is governed by thy Rule 06 Para (2) (a) KPPRA Rules, 2014.

**3. The bidding procedure is explained below:**

Single Stage, Single Envelop Procedure (Rule 06 Sub-Rule 2(a) KPPRA 2014) via E-PADS KP-PPRA.

- i) The bid shall be submitted through E-PADS both the Technical Proposal and the Financial Proposal.
- ii) The files shall be marked as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" of **SERVICES FOR CLEANING AND SERVICING OF GMV-5, VRF+DX (HVEC) HEATING & COOLING SYSTEM** in bold and legible letters to avoid confusion.
- iii) Initially the "**Mandatory Documents**" shall be downloaded to ascertain the eligibility of the firm for the bidding process, which is to be carried out before the downloading the financial bids.
- iv) The "FINANCIAL PROPOSAL" shall be only be downloaded and opened after the successful mandatory eligibility.
- v) The Purchase Committee shall evaluate the mandatory documents, without reference to the price and reject any proposal which do not conform the specified requirements.
- vi) During the evaluation no amendments in the proposal shall be permitted.
- vii) The financial proposals of bids shall be opened publicly at a time, date and venue to be announced and communicated to the Bidders in advance in accordance with KP-PPRA Rules through procuring entity website and E-PADS.
- viii) After the evaluation mandatory documents, the Purchase committee shall at a time within the bid validity period, publicly open the financial proposals of eligible bidders only.
- ix) The bid found to be the lowest offered price shall be accepted among the eligible bidders.

## **Preparation of Bids**

**(A) The Bidding Documents:**

**1. Contents of the Bidding Documents**

The Bidding Documents include all documents mentioned in the SBDs.

## **2. Language of Bids**

2.1 All Correspondences, communications associated with preparation of Bids, clarifications, amendments, submissions shall be written in English/Urdu. Supporting documents and printed literature furnished by the Bidder may be in any language provided they are accompanied by an accurate translation of the relevant passages in English/urdu, in which case, for purpose of interpretation of the Bid, the said translation shall take precedence.

## **3. Bid Price**

3.1 The Bidders should quote the prices of the goods/services according to the technical specifications the technical specifications of goods/services; different from the required specifications shall straightway be rejected.

3.2 The Bidder is required to offer a competitive price which must include all the taxes, levies, duties, prescribed prices. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties, etc.

3.3 The benefit of exemption from or reduction in the taxes and duties shall be passed as per Govt. rules.

3.3 Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offered shall be straightway rejected. Conditional or alternate offer shall also be considered as non-responsive bid.

3.4 While making a price quote, trends/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods or services shall be entertained.

## **4. Bid Currencies**

Price shall be quoted in Pakistani Rupees.

## **5. Bid Validity**

5.1 Bid Validity is for 90 days.

5.2 The TEC shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However, under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period to the period of original bid validity.

5.3 Bidders who;

- a) Agree to the Competent Authority request for extension of bid validity period shall not be permitted to change the substance of their bids; and
- b) Do not agree an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

## **6. Format and Signing of Bids**

6.1 The bidder shall prepare and submit its bid and provide original documents bas appropriate. Copies of any documents must be stamped and signed by the bidders.

6.2 The Bid shall be accompanied by the original receipt for the payments made for the purchase of the bidding document. In an event where the Bidder has downloaded the bidding document from the web, they will require to get the original payment receipt of the prescribed fee from the Procuring cell well before the date of submission of bid.

6.3 The original bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to Contract. The person or person signing the bid shall initial all pages of the bid form.

6.4 Any interlinear actions, erasures or overwriting shall valid only if they are initiated by the person or persons signing the bid.

6.5 Any tempering, illegitimate inclusion or exclusion in any part of the Standard Bidding Documents shall lead to disqualification of the bidder.

## **Submission Of Bids**

### **7. Submission of Bids**

The "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" of **Services for Cleaning and Servicing of GMV-5, VRF+DX (HVEC) Heating & Cooling System** shall be uploaded on E-PADS according to the dates mentioned in the advertisement.

### **8. Late Bids**

Any bid if not uploaded to portal before the end time shall Not be entertained later.

### **9. Withdrawal of Bids**

9.1 The Bidder may withdraw its bid after the bid's submission and prior to the deadline prescribed for opening of bids.

9.2 No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity specified. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder

## **Opening and Evaluation of Bids**

### **1. Opening of Bids by Procuring Agency**

1.1 All bids received trough E-PADS shall be opened by the Tender opening committee (Purchase Committee) publicly in the presence of the Bidders or their representatives on the date, time and venue prescribed in Advertisement.

1.2 All Bidders in attendance shall sign an attendance sheet.

1.3 The Purchaser shall open one bid at a time and read out aloud its contents which may include name of the Bidder, the presence or absence of requisite bid security CDR, and such other details as the Purchaser, at its discretion, may consider appropriate if not in conflict with Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rule 2014 specifically Rule 37.

1.4 The Procuring cell shall have the minutes of the Bid opening (technical and when applicable financial) recorded.

1.5 No Bid shall be rejected at technical proposal/bid opening, except for late bids, Tender fee receipt & non submission of Original CDR and judicial stamp papers.

1.6 The uploaded bid without Bid Security CDR shall not be accepted. However, the Chairman of the Purchase/Procurement Committee shall record a statement giving reasons for not accepting such bid(s).

## **2. Clarification of Bids**

During evaluation of the bids the TEC may, at its discretion, ask the bidder for a clarification and the response shall be in writing and no change in the prices or substance of the bid shall be sought, offered or permitted.

## **3. Examination of Technical BIDS**

After opening of the bids by Purchase Committee, the bids will be forwarded to TEC FOR Technical Evaluations.

## **4. Examination of Financial BIDS**

4.1 The firms achieved the qualified marks in technical evaluation against the quoted items so as its financial bids will be opened by Purchase Committee.

4.2 In the financial bids the arithmetical errors shall be rectified on the following basis.

- a) 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.
- b) If the Bidder does not accept the correction of the error, its bid shall be rejected, and its Bid Security may be forfeited.
- c) If there is a discrepancy between words and figures, the amount in words shall prevail.

d) For the purpose of comparison of bids quoted in different currencies, the price shall be converted into Pak Rupees. The rate of exchange shall be the Selling rate, prevailing on the date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan/National Bank of Pakistan on that day.

e) A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

f) The procurement cell prepared the comparative statements of the product and purchase committee approved the items

**5. Announcement of Evaluation Report**

The TEC may announce the results of the bid evaluation in form of a report through its website of the institution or display office notice board, giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement Contract.

**6. Re-Bidding**

6.1 If the TEC has rejected all bids under Rule 47, it may call for a re-bidding Khyber Pakhtunkhwa Public Procurement of Goods, Works & Services Rules 2014 (Rule-48).

6.2 The TEC before invitation for re-bidding shall assess the reasons of rejection and may revise specifications, evaluation criteria or any other condition for Bidders as it may deem necessary.

**Award of Contract**

**7. Acceptance of Bid and Award Criteria**

The Bidder, whose bid is found to be most closely conforming to the Evaluation Criteria and having the lowest evaluated responsive bid, if not in conflict with any other law, rule, regulation or policy of the Government of Khyber Pakhtunkhwa, shall be awarded to the Contract within the original or extended period of bid validity.

**8. Competent Authority Right to vary quantities at the time of Award**

The competent Authority reserves the right at the time of the award of the Contract to increase or decrease, the quantity of goods/services originally specified in the Schedule of Requirements without any change in unit price or other terms or conditions

**9. Notification of Award**

9.1 Prior to the expiration of the period of the bid validity, the procurement cell shall notify to the successful Bidder in writing that its bid has been accepted Rule 46 in conformity with provision of Section 31 of the act in these rules.

9.2 The notification of the award shall constitute the formation of the Contract between the competent authority and the successful Bidder.

9.3 The enforcement of the Contract shall be governed by the Rule 50 of the Khyber Pakhtunkhwa Public Procurement of Goods, Works & Services Rules 2014.

## **10. Limitation on Negotiations**

10.1 Negotiations that may be undertaken in finalization of the Contract shall not relate to the price or substance of bid specified by the Bidder but only to minor technical, contractual or logistical details.

10.2 Negotiations may relate to the following areas; (the list is being provided as guidance as only and under no circumstances be treated as exhaustive and final):

- Minor alternation to technical details, such as scope of work, the specification or drawings;
- Minor amendment to the Special Condition of Contract;
- Finalization of payment schedule and ancillary details;
- Mobilization arrangements;
- Agreement on final delivery or completion schedules to accommodate any changes required by the Procuring Agency;
- The proposed methodology or staffing;
- Inputs required from the Procuring Agency;
- Clarifying details that were not apparent or could not be finalized at the time of the bidding;
- The Bidder's tax liability in Pakistan, if a Bidder is a foreign company.

## **11. Negotiations shall not be used to:**

- Substantially change the technical quality or details of the requirement, including the task and responsibilities of the Bidder or the performance of the goods;
- Substantially alter the terms & conditions of the Contract;
- Reduce unit rates or reimbursable costs;
- Substantially alter anything which formed a crucial or deciding factor in the evaluation of the bids or proposals;
- Alter the submitted financial bid.

## **12. Signing of Contract**

- I. After the completion of Contract Negotiations, the Purchaser shall send the Bidder the Contract Agreement Form provided in Part-Two: Section IV of these Standard Bidding Documents, incorporating all agreements between the Parties.
- II. Within one week of the receipt of the Contract Agreement Form, the successful Bidder and the Purchaser shall sign the Contract in accordance with the legal requirements in vogue.

- III. Unless the procurement contract has already entered into force a contractor or supplier feeling aggrieved by the Order of a Purchaser accepting a bid may file an application for review.
- IV. If a successful Bidder, after completion of all codal formalities show an inability to sign the Contract then its Bid Security shall stand forfeiture and the firm may be blacklisted and de-barred from future participation, whether temporarily or permanently. In such situation the Purchaser may award the Contract to the next lowest evaluated Bidder or call for a new bid.
- V. The Contract shall become effective upon affixation of signature of the Purchaser and the selected Bidder on the contract document, shall be governed for the period of one year or till the finalization of new contract.
  - a) All Goods and related Services to be supplied under the contract that are required to be imported in Pakistan shall have their origin in eligible source countries as prescribed by the commercial polices of Federal Government Of Pakistan and all expenditures made under the contract shall be limited to such goods and services.
  - b) For purpose of this Clause "origin" means the place where the goods are produced, or the place where the related services are supplied. Goods are produced when, through manufacturing or processing.

## **PART – III**

### **Details of GMV–5, VRF+DX System (HVEC) Heating & Cooling System**

## **BOQ FOR GMV-5 VRF + DX SYSTEM (Heat / Cool)**

### **1. INDOOR UNITS – 195 Units (Cassette Type: 0.75 Ton to 2 Ton)**

Scope of Work (Complete Servicing):

1. Evaporator coil cleaning and inspection
2. Evaporator fan cleaning and lubrication
3. Drain tray cleaning and blockage removal
4. Inspection and cleaning of motorized louvers
5. Expansion valve check and cleaning
6. Grill and filter removal, cleaning, and reinstallation
7. Cover disassembly and internal cleaning
8. Indoor PCB board inspection, cleaning, and tightening of all electrical connections
9. Power and communication wiring inspection and tightening
10. Drainage pump operation check and servicing

### **2. ERV / FRESH AIR UNITS – 15 Units**

Scope of Work (Complete Servicing):

1. Evaporator coil cleaning
2. Sensor inspection and cleaning
3. Power and communication connection inspection
4. Filter removal, cleaning, and reinstallation
5. Drain tray and drainage path cleaning
6. Check all mechanical and electrical components for functionality

### **3. AHU UNITS – 12 Units**

Scope of Work (Complete Servicing):

1. Air coil cleaning using chemical treatment (if required)
2. Full cleaning of primary and secondary filters
3. Electrical heater functionality and connection check
4. All electrical/mechanical connection inspection
5. Control panel cleaning and inspection



6. Refrigerant system checks: pressure, oil level, and compressor functionality

**Outdoor condensing unit servicing including:**

1. Coil cleaning
2. Expansion valve inspection
3. Sensor and PCB board inspection
4. Refrigerant top-up (if required)
5. Electrical and communication wiring inspection

**4. OUTDOOR CONDENSING UNITS – 43 Units**


Scope of Work (Complete Servicing):

1. Refrigerant pressure checks and leak detection
2. Coil deep cleaning (water/chemical)
3. Compressor performance check and oil level inspection
4. Sensor and expansion valve inspection
5. Electrical PCB board inspection and contact tightening
6. Power and communication wiring checks
7. General structural inspection and cleaning

**5. POWER PANELS / CONTROL PANELS – 5 Units**

Scope of Work:

1. Full inspection of all electrical connections
2. Cleaning of control and power sections
3. Tightening of terminals and relays
4. Testing of breakers, timers, relays, and indicators

 Ensuring correct functioning of safety interlocks and protections

**Term and Conditions:**

1. The firm must be registered with PEC and other relevant authorities.
2. All works to be performed as per OEM and industry standard procedures. Use of recommended tools, cleaning agents, and safety PPE is mandatory.
3. Final service report with before/after condition photos, refrigerant readings, and checklist to be submitted upon completion.
4. The service team must follow all site safety protocols and environmental compliance.

**Note: Terms and conditions related to finance and procurement must be added.**

Handwritten signature and date: 16/11/25