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Tender Documents For
HVAC Overhaul, Repair and Maintenance

Submitted by
Company Name:

Authorized Representative Name:

Signature and Stamp



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HVAC Overhaul, Repair and Maintenance

Tender Notice

The Embassy of Pakistan requires quotations from experienced companies for HVAC Operations and Maintenance Contract at the Embassy. Interested parties may collect these documents and submit their bids latest by 1200hrs on 29 March, 2026.

Embassy of Pakistan,
Circle 8, Diplomatic Quarters,
Riyadh.

Phone N o .0 1 1 48 87 272 ,Ex t.4 45



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Invitation to BID

Embassy of Pakistan, Riyadh, hereby invites sealed Tenders for the **HVAC Overhaul, Repair and maintenance** from well-reputed and experienced companies and individuals registered to do business in Riyadh.

Interested bidders may collect the bidding documents from the **Administration Office** at the Embassy of Pakistan, Riyadh, by submitting a letter of interest. Bidders are requested to provide their best and final prices. Bidding will be conducted according to the normal PPRA rules in vogue. The quantity/volume of work may increase or decrease; items of work may be added or deleted as per requirements. Bidding companies/individuals must have prior experience in the said field.

Bids must reach the office of the undersigned before **1200 hours on 29 March, 2026**. The technical and Financial proposals will be opened on same day at 1230 hours, through single stage two envelope process. Complete details of work experience, fulfillment of tender requirements, documentation, and licenses of the bidders will be considered in the technical bid. No Tender documents shall be issued on the date fixed for the opening of the tender.

Conditional, incomplete tenders, and those not fulfilling the above-mentioned requirements and those mentioned in the General Terms and Conditions of the Tender Document shall be considered non-responsive. Further personal canvassing or recommendations will disqualify the bidder(s). Bid(s) not submitted on time in the prescribed format/BOQ will be outright rejected. This tender is only an invitation to offer, and the Embassy reserves the right to accept or reject any or all tenders at any time prior to the acceptance of a bid or proposal and shall, upon request, communicate to any bidder or contractor who submitted a bid or proposal the grounds for its rejection of all bids but is not required to justify those grounds, PPRA's rule 33(1).



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INSTRUCTIONS FOR BIDDERS:

1. Bidders should understand and know the exact nature, type, and quantum of the work before submitting their Tender/Quotation.
2. If the bidder(s) need(s) any clarification/ information, the bidder should contact the Embassy before the date of the opening of quotations.
3. **Quoted prices should be inclusive of all taxes, including VAT as applicable.**
4. Quoted prices should be firm and final, and no rebate will be accepted after the opening of the quotations.
5. Quoted prices must be mentioned in both words and figures. In case of an error, the price quoted in words will be considered. Any proposals with overwriting or cutting will not be accepted, and the bid will be rejected.
6. Each and every page of the Tender document must be signed and sealed by the Bidder.

(Muhammad Hamza)
Head of Chancery
Embassy of Pakistan,
Riyadh

Bidders Signature & Stamp

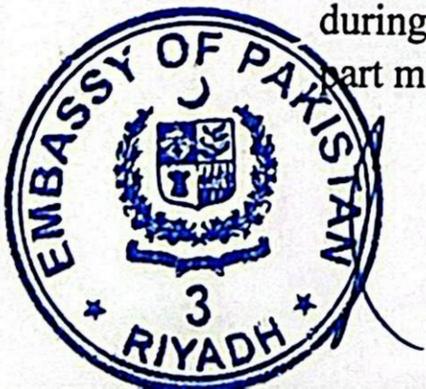


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GENERAL TERMS AND CONDITIONS

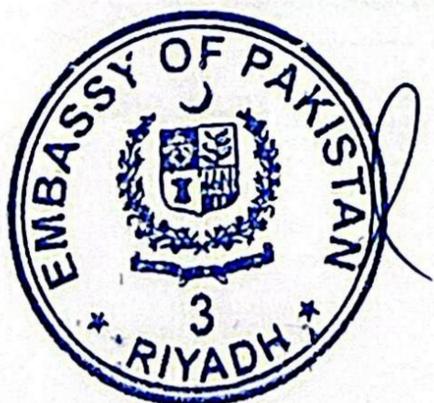
The general terms and conditions should be studied carefully before quoting the rates.

1. The bidders should submit their tender according to "Single Stage Two Envelope" process under PPRA Rules. The tender should consist of a **sealed single package containing one sealed package titled "Technical Proposal" and another sealed package titled "Financial Proposal"**:
 - a. Envelope marked as "Technical Proposal" should contain the following:
 - i) Company Profile
 - ii) Company Registration documents
 - iii) Income Tax Department Registration
 - iv) VAT Registration
 - v) Proof of experience (number of companies/years) of similar work.
 - vi) **Any other documents mandatory/required as per Annexes must also be furnished along with the Technical Proposals.** (Missing, incomplete, or ambiguous documents can affect the Technical Evaluation; therefore, it is expected that bidders shall submit complete and verifiable details).
 - vii) References of clients and nature of work done.
 - viii) Copies of work orders received and completion of work certificates as proof.
 - b. One sealed envelope for the financial bid marked as "Financial Proposal." The envelope should contain a duly filled, signed, and stamped **Financial Bid document and Bid Security** in the form of a **Demand Draft/ Bank Draft, or Pay Order amounting to 2 percent of the estimate quoted amount.**
 - c. The Bid Security of the unsuccessful bidder will be returned within 30 days after the award of the contract. The Bid Security will be forfeited in case the bidder withdraws his bid during the period of bid validity or, in the case of a successful bidder, if the selected bidder fails to sign the agreement in time or furnish a performance guarantee or provides any wrong information.
 - d. **The successful bidder will have to submit a Performance Guarantee** amounting to 5% of the estimated work value before the Work Order is issued and within 10 days of signing the final agreement.
 - e. The Bid Security of the successful bidder may be adjusted in the Performance Guarantee by depositing the difference in the amount of the Performance Guarantee; alternatively, the Bid Security could be refunded, and a fresh Performance Guarantee may be issued. The guarantee shall remain valid during the tenure of the contract period. The guarantee amount in full or in part may be forfeited in the following cases:
 - i. when the terms and conditions of the contract are breached;



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- ii. when the service provider fails to comply with the minimum service levels agreed upon;
 - iii. failure of the service provider to comply with statutory requirements shall constitute sufficient grounds for annulment of the award and forfeiture of the service guarantee.
2. The bidders have to qualify technical evaluation, and the successful bidder(s) will be decided on the basis of the "Most Advantageous Bid."
3. The successful bidder will have to execute a framework agreement with the Embassy, while all tender documents, instructions, and terms and conditions shall be made a part of the contract.
4. The Technical Evaluation will be based on the criteria provided in Annex-I, the minimum qualifying score for Technical Proposals is 70 marks. All mandatory documents must be provided for assessment and better chances of qualification. In case any mandatory document or other listed documents are found missing, the score for the Technical Proposal may be deducted, or the bid may be deemed non-responsive and disqualified.
5. The weightage of the Technical score will be 70% of the total marks obtained in the technical evaluation as per the criteria given in Annex-I.
6. The bidders are expected to submit their best offers. The bidder quoting the lowest cost shall receive the maximum Financial Bid score.
7. The weightage of the Financial score will be 30% of the total marks obtained in the financial evaluation as per the criteria given in Annex-II.
8. The bidder obtaining the highest marks in the technical and financial proposals will be deemed the "Most Advantageous bidder."
9. If more than one bidder achieves the same aggregate score, then preference will be given to the bidder with the higher financial score.
10. The contract will be signed with the successful bidder after completion of the bidding process. Time and duration of the work will be finalised in the contract with the successful bidder.
11. The Embassy will provide access to the site to the interested bidders upon request prior to submitting the bids. It is the responsibility of the bidder to visit the site and understand the scope of work.



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FORM OF BID

(LETTER OF OFFER)

Bid Reference No. _____

(Name of Works)

To: Head of Chancery,
Embassy of Pakistan,
Riyadh.

Sir,

1. Having examined the Bidding Documents including Instructions to Bidders, Bidding Data, Conditions of Contract, Contract Data, Specifications, and Annexes for the execution of the subject work, we, the undersigned, being a company doing business _____ under _____ the _____ name of _____

_and

address _____

and being duly incorporated under the laws of Kingdom of Saudi Arabia hereby offer to execute and complete such Works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the sum as specified in our Financial Proposal.

2. We understand that all the Schedules attached hereto form part of this Bid.

3. We undertake, if our Bid is accepted, to commence the services as per the framework agreement (to be signed later by the successful bidder).

4. We agree to abide by this Bid for the period of 120 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

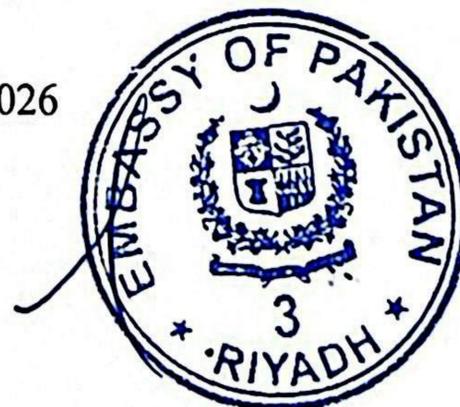
5. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

6. We understand that you are not bound to accept the lowest or any bid you may receive.

7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Works.

Dated this _____ day of _____, 2026

Signature _____



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in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)

(Seal)

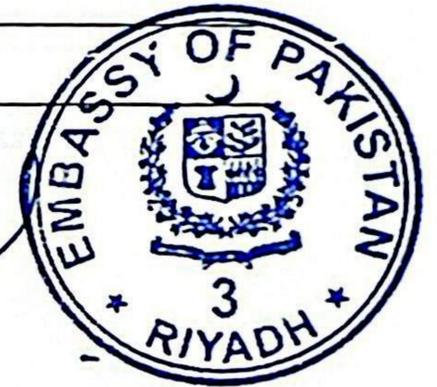
Address

Witness:

(Signature) _____

Name: _____

Address: _____



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Financial Proposal

Sr.No.	Description of Work	Quantity/Job	Complete Cost (SAR)
1	Overhaul, Repair, and Maintenance of the HVAC	--	
		Quarterly Cost	
Total Cost (exclusive of VAT)			
VAT (15%)			
Grand Total			

***Quotation should be inclusive of all taxes, including VAT, income tax, and general sales/services tax as applicable under KSA laws.**

*** Validity of the quoted amount should not be less than 120 days.**

*** Contract payments will be made quarterly.**

Name of the Company:

Authorized person:

Signature:

Contact details:

Contractors Seal with Signature

Embassy of Pakistan, Riyadh

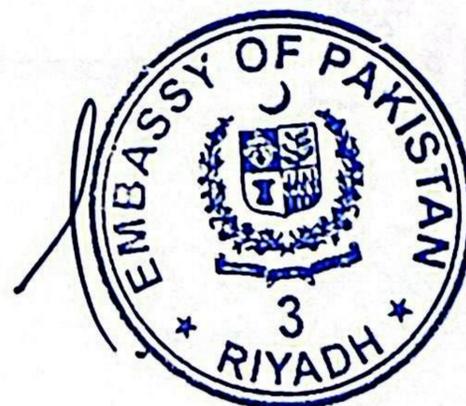


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ANNEX-I**(to be submitted with Technical Proposals)****Technical Evaluation Criteria**

S.NO.	DESCRIPTION	Criteria	Score	Checklist
1.	Company Registration Certificate and documents	Mandatory	10	
2.	Proof of experience working with Private/Govt Orgs (copies of bookings/ref letters)	Mandatory	10	
3.	Proof of operation, service, Maintain the HVAC systems along with references	Mandatory	15	
4.	Experience of working on Saudi Carrier HVAC systems and inventory management for parts		15	
5.	Managerial capability; verifiable hierarchy of office staff; No. of employees and details of employees		10	
6.	CVs of proposed on-site technicians and supervisors		10	
7.	Undertaking for financial strength of the company		10	
8.	Details of sites/companies/offices currently maintained by the company		10	
9.	Details of equipment/owned by the company		10	
Total Score			100	

- All "Mandatory" criteria must be fulfilled in order to qualify for the Technical Proposal.
- Qualifying marks for the Technical Evaluation: 70
- Any bid with incomplete/missing documents may be deemed non-responsive and may be disqualified.
- Initially, the Technical Evaluation will be completed, and Financial Bids will be opened at the prescribed time for technically qualified bidders only.



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ANNEX-II**HVAC SYSTEM DETAILS**

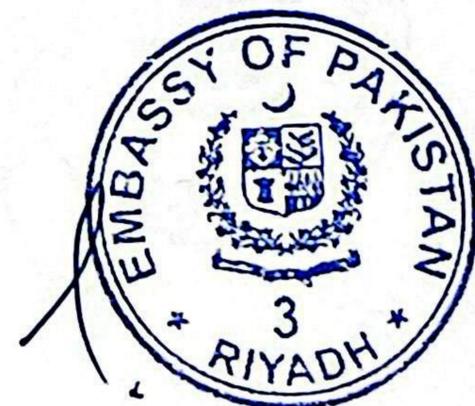
S.No.	Description	Make	Model No.	Qty
1)	Chiller	Carrier	30GB200-5	2
2)	Chilled Water Pumps	-	-	4
3)	Air Handling Units	Carrier	39LC131	1
4)	Air Handling Units	Carrier	39LB106	1
5)	Air Handling Units	Carrier	39ED29	1
6)	Air Handling Units	Carrier	39LA118	1
7)	Air Handling Units	Carrier	39LA112	1
8)	Air Handling Units	Carrier	39LA118	1
9)	Air Handling Units	Carrier	39ED39	1
10)	Air Handling Units	Carrier	39LB03	1
11)	Air Handling Units	Carrier	39LA403	1
12)	AHU (FCUs)	Carrier	42 Series	19
13)	Air Handling Units	Carrier	38 Series	6

2. Scope Overview

- The scope includes complete overhaul of:
 - Carrier water-cooled screw chillers
 - Chilled water pumps and hydronic system
 - Air Handling Units (AHU)
 - Fan Coil Units (FCU)
 - Ductwork and air distribution system
 - Electrical and control systems
 - Building Management System integration
 - Testing, commissioning, and certification

3. Chiller Overhaul Scope

- Mechanical overhaul:
 - Compressor dismantling, overhaul, and reassembly
 - Bearing, seal, gasket replacement
 - Oil system cleaning and replacement
 - Motor replacement or rewinding
- Refrigeration system:
 - Expansion valves replacement



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- Filter drier replacement
- Refrigerant recovery and recharge
- Leak testing and vacuuming
- Heat exchangers:
 - Evaporator chemical cleaning
 - Condenser chemical cleaning
 - Tube inspection and repair

4. Chilled Water Pump and Hydronic System

- Pump overhaul:
 - Pump dismantling, seal replacement
 - Bearing replacement
 - Motor inspection and overhaul
- Hydronic system:
 - Pipe flushing
 - Valve replacement
 - Expansion tank inspection
 - Water treatment

5. AHU and FCU Overhaul Scope

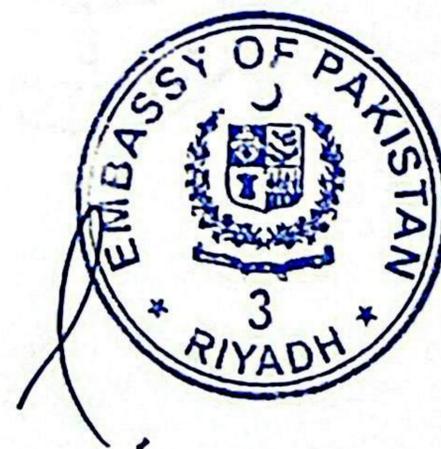
- AHU overhaul:
 - Fan motor overhaul
 - Bearing replacement
 - Cooling coil cleaning
 - Filter replacement
- FCU overhaul:
 - Motor inspection
 - Coil cleaning
 - Drain cleaning
 - Filter replacement

6. Duct System Scope

- Duct system:
 - Duct inspection
 - Leak repair
 - Duct cleaning
 - Damper inspection

7. Electrical and Control System

- Electrical system:
 - Control panel refurbishment
 - Cable replacement
 - Protection system replacement



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- Control system:
 - Controller replacement
 - Sensor replacement
 - BMS integration

8. Testing and Commissioning

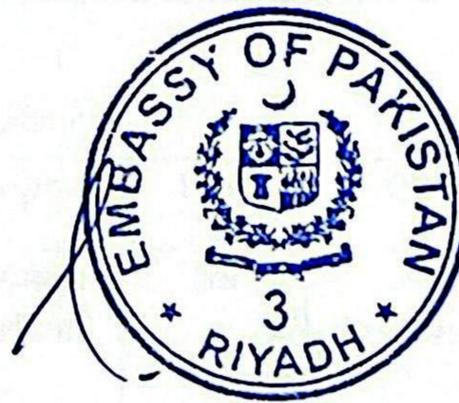
- Testing:
 - Leak testing
 - Electrical testing
 - Load testing
- Commissioning:
 - System commissioning
 - Performance verification
 - Final reporting

9. Contractor Requirements

- Contractor must:
 - Conduct site visit
 - Submit technical report
 - Submit commercial proposal
 - Provide warranty minimum 24 months

10. Deliverables

- Contractor shall submit:
 - Condition report
 - Overhaul report
 - Test report
 - Warranty certificates



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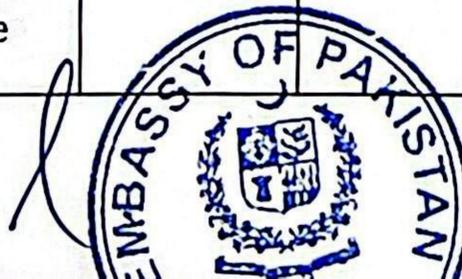
Embassy of Pakistan, Riyadh

CATEGORY A – CHILLER OVERHAUL

Sr	Category	Component	Scope	Unit	Qty	Remarks
1	Compressor	Carrier 06N Screw Compressor	Complete overhaul	No	8	OEM standard
2	Motor	Compressor Motor	Replace / overhaul	No	12	Carrier OEM
3	Expansion Valve	Electronic Expansion Valve	Replace	No	8	Danfoss/Carrier
4	Filter Drier	Filter Drier Core	Replace	No	16	2 per compressor
5	Oil System	Oil Replacement	Replace oil	Litre	As req	Mobil Arctic
6	Heat Exchanger	Evaporator Cleaning	Chemical clean	LS	1	Full cleaning
7	Heat Exchanger	Condenser Cleaning	Chemical clean	LS	1	Full cleaning

CATEGORY B – CHILLED WATER PUMPS

Sr	Category	Component	Scope	Unit	Qty	Remarks
1	Pump	Chilled Water Pump	Complete overhaul	No	As installed	Grundfos/KSB
2	Motor	Pump Motor	Overhaul	No	As installed	ABB/Siemens
3	Seal	Mechanical Seal	Replace	Set	As installed	OEM
4	Valve	Isolation Valve	Replace	No	As installed	Belimo/Bray



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CATEGORY C – AHU OVERHAUL

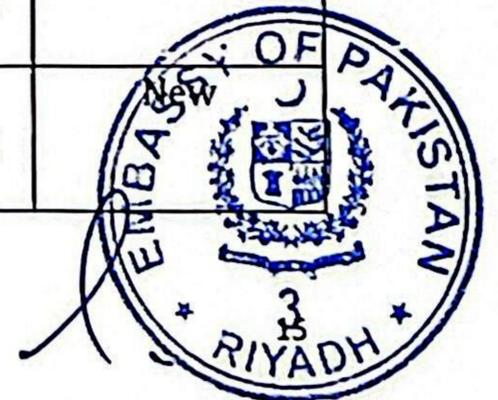
Sr	Category	Component	Scope	Unit	Qty	Remarks
1	Fan Motor	AHU Fan Motor	Overhaul	No	As installed	OEM
2	Bearing	Fan Bearings	Replace	Set	As installed	SKF
3	Cooling Coil	Cooling Coil	Chemical cleaning	LS	As installed	Full cleaning
4	Filter	Pre and Fine Filters	Replace	No	As installed	F7/F8

CATEGORY D – FCU OVERHAUL

Sr	Category	Component	Scope	Unit	Qty	Remarks
1	Fan Motor	FCU Motor	Replace/Overhaul	No	As installed	OEM
2	Cooling Coil	Coil Cleaning	Chemical cleaning	LS	As installed	Full cleaning
3	Drain System	Drain Cleaning	Clean and repair	LS	As installed	Complete
4	Filter	FCU Filters	Replace	No	As installed	New filters

CATEGORY E – DUCT SYSTEM

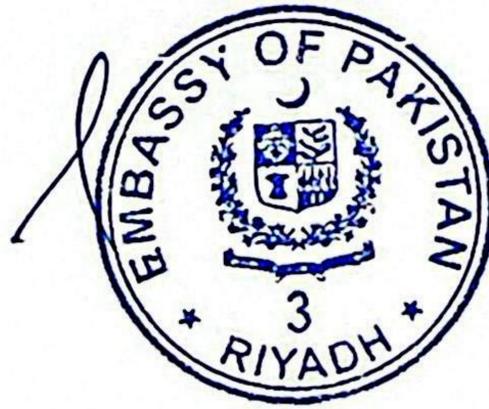
Sr	Category	Component	Scope	Unit	Qty	Remarks
1	Duct	Duct Inspection	Inspection	LS	1	Full system
2	Duct	Duct Cleaning	Cleaning	LS	1	Full cleaning
3	Damper	Fire Dampers	Inspection	No	As installed	Repair/replace
4	Diffuser	Air Diffusers	Replace	No	As installed	



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CATEGORY F – ELECTRICAL AND CONTROL

Sr	Category	Component	Scope	Unit	Qty	Remarks
1	Panel	Control Panel	Refurbishment	No	1	Complete
2	Sensor	Temperature Sensors	Replace	No	As installed	OEM
3	Cable	Power Cables	Replace	LS	As req	Complete
4	BMS	BMS Integration	Testing	LS	1	Complete



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TENDER SUBMISSION DEADLINE

Date: 29 March 2026

Time: 1200 Hrs

Address for Submission:

[HOC Office, Embassy of Pakistan, Riyadh, KSA, Abdullah As Sahmi Street, Assafarat,
Riyadh.]

For further inquiries, please contact:

Head of Chancery

Embassy of Pakistan, Riyadh.

Phone: 011-4887272

Email: headofchancery@pakistaninksa.com