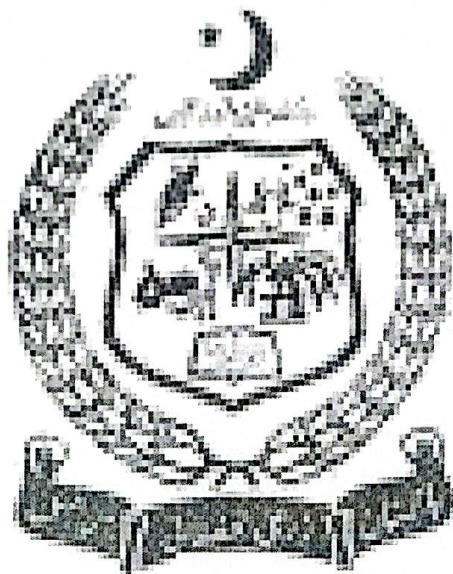


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PAKISTAN AGRICULTURAL RESEARCH COUNCIL

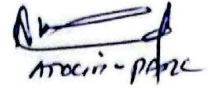


TENDER DOCUMENTS

OPERATION & ROUTINE MAINTENANCE OF HVAC PLANT INSTALLED AT PARC HQs. BUILDING, ISLAMABAD.

M/S:

(Directorate of Works & Services)
Plot # 20 Ataturk Avenue, Sector G-5/1,
P.O. Box # 1031 Islamabad.
Telephone # 051-9204495, Fax # 051-9202968


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Part "A"

**"OPERATION & ROUTINE MAINTENANCE OF H.V.A.C. SYSTEM
INSTALLED AT PARC HQs. BUILDING ISLAMABAD."**

GENERAL TERMS & CONDITIONS

The firm will carry-out Operation and Routine/operative Maintenance of the Air-conditioning plant installed at PARC HQs building, Islamabad, for a period of **Two Years**, extendable for One-year on same rates, terms & conditions subject to satisfactory performance, at a lump sum monthly rate basis during which plant shall be operated and maintained by the firm on the Terms & Conditions as given below:

- 2) The Contractor shall operate and maintain the Air-conditioning plant and ancillary equipment installed at PARC HQ. Building at monthly charges during normal office hours (i.e. 8.00 A.M. to 4.00 P.M.) from Monday to Friday. The Contractor shall be responsible for maintaining the correct/required temperature within all office rooms of PARC HQs. Building during working hours daily. Contractor may need to start the plant at least one hour earlier before office hours, to maintain proper temperature at 8.00 A.M. Similarly situation may occur after office hours when the plant may be required operative due to meetings etc. Contractor may keep such facts in mind for which he will be not allowed any additional benefits.
 - i) That the initial Contract Period will be for **Two years**, extendable for One-year on same rates, terms & conditions subject to satisfactory performance.
 - ii) That the Contractor will submit a list of technical skilled and experienced staff in their respective fields along-with technical education with proposed distribution of work for each member and staff nominated to operate and maintain the system and plant.
 - iii) That the Contractor will submit a list of tools & equipments suitable and sufficient to carryout daily operations. All tools and plants will be checked at site every month before verification of monthly payments.
 - iv) That the Contractor shall operate the plant and execute complete maintenance work strictly in accordance with the professional codes/manuals and the contract to the entire satisfaction of the Engineer Incharge and other senior Engineers.
 - v) That the Contractor shall comply with and adhere to the Engineers' instructions or directions on any matter concerning the operation & maintenance work.


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- vi) That the PARC will be responsible to provide at its own cost all materials i.e. chemicals and spare parts necessary for the operation and maintenance of the plant. Provision of electricity, gas fuel and water for operation of the whole system will also be the responsibility of PARC.
- vii) That the PARC shall provide a suitable place with telephone facilities in plant room.
- viii) That the PARC shall pay the monthly charges regularly to the Contractor after deducting Taxes according to rules of Government of Pakistan and the rate announced from time to time.
- ix) That in case PARC decides to terminate this agreement, one month's notice to the Contractor will be given or shall pay the amount equal to one-month charges in case termination notice is not served.
- x) That the Contractor's agent shall remain available at site during office hours. Specified addresses with contact telephone numbers to be intimated by the Contractor to meet any immediate requirement/emergency after working hours.
- xi) That the instructions given to Contractor's agent at site verbally or in writing shall be considered to have same force as if they had been given to the Contractor.
- xii) That the measures for rectification of defects and replacement of parts etc. will be done with prior approval by the Director (Works), P.A.R.C. The Contractor shall be responsible to do corrective maintenance and major over-hauling of any major breakdown at extra payment. Rates/ payments for the work will be submitted by the contractor on the basis of market rates, however, the decision of the Director (Works) will be final provided it is established that the major break-down did not occur due to any fault of the contractor. If it is found that any property and machinery/equipment of system of the building is damaged/defected or disturbed due to the contractors negligence, the contractor shall be responsible to make good/replace at its own cost within a week's time failing which the loss will be recovered from the contractor with penalty recommended by the Engineer of the Council.
- xiii) **Required Technical Staff**
 - ❖ Boiler Engineer 01 No.
 - ❖ Mechanic Air-Conditioner 01 No.
 - ❖ Helper 01 No.

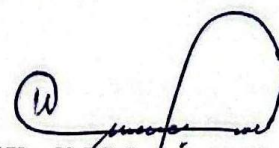

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- xiv) *If any staff of the Contractor is found absent from duty, his salary worked-out from the Contract will be deducted from the bill of the contractor from the respective bill of the month.*
- xv) The contractor shall report to the Engineer Incharge of the PARC immediately about any damage/accident/injury etc. that occurs at site. Any wrong reporting concealing of facts shall automatically entitle the Engineer Incharge PARC to terminate the contract of the contractor after giving one month notice and take action against the contractor, which may include **black-listing of the Contractor as well as forfeiture of the security deposit.** The loss sustained by PARC will be recovered from the contractor.
- xvi) That in the event of a dispute between PARC and Contractor, the dispute shall be settled as per provisions of Arbitration Act-1940. The place of arbitration shall be Islamabad. The Chairman, PARC shall appoint an Arbitrator from any one of the Member of the Executive Committee of the Council and his decision shall be final and binding in the matter of dispute.
- xvii) That the Contractor shall execute the maintenance & operation work in accordance with the standard specifications laid down in operation/maintenance/manuals of the respective equipments of the manufacturer and as per instructions of the Engineer Incharge. The contractor shall employ/depute proper skilled staff to the job, the credentials of which will be tested by the Engineer of the Council and after his approval the staff can be deputed to the specific work. Contractor shall finally submit the complete list of the staff deputed to the job with details, qualification and wages/salaries to be paid.
- xviii) No escalation shall be payable to the contractor during the currency of the agreement. The rates offered/quoted by the contractor shall be inclusive of salary of staff, all taxes, staff benefits till the completion of the contract in all respects.
- xix) The contractor shall not sublet the work to any other agency. If the contractor is found subletting the work to any other agency, his contract would be terminated after serving notice. The contractor shall give an undertaking that no member of his firm who has financial interest in its profit and loss, is related to an employee of the Council, or any officer of the PARC and that the firm will not allow any such relation of any officer to have financial interest in the firm during the currency of the contract.
- xx) The scope of work in addition to satisfactory operation of plant would also include minor and routine maintenance including trouble-shooting and rectification of faults in the mechanical and electrical system, oiling up and greasing of moving parts and to carry-out all the preventive maintenance steps as advised in manuals for the overhauling of boilers,

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chillers pumps, cooling tower, air-handlers, fan coil units and allied equipments and descaling of pipe network/Boilers, equipments and closed system. In case of any breakdown of the equipment, beyond the control and fault of contractor's employees, the PARC will get the equipment repaired from any expert agency. However, contractor will be responsible to dismantle and shifting to the workshop of repairing agency and bringing it back to PARC at its cost. The equipments reinstalling back will be done without any additional charges to be claimed by the contractor from PARC. The cost of spare parts will however be borne by PARC.

- xxi) The contractor must have sufficient experience to list up the spare parts that can cause breakdown of plant at any time due to wear & tear and expiry of useful life. The contractor will provide cost & details of such spare parts every quarter. If the contractor fails to provide such list, the work will be entrusted to another organization having relevant experience and cost of preparing such list will be recovered from his running bills. The contractor will provide a list of spare parts with estimated cost that need to be replaced in near future.
- xxii) The contractor will chalk-out schedule of visit of Boiler Inspector and would arrange transport for visit of Boiler Inspector at his own cost without lodging any claim for reimbursement. However, annual inspection fee will be paid by PARC. Boiler safety shall be the responsibility of the Contractor.
- xxiii) The contractor will provide thermometers and equipment to measure temperatures in winter & summer seasons.
- xxiv) The contractor will be fully responsible for the safe and trouble free operation of HVAC plant and for the safety of his staff. It is strongly recommended that he may get insured his staff and the work place by obtaining contractor's all risk policy. PARC however, will not pay any extra sum for it.
- xxv) That the Contractor shall pay the salaries to his staff according to rules of Government of Pakistan and the rate announced from time to time.



(Khalid Mahmood)
Sr. Technical Officer (Civil) PARC

Contractor



Part "B"

PLANT BRIEF DESCRIPTION

- 1) Name of Project Operation & Routine Maintenance of HVAC System installed at PARC Headquarter Building, Sector G-5/1, Islamabad.
- 2) Duration of Contract Agreement **Two Years**, extendable for One-year on same rates, terms conditions subject to satisfactory performance.
- 3) Capacity of Plant
 - a) Refrigeration 79 Tones
 - b) Heating 499 KW (322 Tones)
 - c) Make Sharjah & Kuwait Manufacturing Company, U.A.E.
 - d) Year of installment 1987
- 4) Availability of Tender documents On PPRA's website / E-PADS.
- 5) Date of receiving and opening of bids Bids will be received in the office of Director (Works), Director (Works), PARC on **20.05.2026** at 11:00 A.M and will be Opened on same day at 11:30 A.M.
- 6) Retention Amount The Earnest Money of **Rs.150,000/-** will be kept as Security Deposit During currency of the Contract and will be released after expiry of the Contract on successful completion of Operation & Maintenance contract and upon recommendations of the Engineer Incharge.
- 7) Past experience & Registration with Income Tax, Sales Tax Department & no litigation with any Client/Departmen The Firms will be download tender documents from PPRA's Website / E-PADS firms who has documentary proof of past experience and registration with IncomeTax, Sales Tax department.
- 8) Bid Security **Rs.150,000/-** in the shape of Bank Draft, Call-at-Deposit or Pay Order in favour of Pakistan Agricultural Research Council, Islamabad.
- 9) Quoted amount of Monthly charges for Rs. _____ Per Month.
Operation & maintenance Of HVAC plant. Rs. _____ Per Annum.


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- 11) Should this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed here to so far as applicable or in default thereof to forfeit and pay to the PARC or its successors in office the sums of money mentioned in the said condition.

The sum of **Rs. 150,000/-** is herewith forwarded in the shape of _____ as Earnest Money the full value of which is to be absolutely forfeited to the said PARC or its successors in office, without prejudice to any other rights or its successors in office should I/We fail to commence the work specified in the above memorandum, or (a) should I/We not deposit the full amount of said sum of Rs. _____ shall be retained by PARC as on account of such security deposit as aforesaid, or (b) the full value of which shall be retained by PARC on account of the security deposit.

- 12) Bidders may inspect the plant and site before tendering on any working day during office hours. For any other information/clarification, ATO (Civil) PARC may be contacted.
- 13) The tender documents along with firm profile must be submitted via EPADS. The Earnest Money for the bid in the form of Call Deposit/Bank Draft (refundable) drawn in favor of PARC scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender.

14) **Required Technical Staff**

❖	Boiler Engineer	01 No.
❖	Mechanic Air-Conditioner	01 No.
❖	Helper	01 No.

- 15) Signature & stamp of the firm's representative _____

AD Civil - PAR

No. D.5134 /26DW

Pakistan Agricultural Research Council Islamabad
(Directorate of Works & Services)

NOTICE FOR INVITATION TO BIDDERS

Pakistan Agricultural Research Council invites electronic bids on item rate basis through EPADS from the reputed firms having relevant proof of their past experience for satisfactory provision of such services for at least Five years & an undertaking that the firm has no litigation with any Department/Client or not black-listed by any Department/Client, registered with Income Tax & Sales Tax Department for following Work.

Description of work	Earnest Money
Operation & Routine Maintenance of HVAC Plant installed at PARC HQs Building Islamabad.	Amount Rs: 150,000/- in the form of Pay Order or Bank Draft in favour of Pakistan Agricultural Research Council, Islamabad.

- 2) The procedure of open competitive bidding is "Single Stage-Single Envelope".
- 3) Interested bidders are requested to register themselves on the e-Pak Acquisition & Disposal System (EPADS) <https://procure.gov.pk/#/supplier/registration> and download Tender documents contains Term & Conditions and submit their bids through the EPADS.
- 4) The Earnest Money for the bid in the form of Call Deposit/Bank Draft (refundable) drawn in favor of PARC scanned copy of which is required to be uploaded through EPADS and hard copy must be submitted physically along with hard-copy of sealed bidding document on the closing date of the tender to office of the **Director (Works), Pakistan Agricultural Research Council, 20, Ataturk Avenue, Sector G-5/1, Islamabad**
- 5) The tender documents along with firm profile must be submitted via EPADS latest by **May 21, 2026 till 1100 hrs.** Bids will be opened at 1130 hours on the same day in the presence of bidders / bidder's representatives who choose to attend at the office of **Director (Works), Pakistan Agricultural Research Council, 20, Ataturk Avenue, Sector G-5/1, Islamabad.**

This advertisement is also available on the PPRA's website at www.ppra.org.pk and on the PARC website at <https://www.parc.gov.pk>

The PARC reserves the right to accept any or reject all bids as per PPRA Rules.

Director (Works), Pakistan Agricultural Research Council, 20, Ataturk Avenue, Sector G-5/1, Islamabad. Telephone: (051-9204495, 9076-2054 Fax # 9202968