



**GOVERNMENT OF PAKISTAN**  
FEDERAL INVESTIGATION AGENCY (HQs)  
INTEGRATED BORDER MANAGEMENT SYSTEM



No. S-11/2022-23(IBMS)/PROCUREMENT/-278-


Date 07/03/2023

**TENDER NOTICE**

(Single Stage Two-Envelope Bidding Procedure)

Integrated Border Management System (IBMS) Federal Investigation Agency (FIA) Islamabad invites sealed bids from distributors/suppliers/firms registered with income tax and sales Tax departments which are on Active Tax payers list (ATL) of FBR for Supply of computer Stationary , Purchase of IT Equipment(Mouse and Keyboards), and proposals required for prequalification for repair and maintenance of auto workshops for IBMS (FIA) fleet for Three years, Prequalification of firms for repair electrical work, machinery repair, ACs servicing and gas supply, supply of IT equipment, supply of stationary, misc items for three years, and hiring of courier services and prequalification of workshops for repair and maintenance of 50(KVA) diesel generators.

2. Bidding documents containing detailed specifications terms & conditions can be obtained from the office of the assistant Director (Logistics) IBMS FIA Hqs G-9/4, Islamabad during office hours. Bids shall be submitted in accordance with the instructions in bidding documents, at logistics Branch (IBMS) FIA HQs on or before 29/03/2023 till 11:00am Tender will be opened the same day at 11:30 am . This advertisement, bidding documents, general instructions are also available on PPRA website at [www.ppra.org.pk](http://www.ppra.org.pk) and FIA website at [www.fia.gov.pk](http://www.fia.gov.pk)

  
**Assistant Director (Logistics)**  
IBMS FIA HQs, Islamabad  
051-9262417



**SERVICE & MAINTENANCE CONTRACT OF GENERATORS HAVING CAPACITY OF 50 KVA OR LESS (WITHOUT PARTS) INSTALLED AT FIA (IBMS) HQRS ISLAMABAD FOR A PERIOD OF THREE YEARS. FYs (2023-24, 2024-25, 2025-26)**

**NOTE**

1. Any offer not fulfilling any tender inquiry, shall straightway be ignored.
2. Offer shall remain valid for 90 days from the date of opening of tender.
3. Offer of the firm not quoting rates both in words / figures shall be ignored.
4. No quoting firm would be allowed to withdraw his offer during the validity period or after conclusion of contract / rate contract, whichever is earlier.
5. In case the offer is withdrawn, amended or revised during the validity period of the offer, the Earnest Money is liable to be forfeited.
6. The contractors shall write a quoted amount in words (Both Numeric & alphabetically).
7. Amount of the firm in percentage will not be considered, otherwise, the tender document will be considered cancelled.
8. The contractor shall submit technical and (yearwise)financial bid in separate envelops.

**Assistant Director (Logistics)**  
FIA (IBMS) Hqrs Islamabad

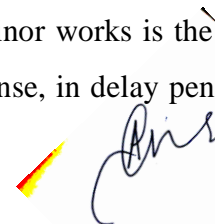
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## TERMS AND CONDITIONS

1. Any offer not received as per terms and conditions of the tender inquiry is liable to be ignored. No offer shall be considered if:
  - i. It is received after the time and date fixed for its receipt.
  - ii. The tender is unsigned.
  - iii. The offer is ambiguous.
  - iv. The offer is conditional.
  - v. The offer is from a firm, blacklisted with any other government / Semi Government Department & Autonomous Institution.
2. The contractor shall be required to undertake for the complete service & maintenance of the Generator for a period of 3 years (without parts). This period commence upon signing of this contract agreement.
3. The contractor shall be required to have the technical staff capable to handle the generator. And in addition shall ensure to arrange on call Senior Engineer for rectification of faults going beyond capacity of maintenance staff, this service will be provided within quoted cost.
4. The quoted cost should be inclusive of all taxes such as income tax and sales tax etc. Payable to the Government. The contractors will not claim from this account.
5. weekly checking of the generator by the technical supervisor and report will be sent to the client indicating the working and maintenance condition of generator, equipment and his technical observation relating thereto.
6. The contractor shall ensure that the generator will operate satisfactorily throughout the contract period generally in accordance with the specifications of the generator as laid down by the manufacturer.
7. The materiel required for service and maintenance of the generator shall be at the cost of the contractor. The Contractor shall provide a list of spare parts to be kept in stock within seven days (local or imported) from taking over the maintenance contract of generators. He will also ensure that the spare part etc. is replaced only when it is considered essential. Since these are imported items, maximum care should be taken to repair the old parts for its re-use. New parts should only be substituted when the old parts cannot be satisfactorily repaired. All old damaged and replaced spares will be returned back to FIA (IBMS) store and receive the N.O.C. for further payments.
8. In the event of any dispute / difference arising between the client and the Contracting firm, in the connection to the matters contained in this agreement, such disputes / differences shall as far as possible be settled amicably. However, if, both parties fail to arrive at amicable settlement, such disputes shall be settled through arbitration and FIA (IBMS) Administration will act as sole arbitrator.



9. The firm will submit a detailed account of its past experience.
10. NTN Number.
13. Work shop status.
14. List of Tools available. (Job related)
15. Firm must also submit a judicial paper of worth Rs 100 in which firm will state that it is not blacklisted from any government department.
16. The contractor's Supervisor / Engineer shall inform the Employer's representative regarding the servicing work to be carried out on next day or days so by Contractor's staff.
17. The successful bidder shall submit as guranttee cheque of Rs. 100,000/- as guarantee cheuque which will be furnished for every year for three years consecutively and will be kept with FIA (IBMS) till the expiry of contract period for every particular year and will be returned back after successful tenure.
18. The payment will be made on annual basis.
19. Apart from Labour, parts will be arranged by qualified firm, which shall be original and later the claim will be made as per market rate after satisfactory performance and after inspection report.
20. In case of any part or parts of the generator, are damaged or destroyed as a result of negligence on the part of the contractor, his agent or employees, the contractor shall be liable to pay for rectification and making good of all such damages of loses.
21. The period of contract shall be for three years commencing from the date of contract issuance and after expiry of contract period, the contractor will bring the generator into the good running conditions.
22. The Contractor must ensure the proper functioning of the generator. In case of unsatisfactory functioning or failure of the generator on account of negligence of the contractor, of which the qualified consultant (nominated by the Authority) shall be investigating the facts, by giving a written notice of one month as per situation, which cannot be challenged in any court.
23. The person signing the tender on behalf of the bidder must specify his authority, that is to say, whether he signs as the Sole Proprietor, Active Managing Partner, Managing Director, Acting Director, Manager, Secretary: for the firm and if so required shall have to produce copy of the documents authorizing him to sign the tender.
24. Repairing/ replacement & adjustment of the AVR and other minor works is the responsibility of contractor at his own risk & cost with immediate / quick response, in delay penalty of Rs.5000/-



per day but not exceeding the 20% of annual contract value will be imposed on the contractor or to be deducted from his annual bill.

25. Radiators repairing works, fan belts & all safety devices i.e. Water Temperature Meter, Fuel Meter, Volt Meter and Ampere Meter including auto wiring and all type of Minor works Electrical / Mechanical are the responsibility of the contractor at his own risk & cost.
26. Fuel injector's calibration, fuel pump servicing and calibration are also the responsibility of the contractor at his own risk & cost.
27. Self, excitors & other minor works is also the responsibility of the contractor so the Generator should always be in 100% working condition
28. The firm/Contractor to whom the contract is awarded is responsible to arrange grease, Duster, Kerosene oil, screw, nut bolts, small wire pieces etc for servicing.
29. Materials should be changed in the presence of two authorized FIA (IBMS) Officers and written permission of Additional Director be noted in the log book properly.
30. All parameters to be check regularly and recorded in the log book/complain register which should be proper, neat & clean.
31. The contractor should be submitting weekly Operation & maintenance report. Contractor or his Supervisor will maintain log book and FIA (IBMS) staff randomly check the logbook and other related documents.
32. Income tax shall be deducted from contractor's bill as per Government laws.
33. Contract will be awarded for the period of (01) one year extendable for another two terms on satisfactory performance report by Assistant Director (Operations)

#### **WORK SCHEDULE:**

##### **DAILY/WEEKLY BASIS WORK:**

1. Cleaning/Dusting of Gen-set, Radiator flashing and Alternator
2. Cleaning of fuel pump system
3. Cleaning of water circulation system
4. Operator cum Mechanic cum Electrician
5. Checking / cleaning of batteries & electrolyte terminal etc.
6. Checking of fuel position in fuel tank
7. .Checking in Each Gen Set of lubrication system filled oil if level is low.

##### **MONTHLY BASIS WORK**

1. Cleaning of alternator, exciter by Air pressure to remove dust from inside of winding.



2. Cleaning of air filter by air pressure to clean air path, Holes of existing filter
3. Cleaning of external surface of radiator tubes by fresh water Kerosene Oil
4. Cleaning of control panel AVR box and other electronic component
5. All the above work must be done in the presence of FIA (IBMS) authorized staff.
6. All instrument related to Gen Set like volt Meter, fuel gauges must be tested and calibrated by authorize vendors along with test reports.

**Assistant Director (Logistics)**  
FIA (IBMS) Hqrs Islamabad

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**SCOPE OF WORK**

**SERVICE & MAINTENANCE CONTRACT OF GENERATORS**

**1-(POWERLINK) HAVING CAPACITY OF 50 KVA**

**2-(AKSA PERKIN POWER GENERATOR) HAVING CAPACITY OF 50 KVA**

**(WITHOUT PARTS) INSTALLED AT FIA (IBMS) HORS ISLAMABAD,**

**FOR A PERIOD OF 3 YEARS (Annual Payment)**

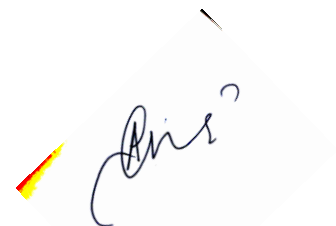
S. No	DESCRIPTION	QTY	UNIT	AMOUNT
01	Service and maintenance contract of Diesel Generator (Powerlink) having Capacity 50-KVA (without parts) Model No: WPS45 Serial No: PL 7243/3	01	2023-24	
			2024-25	
			2024-26	
02	Service and maintenance contract of Diesel Generator (AKSA Perkin) having Capacity 50-KVA without parts. Model No: APD 50P Serial No: U368491X	01	2024-26	
<b>TOTAL AMOUNT</b>				
Add 16 % GST				
<b>GRAND TOTAL</b>				

WE GUARANTEE FOR THE COMPLETION OF THE SAID JOB / WORK WITHIN THE STIPULATED PERIOD AND EXACTLY IN ACCORDANCE WITH THE REQUIREMENT / SPECIFICATION AS MENTIONED IN THE SCOPE OF WORK AND INVITATION OF TENDER.

YOUR TENDER ENQ. NO. \_\_\_\_\_ DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_

OUR REF: NO. \_\_\_\_\_ DATED \_\_\_\_/\_\_\_\_/\_\_\_\_

TENDER'S SIGNATURE WITH AUTHORITY:



**DOCUMENTS CHECKLIST FOR VENDORS**

<b>SR. #</b>	<b>DOCUMENTS</b>	<b>ATTACHED (PLEASE TICK)</b>
1.	CNIC Copy	
2.	Company Letter Head and Visiting Card	
3.	Guarantee Cheque	
4.	Technical Proposal	
5.	Financial Proposal	
6.	Affidavit for not blacklisted	
7.	Vendor details (NTN, GST Certificates etc)	

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