

**PROJECT MANAGEMENT UNIT  
PRIMARY AND SECONDARY HEALTHCARE  
DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

**BID REFERENCE NO: P&SHD/PMU/OS/MEPG-02/2019-20**



**Primary & Secondary  
Healthcare Department**

**Bidding Documents**

**PROCUREMENT OF MECHANICAL, ELECTRICAL, PLUMBING  
AND GENERATOR OPERATION & MAINTENANCE SERVICES  
FOR DHQ / THQ HOSPITALS OF THE PUNJAB**

**(YEAR 2019-2020)**

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# 1. INVITATION TO BID

**Dated:** September, 2019

**SUBJECTS: PROCUREMENT OF MECHANICAL, ELECTRICAL, PLUMBING AND GENERATOR OPERATION & MAINTENANCE SERVICES FOR DHQ / THQ HOSPITALS OF THE PUNJAB**

**BID REFERENCE NO: P&SHD/PMU/OS/MEPG-02/2019-20**

1. The Project Management Unit (PMU), Primary & Secondary Healthcare Department invite sealed bids from eligible bidders for the Procurement of Mechanical, Electrical Plumbing and Generator Operation & Maintenance Services for DHQ / THQ Hospitals of the Punjab.
2. A complete set of Bidding Documents containing detail of packages / Zone, terms & conditions and scope of services is readily available and can be downloaded from the websites ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)), ([www.pshealth.punjab.gov.pk](http://www.pshealth.punjab.gov.pk)) & ([www.pmuhealth.gop.pk](http://www.pmuhealth.gop.pk)) free of cost. The bidder is required to submit bid security against each package defined in bidding documents which is 1% of the estimated price of that package.
3. Bidding shall be conducted through Single Stage – Two Envelopes bidding procedure, as per Rule 38(2) (a) of Punjab Procurement Rules, 2014. The envelopes shall be clearly marked as “Financial Proposal” and “Technical Proposal” in bold and legible letters in separate envelopes. A pre-bid meeting will be held on **September 11, 2019 at 1030 hours** in the Committee Room of Project Management Unit (PMU). Minutes of pre-bid meeting will be uploaded on the websites ([www.pshealth.punjab.gov.pk](http://www.pshealth.punjab.gov.pk)) & ([www.pmuhealth.gop.pk](http://www.pmuhealth.gop.pk)) on the next day.
4. Sealed Bids are required to be submitted by interested bidders on **September 26, 2019 till 1100 hours** in the **Project Management Unit, 31/E-1 Shahrah-e-Imam Hussain, Gulberg III, Lahore**. In case of official holiday on the day of submission, next day will be treated as closing date. The Bids received till the stipulated date and time shall be opened on same day at **1130 hours** in the presence of the representative of the firms who choose to attend. *Late bids shall not be entertained.*

Note: The Procurement shall be conducted as per Punjab Procurement Rules 2014.

## **PROJECT DIRECTOR**

**PROJECT MANAGEMENT UNIT**

**Primary & Secondary Healthcare Department**

**31-E/1, Shahrah-e-Imam Hussain, Gulberg-III, Lahore**


**E-mail: [outsourcing.pmu@gmail.com](mailto:outsourcing.pmu@gmail.com)**

**Tel: 042-99231203**

**Contact Person: 0321-6260510, 0302-9397238**

# ADVERTISEMENT-1



 **Primary & Secondary Healthcare Department**

**INVITATION FOR BIDS**

**PROCUREMENT OF MECHANICAL, ELECTRICAL, PLUMBING AND GENERATOR OPERATION & MAINTENANCE SERVICES FOR DHQ / THQ HOSPITALS OF THE PUNJAB**

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**Note:** The Procurement shall be conducted as per Punjab Procurement Rules 2014.

**PROJECT DIRECTOR**  
**PROJECT MANAGEMENT UNIT**  
Primary & Secondary Healthcare Department  
31-E/1, Shahrah-e-Imam Hussain, Gulberg III, Lahore  
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Primary & Secondary  
Healthcare Department

## INVITATION FOR BIDS

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2. A complete set of Bidding Documents containing detail of packages / Zone, terms & conditions and scope of services is readily available and can be downloaded from the websites ([www.ppsa.punjab.gov.pk](http://www.ppsa.punjab.gov.pk)) & ([www.cshhealth.punjab.gov.pk](http://www.cshhealth.punjab.gov.pk)) free of cost. The bidder is required to submit bid security against each package defined in bidding documents which is 1% of the estimated price of that package.
3. Bidding shall be conducted through Single Stage - Two Envelopes bidding procedure, as per Rule 38(2) (a) of Punjab Procurement Rules, 2014. The envelopes shall be clearly marked as "Financial Proposal" and "Technical Proposal" in bold and legible letters in separate envelopes. A pre-bid meeting will be held on September 11, 2019 at 1030 hours in the Committee Room of Project Management Unit (PMU). Minutes of pre-bid meeting will be uploaded on the websites ([www.cshhealth.punjab.gov.pk](http://www.cshhealth.punjab.gov.pk)) & ([www.ppsa.punjab.gov.pk](http://www.ppsa.punjab.gov.pk)) on the next day.
4. Sealed Bids are required to be submitted by interested bidders on September 26, 2019 till 1100 hours in the Project Management Unit, 31/E-1 Shahrah-e-Iqbal Hussain, Gulberg III, Lahore. In case of official holiday on the day of submission, next day will be treated as closing date. The Bids received till the stipulated date and time shall be opened on same day at 1130 hours in the presence of the representative of the firms who choose to attend. Late bids shall not be entertained.

Note: The Procurement shall be conducted as per Punjab Procurement Rules 2014.

### PROJECT DIRECTOR

#### PROJECT MANAGEMENT UNIT

Primary & Secondary Healthcare Department  
31-E/1, Shahrah-e-Iqbal Hussain, Gulberg III, Lahore

E-mail: [outsourcing.pmu@gmail.com](mailto:outsourcing.pmu@gmail.com)

Tel: 042-99231203

Contact Person 0321-6260510 / 0302-3397238

PL-7755

## 2. INTRODUCTION

Project Management Unit (PMU), Primary & Secondary Healthcare Department (P&SHD) requires firms to provide **Mechanical, Electrical, Plumbing and Generator Operation & Maintenance Services for DHQ / THQ Hospitals of the Punjab** for 24 Hours a day (365 days/ 7 days a week including Sundays & Holidays) in the entrusted DHQ / THQ Hospitals as mentioned in this tender document below.

Package Details	Sr. No	Hospital Names	Bid Security (1% of estimated price)
Package-1 DHQ	1	Attock	432,000
	2	Bhakkar	
	3	Chakwal	
	4	Hafizabad	
	5	Jehlum	
	6	Khoshab	
	7	M.B.Din	
	8	Mianwali	
	9	Narowal	
Package-2 DHQ	1	Chiniot	432,000
	2	Jhang	
	3	Kasur	
	4	Nankana	
	5	Okara City	
	6	Okara South City	
	7	Pakpattan	
	8	Sheikhupura	
	9	TT Singh	
Package-3 DHQ	1	Bahawalnagar	432,000
	2	Chistian	
	3	Khanewal	
	4	Layyah	
	5	Lodhran	
	6	Muzaffargarh	
	7	Rajanpur	
	8	Vehari	
	9	Multan	
Package-4 THQ	1	Daska	700,000
	2	Esa Khel	
	3	Hazro	
	4	Kamoke	
	5	Noorpur Thal	
	6	Bhalwal	
	7	Bhera	
	8	Choa Saiden Shah	
	9	City Hospital Talagang	
	10	Darya Khan	
	11	Dinga	
	12	Fateh Jang	
	13	Gujar Khan	

	14	Hassan Abdal	
	15	Jand	
	16	Kahuta	
	17	Kala Bagh	
	18	Kallar Kahar	
	19	Kallar Sayyedan	
	20	Kaloor Kot	
	21	Kharian	
	22	Khushab	
	23	Kot Momin	
	24	Kotli Sattian	
	25	Major Shabbir Shaheed Kunjah	
	26	Malakwal	
	27	Mankera	
	28	Murree	
	29	Noshera Virkan	
	30	Pasrur	
	31	Phalia	
	32	Pind Dadan Khan	
	33	Pindi Bhattian	
Package-5 THQ	1	Arifwala	700,000
	2	Chichawatni	
	3	Gojra	
	4	18 Hazari	
	5	Ahmedpur Sial	
	6	Chak Jhumra	
	7	Chunian	
	8	Depalpur	
	9	Ferozwala	
	10	Haveli Lakha	
	11	Jaranwala	
	12	Kamalia	
	13	Lalian	
	14	Mianmeer	
	15	Muridke	
	16	Patoki	
	17	Renala Khurd	
	18	Safdarabad	
	19	Samundri	
	20	Sangla Hill	
	21	Shahkot	
	22	Sharaqpur	
	23	Shorkot	
	24	Tandianwalla	
	25	Pindi Gheb	
	26	Piplan	
	27	Sambrial	
	28	Sara-e-Alamgir	
	29	Shahpur	
	30	Shakargarh	
	31	Sillanwali	
	32	Sohawa	
	33	Talagang	

Package-6 THQ	1	Ahmadpur East	700,000
	2	Burewala	
	3	Kot Addu	
	4	Mianchannu	
	5	Shujabad	
	6	Taunsa	
	7	Chowk Azam	
	8	Alipur	
	9	Chobara	
	10	Dunya pur	
	11	Fort Abbas	
	12	Fort Munroo	
	13	Haroon Abad	
	14	Hasilpur	
	15	Jahanian	
	16	Jalalpur Pirwala	
	17	Jampur	
	18	Jatoi	
	19	Kabirwala	
	20	Karor lal eson	
	21	Kehror Pacca	
	22	Khairpur Tamewali	
	23	Khanpur	
	24	Kot Sultan	
	25	Liaqat Pur	
	26	Mailsi	
	27	Minchinabad	
	28	MNS Layyah	
	29	Rojhan	
	30	Sadiqabad	
	31	Yazman	
	32	Taxila	
	33	Wazirabad	

Note. Procuring Agency reserves the right to drop one or more health facilities from any package.



### 3. INSTRUCTION TO BIDDERS

#### General Instructions

1. A Bidder/ Service Provider shall be a legally registered entity with the formal intent to enter into an agreement or under an existing agreement.
  - a. The bidder must be an active tax payer. Punjab Revenue Authority (PRA) registration, National Tax Number (NTN) and General Sales Tax Number (if applicable) with documentary proof shall have to be provided by bidder(s).
  - b. A Bidder who is barred/ blacklisted or disqualified either by any Government/ Department / Agency / Authority would not be eligible to submit the Bid. **The Bidder will submit an undertaking in this regard.**
  - c. The Service Provider shall have to provide Under Taking of Minimum Wage Rate as per Appendix-3
2. Interested Bidder who intends to apply for multiple packages shall submit only one Technical Bid but separate Financial Bid for each package applied for.
3. The amount of Bid Security for each package is mentioned above which is 01% of estimated cost of that package. If applying for multiple packages, interested bidder shall submit separate Bid Security for each package as mentioned above.
4. The Bid Security shall be submitted in the form of CDR, Demand Draft, Pay Order or Bank Guarantee in the favor of **Project Director, Project Management Unit (PMU)**. The original instrument must be placed in the Financial Bid however a copy of the same shall be attached with Technical Bid.
5. At any time, prior to the deadline for submission of bids, the Procuring Agency for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment. Such amendment/response shall be uploaded on departmental websites, and shall be binding on them.
6. The Procuring Agency, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.
7. For the purpose of preparing the bid, the interested bidders will be allowed to visit the respective hospital to conduct survey and relevant assessments. However, basic details about each Hospital and service timings are mentioned in this document.

8. The bidders are expected to examine all terms and instructions included in the Documents. Failure to provide all requested information shall be at bidder's risk and may result in rejection of the proposal.
9. The offer must be valid for **180 Days** from last date of submission of bids.
10. The procuring agency shall evaluate the technical bid in a manner prescribed ahead in the document, without reference to the price and reject any bid that does not conform to the specified requirements.
11. Procuring Agency reserves the rights to drop one or more health facilities from any package.
12. After submission, no amendments in the technical or financial bid shall be permitted.
13. The Service Provider shall have to provide all relevant documents required for technical qualification. Service Provider shall have to give detail of HR, Goods etc. as per enclosed **Appendices**. The Service Provider shall provide complete detail of relevant personnel i.e., EOBI / Insurance. Deficient documents, claims regarding HR, Supplies / equipment etc. shall not be acceptable.
14. After the evaluation and approval of the technical bid, the procuring agency, shall at a time within the bid validity period, publicly open the Financial bids of the technically responsive bidders, on a time, date and venue announced and communicated to the bidders in advance in the presence of the bidders or their representatives. The financial bids of the technically non-responsive bidders shall be returned un-opened to the respective bidders.
15. The quoted prices shall be treated as firm and final in PKR.
16. The Bidder shall submit the Financial Bid as per Financial Forms.
  - a. Price Schedule is to be filled in very carefully, and should be typed. Any alteration / correction must be initialled.
  - b. Every page is to be signed and stamped at the bottom. The Bidder is required to offer competitive price. All prices must include all relevant taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.
  - c. While tendering the quotation, the present trend / inflation in the rate of services and goods in the market should be kept in mind by the bidder. No request for

increase in price due to market fluctuation in the cost of services and goods shall be entertained after the bid has been submitted

17. The Bidder shall submit the Bid including Bid Form and Appendices.
18. Financial bid shall be prepared using the formats given in the Bid Form. Financial bids of only the technically qualified / responsive bidders will be opened in accordance with the procedure laid down in Punjab Procurement Rule, 2014.
19. Conditional discounts shall not be considered in evaluation.
20. The Financial bids should contain:
  - a) Covering Letter on Company letter-head
  - b) Human Resource Cost
  - c) Equipment Replacement Cost
  - d) System Maintenance Cost
  - e) Preventive Maintenance Cost of Generator
  - f) Generators Repair and Replacement Cost
21. The award of the contract shall be for **One Year** from the date of its signing. However, the Contract can be extended for an equivalent period, subject to satisfactory performance of Service Provider as well as mutual agreement / consent of both parties.
22. Intended date of commencement of the services will be **15 Days** from the date of award of the Contract.
23. The Bidder must quote the Contract Title and include the following declarations:
  - a. We have examined the information provided in your terms of reference and offer to undertake the work described in accordance with requirements as set out in the TOR.
  - b. The bids (Technical & Financial) has been arrived independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other potential investor invited to submit bid for this contract.
  - c. We confirm that the enclosed hard copy of the technical bid are true and have complete copies of these documents.
  - d. We confirm that we, Service Provider, will be available to undertake the services.
  - e. We confirm that there are no personal, financial and business activities that will, or might, give rise to a conflict of interest, if we are awarded with this contract.
  - f. Subcontracting is not allowed in any case. At the time of the contract the Service Provider shall submit an undertaking on a legal paper, that the firm shall not

further sub-contract/sublet services or any part thereof in respect of any hospital to a third party/sub-contractor.

- g. We confirm that the Service Provider:
  - i. Are not or have not been the subject of any proceedings or other arrangements relating to bankruptcy, blacklisting, insolvency or financial standing.
  - ii. Have not been convicted of any offence concerning professional misconduct.
  - iii. Have not been convicted of corruption including the offence of bribery.
  - iv. We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.
- h. I confirm that I have the authority of *[name of Service Provider's company]* to submit bid and to clarify any details on its behalf.
- i. During evaluation of the bids, the Procuring Agency may, at its discretion, ask the Bidder for a clarification of its bid as provided in Rule 33 of PPR 2014. The request for clarification and the response shall be in writing, and no change in the prices or substance of bid like indication or re-indication of make/model/brand etc. shall be sought, offered, or permitted.

## **Bidding Method & Evaluation**

### **Bidding Method**

According to rule 38 2(a) of PPRA, 2014, Single Stage Two Envelopes Bidding Procedure shall be adopted.

### **Rejection of Bids**

1. The Procuring Agency may reject all bids at any time prior to the acceptance of a bid. The Procuring Agency shall upon request communicate to the Bidder who participated in the process seeking the reasons for its bid's rejection, but is not required to justify those grounds.
2. Notice of rejection of all bids shall be given promptly to the concerned Bidders that submitted bids.

### **Performance Security**

The successful bidder shall furnish a Performance Security in the shape of a Bank Guarantee from a scheduled bank operating in Pakistan on the format attached at **Appendix-1** of the amount equivalent to **5%** of the total annual amount, with validity of **18 months** from the date of signing of the contract. The performance guarantee shall be renewed at least one month before its expiry for renewal of the contract.

### **Bid Evaluation**

1. If the technical component achieves 60% points, the bid will be considered technically responsive. Those bids scoring less than 60% will not be considered for financial bid opening.
2. Financial bids of technically responsive bidders shall be opened at a date and time fixed and notified in advance to the bidder. The contract may be awarded to the lowest financial bid of the technically qualified bidders (bidders scoring 60% or more in the technical evaluation) subject to reasonability of prices. However, Procuring Agency may reject all bids as specified in rule 35 of Punjab Procurement Rules, 2014.

## Technical Evaluation

The following evaluation factors / criteria will be employed to evaluate the **Technical bids**.

### 4. TECHNICAL EVALUATION CRITERIA (KNOCKDOWN CRITERIA)

The Bidder/Service Provider must comply with all the mandatory parameters. In case of noncompliance of any mandatory parameter, the bidder shall be declared as non-responsive and shall not be considered for further evaluation for marking parameters.

1. Eligibility of the Bidder as per ITB Clause 3.1(a-c).
2. The copy of the Bidding Documents duly signed and stamped by the bidder shall be attached with the Technical Bids.

TECHNICAL EVALUATION CRITERIA		
Sr.	Category	Marks
i.	Experience of the Firm	30
ii.	Technical Strength of Team	30
iii.	On-site backup support	20
iv.	Financial Strength	20
Total		100
Minimum marks required		60

## RESPONSIVE BIDDER

*(Bidder complying with all mandatory parameters and obtaining 60% Marks shall be declared as Responsive. Financial Bids of only Responsive Bidders shall be opened)*

### Evaluation Criteria

Service Providers need to get at least 60 marks to qualify for the financial bid opening. Copies of all the required documents shall be submitted:

Sr. No.	Parameters			Marks
(i)	Experience of the Firm			30
	Sr No.	PARAMETER	MAXIMUM SCORE	
	a.	02-03 Relevant Projects (20 Marks) 04-05 Relevant Projects (25 Marks) >05 Relevant Projects (30 Marks)	30	
	* Minimum volume of similar projects to be considered while evaluating the bids of bidders will be Rs 5.00 million for each such project. **The Bidder shall have to provide Completion Certificate/Satisfactory Performance Certificate/Purchase Orders in order to substantiate its claim.			
(ii)	Technical Strength of Team			30
	Sr No.	PARAMETER	MAXIMUM SCORE	
	a.	Supervisor 10 - 15 Personnel (05 Marks) 16 - 20 Personnel (07 Marks) >20 Personnel (10 Marks)	10	
	b.	Electrician 30 - 40 Personnel (02 Marks) 41 - 50 Personnel (03 Marks) >50 Personnel (05 Marks)	05	
	c.	AC Technician 10 - 20 Personnel (02 Marks) 21 - 30 Personnel (03 Marks) >30 Personnel (05 Marks)	05	
	d.	Plumber 10 - 20 Personnel (01 Marks) 21 - 30 Personnel (02 Marks) >30 Personnel (03 Marks)	03	
	e.	Carpenter 10 - 20 Personnel (01 Marks) 21 - 30 Personnel (02 Marks) >30 Personnel (03 Marks)	03	
	f.	Generator Mechanic 10 - 20 Personnel (02 Marks) 21 - 30 Personnel (03 Marks) >30 Personnel (04 Marks)	04	
	<i>Note: All CV for Supervisor shall be enclosed to qualify for the marks.            Personal details along with CNIC &amp; Contact No. must be provided by the Service Provider.</i>			

(iii)	<b>On-site backup support</b>		<b>20</b>
	<b>Sr No.</b>	<b>PARAMETER</b>	<b>MAXIMUM SCORE</b>
	a.	No. of Mobile workshop <b>1 Mobile workshop (06 Marks)</b> <b>2 Mobile workshops (08 Marks)</b> <b>&gt;2 Mobile workshops (10 Marks)</b>	10
(iv)	b.	No. of Backup Generators <b>1 Generator (06 Marks)</b> <b>2 Generators (08 Marks)</b> <b>&gt;2 Generators (10 Marks)</b>	10
	<b>Note:</b> Mobile workshop must be equipped with all type of equipment's as well as backup generator with capacity 100 KVA, which may be used in case of emergency/repair and replacement of generators. Relevant supporting documents along with pictures to be submitted with the bid to obtain these above mentioned marks. The Procuring Agency may require additional information or request visit of the site by its technical team, if deemed necessary.		
	<b>Financial Strength</b>		<b>20</b>
	<b>Sr No.</b>	<b>PARAMETER</b>	<b>MAXIMUM SCORE</b>
	a.	Average Annual Turnover for last 03 Years (duly supported by Audited Financial Statements from ICAP registered firm) <b>15 - 25 Million (15 Marks)</b> <b>26 - 35 Million (17 Marks)</b> <b>&gt;35 Million (20 Marks)</b>	20



#### ***4. FINANCIAL EVALUATION***

The financial evaluation of the bid shall be according to the financial evaluation as given in **Financial Form 2**. Incomplete bids shall stand rejected.

##### **Redressal of Grievances**

1. The Procuring Agency shall constitute a committee, according to Rule 67 of Punjab Procurements Rules 2014, comprising odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur during the procurement process.
2. Any bidder feeling aggrieved by any act of the Procuring Agency after the submission of their bid may lodge a written complaint concerning his grievances not later than **10 Days** after the announcement of Bid Evaluation Report.
3. The committee shall investigate and decide upon the complaint as per rule 67 of PPR-2014.

***Note: Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.***

## Technical Bid Form

{Location, Date}

To:

Project Director, PMU

Primary and Secondary Healthcare Department, Government of Punjab.

31-E/1, Shahra-e-Imam Hussain, Gulberg-III, Lahore.

We, the undersigned, offer to provide the requested services as in accordance with your Bidding document (**PROCUREMENT OF MEPG SERVICES FOR DHQ / THQ HOSPITALS OF THE PUNJAB**) BID REFERENCE NO: **P&SHD/PMU/OS/MEPG-02/2019-20** dated\_ [insert date here]\_\_\_\_\_. We are hereby submitting our Bid, which includes this Technical Bid, and a Financial Bid sealed under a separate envelope.

**Total No. of Packages Applied for** \_\_\_\_\_

**Name of Package Applied**

a) (Name)

b) (Name)

We understand that the Procuring Agency is not bound to accept any Bid that the Procuring Agency receives.

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Address: \_\_\_\_\_

Contact information (phone and e-mail): \_\_\_\_

**FIN 1: Financial Bid Form (For Package No.\_\_\_\_\_)**

*(This Form must be filled by bidders for each package separately)*

{Location, Date}

To:

Project Director, PMU  
Primary and Secondary Healthcare Department, Government of Punjab.  
31-E/1, Shakra-e-Imam Hussain, Gulberg-III, Lahore.

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Bid dated [Insert Date] and our Technical Bid.

Our attached Financial Bid is for the amount of {Indicate the corresponding amount(s) currency (ies)} {Insert amount(s) in words and figures}, *inclusive of all taxes*. The estimated amount of taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. Our Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid.

No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Bid and Contract execution.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

**FIN 2: Financial Bid Form (For Package No.\_\_\_\_\_)***(This Form must be filled by bidders for each package separately)*

<b>Cost of the Financial Bid</b>	
<b>(A) Human Resource Cost <sup>1</sup> (Total of FIN 3)</b>	
<b>(B) Equipment Replacement Cost <sup>2</sup> (Total of FIN 4)</b>	
<b>(C) System Maintenance Works Cost <sup>3</sup> (Total of FIN 5)</b>	
<b>(D) Preventive Maintenance Cost of Generator <sup>4</sup> (Total of FIN 6)</b>	
<b>(E) Generators Repair and Replacement Cost (Total of FIN 7)</b>	
<b><u>(F) Total Cost of the Financial Bid**:</u></b> {Should match the amount in Form F-1}	{ F= A+B+C+D+E }
** All quoted prices shall be inclusive of all applicable levies, taxes, duties, Govt. tariffs etc.	

The lowest evaluated bidder will be determined on the basis of

- Human Resource Cost (30%)
- Equipment Replacement Cost (20%)
- System Maintenance Works Cost (20%)
- Generator Preventive Maintenance Cost (15%)
- Generators Repair & Replacement Cost (15%)

Name of Bidder:

Mailing Address:

Income Tax Registration No.

PRA Registration No.

Total Amount in monthly basis:

Total Amount on annual basis:

Sign:

Designation:

Stamp:

**Note:** Monthly Payments will be made in the PKR currency.

1. Payment of deployed Human Resource will be processed in accordance with the attendance marked by the staff through bio metric system or Manual attendance signed by HR officer.
2. Payment against the equipment repair head, Generator Preventive Maintenance and Generator repair & replacement cost will be made in accordance with the actual work done in the hospital for that particular month. Tentative number of these equipment in each hospital are given in **Appendix-6&7**, Service Provider shall consider all these equipment in good conditions for making his assessment.
3. Service Provider shall quote lump sum annual amount for system maintenance works which will cover whole hospital area.
4. Procuring Agency reserves the right to drop one or more health facilities from any package.

**FIN 3: Detailed Breakdown of HR Costs (For Package No.\_\_\_\_)***(This Form must be filled by bidders for each package separately)*

Sr. #	Description of Staff	No. of Staff (As per Appendix 5 for complete Package)	HR cost per worker per month (Inclusive of all taxes, and Insurance, e.t.c.) (Rs.)	Service period (Months)	Total HRCost for 1 Year (Rs.)
	(1)	(2)	(3)	(4)	(4) x(3)x(2)
1	Supervisor			12	
2	Plumber			12	
3	AC Technician			12	
4	Electrician			12	
5	Carpenter			12	
6	Generator Mechanic			12	
<b>Total</b>					<b>A</b>

All costs will be inclusive of all types of taxes (Service tax, EOBI, Insurance etc.)

Number of Human Resource may be increased or decreased as per requirement. However, the approved prices shall remain the same. The quantity mentioned in the **Appendix-5** will be used for evaluation purpose. Payments shall be made on the basis of actual number of human resource deployed and actual work done in the hospital in accordance with the attendance marked by the staff.

A requisition for deployment of staff for particular month will be placed by the Medical Superintendent of the concerned hospital before the Project Director, PMU at least 15 days before the starting of a particular month. PMU will subsequently inform the Service Provider for deployment of requested staff accordingly.

Per day rate of each HR staff shall be calculated on the basis of monthly rate quoted against each HR staff assuming 30 days in each month and the staff may be hired or relieved on daily basis as per the requirements, at the discretion of Procuring Agency or Hospital Administration.

Note: The service provider shall ensure that minimum wage duly notified by Govt. of Punjab is adhered to, implementing all labor laws, strict compliance to child labor laws shall be ensured.

**FIN 4: Per Unit Annual Cost of Equipment Replacement (For Package No.\_\_\_\_)***(This Form must be filled by bidders for each package separately)*

Per Unit Annual Cost of Equipment Replacement						
S. No	Description	Cost per unit (Rate to be filled by bidder)	No. of unit (No. to be taken from Appendix 6 & 6A.)	Tentative Percentage for Annual no. of Occurrences	Annual no. of Occurrences	Amount
		A	B	C	D=B*C	E=A*D
1	<b>Cabinet AC (2 Ton)</b>					
	Gas Refilling			20%		
	Compressor			10%		
	<b>Total cost/unit</b>					
2	<b>Cabinet AC (4 Ton)</b>					
	Gas Refilling			20%		
	Compressor			10%		
	<b>Total cost/unit</b>					
3	<b>Split AC (1 Ton)</b>					
	Gas Refilling			30%		
	Compressor			15%		
	<b>Total cost/unit</b>					
4	<b>Split AC (1.5 Ton)</b>					
	Gas Refilling			30%		
	Compressor			15%		
	<b>Total cost/unit</b>					
5	<b>Split AC (2 Ton)</b>					
	Gas Refilling			30%		
	Compressor			15%		
	<b>Total cost/unit</b>					
6	<b>Refrigerating Appliance (14 CFT - SD)</b>					
	Compressor			10%		
	Gas Refilling					
	Stabilizer			10%		
<b>Total cost/unit</b>						
7	<b>Refrigerating Appliance (16 CFT - DD)</b>					
	Compressor			10%		
	Gas Refilling					
	Stabilizer			10%		
<b>Total cost/unit</b>						
8	<b>Refrigerating Appliance (18 CFT - SD)</b>					
	Compressor			10%		
	Gas Refilling					
	Stabilizer			10%		
<b>Total cost/unit</b>						
9	<b>Refrigerating Appliance (18 CFT - DD)</b>					
	Compressor			10%		
	Gas Refilling					
	Stabilizer			10%		
<b>Total cost/unit</b>						
10	<b>UPS (100 AMP)</b>					

	Battery			20%		
	Mother Board			10%		
	<b>Total cost/unit</b>					
11	<b>UPS (&gt;100 to 150 AMP)</b>					
	Battery			20%		
	Mother Board			10%		
	<b>Total cost/unit</b>					
12	<b>UPS (&gt;150 to 180 AMP)</b>					
	Battery			20%		
	Mother Board			10%		
	<b>Total cost/unit</b>					
13	<b>UPS (&gt;180 to 240 AMP)</b>					
	Battery			20%		
	Mother Board			10%		
	<b>Total cost/unit</b>					
14	<b>Electric Water Cooler</b>					
	Filter			20%		
	Compressor			10%		
	<b>Total cost/unit</b>					
15	<b>Water Geysers</b>					
	Thermostat / Element			25%		
	Funnel			10%		
	<b>Total cost/unit</b>					
16	<b>Electric Water Pump (Three Phase &gt;10 to 30 Horsepower)</b>					
	Safety Breaker			10%		
	Magnetic Connector			10%		
	<b>Total cost/unit</b>					
17	<b>Electric Water Pump (Three Phase &gt;30 to 120 Horsepower)</b>					
	Safety Breaker			20%		
	Magnetic Connector			20%		
	<b>Total cost/unit</b>					
18	<b>LED Ceiling Light (Brand Phillips or Equivalent)</b>					
	1 to 8 Watt			10%		
	>8 to 14 Watt			10%		
	>14 to 24 Watt			20%		
	>24 to 36 Watt			10%		
	<b>Total cost/unit</b>					
19	<b>LED Troffer Light / Panel Light (Brand Phillips or Equivalent)</b>					
	1 to 8 Watt			10%		
	>8 to 14 Watt			10%		
	>14 to 24 Watt			20%		
	>24 to 36 Watt			10%		
	<b>Total cost/unit</b>					
20	<b>LED Downlight (Brand Phillips or Equivalent)</b>					
	1 to 8 Watt			10%		
	>8 to 14 Watt			10%		
	>14 to 24 Watt			20%		
	>24 to 36 Watt			10%		

	<b>Total cost/unit</b>					
21	<b>SMD Light (Brand Phillips or Equivalent)</b>					
	1 to 8 Watt			10%		
	>8 to 14 Watt			10%		
	>14 to 24 Watt			20%		
	>24 to 36 Watt			10%		
	<b>Total cost/unit</b>					
22	<b>Welding Plant</b>					
	Welding Plant Rent per day including welder			30%		
<b>Grand Total</b>						<b>B</b>

All prices will be inclusive of all types' applicable taxes.

<sup>1</sup> Other than the costs mentioned above, all other equipment System Maintenance Works will fall under the umbrella of Electrical, Mechanical, Plumbing and Carpentry system maintenance Work.

<sup>2</sup> Column A, rate is to be filled by the bidder.

<sup>3</sup> Payment will be made on actual replacement requisitioned by the Medical Superintendent and subsequently done by the service provider.

*However, the equipment which is under warranty, The Service Provider shall provide Manufacturer's Local warranty (hereinafter referred as Warranty Period) for all items in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include: Free, on site repair / replacement of defective / damaged parts and labor, within 24 hours of intimation.*

Note. Authentication of task performed shall be made by the concerned Hospital Administration.



**Fin 5: System Maintenance Works Cost <sup>1</sup> (For Package No.\_\_\_\_)**
*(This Form must be filled by bidders for each package separately)*

Package	Sr. No.	Hospital Name	System Maintenance Works Annual Cost (inclusive of all applicable taxes)			
			Carpentry/ Glass Work	Electrical Work	Plumbing/ Fitting Work	Annual Amount
			1	2	3	4=1+2+3
Package-1 DHQ	1	Attock				
	2	Bhakkar				
	3	Chakwal				
	4	Hafizabad				
	5	Jehlum				
	6	Khoshab				
	7	M.B.Din				
	8	Mianwali				
	9	Narowal				
	<b>Total</b>					
Package-2 DHQ	1	Chiniot				
	2	Jhang				
	3	Kasur				
	4	Nankana				
	5	Okara City				
	6	Okara South City				
	7	Pakpattan				
	8	Sheikhupura				
	9	TT Singh				
	<b>Total</b>					
Package-3 DHQ	1	Bahawalnagar				
	2	Chistian				
	3	Khanewal				
	4	Layyah				
	5	Lodhran				
	6	Muzaffargarh				
	7	Rajanpur				
	8	Vehari				
	9	Multan				
	<b>Total</b>					
Package-4 THQ	1	Daska				
	2	Esa Khel				
	3	Hazro				
	4	Kamoke				
	5	Noorpur Thal				
	6	Bhalwal				
	7	Bhera				
	8	Choa Saiden Shah				
	9	City Hospital Talagang				
	10	Darya Khan				
	11	Dinga				
	12	Fateh Jang				
	13	Gujar Khan				
	14	Hassan Abdal				
	15	Jand				
	16	Kahuta				
	17	KalaBagh				
	18	Kallar Kahar				
	19	Kallar Sayyedan				

	20	Kaloor Kot				
	21	Kharian				
	22	Khushab				
	23	Kot Momin				
	24	Kotli Sattian				
	25	Major Shabbir Shaheed (MSSS) Kunjah				
	26	Malakwal				
	27	Mankera				
	28	Murree				
	29	Noshera Virkan				
	30	Pasrur				
	31	Phalia				
	32	Pind Dadan Khan				
	33	Pindi Bhattian				
	<b>Total</b>					
<b>Package-5 THQ</b>	1	Arifwala				
	2	Chichawatni				
	3	Gojra				
	4	18 Hazari				
	5	Ahmedpur Sial				
	6	Chak Jhumra				
	7	Chunian				
	8	Depalpur				
	9	Ferozwalla				
	10	Haveli Lakha				
	11	Jaranwala				
	12	Kamalia				
	13	Lalian				
	14	Mianmeer				
	15	Muridke				
	16	Patoki				
	17	Renala Khurd				
	18	Safdarabad				
	19	Samundri				
	20	Sangla Hill				
	21	Shahkot				
	22	Sharaqpur				
	23	Shorkot				
	24	Tandianwalla				
	25	Pindi Gheb				
	26	Piplan				
	27	Sambrial				
	28	Sara-e-Alamgir				
	29	Shahpur				
	30	Shakargarh				
	31	Sillanwali				
	32	Sohawa				
	33	Talagang				
	<b>Total</b>					
<b>Package-6 THQ</b>	1	Ahmadpur East				
	2	Burewala				
	3	Kot Addu				
	4	Mianchannu				
	5	Shujabad				
	6	Taunsa				
	7	Chowk Azam				
	8	Alipur				
	9	Chobara				

	10	Dunya pur				
	11	Fort Abbas				
	12	Fort Munroo				
	13	Haroon Abad				
	14	Hasilpur				
	15	Jahanian				
	16	Jalalpur Pirwala				
	17	Jampur				
	18	Jatoi				
	19	Kabirwala				
	20	Karor lal eson				
	21	Kehror Pacca				
	22	Khairpur Tamewali				
	23	Khanpur				
	24	Kot Sultan				
	25	Liaqat Pur				
	26	Mailsi				
	27	Minchinabad				
	28	MNS Layyah				
	29	Rojhan				
	30	Sadiqabad				
	31	Yazman				
	32	Taxila				
	33	Wazirabad				
	<b>Total</b>					

All prices will be inclusive of all applicable taxes.

<sup>1</sup> Payment for each head will be made on monthly basis keeping in view the task performed in that specific month but it will not be higher than the quoted/approved price. It will only be made for the period in which same category Human Resources will work depending upon deployed Human Resource for that particular month and no penalty for the same head shall be charged.

Note. Procuring Agency reserves the rights to drop one or more health facilities from any package.

## Fin 6: Preventive Maintenance Cost of Generators<sup>1</sup>

(This Form must be filled by bidders for each package separately)

Service Provider shall provide breakdown/rational behind estimates submitted in FIN 2 FORM

Sr. #	KVA	No. of Generators <sup>2</sup> (As per Appendix 7)	<sup>2</sup> Unit Cost of Preventive Maintenance (Inclusive of all Taxes) (Rs)	Cost of 5 Preventive Maintenances {(4) (3) x 5}
(1)	(2)	(3)	(4)	(5)
1	>200		X	
2	100-200		Y	
3	<100		Z	
<b>Sub Total (B)</b>				

Description	Unit Cost of Preventive Maintenance Of >200	Unit Cost of Preventive Maintenance Of 100-200	Unit Cost of Preventive Maintenance Of <100
Fuel Filter			
Water Filter			
Air Filter			
Engine Oil			
Electronic Relays			
Electric Fuses			
Control Wires			
Oil Filter			
Self Starter			
Fan/Alternator Belt			
Software calibration			
Other Item if req. in CM			
<b>Total Unit Cost of CM/PM</b>	<b>X</b>	<b>Y</b>	<b>Z</b>

<sup>1</sup>Service provider will be responsible for the timely preventive maintenance of each and every generator against whom such maintenance is required. However, the generators having valid warranty period will be maintained by the concerned firm including parts & labor and no payment in this regard shall be made except the cost of consumables.

<sup>2</sup> The preventive maintenance shall include change of electronic relays, electric fuses, control wires, oil filters, fuel filters, water filters, air filters, engine oil PSO/Shell/Equivalent, fan belt, alternator belt, water pump belt, any software calibration (if required), etc. All parts used in repair/replacement/PM/CM should be same specification as recommended by respective manufacturers i.e. Perkins Generator PM/CM/RR will be done as recommended by Perkins manufacturer with standard consumable/parts of Perkins. Mobile Oil/Engine oil should be PSO/Shell/Equivalent or as per requirement of Procuring Agency.

**Note:** The Human Resource placed in the hospital shall be responsible for the daily maintenance, i.e., greasing, cleaning, and tightening of bolts and any other works which do not entail replacement of spare parts.

<sup>3</sup> The number of generators and preventive maintenance given below are purely for the purpose of evaluation only. The number of generators may increase or decrease. A functional inventory shall be prepared jointly by the hospital administration and the service provider. However, payments shall be made on the basis of actual preventive maintenance works carried out by the service provider.

<sup>4</sup> on the last month of contract execution, the Service Provider will submit a satisfactory performance certificate that each generator placed in each hospital is in working condition/functional.

**Fin 7: Generator repair and replacement cost (For Package no. \_\_\_\_)***(This Form must be filled by bidders for each package separately)**Service Provider shall provide breakdown/rational behind estimates submitted in FIN 2 FORM*

Sr. No	Description	Replacement Cost			Total Replacement Cost
		(Capacity Wise)			
		>200	100-200	<100	(3+4+5)
1)	2)	3)	4)	5)	6)
1	Radiator				
2	Fuel Pump				
3	Fuel Injectors/ Nozzles				
4	Crank Shaft				
5	Electronic Oil Pump				
6	Camshaft				
7	Valves				
8	Fresh Air Inlet				
9	Exhaust Outlet				
10	Hose Pipe				
11	Thermostat				
12	Water pump				
13	Ring piston				
14	Head				
15	Head Gasket				
16	Engine Block				
17	Engine Hosing				
18	Bearing sets				
19	Brackets				
20	Cambush				
21	Flywheel				
22	Dynamo Parts				
23	Bushings				
24	Bearing sets				
25	Armature				
26	Field Coil/Winding				
27	C.E Brackets				
28	D.E Brackets				
29	Altornator Diode Kit				
30	Regulators				
31	Stator, Rotor & Exiter plus winding				
32	Voltage Regulator				
33	Bridge Rectifier				
34	Coupler				
35	Main Line Circuit Breaker/Sub-Breaker				
36	Computer Card/Electronic Module/Control Panel				
37	Battery Charger				
38	Batteries				
39	Control Wires				
Total Cost					

1 Repair and Replacement of all other parts shall be charged as per actual rates and all type of prices will be inclusive of all applicable taxes.

## **5. GENERAL CONDITIONS OF CONTRACT (GCC)**

### **Approach & Methodology**

The Bidder shall explain his plan for performing the MEPG Services as per the terms of the references and overall scope of this document.

### **Roles & Responsibilities**

#### **Primary Responsibilities of the Firm**

Bidder shall provide MEPG services as set forth in this document. The services contracted include, but are not limited to, the following:

1. Security Clearance of the staff provided to procuring agency will be the responsibility of Service Provider.
2. The service provider shall provide MEPG Services 24 Hours per day, for the contract period as per the requirement set out in the Service Specific Specifications and relevant to the delivery of desired MEPG services.
3. The firm must abide by the prevailing labour laws including but not limited to Minimum wages. The Procuring Agency reserves the right to seek proof if the same is being paid to the personnel, the failure of which can lead to the Termination of the Contract, forfeiture of Performance Security and remaining invoices amounts may be distributed to MEPG Staff of the firm.
4. The firm must provide uniform-kits, shoes, identification cards; personal protective equipment etc. to its entire staff deployed at the hospital and ensure proper maintenance of it. Further the staff would be required to be in clean uniform at all times.
5. The firm / company have to deploy Staff (HR) as per *Appendix-5* at beginning of the contract which may vary as per actual number of personnel requisitioned by Medical Superintendent as the contract progresses.
6. The contact details of every deployed staff member to be provided by the firm / company in first month of the contract execution.
7. Ensure 100% staff attendance, required as per contract.
8. Provide the required toolkits / equipment mentioned in *Appendix-8*. The successful bidder shall have to make all this toolkit / equipment physically available in the office before starting the work and these should always remain in working condition during the period of contract.

9. The service provider will ensure that no smoking environment rules in the office are respected. Violations will attract a fine as per Govt. instruction for each violation.

**a. Responsibilities of the Procuring Agency/Hospital Administration**

1. Facilitate the service provider in smooth provision of services.
2. Preventive performance monitoring of the service provider through a designated officer for every Building.
3. Timely payment of service provider invoices after generation of satisfactory monthly report.
4. Provide office space/ storage for equipment and miscellaneous items.

**b. General Guidelines**

1. In the event of any illness/ injuries resulting from any accident to their staff, the service provider shall take all responsibility for the same and provide necessary compensation towards medical care and meeting all medical expenses incurred for the same without making Procuring Agency a party to it.
2. In case of any labour disputes regarding their employees, resolve the same at the earliest to ensure scheduled work is completed satisfactorily and on time.
3. No employer – employee relationship between staff and facility management staff shall be maintained.
4. Ensure that all staff assigned to the offices be adequately immunized against all types of communicable diseases and preventively monitored through health check-ups.
5. The Procuring Agency reserves the right to direct the service provider for replacement of MEPG Personnel and the service provider shall be bound to do the same. Non-compliance may result in punitive action against the Service Provider.
6. Note. Procuring Agency reserves the rights to drop one or more health facilities from any package.

**c. Force Majeure**

1. For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
2. The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract in so far as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in

order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

3. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### **d. Termination of the Agreement**

- a. Without prejudice to any other available rights / remedies, the Procuring Agency shall have the right to terminate this agreement at its option for any reason specifically provided hereunder or otherwise in case of any breach of this agreement by Service Provider.
- b. The performance of services by the Service Provider under this agreement shall remain under observation during the whole period of the agreement, in case the services are found unsatisfactory, below the specified standard or non-performance due to strike of the Service Provider staff / manpower, this contract shall be terminated by the Procuring Agency at any time with immediate effect.
- c. In such events e.g. non-performance due to strike or violation of contract, the Service Provider shall be BLACKLISTED as per the prevailing PPRA rules and performance security will be encashed or the toolkits/tools/equipment may be confiscated.
- d. Not with standing anything contained in this agreement, each party shall have the right to terminate this agreement upon **30 Days** written notice to the other party and upon written/ recorded reasons for the same.
- e. The Procuring Agency shall be entitled to terminate this agreement forthwith at any time upon serving notice in the event of misconduct either on the part of the Service Provider or its employees or non-performance of responsibilities and services by the Service Provider.
- f. The termination shall be without prejudice to the acquired rights and liabilities of either party prior to termination.

#### **e. Arbitration and Resolution of Disputes**

1. The Procuring Agency and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
2. If, after thirty (30) days from the commencement of such informal negotiations, the Procuring Agency and the Service Provider have been unable to resolve amicably a



Contract dispute, either party may require that the dispute be referred to the Arbitrator for resolution through arbitration.

3. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The arbitrator will be appointed with mutual consent of both the parties. The decisions of the Arbitrator shall be final and binding on the Parties.

**f. Renewal of Contract**

- a. The contract between the Procuring Agency and the Service Provider can be extended further up to another term on the same terms & conditions. The annual renewal shall be based on the following (not limited to) conditions:
  1. Mutual consent of both parties.
  2. Satisfactory Performance review of the service provider duly signed by Medical Superintendent of the respective Hospital as well as concerned operation wing of PMU.
  3. Approval of Competent Authority.
  4. Renewal of the performance security by the service provider.

## **6. SPECIAL CONDITIONS OF THE CONTRACT (SCC)**

1. The service provider shall be liable to pay compensation for any loss and damage caused to the property of the Procuring Agency/Hospital or its staff by the Service Provider or its workers. The Service Provider can also partner with an insurance company that will pay to compensate for the damage on behalf on the Service Provider.
2. The Service Provider shall be entirely responsible for the conduct of its staff and in case of any complaint against any staff, Service Provider will be under obligation to take necessary action to replace any staff (under the clause of persona non grata) when instructed in writing by the Focal Officer appointed by the Procuring Agency. The Service Provider shall observe all the laws and will be responsible for any prosecution or liability rising from breach of labour laws. The Procuring Agency shall not be responsible for any such action with regard to staff on the rolls of the Service Provider whatsoever.
3. In such circumstances when the service provider is unable to provide the required services, the Procuring Agency has the right to withhold payment and procure the services of any other service provider for the same financial amount.

## **7. SCOPE OF SERVICES / TERMS OF REFERENCE**

### **Background**

The Primary and Secondary Healthcare Department is the key department entrusted by the people of Punjab with responsibility for the health of communities and the population. The Primary and Secondary Healthcare Department delivers primitive, preventive and curative health services from the Primary to the Secondary Healthcare level.

Over the last few years, The Primary and Secondary Health Department of Punjab has taken many initiatives to improve the primary and secondary healthcare facilities all over Punjab. However, in spite of these initiatives, many districts of the Punjab are not delivering healthcare services to the standard expected.

In order to improve healthcare facilities in the province, the Primary and Secondary Healthcare Department is revamping 26 District Headquarter Hospitals and 100 Tehsil Headquarter Hospitals in the province.

### **Contextual Information**

The District Head Quarters (DHQ) Hospitals are located at District headquarters level and serve a population of 1 to 3 million, depending upon the category of the hospital. The DHQ hospital provides primitive, preventive and curative care, advance diagnostics, inpatient services, advance specialist and referral services.

DHQs provides referral care to the patients including those referred by the Basic Health Units, Rural Health Centers, Tehsil Head Quarter hospitals along with Lady Health Workers and other primary and secondary healthcare facilities.

### **Scope of Services**

Project Management Unit (PMU), Primary & Secondary Healthcare Department (P&SHD) requires firms to provide MEPG Services for **24 Hours a day (365 days/ 7 days a week including Sunday & Holidays)** in the entrusted DHQ / THQ Hospitals as mentioned in this tender document.

The scope of services include performance of all kind of electrical, mechanical, carpentry / fitting / glass / welding of aluminum door and windows, plumbing, operations, repair, maintenance and replacement of parts of generators in DHQ & THQ hospital(s) which shall include, but not be limited to, the following:

- a. Operation, repair and maintenance of all UPSs (including batteries) installed in the hospital to ensure 24/7 optimal functionality
- b. Repair and maintenance of all Air Conditioners (Acs), refrigerating appliance and electric water coolers/dispensers, electric motors, industrial exhaust etc installed in hospitals to ensure optimal functionality.
- c. In case of gas refilling, requisitioned by Hospital MS, service provider will be responsible to refill the gas after four months, if there would be any issue.
- d. Service provider will be responsible to tag all the equipment placed in the hospital in first month of the contract and submit the list to Hospital Administration which can be changed time to time. Tag should be clearly visible, which shall be referred in case of any complaint.
- e. New installation of all Air Conditioners (Acs), refrigerating appliance and electric water coolers/dispensers, industrial exhaust etc in hospitals. However, fitting supplies will be the responsibility of the hospital administration. Repair and maintenance of electric wirings, cables, switches, boards, fans and bulbs etc. and replacements of the same, if required.
- f. Provision of carpentry & welding services including repair, maintenance or replacement of door closers, floor springs, handles, hinges, locks, latches, shutters etc. Furthermore, repair and maintenance of doors, tables, chairs (including poshing and knitting), benches, cupboards, draws, side racks, office furniture, window/door glass, Baby Cot, Patient Clinical Stool, Mayo Stand, Trollies, Examination Couch, Iron Rack, Wheel Chair, Hand Wash Scrub Double Bay, Moveable Metal Stair, Stretchers, Sand Fir Bucket and other carpentry, welding and glass related works. However, for welding items, the provision of broken roads, broken equipment to be welded will be the responsibility of hospital administration.
- g. Provision of plumbing services including repair, maintenance and replacements of sanitary fixtures, pipes and manholes and other plumbing related works
- h. Repair, maintenance and provision of necessary supplies for fire extinguishers installed in hospital.
- i. Operation, repair and maintenance of all generators installed in the hospital, included in the functional inventory, for 24/7 optimal functionality. If any new generator is added to the hospital inventory, then functional inventory will be jointly updated and authenticated by the Hospital Administration and the Service Provider, and such updated functional inventory shall form the basis of further performance of contractual obligation.
- j. Service provider will be responsible for 100% functioning of generators being installed on all DHQs and THQs. It should be ensured that there must be at least one dedicated mobile workshop for each zone under the direct control of supervisor. Response time on the part of

supervisors along with mobile workshop should not be more than 3 hours. However, generator mechanic deployed on each DHQ/THQ should immediately respond towards any disruption/issue which may arise from time to time. A detail regarding resolution time has been provided in the repairs requirement portion.

- k. The service provider shall also be responsible for the preventive maintenance of the generators, on need basis at the rates quoted in the bid. Payments for preventive maintenance shall be made on actual basis and actual work carried out by the service provider.
- l. The service provider shall also be responsible for repair works of generators, at the rates quoted in the bid. However, service provider is required to seek prior approval of the hospital administration for any required repairs and if the request remains pending for final decision for more than 6 hours, he will proceed to carry out the repair works under intimation to the medical superintendent without wasting any further time.
- m. The supply of fuel for the operation of generators shall be the responsibility of hospital administration of the respective hospital. However, the service provider is required to maintain a log-book for the generator operation and fuel expenditure and ensure that there is no pilferage on this account.
- n. Service Provider will be responsible to provide quality human resource with demonstrable experience in each hospital as per Qualification & Experience of Human Resource and requisite number of staff as provided in **Appendix-5** in first month.
- o. After joining the requisite staff will be on probation of seven (7) days, who upon issuance of a satisfactory letter from Medical Superintendent (MS) may continue his/her services for a period as per contract agreement. However, MS of the concerned hospital should issue a satisfactory performance certificate for each such staff. It will also be the responsibility of Medical Superintendent that after the issuance of satisfaction letter all such staff should be on biometric at once.
- p. If Medical Superintendent want to surrender any extra staff he may do so by giving 15 days' notice to the Service Provider under intimation to the Project Management Unit.
- q. However, if Medical Superintendent require any such staff as per the contract agreement he may demand the same by following below mentioned mechanism for deployment of any such staff;
  - i. A requisition for deployment of staff for each particular month will be placed by the Medical Superintendent of the concerned hospital before the Project Director, PMU at least 15 days before the starting of a particular month. If no request will be

- generated by the Medical Superintendent, it will be understood that the staff of previous month will continue to perform his/her services accordingly.
- ii. Within 2 days of receipt of requisition from Medical Superintendent, PMU will subsequently inform the Service Provider for deployment of requested staff accordingly.
  - iii. Within 7 days of receipt of letter from PMU, Service Provider should submit the detail of duly certified human resource to the concerned hospital administration under intimation to PMU.
  - iv. Within 2 days of receipt of information of human resource from the Service Provider, hospital administration will issue a letter of approval or letter of rejection to the Service Provider under intimation to PMU.
  - v. Upon receipt of letter of approval from hospital administration, Service Provider will deploy the requisite human resource who should join his/her station within the due date in accordance with the Medical Superintendent, requisition letter.
  - vi. It will be the responsibility of the Admin Officer/Assistant Admin Officer to provide daily attendance sheet to the Supervisor of the Service Provider. However, IT officer will be responsible for the printing and submission of daily attendance report to the concerned Admin Officer/Assistant Admin Officer.
- r. The Service Provider shall ensure the Staff's attendance during all public holidays / local holidays or any other special occasions. In case of any emergency, if any of the deployed staff is unable to join his/her duty. The Service Provider can provide a reliever in place of such staff, who shall have at least same qualification and experience as per the contract agreement. However, deployed staff shall submit a leave to the Medical Superintendent who shall approve/rejects the leave, as deemed appropriate.
- s. Service Provider will provide uniform to staff deployed at each hospital. A sample of the uniform will be submitted and approved by the Project Management Unit (PMU). The Service Provider shall provide two uniform-kits, weather-appropriate protective clothing and one pair of black shoes every six months (for electrician insulated shoes should be provided) along with the identification cards (ID) (having unique ID code), to its entire staff deployed at the hospitals.
- t. The Service Provider shall be liable to pay compensation for any loss and damage caused to the property of the Hospital or its patients by the Service Provider or his Staff. The Service Provider may partner with an insurance company that will compensate for any damage caused by the Service Provider within the ambit of the contract.

- u. In the event of any illness / injuries resulting from any accident of the Staff during duty hours, the Service Provide shall take full responsibility for the same and compensate the affected Staff member for any medical care and/or medical expenses to be incurred by him as per *Workers Compensation Act 1923*.
- v. In case of any strikes/ labor disputes regarding their employees, the Service Provider shall resolve the same at the earliest to ensure that the scheduled work is completed satisfactorily and on time.
- w. However, the equipment which is under warranty, The Service Provider shall provide Manufacturer's Local warranty (hereinafter referred as Warranty Period) for all items in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include: Free, on site repair / replacement of defective / damaged parts and labor, within 24 hours of intimation.
- x. Service Provider will be responsible for provision of minimum tool kit and petty cash as per detail provided at **(Appendix-8 & 9)**, to be maintained at each hospital. However, on daily basis duly signed record of petty cash will be managed by the Service Provider which should be countersigned by the Admin Officer of the concerned hospital. Sample of the Spare Inventory and Tool kit will be submitted and approved by the Project Management Unit (PMU).
- y. Submission of detail of functional inventory of hospital. However, functional inventory sheet should be duly signed by the Service Provider and counter signed by the Medical Superintendent and Admin Officer of the concerned hospital. Functional inventory should be submitted on the first day of each proceeding month, so that inventory maintained by the hospital may be administered properly.
- z. Procuring Agency will develop a mobile application for provision of MEPG services, in which all major functionalities will be added for timely communication of any complaint and its resolution. An up-to-date information w.r.t functional/dead inventory and penalty calculation.
- aa. Service Provider to ensure that each employee has one smart phone which will be used for timely communication and for MEPG Application.
- bb. In order to ensure quality services, any time to time replacement of spare part of repairable equipment which may be made by the Service Provider should be of the same quality / specification.
- cc. For replacement of any item mentioned in **functional inventory list**, hospital will fill the requisition slip and send the same to the supervisor who will arrange and replace the item

accordingly. At the end of every month, all requisitions made by the hospital will be sent along with the invoices and payment will be made accordingly. Printing the requisition slip or any other supporting document (Required for Invoice processing) shall be the responsibility of the Service Provider. However, following mechanism may be followed for any such repairs, replacement and maintenance

- i. Supervisor of the Service Provider along with the Admin Officer / Assistant Admin Officer / any officer of New Management Structure designated by the Medical Superintendent, will conduct a daily inspection of the hospital equipment in order to check the functionality of each and every equipment pertaining to electric, mechanical, plumbing and carpentry works.
  - ii. A complaint pertaining to any non-functional equipment will be registered through written complaint to be logged by any concerned officer of the hospital on an already developed sheet, which may contain the name and location of the hospital area, equipment, complaint logging officer and time of complaint.
  - iii. Upon resolution of the complaint, the sheet will be duly signed by the complaint logging officer, admin officer and the supervisor. It is further stated that a copy of the complaint sheet will remain with the logging officer, one will be kept by the admin officer and last copy will be for the record of the Service Provider. Any penalty to be charged against the non-resolution of complaint should be supported by the subject sheet.
- dd. Admin officer will prepare a weekly performance report on received/ resolved or pending complaints and Medical Superintendent will sign the report for efficient utilization of resources.
- ee. The administration and service provider shall create a WhatsApp Group to address the operational issues and complaint management for immediate response. However, official correspondence shall be made as per Govt. norms. The respective hospital will share the details of the performance penalties from time to time to the Service Provider.

## **1. TERMS OF REFERENCE**

### **1.1. Uninterruptible Power Supply (UPS)**

#### **A. Operations**

Continuous and uninterrupted operations are required for the UPS, 24 hours a day, 7 day a week, for works pertaining to the UPS (Electricity, Computer, Equipment) and associated systems as listed, but not limited to, the following:



- 1.1.A.1. The Service Provider must commit to ensure the operation of onsite UPS already installed in the hospital.
- 1.1.A.2. The Service Provider should monitor incoming electricity supply and make sure the UPS starts immediately after disruption of electricity.
- 1.1.A.3. Service Provider must also monitor the UPS mains state, display error codes and status information such as when the UPS is in bypass.
- 1.1.A.4. Service Provider must procure batteries and other consumable material for proper functioning of all the UPS installed in the hospital.

**B. Repair and Maintenance**

- 1.1.B.1. All repair and maintenance of UPS will be done by the Service Provider at his own cost and the total Bid will be inclusive of these repairs.
- 1.1.B.2. Service Provider shall refer to O&M (operation and maintenance) manuals of the UPS for performing all repair and maintenance activities.
- 1.1.B.3. Service Provider shall be responsible for replacement and/or repair & maintenance of batteries, electrodes and electric panels in a UPS.
- 1.1.B.4. The UPS sets must be operated and maintained with a comprehensive management and monitoring system and must regularly inspect high temperatures, abnormal noises, smells and low battery water levels.
- 1.1.B.5. The Service Provider must submit and maintain a comprehensive plan for maintenance of the appliances and must be responsible for the procurement of all the spare parts holdings and labor required for the maintenance purposes.
- 1.1.B.6. A complete daily general checking of the entire installation shall be carried out by the Service Provider's employee(s) and they will immediately convey any abnormality in the equipment and allied systems, as well as make immediate arrangements to set right such abnormalities. Moreover, Service Provider shall maintain related records and produce such records on demand by the Hospital.
- 1.1.B.7. Service Provider shall supervise inspection and maintenance activities necessary to maintain/repair all contractually-covered equipment in trouble-free and smooth operating condition.
- 1.1.B.8. Routine maintenance will not be limited to the working schedule. The Service Provider must carry out other repair / maintenance, operation & services upkeep as and when required so as to keep the equipment in top running condition.
- 1.1.B.9. Service Provider will be responsible to make good all the damages to all appliances due to abnormal UPS supply.
- 1.1.B.10. The Service Provider's Personnel shall provide servicing for all parts of UPS. Service Provider will not make any alteration/modification etc. in existing UPS machinery without prior written approval of the hospital

- 1.1.B.11. Service Provider must keep sufficient stock of running spare parts for immediate replacement to avoid interruption in smooth operation.
- 1.1.B.12. The Service Provider shall warrant to the hospital administration that the Goods supplied by the Service Provider, under the Contract are genuine, brand new, non-refurbished, un-altered in any way, most recent or current model, imported through proper channel, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 1.1.B.13. The Service Provider shall provide Manufacturer's Local warranty (hereinafter referred as Warranty Period) for all items in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include: Free, on site repair / replacement of defective / damaged parts and labor, within 24 hours of intimation.

### **C. Daily Maintenance Routines**

Daily and preventive maintenance/checking for UPS sets shall be carried out as per manufacturer's instructions and shall also include (but not limited to) following services:

- 1.1.C.1. Perform visual checks and operational tests of all UPS equipment and associated switchgear.
- 1.1.C.2. Review maintenance logs and log all alarm operations and output
- 1.1.C.3. Complete a functional checkout and test of the UPS diagnostic systems.
- 1.1.C.4. Check environment, temperature, dust, moisture etc.
- 1.1.C.5. Address all queries for defaults on priority basis.
- 1.1.C.6. Check operation of fans.

### **1.2. ACs/Refrigerators/Water Cooler/Electric Water Geyser etc.**

#### **A. General Requirements**

- 1.2.A.1. Service Provider shall be responsible for supply of all material spares, replacement /repairs of compressor, gas charging, air filter, electrical parts, servicing, overhauling, greasing, starting relay, overload protector, wiring repairs, motor rewinding with bush and shaft, tapes including handling charges, blower motor/outdoor fan motor, remote set repairs, digital scanner, piping insulation and spares of outdoor/indoor units replacement etc.
- 1.2.A.2. Mechanic/Technician at the time of reporting for duty daily in the morning will check all the Acs, fridges and water coolers, electric water geysers, installed in the building and will ensure that all these machines are functioning properly.
- 1.2.A.3. In case any machine goes out of order, the repair work should be carried out by the company and in the hospital premises. Only such work, which cannot be executed in the hospital premises will be allowed to be carried out in the workshop of the company with the prior permission of hospital for which no extra charges like cartage etc. will be paid.

- 1.2.A.4. The Service Provider shall ensure that all air conditioners/fridges and water coolers are in proper working conditions throughout the contract period
- 1.2.A.5. The Service Provider is required to make arrangement to provide to their mechanic with the tool plants like insulation tapes, screw drivers, cutting pliers, and hammer / drill machine etc. to carry out subject work.
- 1.2.A.6. Apart from above, if there is any complaint, the agency shall attend to the complaint on priority at its own cost, failing which the agency shall be liable for imposition of penalty.
- 1.2.A.7. Any damage to the building or the any part of the equipment which might result during the operation shall be repaired by the Service Provider.
- 1.2.A.8. The Service Provider will maintain preventive maintenance record of equipment under maintenance contract in a Register.

#### **B. Daily Maintenance Routines**

Daily and preventive repair and maintenance/checking for Acs/electric water coolers and fridges shall be carried out as per manufacturer's instructions and shall also include (but not limited to) following service:

- 1.2.B.1. Inspect and adjust AC/refrigerator/ electric water cooler motors with particular attention given to automatic starters and contactors.
- 1.2.B.2. Note any arching in the AC/ refrigerator/coolers motors.
- 1.2.B.3. Inspect overheating of refrigerant circuit controls in Acs and fridges.
- 1.2.B.4. Notice excessive pressures in the system of piping and vessels
- 1.2.B.5. Any evidence of sticking of the expansion valves in the refrigerant circuit controls be noted.
- 1.2.B.6. Any signs of leakage should be traced to their source.
- 1.2.B.7. Monitor and inspect condensing water circuits in Acs/coolers, fridges and the units must be checked for corrosive tendencies.
- 1.2.B.8. Temperatures/ thermostats should be monitored, calibrated and recorded daily.
- 1.2.B.9. Clean and inspect float valves within the condensing water circuit of all the devices.
- 1.2.B.10. Static pressure drops across filters and ducts should be checked.
- 1.2.B.11. Refrigerant charge for all appliances must be checked by superheat/sub cooling method (thermo charging)
- 1.2.B.12. Must regularly test and inspect controls safeties.
- 1.2.B.13. Worn out contacts and unit and loose wirings be inspected, cleaned and replaced where needed.

#### **1.3. ELECTRICAL SYSTEMS**

## **A. General Requirements**

- 1.3.A.1. Manage all electricity related works of the hospital and ensure that all electricity related functionalities perform perfectly.
- 1.3.A.2. Be available on a roster basis for out of hours call out; and for contact along with all other members in the Facilities Management team for the escalation of urgent issues during and out of normal working hours.
- 1.3.A.3. Maintenance and management of all electrical equipment panel boards, power distribution box, Circuit Breaker, electrical wiring, power control room and lighting. (The Service Provider shall also be liable if any sensitive medical equipment is damaged due to power fluctuation except natural disaster or Wapda fluctuation.)
- 1.3.A.4. During breakdowns the electrical Service Provider should immediately rectify the problem
- 1.3.A.5. Check the functioning and ensure proper working of panel boards, wiring fuses, cables etc (excluding transformers, UG cables, cable glands, thimbles and power cables more than 70mm<sup>2</sup>, breaker more than 300AMP)
- 1.3.A.6. Check for tightness of connections and any overheating. .
- 1.3.A.7. All power cables less than 70mm<sup>2</sup> should be checked for continuity, any broken conductor or damage to the insulation
- 1.3.A.8. Earthing should be checked regularly as part of maintenance for tightness, corrosion etc. and should be rectified in case any deficiency is found.
- 1.3.A.9. The Resistance of earthing pits should be checked regularly and action to be taken for correction with approval of Company
- 1.3.A.10. A log of earthing values should be maintained quarterly
- 1.3.A.11. Ensure that the Checklists are adhered with utmost care and regularity
- 1.3.A.12. Preventive Maintenance Schedule to be followed with 100% compliance for all motors and other electrical equipment's, Predictive maintenance techniques to be followed
- 1.3.A.13. Maintain proper inventory of all bulbs / tube lights/SMD/LED lights/ spares
- 1.3.A.14. Ensure all the fused bulbs / tube lights are replaced as and when required Log down Electrical Meter readings
- 1.3.A.15. All alarms to be checked and logged
- 1.3.A.16. Responsible to procure all the engineering consumables.
- 1.3.A.17. Locate and repair defects in electrical systems, which involve the performance of advanced fault finding and maintenance tasks.
- 1.3.A.18. Review and approve of Job safety analysis, Permits to work and electrical reports.

- 1.3.A.19. Review and update maintenance procedures of Electricians, making recommendations for improvements.
- 1.3.A.20. Inspect facilities and installations and recommend alterations or revisions.

**B. Daily Maintenance Routine**

Preventive maintenance and repair of electrical consumables shall be carried out as per manufacturer's instructions and shall also include (but not limited to) following service.

- 1.3.B.1. Check if the mounting hardware is free of wear, damage and corrosion.
- 1.3.B.2. Regular cleaning of panels.
- 1.3.B.3. Make sure that mounting fasteners are secure.
- 1.3.B.4. Electrical equipment rooms or vaults should be examined for evidence of water seepage.
- 1.3.B.5. Inspect insulators and conductor supports for signs of cracking, broken pieces, and other physical damage or deterioration
- 1.3.B.6. Clean all loose dirt with lint free rags.
- 1.3.B.7. Examine surrounding areas for signs of tracking, arcing or overheating.
- 1.3.B.8. Repair or replace damaged insulators and supports as necessary.
- 1.3.B.9. Examine all bolts and connecting devices for signs of deterioration, corrosion or overheating.
- 1.3.B.10. Ensure that all contacts are clean, smooth and in proper alignment.
- 1.3.B.11. Manually close breaker to check for proper wipe, contact pressure, contact alignment and to ensure that all contacts make at approximately the same time.
- 1.3.B.12. Ensure all electrical wirings/devices are fully functional and properly set.
- 1.3.B.13. Protective relays and circuit breaker trip devices should be inspected and tested according to manufacturers' specifications.
- 1.3.B.14. Inspect for loose, broken, worn, or missing parts in wirings/sockets and panels.

***Apart from weekly and Monthly repair and maintenance schedule, the representative of Service Provider must be available at all times in order to cater for power breakdowns and any on site defaults.***

## **1.4. Electrical, Plumbing, Carpentry and Glass works**

### **A. General Requirements**

1.4.A.1. The following equipment must be cleaned, assessed, replaced, serviced and /or repaired within apt times or when need arises:

- Fans (ceiling, exhaust, bracket etc) (no replacement) and Industrial Exhaust (no replacement)
- Electric Lights / energy savers
- Windows and window accessory (net, hilt, etc), Electrical wiring, distribution panel and switch boards
- Taps, water supply lines, Sewerage Work
- Toilets and Flush (no replacement)
- Showers and Basins, Burst pipes, Drains
- Geysers (gas & electric) (no replacement)
- Washing Machines (no replacement)
- Water filtration plant
- Electric water coolers, water filters and OHR
- Gas pipes, and kitchen appliances (stove etc)
- Storm Water drainage, Sump pumps
- Flush masters , Door closers, Floor springs
- Handles, Hinges, Locks, Latches, Shutters
- Door (wooden/glass/iron etc.)

1.4.A.2. The Service Provider shall undertake to do maintenance on any activities such as tests, measurements, replacements, adjustments and repairs intended to restore or retain the plumbing/carpentering and installation after the repairs in a specified state in which the unit can perform its required functions and take all actions to retain material in a serviceable condition or to restore its serviceability.

1.4.A.3. Appointed Service Provider will carry out reactive maintenance, i.e. unplanned repairs required to restore the plumbing/carpentering services, plant or equipment back to operational condition.

1.4.A.4. Turn-around times of the Service Provider is specified in penalty section. In any case, it shall not exceed three hours after receipt of a complaint/call. For emergency related to fire the Service Provider shall be expected to take immediate action.

1.4.A.5. Alterations/renovations, upgrades, extensions, design of new and/or upgrading of existing electrical/plumbing/carpentering reticulation, leak detection, etc with approval of PMU.

1.4.A.6. Provide emergency cover for 24 hours per day, 7 days a week and 365 days per year.

1.4.A.7. Service Provider must ensure all fire extinguisher cylinders are in proper working condition. However, refills of fire extinguisher cylinders is the responsibility of hospital administration

1.4.A.8. All minor repairing and maintenance of fire extinguishers will be Service Providers' responsibility

1.4.A.9. The Service Provider shall be expected to provide hospitals with the spare inventory and materials to be used within hospital buildings. The Hospital administration should provide the storeroom where the spare inventory and material (required for provision of Mechanical Electrical and Plumbing services) will be stored.

- 1.4.A.10. The procured spare inventory/materials quotes must be market related and provide a receipt from Service Provider, if and when required.

## **B. Daily Maintenance Routine**

Preventive maintenance and repair of electrical consumables shall be carried out as per manufacturer's instructions and shall also include (but not limited to) following service.

- 1.4.B.1. Check for Leaky Faucets or Tap/Shower Heads.
- 1.4.B.2. Look under the sinks for signs of moisture, such as puddles of water, water marks, a musty smell and mold growth.
- 1.4.B.3. Check for calcium buildups in faucets.
- 1.4.B.4. Clear any slow drains
- 1.4.B.5. Check and repair any running toilets in the hospitals (this query should also be catered through the emergency cover provided by the Service Provider).
- 1.4.B.6. Inspect and repair leaky pipes.
- 1.4.B.7. Look for signs of leaks and corrosion in exposed pipes.
- 1.4.B.8. Test and inspect low water pressures and clear the sediment if it exists.
- 1.4.B.9. Check the flushing handle and inside parts of the toilets.
- 1.4.B.10. Inspect if tub, sink or toilet caulking is coming off.
- 1.4.B.11. Check roof shingles for loose shingles or damage from branches, and around vents, skylights and chimneys for leaks.
- 1.4.B.12. Inspect and repair any door hinges, door locks, furniture and wooden material defects.

## **1.5. O&M Generators**

### **A. Operations**

- 1.5.A.1. Ensure the down time of the generator is minimum and provision of backup generator at each facility is present in case of breakdown.
- 1.5.A.2. The procuring agency is in the process of installing new generators in due course of time. These generators will be in the warranty period and under a service level agreement with the Service Provider. The service provider, under this contract shall be responsible for enforcement of the aforementioned tasks.
- 1.5.A.3. Service Provider is also responsible to claim warranty of generators when needed and must perform all contractual obligations on behalf of the hospital administration.
- 1.5.A.4. The service provider is also required to ensure that qualified personnel may provide preventive visits, for inspection of generators and submit report to the procuring agency about their condition and function. The service provider is to ensure that each hospital is visited twice a month for the aforementioned inspection.

- 1.5.A.5. Monitor incoming electrical supply and make sure the generators start immediately upon disruption of electrical supply. Any delay with reference to the startup of any generator should be avoided. It must be ensured that generator should be started immediately as and when required.)
- 1.5.A.6. Consumable materials for routine maintenance like kerosene oil, grease, cotton, duster, cleaning brush, vacuum cleaner and allied tools etc. will be arranged by the Service provider at his own cost and the total bid will be inclusive of all such consumables
- 1.5.A.7. Generator mechanic shall be responsible for the routine maintenance, i.e., greasing, cleaning, and tightening of bolts and any other works which do not entail replacement of spare parts.
- 1.5.A.8. Service provider will ensure to Test and monitor output of generator through a proper measurement tool to ensure its working at optimal capacity daily report for which shall be submitted to the hospital by the service provider
- 1.5.A.9. Maintain a log of daily fuel consumption and generator runtime, daily report for which shall be submitted to the hospital
- 1.5.A.10. Submit reports for modification in equipment or processes to improve the performance of system for smooth operation
- 1.5.A.11. Ensure removal and disposal of generator waste.
- 1.5.A.12. Mobile Workshops for each Zone and Tool Kits for each site will be mandatory, which will provided by service provider.
- 1.5.A.13. Conveyance for moving back up generators will also be the responsibility of service provider.

Note. All parts used in repair/replacement/PM/CM should be same specification as recommended by respective manufacturers i.e. Perkins Generator PM/CM/RR will be done as recommended by Perkins manufacturer with standard consumable/parts of Perkins. Mobile Oil/Engine oil should be PSO/Shell/Equivalent or as per requirement of Procuring Agency.

## **B. Routine Maintenance Requirements**

Service provider shall carry out routine maintenance for generators and associated equipment and systems in accordance with the following:

- 1.5.B.1. Refer to O&M (Operation and Maintenance) manuals of generator for performing maintenance and upkeep work and follow instructions therein.
- 1.5.B.2. Monitor generators for abnormal noise, vibration or any other condition.
- 1.5.B.3. Supervise inspection and maintenance activities necessary to maintain/repair all contractually-covered equipment in trouble-free and smooth operating condition.
- 1.5.B.4. Responsible for operation and maintenance of Electric panels, ATS and change over panel installed on the generator site and fitness certificate shall be provided monthly.



- 1.5.B.5. A complete daily general checking of the entire installation shall be carried out by the Service provider's employee(s) and they will immediately convey any abnormality in the equipment and allied systems listed above, as well as make immediate arrangements to set right such abnormalities. Moreover, Service provider shall maintain related records and produce such records on demand by the Hospital. Routine maintenance will not be limited to the working schedule. The service provider must carry out other repair / maintenance, operation & services upkeep as and when required so as to keep the equipment in top running condition.
- 1.5.B.6. Service provider will be responsible to make good all the damages to all appliances due to abnormal generator's supply.
- 1.5.B.7. A fitness certificate regarding performance and excellent condition of Generator(s), countersigned by the Medical Superintendent of such Hospital, will be submitted by the Service provider along with their each monthly bill.
- 1.5.B.8. Service provider will be responsible for software calibration of generator electronic modules regardless of the model installed in all the generator. Whatever the tool/software equipment required for such calibration would be supplied/provided by service provider.

### **C. Daily Maintenance Routine**

Following is the detail regarding set of activities to be performed by the service provider on Daily, Weekly and Monthly basis. These maintenance works shall not be charged separately.

- 1.5.C.1. Clean the generator set, control panel and generator room.
- 1.5.C.2. Check for fluid leakage and leaks in the exhaust system.
- 1.5.C.3. Check the fuel tank level, (fill if less than  $\frac{3}{4}$  full)
- 1.5.C.4. Check the engine oil and coolant levels (solution of Ethylene Glycol or Propylene Glycol with water 50/50, or consult manufacturer's instructions for particular generator), replenish as necessary.
- 1.5.C.5. Check the battery electrolyte fill with distilled water as necessary.
- 1.5.C.6. Check the battery connection and terminals make it clean and tight if necessary.
- 1.5.C.7. Observe the functioning of battery charger.
- 1.5.C.8. Check for any abnormal noise and vibration after start of engine.
- 1.5.C.9. Check the control panels (power wizard) for indication of operation, particularly abnormal temperature (beyond 95oC on load, consult manufacturer manual for particular engine) and oil pressure (30 – 60 psi, consult manufacturer manual for particular engine.)
- 1.5.C.10. Check the control panel for correct voltage and frequency.
- 1.5.C.11. Checking of generator on no load for 5 minutes and observe for any abnormality.

- 1.5.C.12. Immediately report and take corrective measure in case of any abnormality/non-compliance of above check list.
- 1.5.C.13. Check/conduct all such daily maintenance works for each generator, which the O&M manual of that particular generator require/demands and which is a universally accepted normal daily practice for generator maintenance.

#### **D. Preventive Maintenance Requirements**

- 1.5.D.1. The service provider will be responsible for the preventive maintenance of generators in order to keep every generator in functioning condition. It will be the responsibility of service provider to conduct preventive maintenances of generators, placed on the functional inventory. The preventive maintenances shall be carried out on need basis, as required by the hospital administration or warranted by the generator used since last maintenance or its general condition. The bids shall be evaluated on the basis of five (5) preventive maintenances. However, the number of preventive maintenances may vary upon use and condition of each generator. The payment shall be made on the basis of actual preventive maintenances carried out. Preventive maintenance may include but not limited to the repair and replacement of following items;

<b>Sr. No.</b>	<b>Description</b>	<b>Sr. No.</b>	<b>Description</b>	<b>Sr. No.</b>	<b>Description</b>
1	Electronic Relays	5	Fuel Filter	9	Self Starter
2	Electric Fuses	6	Water Filter	10	Alternator Belt
3	Control Wires	7	Air Filter	11	Software calibration
4	Oil Filter	8	Engine Oil	12	Fan Belt

#### **E. Repair Requirements**

- 1.5.E.1. The service provider shall also be responsible for repair works of generators, placed on the functional inventory, the cost of which will be reimbursed by the hospital administration thereafter, as per the rates included in the bid. In case of repair works, he is required to seek the prior approval of the hospital administration. However, if the request remains pending decision for more than 6 hours, he will proceed to carry out the repair works under intimation to the medical superintendent without wasting any further time.
- 1.5.E.2. Service provider must keep sufficient stock of running spare parts for immediate replacement to avoid interruption in smooth operation.
- 1.5.E.3. It will be the responsibility of the service provider to immediately coordinate with the hospital administration in order to cater with any complaint. In case of a complaint which requires repair or replacement of any equipment, estimated cost of the same should also be submitted against which decision will be taken by the hospital management.
- 1.5.E.4. Service provider will not make any alteration/modification/repair/replacement etc. in existing Generator machinery without prior written approval of the Medical

Superintendent of such hospital. Service provider will be responsible to place spare generator till the resolution of such issue. However, in case of no response on the part of hospital management/administration, which may lapse for more than 6 hours, the same may be carried out by the service provider itself in order to avoid any major delays.

- 1.5.E.5. In case of any repair beyond the items included in the repair menu mentioned in the **FIN-7**, the same shall be carried out, on the reasonable market rates, after prior written approval of Medical Superintendent. However, in such case no repairs should be carried out without explicit approval of Medical Superintendent.
- 1.5.E.6. Concerned THQ/DHQ will be charged for any major repair(s) which may be made by the service provider from time to time. Medical Superintendent of such Hospital will be responsible for the smooth disbursement of funds against any claim of repair/replacement services provided by the service provider.
- 1.5.E.7. Service provider will be responsible for software calibration of generator electronic modules regardless of the model installed in all the generator. Whatever the tool/software equipment required for such calibration would be supplied/provided by service provider.
- 1.5.E.8. The service provider is required to ensure that his staff immediately responds to any repair needs and carries out the repair work within the resolution time mentioned below. In case the time for necessary repair works exceeds the resolution time mentioned below, the penalties mentioned hereunder shall be levied. This resolution time may be counted in addition to the three (3) hours response time on the part of supervisors along with mobile workshop to reach the hospital.

*Note. The equipment which is under warranty, The Service Provider shall provide Manufacturer's Local warranty (hereinafter referred as Warranty Period) for all items in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include: Free, on site repair / replacement of defective / damaged parts and labor, within 24 hours of intimation.*

## 8. FINES & PENALTIES

Following penalties will be charged and deducted from the invoice of the Service Provider.

Sr. No	Description	Penalty Rate
1	Unauthorized absence	2 days salary
2	Fails to report in time (exceed 15 min. margin) or leaving early	Rs. 200
4	Any strikes/ labor disputes	one day salary for each staff observing strike
5	Public complaint attributable to misconduct/misbehavior of Service Provider's personnel	upto Rs 10,000/- (depending on the severity of the incidence)
6	Staff found without uniform	Rs. 500

7	Non-availability of minimum petty cash	Rs 1000/Day
8	Non-availability of spare inventory	Rs. 50/item/day for smaller items Rs. 1000/item/day for larger items
9	Spare inventory quality less than the approved samples by PMU	Rs. 200/item/day for smaller items Rs. 1000/item/day for larger items
10	Fails to operate the generator within 5 minutes	Rs. 200/- per minute
11	Arrival time of Mobile workshop alongwith Supervisor later than 3 hours	Rs. 1000/Hour
12	Repair and Replacement of Generators parts	Penalty will be charged as per Appendix-13

**13** All functional areas in the hospital have been assigned one of three risk areas based on below mentioned criteria:

- ✓ The risk of infection to patients.
- ✓ Occupational health and safety risk to staff and visitors
- ✓ Aesthetics e.g. reception areas, grounds
- ✓ Value for money

The risk category shall determine penalties on non-performance of routines and service level/rectification time requirements listed in the next sections:

Sr, No	Status	Functional Areas included
1	<b>High Risk</b>	Emergency – Surgical and Medical
		Isolation Rooms /
		Dialysis Unit / Operation Theater
		Labor Rooms, Wards
2	<b>Moderate Risk</b>	Pharmacy / OPD
		Laboratories, including Pathology, Radiology
		Mortuary
		OPD, including treatment rooms & clinical consultation room
		Patient washrooms
		Corridors / Stairs / Ramps/ Waiting & External Areas/ Stores/
		Administrative areas
		Any other area, not listed here

**13A** Procuring Agency / Hospital Administration shall impose daily performance-based penalties based on the table listed below.

Sr . N o.	Category	Risk Area	Minor Repair		Major Repair		
			Rectification Time for *Minor Repair	Penalty/ hour	Repairable & Replaceable Items	Rectification Time for **Major Repair	Penalty/ day
1	UPS	High	2 hours	400	Mother Board, Batteries, Batteries Terminals	1 days	500
		Moderate	4 hours	200		2 days	300
2	Air Conditioners	High	2 hours	500	Compressors, AC Capacitors, Out	2 days	500
		Moderate	4 hours	300		4 days	300

					Door Fan Capacitor, AC Kit, Indoor Motor, Copper Pipe(1/2,1/4),R- 22 gas, Blower, Flare Nut(1/2,1/4),Serv ice Valve(1/2,1/4),Ai r Sensor & Coil Sensor		
3	Refrigeration Appliances	High	2 hours	500	Compressor,R- 134 Gas, Relay	2 days	600
		Moderate	4 hours	400		4 days	200
4	Electric Water Coolers	High	4 hours	300	Compressors, Gas refilling, Thermostat single door, Thermostat double door, Filters	1 days	400
		Moderate	6 hours	200		2 days	200
5	Water Geyser	High	4 hours	300	Element	1 days	300
		Moderate	6 hours	200		2 days	200
6	Electric Water Pumps	High	4 hours	500	Motor rewinding, Relay & Belt(for Single Phase), Motor Winding, Magnetic Contactor relay & belt(For 3 Phase)	1 days	500
		Moderate	6 hours			2 days	
7	Washing Machines	High	4 hours	300	Motor rewinding, Capacitor & Belt	1 days	300
		Moderate	6 hours			2 days	
8	Industrial Exhaust	High	4 hours	300	Belt, Motor Rewinding	1 days	300
		Moderate	6 hours			2 days	
9	Plumbing system maintenance Work (Non- appliance related)	High	8 hours	400	Taps, Showers, Flush tanks, spindles, sockets, valves, joints, CP Nipple, Bolt Kit, Basin Coupling, Waste Pipe, GNN glants & Chains	1 days	200
		Moderate		200		2 days	
10	Electric system maintenance Work (Non- appliance related) (LED, SMD, Energy savers to be replaced in 3 hours)	High	8 hours	500	Switch Boards, Wiring(External & Internal),Circuit Breakers(single pole, Double pole for single phase, three pole for three phase), Trouble shooting of main 53anel & Distribution 53anel,	1 days	400
		Moderate		400		2 days	
11	Carpentry /Fitting system maintenance Work:	High	8 hours	400	Repairing of furniture(Tables, chairs, doors, cup boards, windows),latches,	1 days	400
		Moderate		200		2 days	200

					hinges & Glass work		
--	--	--	--	--	------------------------	--	--

\*Major repairs mean repairs that require parts replacement (if any)

## 9. CONTRACT FORM

**This Contract** (hereinafter called as “Contract”) is made at Lahore the \_\_\_\_\_ 2019, between on the one hand, **Project Management Unit (PMU), Primary & Secondary Healthcare Department** through its Officer Incharge (hereinafter referred to as the “*Procuring Agency*”) (which expression shall include successors, legal representatives and permitted assigns) of the First Part

### AND

on the other hand, **M/s (*Firm Name*)**, a firm registered under the laws of Pakistan and having its registered office at (***Address***) acting through its \_\_\_\_\_ (hereinafter called the “*Service Provider*”) (which expression shall include successors, legal representatives and permitted assigns) of the Second Part.

### WHEREAS

- a) Primary and Secondary Healthcare Department on behalf of the procuring agency invited the bids/tender for Hiring of firms for the provision of Security Services for DHQ Hospital thereafter in which the Service Provider also participated and was declared as Lowest Evaluated Responsive Bidder.
- b) The service provider having represented to the Procuring Agency that they have the required professional skills and personnel and technical resources have agreed to provide the services on terms and conditions set forth in this Contract as defined in the General Conditions / Special Conditions of the Contract and the Scope of services (hereinafter called as “Services”)
- c) The procuring agency in response thereof after conducting need analysis has decided to procure the Security Services for an amount PKR (Amount in Words and Words).

### NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

- 1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
- 2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz: -
  - a. the General Conditions of Contract;
  - b. the Special Conditions of Contract;
  - c. the Procuring Agency’s Notification of Award;
  - d. the scope of work;
  - e. the Bid & its clarifications.
  - f. any other documents deem appropriate

3. In consideration of the payments to be made by the Procuring Agency to the Service Provider as hereinafter hereby covenants with the Procuring Agency to provide the Services and to remedy defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Service Provider in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. *[The Service Provider]* hereby declares that it has not obtained or induced the procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of the Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Punjab) through any corrupt business practice.
6. Without limiting the generality of the foregoing, *[Service Provider]* represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab, except that which has been expressly declared pursuant hereto.
7. *[The Service Provider]* certifies that has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of the Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
8. *[The Service Provider]* accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and



remedies available to Government of the Punjab under any law, Contract or other instrument, be void able at the option of Government of the Punjab.

9. Notwithstanding any rights and remedies exercised by Government of the Punjab in this regard, *[Service Provider]* agrees to indemnify Government of the Punjab for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of the Punjab in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by *[Service Provider]* as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab.
10. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. The decisions taken and/or award made by the Arbitrator shall be final and binding on the Parties.
11. The Contract shall not constitute a partnership between the parties and that the *Service Provider* shall not in any manner represent itself as agent or authorized representative of the Procuring Agency of the Government of the Punjab etc. or be considered as such included.
12. This Contract shall be governed by the laws of Pakistan and the courts of Pakistan shall have exclusive jurisdiction.

NOW THEREFORE the Parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
  - the Letter of Acceptance;
  - the Special Conditions of Contract;
  - the General Conditions of Contract;
  - the Scope of Services;
  - Performance Specifications;
  - Appendices
  - Bidding Document
2. The mutual rights and obligations of the Procuring Agency and the Service Provider shall be as set forth in the Contract, in particular:
  - (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and

- (b) the Procuring Agency shall make payments, to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at \_\_\_\_\_ (the place) and shall enter into force on the day, month and year first above mentioned.

**Sign/ Seal by the Supplying firm**

**Sign/ Seal by Procuring Agency**

**Witness**

**1.**

**1.**

**2.**

**2.**

**Note: 1. In case of alliance; all the firms have to sign this document jointly along with Procuring Agency, as all firms will bear equal responsibility in execution of the contract.**

## **8. Appendices**

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## Appendix 1 - Performance Security

To:

Project Director,  
Project Management Unit,  
Primary & Secondary Healthcare Department,  
31/E-1, Gulberg III, Lahore

PERFORMANCE SECURITY NO. .... (the **Guarantee**)

We, [●]<sup>3</sup>, being the Guarantee issuing bank (the **Issuing Bank**) understand that [●] a company incorporated under the laws of [●] having its registered office located at [●] (the **Service Provider**) has been selected as the successful bidder following a tendering process for the Procurement of MEPG Services for **\*\* Name\*\***.

Further, we understand that pursuant to such tender process, the Service Provider is required to provide **\*\* Name\*\*** with a performance bond equal to PKR \_\_\_\_\_ (05% of annual quoted price of contract).

The above premised, We (the Issuing Bank) hereby undertake irrevocably and unconditionally to pay to **\*\*Name\*\***, without any notice, reference or recourse to the Service Provider or to any other entity or without any recourse or reference to the Contract, any sum or sums (or any part thereof) equivalent in aggregate up to but not exceeding a maximum amount of:  
PKR \_\_\_\_\_

(The **Guaranteed Amount**)

<sup>3</sup>Insert name of Issuing Bank;

at sight and immediately, however not later than within five (5) business days from the date of receipt of the **\*\* Name\*\*** first written demand (the **Demand**) at the Issuing Bank's offices located at [●], such Demand shall state that the Service Provider is entitled to make a demand under the Guarantee and shall set out the total amounts demanded.

The Demand shall only be honored by us, if it is made by and bears the signature of the representative of **\*\* Name\*\***.

We, the Issuing Bank, shall unconditionally honour a Demand hereunder made in compliance with this Guarantee at sight and immediately on the date of receipt of your Demand, as stated earlier, and shall transfer the amount specified in the Demand to the bank account, as notified in the Demand, in immediately available and freely transferable funds in the currency of this Guarantee, free and clear of and without any set-off or deduction for or on account of any present or future taxes, levies, imposts, duties, charges, fees, deductions or withholdings of any nature whatsoever and by whomsoever imposed.

This Guarantee shall come into force and shall become automatically effective upon the signing of the contract between **\*\* Name\*\*** and Service Provider.

After having come into force, this Guarantee and our obligations hereunder will expire on *[Insert*

*date and time*] (the **Guarantee Expiry Hard Date**) (6-months after the expiry of the contract) provided that, in the event that the Procuring Agency issues a Demand to the Issuing Bank on or immediately prior to the Guarantee Expiry Hard Date, the Issuing Bank shall honour that Demand. Upon expiry, this Guarantee shall be returned to the Service Provider without undue delay. Multiple Demands may be made by **\*\* Name\*\*** under this Guarantee but our aggregate liability will be restricted up to the Guaranteed Amount.

We hereby agree that any part of the Contract may be amended, renewed, extended, modified, compromised, released or discharged by mutual agreement between **\*\* Name\*\*** and the Service Provider without in any way impairing or affecting our liabilities hereunder without notice to us and without the necessity for any additional endorsement, consent or guarantee by us.

This Guarantee for its validity period shall not be affected in any manner by any change in our constitution or of the Service Provider's constitution or of their successors and assignees and this

Guarantee shall be legally valid, enforceable and binding on each of their successors and permitted assignees.

All references to any contract or other instruments are by way of reference only and shall not affect our obligations to make payment under the terms of this Guarantee.

**\*\* Name\*\*** may not assign / transfer or cause or permit to be assigned or transferred any of its rights, title, interests and benefits of this Guarantee without our prior written consent, which consent shall not be unreasonably withheld or delayed.

If one or more of the provisions of this Guarantee are held or found to be invalid, illegal, or unenforceable for any reason whatsoever, in any respect, any such invalidity, illegality, or unenforceability of any provision shall not affect the validity of the remaining provisions of this Guarantee.

We hereby declare and confirm that under our constitution and applicable laws and regulations, we have the necessary power and authority, and all necessary authorizations, approvals and consents thereunder to enter into, execute, deliver and perform the obligations we have undertaken under this Guarantee, which obligations are valid and legally binding on and enforceable against us under the applicable laws and under the laws of the jurisdiction where this Guarantee is issued. Further, that the signatory (ies) to this Guarantee is/are our duly authorized officer(s) to execute this Guarantee.

**\*\*Signed by authorized signatory\*\***

## **Appendix 2 - Conflict of Interest Undertaking**

To,

Project Director,  
Project Management Unit,  
Primary & Secondary Healthcare Department,  
31/E-1, Gulberg III, Lahore

**SUBJECT: CONFLICT OF INTEREST**

Reference to the contract / purchase order / supply order no. -----Titled-  
----- dated -----, which we have entered into / received from the Project  
Management Unit, Primary & Secondary Healthcare Department.

We hereby confirm that we (including our company, firm, associates, subsidiaries and related parties) have not entered into any contract (including employment contract), transaction, or any other business/other relationship, with any person (including the current employee, ex-employee or any relative/associate of the employee or ex-employee) or organization, in conflict of our contractual obligations under the said contract.

We also confirm that we shall not enter into any of above mentioned contract, transaction or relationship in future unless we obtain written permission from Project Management Unit, Primary & Secondary Healthcare Department.

**AUTHORIZED REPRESENTATIVE**

**NAME OF THE COMPANY**

**Note:** *This must be printed on Company Letter head.*

### Appendix 3 - Undertaking for Minimum Wage Rate

Dated \_\_\_\_\_

To

Project Director,  
Project Management Unit,  
Primary & Secondary Healthcare Department,  
31/E-1, Gulberg III, Lahore

**SUBJECT: Undertaking for Minimum Wages to Staff / Labour**

Respected Sir

It is undertaken that M/S \_\_\_\_\_ is currently practicing the undermentioned human resource policy and also will continue to practice the same in future under the contract named “\_\_\_\_\_”. Any non-compliance in below mentioned shall be headed towards the breach of contract.

1. Provision of minimum wage as notified by the Government of Punjab applicable for the period of Contract.
2. Child Labor is forbidden under the contract. Children under the age of 18 years will not be employed, as per the Pakistani law.
3. All labor laws including social security and EOBI etc. are applicable in the Contract and will remain the responsibility of the Service Provider.
4. Our firm NTN Number is \_\_\_\_\_ and it was established in \_\_\_\_\_

**Note:** *All tender terms and conditions are accepted as laid down in the tender inquiry*

Regards

Mr. \_\_\_\_\_

M/s \_\_\_\_\_

Lahore.

**Note:** *This will be printed on stamp paper worth Rs. 100.*

#### **Appendix 4 - Schedule of Payments & Reporting Requirements**

*A1- Service Provider shall submit net monthly invoice comprising of following based on rates quoted in financial bid:*

- i. Cost of Human Resource<sup>1</sup> on actual basis as per FIN 3*
- ii. Cost of Equipment Replacement on actual basis as per FIN 4*
- iii. Cost of System Maintenance Works Cost as per FIN 5*
- iv. Cost of Preventive Maintenance of Generator on actual basis as per FIN 6*
- v. Cost of Repairs & Replacement (if any) of Generators on actual basis.  
However, cost of repairs for generator will be paid by the hospital administration on actual basis and rates of repair and replacement of generators must be as per FIN 7. Other parts which are not included in FIN 7 will be charged as per actual basis by the Service Provider.*
- vi. Penalties incurred during the month*
- vii. Other cost/(revenue), if any*

*Net monthly invoice should be computed as:*                       $\text{Total} = i + ii + iii + iv + vi + vii$

Note: This appendix will exclusively be used for determining each and every cost of Services. Service Provider can use template of Form FIN1-7 of Bid document to provide this details. Procuring Agency reserves the rights to drop one or more health facilities from any package. All parts used in repair/replacement/PM/CM should be same specification as recommended by respective manufacturers i.e. Perkins Generator PM/CM/RR will be done as recommended by Perkins manufacturer with standard consumable/parts of Perkins. Mobile Oil/Engine oil should be PSO/Shell/Equivalent or as per requirement of Procuring Agency.

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<sup>1</sup> Please note that the equipment list shared in Appendix 1-14 and Fin 1-7 are only an indicative list of HR/equipment/PM/RR/ system maintenance at each facility. This list has been shared to get uniform and fair financial bid from all interested parties. Actual equipment at hospital may vary from this list. Monthly invoice payments will be made against actual number of equipment/HR/PM/RR at each facility.



## Appendix 5 - HR Requirement

Package Details	Sr. No	Hospital Names	Supervisor	Plumber	AC Technician	Electrician	Carpenter	Generator Mechanic	Total HR
Package-1 DHQ	1	Attock	1	2	2	3	2	1	11
	2	Bhakkar	1	3	3	5	2	1	15
	3	Chakwal	1	2	3	3	1	1	11
	4	Hafizabad	1	2	4	3	1	1	12
	5	Jehlum	1	2	4	3	1	1	12
	6	Khoshab	1	2	2	3	1	1	10
	7	M.B.Din	2	4	2	5	2	1	16
	8	Mianwali	1	3	3	5	2	1	15
	9	Narowal	1	2	3	3	2	1	12
	Total HR		10	22	26	33	14	9	114
Package-2 DHQ	1	Chiniot	1	2	2	3	1	1	10
	2	Jhang	1	2	2	3	2	1	11
	3	Kasur	1	2	3	3	2	1	12
	4	Nankana	1	2	2	3	2	1	11
	5	Okara City	1	2	5	3	2	1	14
	6	Okara South City	1	2	2	3	1	1	10
	7	Pakpattan	1	2	3	3	2	1	12
	8	Sheikhupura	2	4	8	6	4	1	25
	9	TT Singh	1	2	3	3	2	1	12
	Total HR		10	20	30	30	18	9	117
Package-3 DHQ	1	Bahawalnagar	1	3	5	5	3	1	18
	2	Chistian	1	1	2	2	1	1	8
	3	Khanewal	1	2	2	3	2	1	11
	4	Layyah	1	2	4	3	2	1	13
	5	Lodhran	1	2	2	3	2	1	11
	6	Muzaffargarh	1	3	4	5	2	1	16
	7	Rajanpur	1	2	2	3	2	1	11
	8	Vehari	1	2	4	3	2	1	13
	9	Multan	2	2	2	3	2	1	12
	Total HR		10	19	27	30	18	9	113
Package-4 THQ	1	Daska	1	1	2	2	1	1	8
	2	Esa Khel	1	1	1	2	1	1	7
	3	Hazro	1	1	1	2	1	1	7
	4	Kamoke	1	1	2	2	1	1	8
	5	Noorpur Thal	1	1	1	2	1	1	7
	6	Bhalwal	1	1	1	2	1	1	7
	7	Bhera	1	1	1	2	1	1	7
	8	Choa Saiden Shah	1	1	1	2	1	1	7
	9	City Hospital Talagang	1	1	1	2	1	1	7
	10	Darya Khan	1	1	1	2	1	1	7
	11	Dinga	1	1	1	2	1	1	7
	12	Fateh Jang	1	1	1	2	1	1	7
	13	Gujar Khan	1	1	1	2	1	1	7
	14	Hassan Abdal	1	1	1	2	1	1	7
	15	Jand	1	1	1	2	1	1	7
	16	Kahuta	1	1	1	2	1	1	7
	17	Kala Bagh	1	1	1	2	1	1	7
	18	Kallar Kahar	1	1	1	2	1	1	7

	19	Kallar Sayyedon	1	1	1	2	1	1	7
	20	Kaloor Kot	1	1	1	2	1	1	7
	21	Kharian	1	1	1	2	1	1	7
	22	Khushab	1	1	1	2	1	1	7
	23	Kot Momin	1	1	1	2	1	1	7
	24	Kotli Sattian	1	1	1	2	1	1	7
	25	Major Shabbir Shaheed Kunjah	1	1	1	2	1	1	7
	26	Malakwal	1	1	1	2	1	1	7
	27	Mankera	1	1	1	2	1	1	7
	28	Murree	1	1	1	2	1	1	7
	29	Noshera Virkan	1	1	1	2	1	1	7
	30	Pasrur	1	1	1	2	1	1	7
	31	Phalia	1	1	1	2	1	1	7
	32	Pind Dadan Khan	1	1	1	2	1	1	7
	33	Pindi Bhattian	1	1	1	2	1	1	7
	<b>Total HR</b>		<b>33</b>	<b>33</b>	<b>35</b>	<b>66</b>	<b>33</b>	<b>33</b>	<b>233</b>
<b>Package-5 THQ</b>	1	Arifwala	1	1	2	2	1	1	8
	2	Chichawatni	1	1	1	2	1	1	7
	3	Gojra	1	1	1	2	1	1	7
	4	18 Hazari	1	1	1	2	1	1	7
	5	Ahmedpur Sial	1	1	1	2	1	1	7
	6	Chak Jhumra	1	1	1	2	1	1	7
	7	Chunian	1	1	1	2	1	1	7
	8	Depalpur	1	1	1	2	1	1	7
	9	Ferozwalla	1	1	1	2	1	1	7
	10	Haveli Lakha	1	1	1	2	1	1	7
	11	Jaranwala	1	1	1	2	1	1	7
	12	Kamalia	1	1	1	2	1	1	7
	13	Lalian	1	1	1	2	1	1	7
	14	Mianmeer	1	1	1	2	1	1	7
	15	Muridke	1	1	1	2	1	1	7
	16	Patoki	1	1	1	2	1	1	7
	17	Renala Khurd	1	1	1	2	1	1	7
	18	Safdarabad	1	1	1	2	1	1	7
	19	Samundri	1	1	1	2	1	1	7
	20	Sangla Hill	1	1	1	2	1	1	7
	21	Shahkot	1	1	1	2	1	1	7
	22	Sharaqpur	1	1	1	2	1	1	7
	23	Shorkot	1	1	1	2	1	1	7
	24	Tandianwala	1	1	1	2	1	1	7
	25	Pindi Gheb	1	1	1	2	1	1	7
	26	Piplan	1	1	1	2	1	1	7
	27	Sambrial	1	1	1	2	1	1	7
	28	Sara-e-Alamgir	1	1	1	2	1	1	7
	29	Shahpur	1	1	1	2	1	1	7
	30	Shakargarh	1	1	1	2	1	1	7
	31	Sillanwali	1	1	1	2	1	1	7
	32	Sohawa	1	1	1	2	1	1	7
	33	Talagang	1	1	1	2	1	1	7
	<b>Total HR</b>		<b>33</b>	<b>33</b>	<b>34</b>	<b>66</b>	<b>33</b>	<b>33</b>	<b>232</b>
<b>Package-6 THQ</b>	1	Ahmadpur East	1	1	1	2	1	1	7
	2	Burewala	1	1	2	2	1	1	8
	3	Kot Addu	1	1	1	2	1	1	7

4	Mianchannu	1	1	1	2	1	1	7
5	Shujabad	1	1	1	2	1	1	7
6	Taunsa	1	1	1	2	1	1	7
7	Chowk Azam	1	1	1	2	1	1	7
8	Alipur	1	1	1	2	1	1	7
9	Chobara	1	1	1	2	1	1	7
10	Dunya pur	1	1	1	2	1	1	7
11	Fort Abbas	1	1	1	2	1	1	7
12	Fort Munroo	1	1	1	2	1	1	7
13	Haroon Abad	1	1	1	2	1	1	7
14	Hasilpur	1	1	1	2	1	1	7
15	Jahanian	1	1	1	2	1	1	7
16	Jalalpur Pirwala	1	1	1	2	1	1	7
17	Jampur	1	1	1	2	1	1	7
18	Jatoi	1	1	1	2	1	1	7
19	Kabirwala	1	1	1	2	1	1	7
20	Karor lal eson	1	1	1	2	1	1	7
21	Kehror Pacca	1	1	1	2	1	1	7
22	Khairpur Tamewali	1	1	1	2	1	1	7
23	Khanpur	1	1	1	2	1	1	7
24	Kot Sultan	1	1	1	2	1	1	7
25	Liaqat Pur	1	1	1	2	1	1	7
26	Mailsi	1	1	1	2	1	1	7
27	Minchinabad	1	1	1	2	1	1	7
28	MNS Layyah	1	1	1	2	1	1	7
29	Rojhan	1	1	1	2	1	1	7
30	Sadiqabad	1	1	1	2	1	1	7
31	Yazman	1	1	1	2	1	1	7
32	Taxila	1	1	1	2	1	1	7
33	Wazirabad	1	1	1	2	1	1	7
<b>Total HR</b>		<b>33</b>	<b>33</b>	<b>34</b>	<b>66</b>	<b>33</b>	<b>33</b>	<b>232</b>

Please note that this list is only an indicative list of HR at each health facility. This list has been shared to get uniform and fair financial bid from all interested parties. Actual HR at hospital may vary from this list. Monthly invoice payments will be made against actual number of HR deployed at each facility.

Note. Procuring Agency reserves the right to drop one or more hospital from any package.

## Appendix 6 - Equipment Detail<sup>2</sup>

Equipment Details																						
Package Details	Sr. No.	Hospital Name	Air Conditioner					Refrigerator				UPS				Electric Water Cooler	Industrial Exhaust Fan	Electric Water Geyser	Electric Water Pump			
			Split 1 ton	Split 1.5 ton	Split 2 ton	Cabinet 2 Ton	Cabinet 4 Ton	14 CFT - SD	16 CFT - DD	18 CFT - SD	18 CFT - DD	100 AMP	>100 to 150 AMP	>150 to 180 AMP	>180 to 240 AMP				Single Phase	Single Phase	Three Phase	Three Phase
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Package-1 DHQ	1	Attock	0	26	0	0	0	1	2	0	0	0	0	0	1	3	0	0	1	0	0	0
	2	Bhakkar	3	40	0	106	8	5	29	5	6	2	0	0	0	18	9	18	4	1	7	0
	3	Chakwal	0	0	4	61	4	0	17	0	0	0	0	0	0	15	8	0	0	0	0	0
	4	Hafizabad	0	94	4	79	5	0	18	0	0	0	0	0	0	16	8	20	2	0	2	0
	5	Jehlum	1	0	25	83	28	0	23	0	0	0	0	0	0	15	5	21	2	0	0	2
	6	Khoshab	0	0	4	45	4	0	17	0	0	0	0	0	0	15	8	0	0	0	0	0
	7	M.B.Din	0	0	5	40	14	0	17	0	0	0	0	0	0	15	8	0	0	0	0	0
	8	Mianwali	0	0	69	67	27	0	21	0	0	0	0	0	0	15	9	0	1	2	2	1
	9	Narowal	0	0	10	100	12	0	17	0	0	0	0	0	0	15	8	0	0	0	0	0
Total			4	160	121	581	102	6	161	5	6	2	0	0	1	127	63	59	10	3	11	3
Package-2 DHQ	1	Chiniot	0	29	0	43	8	0	17	0	0	0	0	13	0	15	8	12	0	0	0	14
	2	Jhang	10	108	14	66	2	8	14		5					17	6					
	3	Kasur	0	1	33	60	51	18	3	5	2	1	0	0	0	11	0	2	1	0	0	3
	4	Nankana	0	60	10	76	5	1	17	0	0	0	0	0	0	15	8	2				1
	5	Okara City	5	51	10	115	14	0	18	6	0	0	0	0	0	18	8	2	2			

<sup>2</sup> Please note that this list is only an indicative list of equipment at each facility. This list has been shared to get uniform and fair financial bid from all interested parties. Actual equipment at hospital may vary from this list. Monthly invoice payments will be made against actual number of equipment at facility.

	6	Okara South City	0	15	6	51	6	0	17	0	0	0	0	0	0	15	8	25	4	0	0	4
	7	Pakpattan	1	55	27	66	0	5	14	3	0	0	0	0	0	15	8	10				
	8	Sheikhupura	0	116	11	137	26	0	29	19	1	0	0	0	0	15	7	31	6	0	0	4
	9	TT Singh	2	43	64	91	13	2	32	0	8	0	0	0	0	15	8	5	0	1	2	0
	Total		18	478	175	705	125	34	161	33	16	1	0	13	0	136	61	89	13	1	2	26
Package-3 DHQ	1	Bahawalnagar	10	197	4	13	2	0	12	0	0	2	1	0	0	10	0	7	1	0	3	0
	2	Chistian	0	41	7	32	6	0	9	0	0	0	9	0	0	8	1	0	0	0	4	0
	3	Khanewal	0	69	0	40	18	0	17	5	1	88	0	0	0	12	8	0	0	0	3	0
	4	Layyah	9	75	13	50	12	2	8	34	1	15				20	9	5	15		2	
	5	Lodhran	0	48	0	71	15	0	17	5	1	15				15	8	0	4	0	5	0
	6	Muzaffargarh	0	150	0	81	14	8	0	23	3	0	0	0	0	18	8	12	6		1	1
	7	Rajanpur	8	85	2	48	2	8	21	4	1					15	8	10				
	8	Vehari	1	38	11	69	16	4	17	0	0	0	0	0	0	14	8	18	2	2	2	0
	9	Multan	0	1	0	26	10					0	0	0	0	6	3	0	0	0	0	0
	Total		28	704	37	430	95	22	101	71	7	120	10	0	0	118	53	52	28	2	20	1
Package-4 THQ	1	Daska	1	30	10	53	6	2	9	6	0	2	0	0	0	8	3	1	0	0	0	1
	2	Esa Khel	0	25	3	46	0	2	2	4	0	0	0	3	0	8	0	4	7	0	0	0
	3	Hazro	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	1	0
	4	Kamoke	3	28	11	23	8	5	12	0	0	0	0	0	0	8	3	18	1	0	1	0
	5	Noorpur Thal	0	18	8	11	6	1	6	3	0	0	3	0	0	12	3	11	13	0	0	0
	6	Bhalwal	0	51	1	9	5	10	6	0	0	0	6	0	6	5	3	0	0	0	0	1
	7	Bhera	0	25	0	0	5	3	6	0	0	0	0	0	0	4	0	4	1	0	1	0
	8	Choa Saiden Shah	0	10	10	0	0	0	2	0	0	0	0	0	5	5	0	10	1	0	2	0
	9	City Hospital Talagang	24	0	0	0	9	0	5	1	0	0	4	0	0	6	3	2	0	0	0	1
	10	Darya Khan	0	43	0	19	0	5	5	3	1	0	6	0	0	7	0	0	6	0	0	0
	11	Dinga	0	5	2	30	0	5	5	2		1				7	3	0	2	0	0	0
	12	Fateh Jang	0	0	0	18	4	3	5	0	1	0	0	0	0	6	3	0	0	0	0	0
	13	Gujar Khan	0	34	0	11	0	0	8	0	0	4	0	0	0	3	0	1	1	0	3	0
	14	Hassan Abdal	0	2	0	26	8	8	1	0	0	0	2	0	14	6	3	0	0	0	0	0
	15	Jand	0	8	0	20	0	8	1	0	0	2	0	0	0	4	0	0	0	0	2	
	16	Kahuta	0	0	0	30	8	0	5	0	0	0	0	0	0	6	3	0	0	0	0	0
	17	Kala Bagh	0	26	0	0	0	1	2	0	0	0	0	0	1	3	0	0	1	0	0	0
	18	Kallar Kahar	0	35	0	10	1	0	3	4	6	0	0	5	1	8	3	8	2	0	0	2
	19	Kallar Sayyedan	0	0	0	18	4	0	5	0	0	0	0	0	0	5	3	0	0	0	0	0

	20	Kaloor Kot	0	25	0	32	2	1	5	5	3	1	0	0	0	6	3	3	5	0	1	0
	21	Kharian	5	12	34	0	20		8			5	0	0	0	7	2	6	3	0	0	1
	22	Khushab	0	33	0	10	15	0	0	12	1	2	0	0	0	14	2	1	3	0	0	1
	23	Kot Momin	0	0	0	19	1	3	0		0	0	0	0	0	6	3	0	0	0	0	0
	24	Kotli Sattian	1	5	0	18	3						0	0	0	6	3	1	0	0	0	0
	25	Major Shabbir Shaheed (MSSS) Kunjah	12	25	2	20	4	0	0	14	0	0	0	1	1	6	3	3	0	0	2	1
	26	Malakwal	3	24	0	0	10	0	9	0	1	4	0	0	0	6	3	0	2	0	1	0
	27	Mankera	5	40	0	2	12	0	5	4	1	0	0	0	0	10	3	2	1	0	3	0
	28	Murree	0	0	0	0	0	0	5	0	0	0	0	0	0	2	3	0	0	0	0	0
	29	Noshera Virkan	0	0	2	17	1	8	1	1	0	20	0	0	0	6	3	0	0	0	0	0
	30	Pasrur	0	0	2	17	2	0	1	5	0	0	0	0	0	5	3	0	0	0	0	0
	31	Phalia	7	15	11	8	6	7	5	3	2	5	2	0	0	1	1	0	4	0	2	0
	32	Pind Dadan Khan	0	0	0	22	5	0	5	0	0	0	0	0	0	6	3	0	0	0	0	0
	33	Pindi Bhattian	0	0	0	27	2	0	9	0	0	0	0	14	0	5	3	0	0	0	0	0
	Total		61	525	96	516	147	72	141	67	16	46	23	23	28	197	71	77	53	2	19	8
Package-5 THQ	1	Arifwala	0	35	5	42	8	6	8	2	1	0	0	2	0	11	3	6	1	0	2	0
	2	Chichawatni	4	30	0	31	4	17	1	1	0	6	0	0	0	10	4	15	5	0	0	0
	3	Gojra	1	8	17	34	9	0	0	0	0	0	0	0	0	8	3	10	4	0	2	0
	4	18 Hazari	0	0	4	19	0	3	3	0	0	0	0	0	0	4	3	0	0	0	0	0
	5	Ahmedpur Sial	1	22	3	22	3	3	5	0	1	7	0	0	0	8	3	0	5	1	1	0
	6	Chak Jhumra	1	46	2	15	0	3	6	0	2	1	0	0	0	4	2	0	1	2	1	0
	7	Chunian	3	17	0	23	7	3	5	0	1	0	0	0	0	6	3	1	4	0	0	0
	8	Depalpur	1	40	0	2	15	10	2	2	0	0	0	0	0	6	3	2	0	0		1
	9	Ferozwalla	0	52	0	1	10	3	4	2	1	0	0	0	0	4	2	0	0	1	0	0
	10	Haveli Lakha	0	33	0	24	4	8	0	3	1	0	0	15	0	6	2	1	0	0	1	
	11	Jaranwala	0	0	45	10	0	0	10	0	0	3	0	0	0	2	1	0	7	0	0	0
	12	Kamalia	0	0	0	0	29	0	1	0	0	0	0	0	0	4	3	0	0	0	0	0
	13	Lalian	0	24	1	12	3	0	5	3	1	8	0	0	0	8	0	0	1	0	0	0
	14	Mianmeer	0	33	0	24	4	8	0	3	1	0	0	15	0	6	2	1	0	0	1	
	15	Muridke	0	0	2	17	5	5	1	0	0	0	0	0	0	6	3	0	0	0	0	0
	16	Patoki	0	20	4	37	4	6	9	0	1	30	0	0	0	6	3	0	1	0	2	0
	17	Renala Khurd	0	33	0	24	4	8	0	3	1	0	0	15	0	6	2	1	0	0	1	
	18	Safdarabad	1	28	3	9	2	6	8	0	2	0	0	0	0	8	2	0	1	3	0	0

	19	Samundri	0	0	2	14	7	5	0	0	0	0	0	0	0	4	3	0	0	0	0	0
	20	Sangla Hill	0	20	2	23	6	0	9	9	0	0	0	0	0	7	3		2		2	
	21	Shahkot	0	36	2	32	7	2	1	8	0	1	0	0	0	4	3	1	0	0	0	2
	22	Sharaqpur	0	42	2	9	8	3	6	0	0	0	0	0	0	8	3	0	0	0	0	0
	23	Shorkot	0	20	3	2	20	3	5	0	4	0	0	0	0	4	1	2	3	0	1	0
	24	Tandianwalla	0	25	0	17	13	0	5	1	3	1	0	0	0	6	3	5	0	0	0	0
	25	Pindi Gheb	0	0	25	25	5	8	1	0	0	0	0	0	0	5	3	0	1	0	1	0
	26	Piplan	0	25	0	26	0	0	5	0	0	3	0	0	0	8	3	3	0	0	1	0
	27	Sambrial	0	0	0	16	5	0	0	5	3	1	0	0	0	6	3	0	0	0	0	0
	28	Sara-e-Alamgir	3	36	0	11	1	2	2	0	0	0	0	0	0	6	1	0	0	0	1	0
	29	Shahpur	0	45		26	3	3	16	0		2	2	0	7	10	3		3	0	3	0
	30	Shakargarh	2	3	10	14	6	5	8	1	1	0	0	0	0	6	2	0	0	0	0	0
	31	Sillanwali	0	0	2	10	3	0	5	3	1	0	0	0	0	6	3	0	0	0	0	0
	32	Sohawa	2	25	2	10	2	10	0	0	2	0	0	0	0	6	3	3	1	0	2	0
	33	Talagang	0	0	0	17	5	0	3	0	0	0	0	0	0	5	3	0	0	0	0	0
	<b>Total</b>		<b>19</b>	<b>698</b>	<b>136</b>	<b>598</b>	<b>202</b>	<b>130</b>	<b>134</b>	<b>46</b>	<b>27</b>	<b>63</b>	<b>2</b>	<b>47</b>	<b>7</b>	<b>204</b>	<b>84</b>	<b>51</b>	<b>40</b>	<b>7</b>	<b>22</b>	<b>3</b>
<b>Package-6 THQ</b>	1	Ahmadpur East	1	1	10	38	7	0	13	0	0	0	0	0	0	2	0	14	0	1	0	
	2	Burewala	0	106	2	50	19	2	12	0	0	8	0	0	1	12	3	10	0	0	2	0
	3	Kot Addu	0	35	2	33	9	0	17	0	0	0	5	0	0	8	3	0	3	0	1	0
	4	Mianchannu	0	33	8	17	12	0	13	0	0	0	4	0	0	11	3	9	2	0	1	0
	5	Shujabad	0	35	2	33	9	0	17	0	0	0	5	0	0	8	3	0	3	0	1	0
	6	Taunsa	0	62	9	17	13	12							1	5	0	3			1	
	7	Chowk Azam	0	22	0	26	0	2	5	3	0	2	0	1	0	5	0	0	0	4	1	0
	8	Alipur	0	25	1	18	0	5	0	4	1		2	2	0	4	0	0	0	0	3	0
	9	Chobara	0	0	2	33	9	0	5	0	0	0	0	0	0	3	3	0	0	0	0	0
	10	Dunya pur		33		39	4		5			3				5	3		3	1	1	
	11	Fort Abbas	0	1	2	17	4	0	5	0	3	0	0	0	0	4	3	0	0	0	0	0
	12	Fort Munroo	0	0	0	0	0	1	0	0	0	0	0	0	1	1	0	0	1	0	0	0
	13	Haroon Abad	0	69	2	20	12	7	1	5	0	0	3	0	0	6	3	2	1	0	2	0
	14	Hasilpur	0	34	0	18	14	5	4		1					6	2	1	3			
	15	Jahanian	0	34	0	2	11					7	0	0	0	7	3	4	0	0	1	0
	16	Jalalpur Pirwala	8	10	5	8	0	3	0	0	0	5	2	2				3	5	2	2	
	17	Jampur	0	45	0	35	26		0	0	0	0	2	2	1	8	3	0	3	0	2	0
	18	Jatoi	0	15	0	20	5		0	0	0	0	2	2	1	8	3	0	1		1	

19	Kabirwala	0	20	0	38	4	5	4	0	0	4	2	1	0	8	3	0	4	2	2	0
20	Karor lal eson	2	5	35	16	2	3	0	4	2	2	0	0	0	6	3	1	6	0	2	0
21	Kehror Pacca	0	32	0	8	10	8	0	0	1	4	2	0	0	9	3	0	2	0	3	0
22	Khairpur Tamewali	0	1	2	6		3	5	0	2	0	0	0	0	6	3	0	0	0	0	0
23	Khanpur	1	25	0	24	10	8	5	3	1					5	3	0	8	0	4	0
24	Kot Sultan	1	19	2	35	5	0	5	3	0	2	0	1	0	5	3	2	8	0	0	1
25	Liaqat Pur	0	20	2	32	22	2	5	3	0	0	0	0	0	6	3	0	3	0	1	0
26	Mailsi	2	67	0	5	17	2	14	1	0	0	11	0	0	11	3	8	6	0	1	0
27	Minchinabad	0	48	0	20	10	0	15	0	0	1	1	0	0	6	2	3	3	3	2	0
28	MNS Layyah	0	25	0	16	1	5	2	3	2	0	0	0	0	6	3	2	2	0	2	0
29	Rojhan	0	47	16	33	12	2	6	3	1	0	0	0	0	8	3	10	2	1	0	0
30	Sadiqabad	1	28	4	28	0	3	0	2	1	0	0	0	0	2	3	0	6	0	1	1
31	Yazman	0	25	6	40	15	1	5	6	3	0	0	5	0	8	3	7	1	1	0	1
32	Taxila	0	19	4	16	2	5	0	0	0	1	0	0	0	6	3	0	1	0	0	0
33	Wazirabad	0	0	0	10	6	0	16	0	0	0	0	0	0	6	3	0	0	0	0	0
<b>Total</b>		<b>16</b>	<b>941</b>	<b>116</b>	<b>751</b>	<b>270</b>	<b>84</b>	<b>179</b>	<b>40</b>	<b>18</b>	<b>39</b>	<b>41</b>	<b>16</b>	<b>5</b>	<b>199</b>	<b>81</b>	<b>65</b>	<b>91</b>	<b>14</b>	<b>38</b>	<b>3</b>



## Appendix 6 (A) - Remaining Equipment Detail

Sr. No.	Equipment Name	Package-1	Package-2	Package-3	Package-4	Package-5	Package-6	Package-7	Package-8	Package-9
21	Air Curtain	72	20	152	72	12	84	64	24	109
22	LED Ceiling Light 1 to 8 Watt	27	10	78	27	6	42	24	12	52
23	LED Ceiling Light >8 to 14 Watt	39	15	117	36	9	63	32	18	78
24	LED Ceiling Light >14 to 24 Watt	27	10	151	27	6	84	24	12	101
25	LED Ceiling Light >24 to 36 Watt	18	5	39	18	3	21	16	6	26
26	LED Troffer Light 1 to 8 Watt	36	10	78	36	6	42	32	12	52
27	LED Troffer Light >8 to 14 Watt	27	10	78	27	6	43	24	15	57
28	LED Troffer Light >14 to 24 Watt	36	15	119	36	9	63	32	18	78
29	LED Troffer Light >24 to 36 Watt	33	10	79	36	6	42	32	12	52
30	LED Down light 1 to 8 Watt	36	11	72	36	6	42	32	12	52
31	LED Down light >8 to 14 Watt	18	5	39	18	3	21	16	6	26
32	LED Down light >14 to 24 Watt	27	10	78	27	6	42	24	12	52
33	LED Down light >24 to 36 Watt	29	15	156	27	6	84	24	12	103
34	SMD Light 1 to 8 Watt	36	10	78	36	6	42	32	12	52
35	SMD Light >8 to 14 Watt	35	15	117	36	9	63	32	18	79
36	SMD Light >14 to 24 Watt	18	5	39	18	3	21	16	6	26
37	SMD Light >24 to 36 Watt	34	15	117	36	9	63	32	18	78

## Appendix 7 – No. of Generators at Each Health Facility

Please note that this list is only an indicative list of generators at each facility. Actual equipment or some particulars of equipment, at hospital may vary from this list. Therefore, all interested parties are encouraged to conduct site visits, or contact hospital administration, for accurate information of generators. Procuring agency will not be responsible if service provider over/under estimates preventive maintenance / repair replacement cost in his financial bid solely based on this list.

Package Details	Sr. No	Hospital Names	> 200 KVA	100 KVA to 200 KVA	<100 KVA	Total No. of Generators
Package-1 DHQ	1	Attock	0	5	0	5
	2	Bhakkar	1	6	0	7
	3	Chakwal	0	6	1	7
	4	Hafizabad	0	4	0	4
	5	Jehlum	0	6	4	10
	6	Khoshab	0	4	0	4
	7	M.B.Din	0	3	2	5
	8	Mianwali	1	5	2	8
	9	Narowal	3	3	1	7
	<b>Total</b>		<b>5</b>	<b>42</b>	<b>10</b>	<b>57</b>
Package-2 DHQ	1	Chiniot	0	3	1	4
	2	Jhang	0	5	1	6
	3	Kasur	0	5	0	5
	4	Nankana	0	5	1	6
	5	Okara City	2	4	0	6
	6	Okara South City	0	3	1	4
	7	Pakpattan	1	4	0	5
	8	Sheikhupura	2	4	0	6
	9	TT Singh	0	6	0	6
	<b>Total</b>		<b>5</b>	<b>39</b>	<b>4</b>	<b>48</b>
Package-3 DHQ	1	Bahawalnagar	1	5	1	7
	2	Chistian	0	5	0	5
	3	Khanewal	0	6	2	8
	4	Layyah	0	7	1	8
	5	Lodhran	0	4	0	4
	6	Muzaffargarh	1	9	2	12
	7	Rajanpur	0	5	2	7
	8	Vehari	0	7	1	8
	9	Multan	2	2	2	6
	<b>Total</b>		<b>4</b>	<b>50</b>	<b>11</b>	<b>65</b>
Package-4 THQ	1	Daska	0	4	1	5
	2	Esa Khel	0	5	1	6
	3	Hazro	0	3	1	4
	4	Kamoke	0	3	2	5
	5	Noorpur Thal	0	4	0	4
	6	Bhalwal	0	0	1	1
	7	Bhera	0	0	1	1
	8	Choa Saidu Shah	0	1	0	1

	9	City Hospital Talagang	0	1	0	1
	10	Darya Khan	0	0	2	2
	11	Dinga	0	0	1	1
	12	Fateh Jang	0	0	2	2
	13	Gujar Khan	0	0	3	3
	14	Hassan Abdal	0	0	1	1
	15	Jand	0	0	1	1
	16	Kahuta	0	0	1	1
	17	KalaBagh	0	1	1	2
	18	Kallar Kahar	0	0	1	1
	19	Kallar Sayyedan	0	0	1	1
	20	Kaloor Kot	0	1	1	2
	21	Kharian	0	2	0	2
	22	Khushab	0	1	1	2
	23	Kot Momin	0	0	1	1
	24	Kotli Sattian	0	0	0	0
	25	Major Shabbir Shaheed Kunjah	1	0	0	1
	26	Malakwal	0	0	1	1
	27	Mankera	0	1	1	2
	28	Murree	0	0	2	2
	29	Noshera Virkan	0	1	0	1
	30	Pasrur	0	1	1	2
	31	Phalia	0	1	1	2
	32	Pind Dadan Khan	0	0	1	1
	33	Pindi Bhattian	0	1	0	1
	<b>Total</b>		<b>1</b>	<b>31</b>	<b>31</b>	<b>63</b>
Package-5 THQ	1	Arifwala	0	5	0	5
	2	Chichawatni	0	3	3	6
	3	Gojra	0	5	0	5
	4	18 Hazari	0	1	0	1
	5	Ahmedpur Sial	0	1	0	1
	6	Chak Jhumra	0	2	0	2
	7	Chunian	0	1	2	3
	8	Depalpur	0	1	2	3
	9	Ferozwalla	1	0	0	1
	10	Haveli Lakha	0	0	2	2
	11	Jaranwala	0	2	0	2
	12	Kamalia	0	1	1	2
	13	Lalian	0	1	0	1
	14	Mianmeer	0	1	0	1
	15	Muridke	1	0	0	1
	16	Patoki	0	0	1	1
	17	Renala Khurd	0	0	1	1
	18	Safdarabad	0	0	1	1
	19	Samundri	0	2	0	2
	20	Sangla Hill	0	1	0	1
	21	Shahkot	0	1	0	1
	22	Sharaqpur	0	0	1	1
	23	Shorkot	0	1	1	2
	24	Tandianwala	0	2	0	2
	25	Pindi Gheb	0	0	2	2

	26	Piplan	0	1	0	1
	27	Sambrial	0	1	0	1
	28	Sara-e-Alamgir	0	2	0	2
	29	Shahpur	0	0	1	1
	30	Shakargarh	0	1	1	2
	31	Sillanwali	0	0	1	1
	32	Sohawa	0	0	2	2
	33	Talagang	0	1	1	2
	<b>Total</b>		<b>2</b>	<b>37</b>	<b>23</b>	<b>62</b>
<b>Package-6 THQ</b>	1	Ahmadpur East	0	3	1	4
	2	Burewala	0	3	2	5
	3	Kot Addu	0	3	1	4
	4	Mianchannu	0	2	2	4
	5	Shujabad	0	3	1	4
	6	Taunsa	1	2	1	4
	7	Chowk Azam	0	1	1	2
	8	Alipur	1	0	1	2
	9	Chobara	0	1	0	1
	10	Dunya pur	0	0	2	2
	11	Fort Abbas	0	2	1	3
	12	Fort Munroo	0	1	0	1
	13	Haroon Abad	0	2	1	3
	14	Hasilpur	0	1	1	2
	15	Jahanian	0	1	0	1
	16	Jalalpur Pirwala	0	1	1	2
	17	Jampur	0	1	2	3
	18	Jatoi	0	0	2	2
	19	Kabirwala	0	0	1	1
	20	Karor lal eson	0	2	0	2
	21	Kehror Pacca	0	0	2	2
	22	Khairpur Tamewali	0	0	1	1
	23	Khanpur	0	1	1	2
	24	Kot Sultan	0	1	1	2
	25	Liaqat Pur	0	1	1	2
	26	Mailsi	2	0	0	2
	27	Minchinabad	0	2	0	2
	28	MNS Layyah	0	1	0	1
	29	Rojhan	0	1	2	3
	30	Sadiqabad	0	1	1	2
	31	Yazman	0	1	2	3
	32	Taxila	0	0	1	1
	33	Wazirabad	0	1	2	3
	<b>Total</b>		<b>4</b>	<b>39</b>	<b>35</b>	<b>78</b>

Note. All parts used in repair/replacement/PM/CM should be same specification as recommended by respective manufacturers i.e. Perkins Generator PM/CM/RR will be done as recommended by Perkins manufacturer with standard consumable/parts of Perkins. Mobile Oil/Engine oil should be PSO/Shell/Equivalent or as per requirement of Procuring Agency.

## Appendix 8 - Detail of Tool Kit<sup>1</sup>

Sr. No	Item Description <sup>2</sup>	QTY Sent
1.	Tool Box Set (For All)	1
2.	Safety Glasses (For All)	1/Person
3.	Helmets (For All)	1/Person
4.	Safety Gloves Rubber (For All)	1/Person
5.	Safety Gloves Leather (For All)	1/Person
6.	Spanner set/Chabbi set (For All)	1
7.	Torpedo Level (For All)	1
8.	Steel Tape 5m (For All)	1
9.	T-Rod (For All)	1
10.	Extension Cords Min 35yards (For All)	1
11.	Cleaning brush (For All)	1
12.	Hammer (For All)	1
13.	Small hammer (For All)	1
14.	9" Side Cutting Plier (For All)	1
15. -	8" Diagonal Cutter (For All)	1
16.	8" Long Nose plier (For All)	1
17.	10" Pump Pliers (For All)	1
18.	Needle Nose Pliers Set (For All)	1
19.	Step ladder (For All)	1
20.	Adjustable Pipe wrench 12" (Electrician , AC Tech & Carpenter)	1
21.	Adjustable Piper wrench 14 " (Electrician , AC Tech & Carpenter)	1
22.	Screw Driver set (Electrician , AC Tech & Carpenter)	1
23.	Screw Wrench 12" (Electrician , AC Tech & Carpenter)	1
24.	Screw Wrench 15" (Electrician , AC Tech & Carpenter)	1
25.	Mini File (Electrician , AC Tech & Carpenter)	1
26.	Jamoor (Electrician , AC Tech & Carpenter)	1
27.	Hack Saw(AC Tech, Plumber & Carpenter)	1
28.	Pro Stainless Wire Stripper - 10-18 AWG(Elect)	1
29.	Non-Metallic Cable Ripper for 8 AWG (Elect)	1
30.	Tester (Elect)	3
31.	Cable Cutter for above than 10mm <sup>2</sup> Cable(Elect)	1
32.	Digital Multi-meter (Elect)	1
33.	Amp Meter (Elect)	1
34.	Cordless Drill Machine (Elect)	1
35.	Mini Tube cutter (AC Tech)	1
36.	Line Gauge (AC Tech)	1
37.	Feeler Gauge (AC Tech)	1
38.	Flaring Tools Set (AC Tech)	1
39.	Hex-Key Set (AC Tech)	1
40.	Chalk Line (Carpenter)	1

41.	Carpenter's Pencil (Carpenter)	1
42.	Tin Snips (Carpenter)	1
43.	Nail Puller (Carpenter)	1
44.	Speed Square (Carpenter)	1
45.	Framing Square (Carpenter)	1
46.	Circular Saw (Carpenter)	1
47.	Pneumatic nail guns (Carpenter)	1
48.	Air Blower (AC Tech)	1
49.	Allen keys imperial/metric (Carpenter)	1
50.	Socket set (Plumber)	1
51.	Crow bar (Plumber)	1
52.	Caulking gun (Plumber & Carpenter)	1
53.	Flashlight, small/large (Plumber)	1
54.	Drywall knife (Plumber)	1
55.	Trowel (Plumber)	1
56.	Hole saw kit (Plumber)	1
57.	Grinding Machine (Carpenter)	1
58.	High pressure Gauge (AC Tech)	1
59.	American Honeywell or Approved Equal LPG Cylinder set (AC Tech)	1
60.	Dye for threading (Plumber)	1
61.	Heater for PPRC pipe wiring (Plumber)	1
62.	Fish Wirer (Electrician)	1
63.	Welding Plant for AC	1
64.	Thimble Press (Electrician)	1
65.	Any other item/tool required by the Procuring Agency	

<sup>1</sup> Sample of the Tools Kit will be submitted and approved by the Project Management Unit (PMU) at the start of the contract and approved items will be sent to the hospital.

<sup>2</sup> At the end of the contract period, Tool kit will be taken by the Service Provider.

### Appendix 9 - Minimum spare inventory per Month at any given time1

Sr#	Items	QTY for DHQ	QTY for THQ	Major/Minor Equipment
1.	Petty Cash	Rs. 30,000/-	Rs. 15,000/-	
2.	Fluorescent Rod 40 W (Tube Light)	10	8	Minor Equipment
3.	Choke 40 W (Tube Light)	10	8	Minor Equipment
4.	Energy Saver 25W Pin (Elec)	20	15	Minor Equipment
5.	Energy Saver 25W Screw(Elec)	30	15	Minor Equipment
6.	Energy Saver 45W Screw (Elec)	10	5	Minor Equipment
7.	Energy Saver 85W Screw(Elec)	8	5	Minor Equipment
8.	Holder E27	8	5	Minor Equipment
9.	Holder B22	8	5	Minor Equipment
10.	Power plug (30/ 40) Amp	20	10	Minor Equipment
11.	Mercury Bulb 400 Watt	2	2	Minor Equipment
12.	Choke 400 Watt (Mercury Bulb)	1	1	Minor Equipment
13.	Breaker Single Phase 32A	6	4	Minor Equipment
14.	Breaker Single Phase 20A	10	8	Minor Equipment
15.	Breaker Single Phase 16A	10	8	Minor Equipment
16.	Three Pole Breaker 300A	4	2	Major Equipment
17.	Three Pole Breaker 100A	6	4	Major Equipment
18.	Three Pole Breaker 63A	6	4	Major Equipment
19.	Wire 3/29	1 coil	1 coil	Minor Equipment
20.	Wire 7/29	1 coil	1coil	Minor Equipment
21.	Wire 7/36	1 coil	1 coil	Minor Equipment
22.	Wire 7/44	1 coil	1 coil	Major Equipment
23.	Wire 7/52	1 coil	1 coil	Major Equipment
24.	Wire 7/64	1 coil	1 coil	Major Equipment
25.	Duct Patti	10 lengths	8 lengths	Minor Equipment
26.	Piano Switch	3 Boxes	1 Box	Minor Equipment
27.	Sockets	3 Boxes	1 Box	Minor Equipment
28.	Power plug Frame	10	5	Minor Equipment
29.	Two pin outlet 10-15A	1 Boxes	1 Box	Minor Equipment
30.	Three pin outlet 30-40A	1 Boxes	1 Box	Minor Equipment
31.	Two pin shoe 5-10A	1 Boxes	1 Box	Minor Equipment
32.	Three pin Shoe 30-40A	1 Boxes	1 Box	Minor Equipment
33.	Light plug 15 Amp	1 Boxes	1 Box	Minor Equipment
34.	Light Plug Frame	5	3	Minor Equipment
35.	Dimmers	10	5	Minor Equipment
36.	Wire Tapes	20	15	Minor Equipment
37.	Teflon Tape	20	15	Minor Equipment
38.	Packing Tape	10	5	Minor Equipment
39.	Capacitor (2.5 – 4.5) for fan	15	10	Minor Equipment
40.	Capacitor (40 uf – 60uf) for AC Fan	60	30	Minor Equipment
41.	Barings 6201-6203) for Fan	5	3	Minor Equipment
42.	Copper Rod for AC Welding	1 KG	0.5 KG	Major Equipment
43.	Connector 15A,10A	60	30	Minor Equipment

44.	Wire thimble (1.5mm <sup>2</sup> -4mm <sup>2</sup> )	20	10	Minor Equipment
45.	Wire thimble (6mm <sup>2</sup> -25mm <sup>2</sup> )	20	10	Minor Equipment
46.	Wire thimble (35mm <sup>2</sup> -70mm <sup>2</sup> )	20	10	Minor Equipment
47.	Wire Cap (1.5mm <sup>2</sup> -4mm <sup>2</sup> )	60	30	Minor Equipment
48.	Steel Nail (1"-2.5")	1,1 box	1,1 box	Minor Equipment
49.	Steel Screw (1"-2.5")	1,1 box	1,1 box	Minor Equipment
50.	Nut Bolts 1",1.5"	1,1 box	1,1 box	Minor Equipment
51.	Indoor Motor 40 W for 1.5 Ton AC	5	3	Major Equipment
52.	Outdoor Motor 40 W for 1.5 Ton AC	5	3	Major Equipment
53.	Drain Pipe	1 Coil	1 Coil	Minor Equipment
54.	Gauge Minifold Complete Set	1	1	Major Equipment
55.	Flare Nut (1/2 & 1/4)	10	5	Minor Equipment
56.	Service Valve (1/2 & 1/4)	10	5	Minor Equipment
57.	Petal Rod	1 KG	0.5 KG	Minor Equipment
58.	Air Sensor/Coil Sensor	10	5	Minor Equipment
59.	copper Pipe(1/2 & 1/4)	1	1	Minor Equipment
60.	Motor winding Wire	1	1	Minor Equipment
61.	CTC Chemical for cleaning	1	1	Minor Equipment
62.	Relay for AC (PTC& NTC)	5	3	Minor Equipment
63.	Relay belt for motor (Single Phase)	2	1	Minor Equipment
64.	Relay belt for motor (Three Phase)	2	1	Major Equipment
65.	Water Taps or Bib Cock	15	10	Minor Equipment
66.	Basin Mixture	10	5	Minor Equipment
67.	Basin Neck	10	5	Minor Equipment
68.	Nut Bolt kit	10	5	Minor Equipment
69.	Connection lead	12	6	Minor Equipment
70.	Waist pipe	12	6	Minor Equipment
71.	Handel Valve	6	3	Minor Equipment
72.	Water tap Mohra	20	10	Minor Equipment
73.	Water pipe PVC	20 ft	20 ft	Major Equipment
74.	Pipe clump	48	24	Minor Equipment
75.	Pipe Elbow	30	15	Minor Equipment
76.	Pipe Socket	20	10	Minor Equipment
77.	Pressure pipe	20 ft	10ft	Major Equipment
78.	Pipe union	30	15	Minor Equipment
79.	pipe nipple	20	10	Minor Equipment
80.	Wire sheddal, 8,10,no	2,2 Packet	1,1 Packet	Minor Equipment
81.	Sloshan	2 box	2 box	Minor Equipment
82.	Pipe bend	20	10	Minor Equipment
83.	Bibcock	10	5	Minor Equipment
84.	Insect Killer Rods	10	6	Minor Equipment
85.	Any other item/tool required from time to time	Major/Minor Equipment's		

<sup>1</sup> Sample of the Spare Inventory will be submitted and approved by the Project Management Unit (PMU) at the start of the contract and approved items will be sent to the hospital.



## Appendix 10- Qualification and Experience of Human Resource

S.No.	Manpower description	Qualifications & experience
1	Supervisor	<ul style="list-style-type: none"> <li>▪ Responsible for supervision of staff and maintenance activities as well as Act as an interface between the Procuring Agency and the Service Provider's staff.</li> <li>▪ Maintaining duly signed daily audit sheets and complaint registers</li> <li>▪ Record requests and feedback from the Procuring Agency from time to time and appropriate actions taken and Coordinate any kind of shifting/ relocations of the staff and the same shall also be reported to the Procuring Agency</li> <li>▪ Responsible for the turnout / grooming of the entire facility staff and Decide on the work and staff deployment on a daily basis /Maintain attendance for all the staff.</li> <li>▪ Ensuring presence of the staff at their respective stations and the completion/ compliance of the various duties assigned to them.</li> <li>▪ Help induce a sense of responsibility, discipline and hygiene in all employees.</li> <li>▪ Maintain log of all equipment and utilities' allocation and utilization and Ensure that required checklists are followed and updated accordingly</li> <li>▪ Submit the required reporting forms. And Any other task assigned by Hospital Administration</li> </ul> <p>➤ <b>Qualification &amp; Experience:</b> BSc Mechanical/Electrical/Mechatronics Engineering with minimum 2 year of relevant experience</p> <p>Or</p> <p>➤ BA with minimum 5 years of relevant experience.</p> <p>➤ <b>Age:</b> Less than 40 Years</p>
2	Electrician	<ul style="list-style-type: none"> <li>▪ Assemble, install, test and maintain electrical or electronic wiring, equipment, appliances, apparatus and fixtures using hand tools and power tools as well as Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of an electric breakdown and correct the problem.</li> <li>▪ Connect wires to circuit breakers and Distribution Panel Boards. As well as Repair or replace wiring, equipment, and fixtures, using hand tools and power tools.</li> <li>▪ Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility, availability of required voltage and safety of system.</li> <li>▪ Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes and Installation of power/lighting panels, wiring of lighting fixture, small power sockets, fire alarm system and motor control circuit.</li> <li>▪ Any other electrical related work as not mentioned above or Any other task assigned by Hospital Administration</li> </ul>

		<p>➤ <b>Qualification &amp; Experience:</b> Middle with 5 years of relevant experience</p> <p>➤ <b>Age:</b> Less than 40 Years</p>
3	AC Technician	<ul style="list-style-type: none"> <li>▪ Ensure proper installation, maintenance and repair of Air Conditioners.</li> <li>▪ Perform regular maintenance work on indoor and Outdoor units.</li> <li>▪ Diagnose electrical and mechanical defects and malfunctions on Air Conditioners and Install, replace, or repair Air Conditioning equipment's that has been damaged.</li> <li>▪ Make adjustment and do calibrations of thermostatic controls and capable to install new air-conditioning systems and equipment.</li> <li>▪ Capable to relocate new air-conditioning systems including their installation and maintenance. Any other AC Technician related work as not mentioned above.</li> </ul> <p>➤ <b>Qualification &amp; Experience:</b></p> <p>➤ Middle with 5 year of relevant experience</p> <p>➤ <b>Age:</b> Less than 50 Years</p>
3	Plumber	<ul style="list-style-type: none"> <li>▪ Installs pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids.</li> <li>▪ Installs fittings, valves and supports for pipes, equipment, and fixtures prior to installation.</li> <li>▪ Assemble pipe sections, tubing and fittings, using couplings, clamps, screws, bolts, cement, plastic solvent, caulking, or soldering, brazing and welding equipment.</li> <li>▪ Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks and Review blueprints and building codes and specifications to determine work details and procedures.</li> <li>▪ Cut, assemble and install pipes and tubes with attention to existing infrastructure (e.g. electrical wiring)</li> <li>▪ Install and maintain water supply systems and Locate and repair issues with water supply lines (e.g. leaks)</li> <li>▪ Repair or replace broken drainage lines, clogged drains, faucets etc.</li> <li>▪ Repair domestic appliances and fixtures (e.g. sinks, comodes, flush tanky) etc. and Any other task assigned by Hospital Administration</li> </ul> <p>➤ <b>Qualification &amp; Experience :</b> Middle with 5 year of relevant experience</p> <p>➤ <b>Age:</b> Less than 50 Years</p>
4	Carpenter	<ul style="list-style-type: none"> <li>▪ Installed/repairs structures &amp; fixtures to include but not limited to: windows, frames, floors, roofing, trim, etc.</li> <li>▪ Replace panes of glass, ceiling tiles, and doors. Framing, remodeling, demolition, and painting various structures.</li> <li>▪ Must be capable to work with materials such as wood, plastic, fiberglass, or drywall.</li> <li>▪ Must be capable to utilize chisels, planes, saws, drills, and sanders to repair and erect structures.</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Capable to repair or build furniture, Windows, Partitions, Cabinets, stairs and mantles.</li> <li>▪ Replace glass, ceiling tiles, and doors and Capable to Erect scaffolding.</li> <li>▪ Any other Carpenter / Mason /fitter related work as not mentioned above.</li> </ul> <p>➤ <b>Qualification &amp; Experience</b> Middle with 5 year of relevant experience</p> <p>➤ <b>Age:</b> Less than 50 Years</p>
5	Generator Mechanic	<ul style="list-style-type: none"> <li>▪ Generator Mechanic should be able to make repairs and maintenance of generators.</li> <li>▪ Should be able to make Preventive Maintenance and overall generator related works</li> <li>▪ Any other electrical/generator related work as not mentioned above or Any other task assigned by Hospital Administration.</li> </ul> <p>➤ <b>Qualification &amp; Experience :</b> Matric with 5 years relevant experience (as Generator Mechanic/Technician)</p> <p>➤ <b>Age:</b> Less than 50 Years</p>

*Note:*

- a. *It is responsibility of the Service Provider to provide required manpower as per requirement of hospital.*
- b. *For each particular month Medical Superintendent of the concerned Hospital will submit a separate request to the Service Provider for provision of staff (if required) for such month by following the mechanism defined in scope of work. However, if Medical Superintended feel he has extra staff, he can surrender the staff by giving 15 days' notice to the Service Provider under intimation to the Project Management Unit.*
- c. *All the staff posted by the Service Provider shall be verified of their police records and other information prior to posting at health facilities.*
- d. *Once the staff is hired as per agreed requirements, Service Provider shall not rotate it frequently. In any month, at-least 70% of the staff shall be same as previous month, unless separate arrangement will be made and with prior written approval from the Medical Superintendent of the concerned hospital. However, all such correspondence should be made under intimation to the Project Management Unit.*

## Appendix 11 - Invoice Checklist

<b>Invoice Checklist (to be attached with invoice)</b>			
<b>Sr.</b>	<b>Description</b>	<b>Annexure</b>	<b>Attached</b>
1.	MS Covering Letter	<b>A.</b>	
2.	Original invoice/bill(s) signed by MS & NMS (Admin, HR, Budget and Account, Audit officer)	<b>B.</b>	
3.	Corrected invoice details	<b>C.</b>	
4.	Bio Metric Attendance and Manual Attendance maintained on register signed by NMS (Admin, HR, Budget and Account, IT, Audit officer) However on manual attendance, employee will sign himself instead of writing "P"	<b>D.</b>	
5.	MS Letter/Bio Metric Certificate, in case issue in Bio metric machine or medical issue of employee	<b>E.</b>	
6.	Service Provider shall duly maintain and signed by MS, Admin Officer and Supervisor, including but not limited to, following reports and share the same with Procuring Agency on regular basis:	<b>F.</b>	
	Weekly Report	<b>G.</b>	
	Monthly Checklist	<b>H.</b>	
	Checklist (electric work)	<b>I.</b>	
	Daily activity Log Form	<b>J.</b>	
	Complain/Report slips	<b>K.</b>	
7.	Complain resolution report register	<b>L.</b>	
	Penalties calculation Sheets (Overall penalty sheet, Penalty on HR, Penalty on Maintenance, Penalty on System Maintenance Works) signed by MS & NMS (Admin, HR, Budget and Account, Audit officer) Penalty sheet will be calculated and signed on daily basis and will be shared with the service provider for his record.	<b>M.</b>	
8.	Functional Inventory with the column (Functional, Repairable, Dead, New Installed)	<b>N.</b>	
9.	If NMS (Admin, HR, Budget and Account, IT, Audit officer) is not hired in hospital, attach letter that he has not joined yet, it should only be signed by MS	<b>O.</b>	
10	Requisition slip signed by MS and Admin officer for parts replacement for Equipment Maintenance	<b>P.</b>	
11	Minimum Available Inventory at the end of the month Report	<b>Q.</b>	
12	Minimum Available petty cash at the end of the month Report	<b>R.</b>	

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### Appendix 11 (A) - Daily Activity Log Form

The Service Provider shall ensure that daily activity log covers, including but not limited to, all the fields listed in table below. The form must have at-least 24 entries every day i-e at-least one entry for each hour. Activity log shall be signed by the supervisor and hospital focal person for each day. Field reports are to be utilized to document detail description of daily inspection rounds.

Sr. #	Report No.	Supervisor in charge	Inspected area	Time	Corrective actions reported	HR Involved	Action taken	Inspection after corrective action	Area Risk Level	Penalty imposed (if any)	General Notes

**Date:** \_\_\_\_\_

**Hospital focal person:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

## Appendix 12 - Checklists for Contract Management

The Service Provider shall ensure that his supervisor/manager fills in following checklists and maintain records in proper form. However, such sheets/forms must be countersigned by the Admin Officer/Assistant Admin Officer of the concerned Hospital on Daily basis. Any such violation of duties on the part of Service Provider and hospital administration staff will lead to a show cause notice and subsequent failure will form a reasonable grounds for termination of contract/services:

### DAILY CHECKLIST

CATEGORY	TASKS	CHECK-LIST	COMMENTS
<b>UPS</b>	<ol style="list-style-type: none"> <li>Visual checks, operational tests, diagnostic system tests.</li> <li>Review of maintenance logs and alarm operations</li> </ol>	Functional Area Name: _____ Risk Category: _____ Routine performed: _____	Penalty, if any, for non-performance: High risk: 5 Moderate: 3 Low: 2
<b>Acs, Refrigerators, Water coolers</b>	<ol style="list-style-type: none"> <li>Inspect motors, contactors, overheating, excessive pressure in piping/vessels, archings, leakages, expansion valves, condensing water circuits, thermostats, float valves, worn out contacts, loose wirings and static pressure drops across filters and ducts.</li> <li>Monitor/ calibrate temperatures and thermostats.</li> </ol>	Functional Area Name: _____ Risk Category: _____ Routine performed: _____	Penalty, if any, for non-performance: High risk: 5 Moderate: 3 Low: 2
<b>Generator</b>	<ol style="list-style-type: none"> <li>Clean generator, panel and room.</li> <li>Fluid and exhaust leakage</li> <li>Fuel levels/refills</li> <li>Coolant levels, engine oils, battery electrolyte fill, distilled water.</li> <li>Inspect Battery connections/chargers, abnormal noises, vibrations and temperatures.</li> <li>Correct voltage and frequency.</li> </ol>	Functional Area Name: _____ Routine performed: _____	Penalty, if any, for non-performance: High risk: 5 Moderate: 3 Low: 2
<b>Plumbing, Carpentry and Fire Extinguishers</b>	<ol style="list-style-type: none"> <li>Check and repair outdoor faucets/spigots (for drips and leaks), septic system and sprinkler system heads.</li> <li>Remove taps/shower heads to look for sediment.</li> <li>Clean gutters and downspouts.</li> <li>Inspect exterior walls, doors, furniture, fire extinguishers (recharge if needed, check for leakages) and wood boring insect activity.</li> <li>Eliminate wood soil contact around the perimeter of the hospital.</li> </ol>	Functional Area Name: _____ Risk Category: _____ Routine performed: _____	Penalty, if any, for non-performance: High risk: 7 Moderate: 5 Low: 3

## WEEKLY CHECKLIST

CATEGORY	TASKS	CHECK-LIST	COMMENTS
<b>UPS</b>	<ol style="list-style-type: none"> <li>1. Inspect connections, insulations, wears, transfer switches, circuits' breakers, bypasses, cablings, abrasions, overheating, batteries and any abnormalities.</li> <li>2. Clean/tighten power connections and inverter legs.</li> <li>3. Run UPS system diagnostics.</li> </ol>	Functional Area Name: _____  Risk Category: _____  Routine performed: _____	Penalty, if any, for non-performance:  High risk: 15 Moderate: 10 Low: 5
<b>Acs, Refrigerators and Water Coolers</b>	<ol style="list-style-type: none"> <li>1. Inspect/clean/repair brushes, devices, oil/water levels, belt tensions, misalignments, gas connections/ pressures, combustions, blower bearings, pump packings for leakages, thermostatic gas filled pumps, tightness against pipes, filters, insulated ducts, crankcase heaters, loose belts and voltage of blower motor, compressor and condenser.</li> <li>2. Open and inspect casing covers, covers of all pressure switches, contacts and sectional filters.</li> <li>3. Clean sumps, tanks and collection pans.</li> </ol>	Functional Area Name: _____  Risk Category: _____  Routine performed: _____	Penalty, if any, for non-performance:  High risk: 10 Moderate: 5 Low: 5
<b>Generator</b>	<ol style="list-style-type: none"> <li>1. Check fuel tanks</li> <li>2. Verify float switch, fuel pump, engine oil level, lube oil, water pumps, radiator, voltage, currents, battery terminals, hoses, terminals, engines, coolant levels, lube oil heaters and water contaminations.</li> <li>3. Drain condensate from fuel filters.</li> <li>4. Check battery systems, voltage, electrolytes, engines, cranking times, oil pressures, oil levels, temperatures, defects, lubricants and transfer switches.</li> <li>5. Simulate normal power failure.</li> <li>6. Maintain engine logs.</li> <li>7. Clean fuel strainer, filter, dirt leg, crank case, exhaust systems and insulation.</li> </ol>	Functional Area Name: _____  Risk Category: _____  Routine performed: _____	Penalty, if any, for non-performance:  High risk: 10 Moderate: 5 Low: 5
<b>Plumbing, Carpentry and Fire Extinguishers</b>	<ol style="list-style-type: none"> <li>5. Check and repair outdoor faucets/spigots (for drips and leaks), septic system and sprinkler system heads.</li> <li>6. Remove taps/shower heads to look for sediment.</li> <li>7. Clean gutters and downspouts.</li> <li>8. Inspect exterior walls, doors, furniture, fire extinguishers (recharge if needed, check for leakages) and wood boring insect activity. Eliminate wood soil contact around the perimeter of the hospital.</li> </ol>	Functional Area Name: _____  Risk Category: _____  Routine performed: _____	Penalty, if any, for non-performance:  High risk: 7 Moderate: 5 Low: 3

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**Appendix 13 - Resolution Time for (Repair and Replacement) Generator O&M**


Major repairs may include, but not limited to;

Sr. No.	Description	Rectification Time	
		Replacement (In hours)	Penalty (if time exceeds resolution time)
1.	Radiator	12	5000
2.	Fuel Pump	12	5000
3.	Fuel Injectors/Nozzles	12	5000
4.	Crank Shaft	16	5000
5.	Electronic Oil Pump	16	5000
6.	Camshaft	16	5000
7.	Valves	9	5000
8.	Fresh Air Inlet	9	5000
9.	Exhaust Outlet	9	5000
10.	Hose Pipe	9	5000
11.	Thermostat	9	5000
12.	Water pump	9	5000
13.	Ring piston	19	10000
14.	Head	19	10000
15.	Head Gasket	19	5000
16.	Engine Hosing	9	5000
17.	Engine Block	19	10000
18.	Bearing sets	19	10000
19.	Brackets	5	5000
20.	Cambush	5	5000
21.	Flywheel	5	5000
22.	Dynamo	9	5000
23.	Bushings	5	5000
24.	Bearing sets	5	5000
25.	Armature	9	5000
26.	Field Coil/Winding	9	5000
27.	C.E Brackets	9	5000
28.	D.E Brackets	9	5000
29.	Alternator Diode Kit	9	5000
30.	Regulators	9	5000
31.	Stator, Rotor & Exiter plus winding	9	5000
32.	Voltage Regulator	9	5000
33.	Bridge Rectifier	9	5000
34.	Coupler	9	5000
35.	Main Line Circuit Breaker/Sub Breaker	9	5000
36.	Computer Card/Electronic Module/Control Panel	9	5000
37.	Battery Charger	3	5000
38.	Batteries	3	5000
39.	Control Wires	10	5000



## Appendix-14. Minimum Wage Rate Circular

<http://ppra.punjab.gov.pk>



Tel: 042-99204572  
Fax: 042-36284776

**No. L&M(PPRA) 10-01/2011**  
**PUNJAB PROCUREMENT REGULATORY**  
**AUTHORITY, S&GAD**  
**3<sup>rd</sup> Floor, Al-Falah Building, The Mall Lahore.**


Dated Lahore, 03<sup>rd</sup> December, 2018

**CIRCULAR**

Punjab Procurement Regulatory Authority is being frequently approached by different institutions / procuring agencies seeking advice as to whether while considering the competitive rates quoted by different security service firms for security guards, minimum wages announced by the Govt. is to be considered and made the base line while evaluating such bids or otherwise.

2. The cases have been examined in detail in consultation with relevant institutions regulating the laws relating to minimum wages. PPRA is of the view that though the evaluation of bid is the main criteria for selection of bidder yet in case of services (security guards) where minimum wages are required to be considered are be kept in view. The procuring agency must evaluate the bids considering the fact that the rates quoted by the bidders include the base line of minimum wages along with other applicable taxes. Any bid which is devoid of aforementioned parameter might carry the inbuilt tendency to evade the state law / rules which cannot be allowed and taken as an apt discourse or process.

3. The procuring agencies are also advised that while budgeting the expenditure for all services involving minimum wages, must keep in view the base line expenditure which is required to be involved in the bid.

  
(SHAHID HUSSAIN)  
Managing Director, PPRA

Cc:

1. Registrar, Lahore High Court Lahore;
2. All Administrative Secretaries, Government of the Punjab;
3. Inspector General of Police, Punjab;
4. Accountant General, Punjab;
5. Director General, Civil Audit, Punjab;
6. Director General, Works Audit, Punjab;
7. All Divisional Commissioners, Government of the Punjab;
8. All Deputy Commissioners, Government of the Punjab.

(SHAHID HUSSAIN)  
Managing Director, PPRA