

INSTRUCTIONS TO BIDDERS

Quaid-e-Azam Solar Power (Pvt.) Ltd. (the "Client") intends to hire a Contractor for *Supply and Installation of Inverter Shades* in compliance with PPR 2014. Tenders are hereby invited for the items and services as detailed in *Terms of Reference*, subject to the following terms and conditions:

1. The bidder shall submit the bid on the prescribed forms, including supporting documents mentioned in **Annex-A**, and quote price of each item in the financial form (**Annex-B**) and submit the sealed bid at the place mentioned in the tender notice on or before the date and time mentioned in the tender notice which will be opened on the same day in the presence of representatives of the bidding firms who may wish to be present. Conditional, ambiguous and/ or overwritten rates, in any form, shall not be accepted.
2. The procurement will be done under PPR 2014, using **single-stage two-envelope** method and will be evaluated on least cost basis. The bids shall be submitted in two separate sealed envelopes of Technical and Financial Bids enclosed in overall one sealed envelope. Only technical bids shall be opened on the bid opening date whereas the financial bids of technically compliant bidders shall be opened after technical evaluation. The time of opening of financial bids shall be intimated to bidders accordingly.
3. The Bidder must be registered with Sales Tax and Income Tax Department, Punjab Revenue Authority. (Attach copies of registration certificates).
4. Bidder shall preferably have an operational office in Bahawalpur Region.
5. Rated quotes should be in Pak Rupees, inclusive of all applicable taxes. If not specifically mentioned in the quotation, it will be presumed that the prices include all the taxes.
6. The successful bidder will be required to enter into a Contract with the Client as per relevant rules and regulations.
7. Tender/Bids shall be submitted only on this tender form duly filled, bound, signed/initialed, numbered and stamped on each page by Chief Executive /Authorized person of the firm.
8. Other terms & conditions will be mentioned in the Contract.
9. Advance payment up to 10% of Contract Price shall be made against Advance Payment Guarantee.
10. The Bidder should submit complete organizational portfolio.

11. The Bidder should not be blacklisted by any public or private sector organization (attach an affidavit on stamp paper, refer **Annex-C**).
12. The Bidder should provide list of completed projects of similar scope during the last 5 years. The copies of Work Orders/Purchase Orders, reference letters/certificates from clients to be provided as proof of works done.
13. Client will not be responsible for any costs/expenses incurred by the bidders in connection with preparation or delivery of bids.
14. Bid Security amounting to **Rs. 50,000/-** (refundable) (within 5% of estimated price) in the form of pay order or demand draft favoring Quaid-e-Azam Solar Power (Pvt.) Ltd., valid for at least 90 days, shall be provided by the bidder.
15. Lowest evaluated bidder shall be expected to submit performance guarantee amounting to **10%** of the total bid price. In case the services rendered are not up to the mark, the Client reserves the right to impose penalties and/or forfeit the performance guarantee.
16. The bids must be delivered to the following address by or before **2:30 p.m., 13 November, 2017**.

**Chief Technical Officer, Quaid-e-Azam Solar Power (Pvt.) Ltd.,
3rd Floor, NIB Building, 83/A, E-1,
Main Boulevard, Gulberg-III, Lahore.**

17. The bids will be publicly opened on the aforementioned date at **3:00 p.m.** in the Conference Room of QASPL office.
18. The bid validity period is 90 days, starting from the date of opening of bids.
19. The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid/proposal. The Client shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.
20. If the proposal of any of the bidder does not fulfil the aforementioned criteria, they may be considered non-responsive.
21. Late received bids will be returned unopened. No alteration/amendment shall be allowed after submission.
22. Successful bidder shall be asked to prepare a prototype installation of 01 inverter shade at Power plant site within one month and obtain approval prior to start of mass production.

Terms of Reference

1. Background

100MWp Quaid-e-Azam Solar Power Plant is located near Bahawalpur Pakistan. The location of power plant is desert area with extreme weather conditions with ambient temperature rise up to **50 Degrees** Celsius.

There are **one hundred (100)** units of Inverter stations installed in the power plant. The inverter is Power Electronics device which operates on high temperatures. The inverter container with dimensions (in mm) is shown below.



The performance of inverter is affected by high internal temperatures above 50°C. The outside enclosure temperature of Inverter during the hottest days of summer rise up to **68 Degrees Celsius** due to direct exposure of sunlight. In order to improve the performance of inverter during extreme temperature conditions and to protect the inverter from overheating, Technical Consultants have advised to install shades over the inverters.

2. Scope of Work.

Following is the detailed Scope of Work:

- a. Mechanical Designing of Inverter Shade structure keeping in view the wind speed of 40 m/s.
- b. Designing of shade structure RCC foundation (1:2:4) keeping in view the combined load of shade and wind speed of 40 m/s.
- c. The Bidder shall provide the design static calculations of supports and RCC foundations along with 3D Drawing to substantiate its design along with the bid.
- d. The material of sun shade support structure shall be painted Mild steel. The paint of structure shall of high quality anti-rust enamel Paint. The Bidder shall provide the technical data of paint along with the bid.
- e. The steel structure of Sunshade shall be connected to surrounding earthing mesh at two points with proper welding connections via 50mm² insulated copper wire.
- f. The structure of Shades shall be installed on the concrete RCC foundation with suitable painted MS Plate, nuts & anchor bolts made of stainless steel.
- g. The design and installation of shades and structure shall provide the ease of dismantling as per requirement for maintenance of inverters.
- h. The sheet of inverter shade shall be of high-quality fiberglass which shall block the sunlight while not affecting the ventilation of air.
- i. Technically compliant Bidder shall be evaluated/selected on the basis of lowest bid, in compliance with PPRA 2014.
- j. The material of Inverter Shades shall comply to the of following as a minimum. However, the requirement of any upward revision in number and sizes of materials as result of approved design / static calculations shall be taken care by bidder within the offered price:
 - Size of shed (L x W x H) = 16ft x 14ft x 12ft (Minimum)
 - Vertical MS Pipe = Dia 2~3 inch (To be confirmed by Design)
 - Roof Square pipe = Dia 1.5 ~2 inch (18 SWG) (To be confirmed by Static design)
 - Fiber Glass Sheet Thickness = 4mm (minimum)
 - Civil Foundation Size (RCC): 1ft x 1 ft x 1.5ft (Tentative, to be confirmed by Static design)
 - Painting of MS Structure: High Quality Anti-Rust enamel paint.
- k. The bidder shall provide warranty that the offered structure shall be suitable for plant life of 25 years.

3. Completion Time

The bidder must provide the complete project execution plan on MS-Project with prototype installation in one month inclusive of procurement, fabrication, delivery and installation to complete the work within the time duration of Four **04 months** after Contract award.

**TECHNICAL BID FORM
(CHECK LIST)**

The bidder is required to provide the information and relevant documentary evidence required as under:

Sr #	Pre-requisite	Yes/No (attach documents)
1	Is firm/company registered with concerned government authorities?	
2	Is firm registered with tax authorities?	
3	Is firm profile attached?	
4	Is firm office located in Bahawalpur Region (preferably)?	
7	Is bid security attached with the bid?	
8	Design Of inverter with Calculations is submitted with Bid	
9	Proposed Material specifications submitted with Bid,	
10	Is affidavit (Annex-C) of non-black listing on stamp paper duly attested by oath commissioner attached?	
11	Is client list or list of completed projects attached with the bid?	
12	Are reference Work Orders/Certificates from clients for satisfactory works done attached?	

I/We certify that the above information and documents provided with the bid are true and factual.

(Sign. & Stamp of bidder)

FINANCIAL BID FORM

Sr.#	Name & Description	Quantity	Unit Price	Total Price
1	Supply of Inverter Shade Complete as per Technical Details mentioned in the Tender Documents.	100		
2	Installation of Inverter Shade as per Technical Details mentioned in the Tender Documents	100		
TOTAL				

Note:

1. Price shall be inclusive of all applicable taxes.

(Sign. & Stamp of bidder)

AFFIDAVIT

(For Bidder's Use)

As owner/controller of M/s. _____

I/We accept the terms and conditions as laid down in tender document and advertisement notice. I/We shall also observe all the rules/regulations framed by Government of the Punjab regarding the purchase/provision of items, I also affirm that I/We have never been blacklisted by any Govt/Semi Govt. organization or autonomous body.

I/We declare that our business/firm fulfills all the legal requirements to take part in the bidding and I/We have been authorized by the firm in this regard. I/We also assert that the rates quoted are reasonable with the market rates.

(On behalf of the firm)

NAME:

DESIGNATION:

SIGNATURE:

STAMP OF THE FIRM

Date: _____