

TENDER NOTICE FOR SHIFTING OF GENERATOR  
Tender # GIK/PD/Works-02

**GIK INSTITUTE OF ENGINEERING SCIENCES &  
TECHNOLOGY, TOPI, SWABI.**



**BIDDING DOCUMENTS FOR  
'SHIFTING OF 650 KVA  
GENERATOR'**

**Director (Engineering Projects)**  
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**TENDER NOTICE FOR SHIFTING OF GENERATOR**  
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**TENDER NOTICE FOR GENERATOR RELOCATION**  
**Tender No: GIKI/PD/Works/02**

The GIK Institute of Engineering Sciences & Technology invites sealed bids (Single Stage Single Envelope Procedure) from well-established specialized firms registered with the Provincial Revenue Authority & Federal Board of Revenue for the relocation of a generator from the New Academic Block to the Boys Hostel (shifting from Kiosk 9 to Kiosk 5 at GIKI, covering an approximate distance of 800 meters).

S#	Item Description	Specifications
1.	Dismantling and relocation of generator	650 KVA generator
2.	Manual changeover and termination of cable	1600 amps with OD panel
3.	Testing and commissioning	Manual ATS cable etc
4.	Installation material	Nuts, bolts, cable, sleeves, thimble etc
5.	Providing and installation of Main panel (DBs)	Breakers, volt/ampere meter and necessary accessories (complete)
6.	Computer resetting of generator at both locations	Scrutinization of genset (1000KVA & 650 KVA)

Tender documents containing the bidding procedure, terms & conditions, the scope of work, and other specifications can be downloaded from the GIK website ([www.giki.edu.pk](http://www.giki.edu.pk)) or collected in person from the office of the Deputy Director (Works) at GIK, 1st floor Central Mess, during office hours upon payment of Rs. 2,000/- in cash.

Sealed bids should be submitted no later than 11:00 PM on August 29, 2023, along with an earnest money deposit of 2% of the total bid cost in the form of a Call Deposit Receipt (CDR) or Bank Draft favoring GIK Institute, Topi.

Bid opening will take place at 11:30 PM on the same day in the presence of available bidders or their authorized representatives, at the office of DD (Works), GIK Institute, Topi, Swabi.

For any clarification or information, please feel free to reach out on any working day during office hours. Queries will not be entertained during the bid opening.

# TENDER NOTICE FOR SHIFTING OF GENERATOR

## Tender # GIKI/PD/Works-02

### Section 1: Introduction and Background

#### 1.1 Introduction

The Ghulam Ishaq Khan Institute of Engineering Science and Technology, Topi, Swabi extend a warm welcome to all potential bidders interested in participating in the tender for the shifting of a 650 KVA generator. This document outlines the requirements, guidelines, and procedures for submitting proposals to undertake the generator shifting project.

#### 1.2 Background

The generator, with a power capacity of 650 KVA, currently stands as an essential power source at New Academic Block (NAB). Due to evolving operational needs and strategic considerations, there arises a requirement for the generator to be relocated to a new site (Boys Hostel). This shift is a critical project that demands meticulous planning, expertise, and adherence to safety protocols to ensure the seamless transition of the generator to its new operational environment.

This tender document provides comprehensive insights into the scope of work, technical specifications, submission instructions, evaluation criteria, terms and conditions, and submission requirements. All potential bidders are encouraged to carefully review and respond in adherence to the stipulated guidelines.

### Section 2: Scope of Work

#### 2.1 Project Overview

The project entails the shifting of a 650 KVA generator from its current location (NAB) to a designated new site (Boys Hostels).

The successful execution of this project is of paramount importance to ensure the continued functionality of the generator and the seamless integration of its operations into the new site's infrastructure. This project demands the expertise and proficiency of qualified contractors with a proven track record in handling similar tasks.

#### 2.2 Scope of Work

The scope of work encompasses a comprehensive set of tasks that include, but are not limited to:

**i. Dismantling and Disconnecting:**

Properly disconnecting the generator from its existing electrical and mechanical connections with the utmost care to ensure safety and prevent damage.

**ii. Transportation:**

Safely transporting the generator from its current location to the designated site. This involves careful handling, secure packaging, and adherence to all transportation regulations.

**iii. Reinstallation and Reconnection:**

Skillfully reinstalling and reconnecting the generator at the new site according to manufacturer specifications and industry best practices.

**iv. Commissioning:**

Conducting thorough testing and commissioning to ensure the generator operates seamlessly in its new environment. This includes performance testing, voltage regulation checks, and load capacity assessment.

**v. Site Restoration:**

Ensuring that both the previous and new sites are left in proper condition, adhering to environmental and safety standards.

**vi. Documentation:**

Providing comprehensive documentation of the entire shifting process, including dismantling and installation procedures, as-built drawings, and relevant certifications.

### Section 3: Tender Instructions

#### 3.1 Eligibility Criteria

All interested and qualified bidders are invited to participate in this tender process. To ensure a fair and competitive bidding process, bidders are required to meet the following eligibility criteria:

**i. Experience and Expertise:**

Bidders should have prior experience in successfully executing similar generator shifting projects of comparable size and complexity. Relevant references or project portfolios must be provided.

**ii. Technical Competence:**

Bidders must possess technical expertise and a skilled workforce capable of handling all aspects of the generator shifting project.

**iii. Legal and Financial Standing:**

Bidders should be legally registered entities with a solid financial track record. Submission of financial statements and legal documentation may be required.

#### 3.2 Tender Submission

Bidders are required to submit their proposals in accordance with the following guidelines:

**i. Proposal Format:**

Bidders should submit two separate envelopes clearly marked as "Technical Proposal" and "Financial Proposal."

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Each envelope must contain the bidder's name, address, and contact details.

**ii. Submission Address:**

Proposals should be submitted in person or by registered mail to the Office of Engr. Usman Ghani, Deputy Director (Works) GIKI.

**iii. Submission Deadline:**

Proposals must be received no later than 29 Aug 2023 at 11:00 hrs. Late submissions will not be considered.

**3.3 Site Visit**

Bidders are encouraged to conduct a site visit to both the existing generator location and the new site. The site visit is scheduled from today till 28 Aug 2023. Bidders should notify the designated contact person at least [Specify Notice Period] in advance to confirm their attendance.

**Section 4: Evaluation Criteria**

**4.1 Technical Evaluation**

The technical proposals submitted by bidders will be evaluated based on the following criteria:

**i. Experience and Past Performance:**

Demonstrated experience in executing similar generator shifting projects, including the successful completion of projects of comparable size and complexity.

References from previous clients or organizations for whom similar projects were undertaken.

**ii. Methodology and Approach:**

Clear and detailed description of the proposed methodology for dismantling, transporting, reinstalling, and commissioning the generator.

Discussion of the approach to handling technical challenges and ensuring the safety and integrity of the generator throughout the process.

**iii. Project Team and Expertise:**

Qualifications and expertise of key personnel who will be directly involved in the project, including project managers, engineers, and technicians.

Relevant certifications and training related to generator shifting and related tasks.

**iv. Technical Resources:**

Availability and suitability of specialized equipment, tools, and vehicles required for the project, including transport vehicles, lifting equipment, and safety gear.

**v. Compliance with Regulations:**

Adherence to relevant industry standards, safety regulations, and environmental guidelines during all phases of the project.

**vi. Risk Assessment and Mitigation:**

Identification of potential risks associated with the generator shifting process and a well-defined plan for mitigating these risks to ensure project success.

**vii. Timeline and Project Schedule:**

Realistic timeline for completing each phase of the project, including dismantling, transportation, reinstallation, and commissioning.

Ability to meet critical project milestones and deadlines.

**viii. Health and Safety Measures:**

Comprehensive health and safety plan outlining protocols to ensure the well-being of the project team, site personnel, and the public.

**ix. Quality Control and Testing:**

Description of quality control measures to ensure that the generator is installed and commissioned to manufacturer specifications.

Plan for conducting performance tests and ensuring optimal functionality.

**x. Documentation:**

Proposed documentation and reporting procedures, including regular progress reports, as-built drawings, and comprehensive project documentation.

**4.2 Financial Evaluation**

The financial proposals submitted by bidders will be evaluated based on the following criteria:

**i. Cost Proposal:**

Clarity and accuracy of the cost breakdown for each phase of the project, including dismantling, transportation, reinstallation, and commissioning.

Appropriateness of the proposed pricing in relation to the scope of work and technical requirements.

**ii. Cost Transparency:**

Transparency of the pricing structure, including itemized costs for Labor, equipment, materials, permits, and any other relevant expenses.

Absence of hidden costs or ambiguous charges.

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**iii. Value for Money:**

Assessment of the overall value offered by the bidder in terms of cost-effectiveness, quality, and adherence to the project's technical specifications.

**iv. Payment Terms:**

Suitability of the proposed payment schedule, considering factors such as project milestones, deliverables, and completion stages.

**v. Financial Stability:**

Assessment of the bidder's financial stability and capacity to manage the project without encountering financial constraints that could potentially lead to project delays or disruptions.

**vi. Comparison with Market Rates:**

Comparison of the proposed costs with prevailing market rates for similar generator shifting projects, ensuring competitiveness while maintaining quality.

**vii. Additional Costs:**

Identification and explanation of any additional costs that might arise during the project's execution and how they will be managed.

**viii. Contractual Terms:**

Alignment of proposed financial terms with the contract's terms and conditions, ensuring consistency and clarity.

**ix. Profitability and Feasibility:**

Evaluation of the bidder's ability to maintain a reasonable profit margin while ensuring the feasibility of the project's execution.

**x. Financial Certifications:**

Submission of relevant financial statements, certifications, or documents as required to demonstrate the bidder's financial capacity.

**Section 5: Terms and Conditions**

**5.1 Contractual Terms**

**i. Contract Award:**

The contract will be awarded to the bidder whose proposal is deemed to be the most technically sound and financially competitive, meeting all the specified criteria.

**ii. Contract Duration:**

The contract duration will be specified in the final agreement, taking into consideration the project's scope and complexity.

**iii. Variations:**

Any variations to the scope of work must be agreed upon in writing by both parties and signed as an addendum to the contract.

**iv. Contract Termination:**

Either party reserves the right to terminate the contract in the event of substantial breaches of the agreement or unforeseen circumstances beyond the control of either party.

**5.2 Insurance and Liability**

**i. Insurance:**

The successful bidder shall provide and maintain appropriate insurance coverage for the duration of the project, including liability insurance, worker's compensation insurance, and any other necessary coverage.

**ii. Indemnification:**

The bidder shall indemnify and hold GIK Institute harmless from any claims, losses, damages, or liabilities arising from the execution of the project.

**5.3 Payment Terms**

**i. Payment Schedule:**

Payment shall be made according to the schedule outlined in the contract, tied to project milestones and deliverables.

**ii. Invoicing:**

Invoices submitted by the bidder must adhere to the requirements stipulated in the contract, including detailed breakdowns of costs.

**iii. Currency and Taxes:**

All payments shall be made in the currency specified in the contract. The bidder is responsible for any applicable taxes.

**5.4 Confidentiality**

**i. Confidentiality of Information:**

Both parties shall maintain the confidentiality of all information obtained during the project and shall not

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disclose such information to any third parties without prior written consent.

**5.5 Dispute Resolution**

**i. Mediation and Arbitration:**

Any disputes arising from the contract shall be resolved through mediation or arbitration as specified in the contract.

Section 6: Submission Requirements

**6.1 Technical Proposal**

Bidders are required to submit a comprehensive technical proposal containing the following documents:

**i. Cover Letter:**

A formal cover letter introducing the bidder, signed by an authorized representative.

**ii. Company Profile:**

Detailed information about the bidder's organization, including its history, areas of expertise, and relevant experience.

**iii. Project Methodology:**

A clear and detailed description of the proposed approach and methodology for the generator shifting project, including a step-by-step outline of each phase.

**iv. Project Timeline:**

A realistic project schedule indicating key milestones, timelines for each phase, and proposed completion dates.

**v. Project Team:**

Resumes and qualifications of key personnel who will be involved in the project, highlighting their relevant experience.

**vi. Technical Resources:**

Details about specialized equipment, tools, and vehicles that will be used for the project.

**vii. Health and Safety Plan:**

A comprehensive health and safety plan outlining protocols to ensure the well-being of the project team, site personnel, and the public.

**viii. Quality Control Plan:**

Description of quality control measures to ensure proper installation and commissioning of the generator.

**ix. Risk Assessment and Mitigation:**

Identification of potential risks associated with the project and a plan for managing and mitigating these risks.

**x. References:**

References from previous clients or organizations for whom similar projects were undertaken.

**6.2 Financial Proposal**

Bidders are required to submit a detailed financial proposal containing the following documents:

**i. Cost Breakdown:**

Itemized breakdown of costs for each phase of the project, including Labor, equipment, materials, permits, and any other expenses.

**ii. Payment Schedule:**

Proposed payment schedule aligned with project milestones and deliverables.

**iii. Financial Statements:**

Relevant financial statements, certifications, or documents to demonstrate the bidder's financial capacity.

**iv. Contractual Terms:**

Alignment of proposed financial terms with the terms and c

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**Cost Rs. 2,000/-**  
**NON-REFUNDABLE**

PERIOD: **01 Year**

DUE DATE: \_\_\_\_\_

1. Name of Bidder

2. Address

\_\_\_\_\_

3. National Identity Card  
(Please attach attested copy)

\_\_\_\_\_

4. Telephone Number

\_\_\_\_\_

5. Tender Purchased Receipt Number  
and dated

\_\_\_\_\_

6. Deposit at call No

\_\_\_\_\_

7. Amount of Deposit at call

\_\_\_\_\_

8. Name of Bank and Branch

\_\_\_\_\_

9. National/Sales Tax Reg. No. \_\_\_\_\_

Certified that the terms of the tender noted carefully. In case of award of contract, our firm shall comply with these terms and conditions.

Signature of Bidder: \_\_\_\_\_

Dated: \_\_\_\_\_

Stamp: \_\_\_\_\_

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(For Office use only)

Received Rs. **2,000/-** vide F-6 No. \_\_\_\_\_

\_\_\_\_\_ Dated \_\_\_\_\_

Dispatch No. \_\_\_\_\_ Dated \_\_\_\_\_

Signature of Dispatch Clerk: \_\_\_\_\_

Signature of Officer: \_\_\_\_\_

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**BID FORM FINANCIAL**

NAME OF BIDDER/FIRM\_\_\_\_\_.

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**Shifting of 650 KVA Generator**

Sr#	Particular	Rate Offered		
		Unit Rate	Applicable GST on Services	Final Rate
01	Shifting of 650 KVA Generator as per description / specs mentioned in advertisement.			
<b>TOTAL</b>				

Name of the Bidder/Firms\_\_\_\_\_.

CNIC No.\_\_\_\_\_.

NTN/PRA/PEC No.\_\_\_\_\_.

Address\_\_\_\_\_.

Signature & Stamp of the bidder\_\_\_\_\_.