



TENDER DOCUMENT
for
SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF
POWERED DIESEL GENERATORS
AT
READ FOUNDATION (HEAD OFFICE) BUILDING, NEAR KORAL
INTERCHANGE, ISLAMABAD



01st JUNE, 2025

Eligibility Criteria Checklist:

Before the bidders submit their bids within the stipulated date and time mentioned in this Tender Document, bidders are required to make sure that the following requirements are fulfilled. **These requirements must be furnished at the time of submission of bid.**

| Sr. No. | Eligibility Criteria Checklist | Attached (Yes / No) |
|----------------|--|----------------------------|
| 1. | Tender Document (Duly Stamped & Signed on Each Page) | |
| 2. | Company's Profile | |
| 3. | Proof of Certificate of Incorporation or Registration with SECP, if available | |
| 4. | Proof of NTN, GST & PEC Registration Certificate | |
| 5. | Proof of Valid Authorized Distributor OR Dealership Certificate | |
| 6. | Bid Security equals to 3% of the total project cost in the form of Pay Order / Demand Draft issued by a Scheduled Bank of Pakistan in favour of "READ Foundation, NTN No. 2494325-8" (cross cheque is not acceptable). Bid submitted without bid security shall be "REJECTED" being non-responsive | |
| 7. | Original affidavit on Stamp Paper of worth Rs. 100/- or above that the company/firm have never been black listed by any Govt. Department, Private Organization or NGOs'. Failure to provide this undertaking will result in the "REJECTION" of the Bid | |

READ Foundation (Introduction):

READ Foundation is a not-for-profit non-governmental organization, certified by Pakistan Centre for Philanthropy for NPO good practices in Governance, Financial Management and Programme Delivery. Currently it runs 579 schools in AJK & Pakistan with an ever-growing body of 130,000 students and 5,967 teachers. READ Foundation also imparts free education to 14,000 orphan children. More details about the organization are available at www.readfoundation.org

Scope of Work:

Scope of Work includes supply, installation, testing and commissioning of Diesel Generating Set along with other items as per required specifications at READ Foundation (Head Office) Building, Near Koral Interchange, Islamabad.

Required Specifications **151KVA @400 Diesel Generating Set**

Diesel Engine Driven Electric Generating Set 400V, 3-Phase, 4-Wire, 50 Hz, 0.8 PF @ 1500 RPM, incorporating **DIESEL ENGINE to LEROY SOMER ALTERNATOR**

Rated Output:

Prime Rating: 151 KVA (121 KW)

Standby Rating: 166 KVA (133 KW)

With following Major Accessories & Handbook:

- Batteries
- Battery Charger
- Control Panel
- Standard Manufacturer Handbook (Technical Operation & Maintenance Manual)

TECHNICAL SPECIFICATION OF DIESEL GENSET 151 KVA @400V

| | |
|---------------------------|---|
| Make | Perkins (UK/USA), Cummins (UK/USA), Kohler (France), CAT (UK/USA) European/USA, factory made Engines are acceptable Note: Cummins Dongfeng and Chongqing engine are not acceptable |
| DG Set | Complete Imported Built Unit |
| Duty | Prime |
| Output (KVA) | 151 KVA (121 kW) Prime / 166 KVA (133 kW) Standby |
| Voltage | 400V, 3-Phase |
| Frequency | 50Hz |
| Speed Control Type | Mech. |
| No. of Cylinder | 6 / Inline |

| | |
|--|---|
| Cooling System | Set mounted cooling system designed for 50 ⁰ C ambient temperature |
| Overload Capability | 110% Loading for a period of 1 hour within a 12-hour period of operation |
| Accessories | |
| Batteries | 12 Volts |
| Specifications of Alternator | |
| Make | Leroy Somer, Stamford (only European alternators are acceptable) |
| Design | Brushless, Single Bearing, 4-Pole |
| Voltage, Ph | 400V / 3-Ph |
| Frequency, RPM | 50 / 1500 |
| Power Factor | 0.8 |
| IP Rating | IP23 |
| Insulation Class | H-F |
| Excitation | AVR Brushless |
| Efficiency | Greater than 85% or higher |
| Specifications of Genset Mounted Controller | |
| Control panel | Engine Mounted Control Panel IP55 rated |
| Display | Digital LCD |
| AMF | Digital Power Transfer Control (AMF) |
| Measurement | Vac, Ampere, Frequency, kVA, kW, Vdc measurement must be available |
| Provision | Alarm/Event log, Hours log should be available |
| Fuel Tank Capacity | |
| Fuel Tank | Built-in Fuel Tank for minimum 08hrs operation. Additional Fuel tank 1000L with 50ft piping and filling by gravity |
| Canopy / Enclosure | |
| Canopy | Acoustic and Weather proof canopy built with 14 swg structure with 16 swg doors. Sound attenuation level must be below 80 dBA @ 1m. Powder coated with MS sheet fabrication |

Terms and Conditions:

1. The bidding procedure of Single Stage-One Envelope procedure will be followed in this Tender Document. Bids must include the complete address of bidder's office with name, mailing address and telephone number of the person, the company should be contacted regarding the bid. **Only authorized distributors or dealers of the specified brands, with valid certificate are eligible to participate in the bidding process.**
2. Bids must be signed by a company officer empowered to bind the executing agency. Bidders must understand that their qualification for consideration for award of the contract depends upon their ability to deliver all items as illustrated in the "Scope of Work and Financial Bid".

3. Bid validity will be counted from the last date of its submission (mentioned below). While comparing the offers, if the procuring entity observes that a bidder has charged an incorrect tax ratio, it reserves the right to rectify it.
4. The bid security of the successful bidder will be retained as a "Performance Guarantee" until successful delivery of all items and completion of project. Bids security of the unsuccessful bidders will be released and can be collected from the office of the "Procurement Department" within ten (10) calendar days upon award of contract to the successful bidder.
5. READ Foundation will not accept, pay or bear the cost of any substandard material. The Supplier must ensure that all items delivered shall meet the specified requirements and adhere to international standards. Additionally, the comprehensive warranty shall covers the entire Genset for a period of 24 months or 2000 operational hours, whichever comes first, started from the date of commissioning. The bidder must guarantee the proper provisioning of all spare parts necessary to maintain or repair the Genset within the warranty period.
6. Supplier shall be responsible for any damage that may occur during the course of execution of work and shall be liable for its rectification / repair in accordance with the restoration of its originality.
7. Boarding, lodging, loading, unloading and transportation will be the responsibility of bidding firm.
8. A penalty of 1% of the total contract amount will be charged per day for any delay beyond the agreed-upon project completion date.
9. The unit price quoted by the bidder shall remain firm and fixed during the bidder's performance of the contract and not subject to variation on any account including any price escalation, currency exchange rates, increase and decrease of taxes, levies and duties by the Government.
10. Any advance will be against either a Bank Guarantee, issued by Scheduled Bank of Pakistan (with minimum three months validity) or a Pay Order of equal amount (cross cheque is not acceptable).
11. All consignments must be adequately insured at the Supplier's expense. The insurance coverage shall remain valid until the equipment is safely delivered, installed, tested and commissioned. The Supplier shall be responsible for any damage of the equipment / material during transportation to site, storage and installation until satisfactory handing over to the Client. It will be the Supplier's entire responsibility to ensure that all necessary precautions are taken during transportation to avoid damage to any of the equipment. The Supplier shall replace any damaged equipment/materials at his own cost.
12. READ Foundation or its representatives accept no liability, expressed or implied, for any damages that may occur or may be incurred before and during the period of execution of work. Furthermore, READ Foundation or its representatives accept no liability for bodily harm, injury or death that might come about as a result of the implementation of the project. The successful bidder shall bear responsibility for the safety of his employees, labour, during work execution within project site area.

13. A bidder shall submit only one bid, in the same bidding process, either individually as a bidder or as a member in a joint venture or any similar arrangement. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the procuring entity, will be blacklisted and debarred.
14. If any of the bidder quotes Genset from a brand other than the specified ones, their bid will be rejected irrespective of the quoted price.
15. A bidder's failure to submit its bid prior to the deadline will cause the bid to be disqualified. Late bids, conditional quotations or amendments will not be accepted for evaluation.
16. Payment will be made through cross cheque / IBFT after deduction of applicable Govt. taxes.
17. Each paper of the bid document alongwith this Tender Document shall be stamped and signed by the authorized Signatory of the firm/company.
18. READ Foundation reserves the right to accept or reject any or all of the bids without assigning any reason at any stage.
19. Sealed bids must be received latest by **Monday, 23rd June 2025** via courier service, post mail or by hand. **Kindly mention "Tender Reference Number" at top left corner of the envelope.**
20. The bids must be sent to the following address and received by this organization not later than the date indicated above.

| | |
|---|--|
| Title/Position: | Deputy Manager (Procurement) |
| Postal Address: | READ Foundation Al-Farooq Plaza, 3 rd Floor, Bahria Enclave Road, Chak Shahzad, Islamabad |
| Telephone (Land Line): | 051 111 323 424 Ext: 653 |
| Mobile No.: | 0333 5319631 |
| For Technical Queries, please contact: | Mr. Shajeel Iqbal Deputy Manager 0321-4896876 |

Cost of Bidding:

The bidder shall bear all costs associated with the preparation and submission of its bid and READ Foundation will in no case be responsible or liable to these costs, regardless of the conduct or outcome of the bidding process.

Amendment of Bidding Documents:

At any time, prior to the deadline for submission of bids, READ Foundation may, for any reason, whether at his own initiative or in response to a clarification requested by an interested bidder, modify the Bidding Documents by issuing "ADDENDUM". Any addendum thus issued shall be part of the Bidding Documents and shall be available to download on READ Foundation's official website. To afford interested bidders

reasonable time in which to take an addendum into account in preparing their Bids, the READ foundation may at its discretion extend the deadline for submission of Bids.

Scoring Criteria for Technical Evaluation:

| Sr. No. | Category | Maximum Marks |
|--------------------|---|---------------|
| 1 | Registration with FBR | 10 |
| 2 | Bid Validity | 10 |
| 3 | Delivery / Completion Time | 10 |
| 4 | Advance Percentage Required | 20 |
| 5 | OEM Warranty | 10 |
| 6 | Projects of Similar Nature Completed Over the Last 5 Years (150 KVA & Above) Note: No marks will be awarded if the Purchase/Work Order, Agreement or Experience Certificates are not attached | 10 |
| 7 | Projects of Similar Nature in Hand (150 KVA & Above) Note: No marks will be awarded if the Purchase/Work Order or Agreement are not attached | 10 |
| 8 | Workshop / Service Center Facilities in Pakistan | 10 |
| 9 | Annual Maintenance Contracts in Hand | 10 |
| Total Marks | | 100 |

A detailed breakdown of each category's marks is available in the attached "Annexure 'B'".

Selection – Evaluation Process:

1. An evaluation committee will review in detail all bids that are received to determine the extent to which they comply with Tender Document requirements.
2. Overall evaluation shall be carried out based on weighted average methodology wherein Technical Evaluation will carry 30% and Financial Evaluation will carry 70% weightage respectively.

Combined Score:

% weightage to **Technical Evaluation (30%)**

% weightage to **Financial Evaluation (70%)**

Technical Score = Total Secured Marks in all Technical Categories / 100 x 30

Financial Score = Lowest Financial Bid / Bidder's Financial Bid x 70

Final Score = Technical Score + Financial Score

FINANCIAL BID**ANNEXURE 'A'**

Registered Name of Firm: _____

National Tax No.: _____ Sales Tax Registration No.: _____

Address: _____

Contact Person: _____ Tel: _____

Nature of Business: _____

Bid Validity: _____ Calendar Days Delivery / Completion Time: _____ Calendar Days

Advance Percentage Required, if any: _____%

| Sr. No. | Description | Unit | Qty | Rate Rs. | Amount Rs. |
|---------------------------------------|---|-------|-----|----------|------------|
| 1 | Supply of 151 KVA Prime Rated Diesel Generating Set, 0.8 PF, 400VAC- Complete with: • Base Fuel Tank • Batteries • Battery Charger • Control Panel Note: The Gensets should be fully compatible with the sync panel | Nos. | 2 | | |
| 2 | Supply of Locally Fabricated Sound & Weather Proof Canopy for Generating Set, 85dbA @ 1m | Nos. | 2 | | |
| 3 | Supply of Gravity Filled 1000 Liter Fuel Tank with 50ft Piping | No. | 1 | | |
| 4 | Supply, Laying & Termination of 2.5mm ² , 12 Core, Control Wire | Meter | 25 | | |
| 5 | Transportation including Loading / Unloading of all materials at site | Job | 1 | | |
| 6 | Installation, Testing & Commissioning of 2x Gensets, external fuel tanks alongwith its components and installation of sync panel which may be delivered by a third party | Job | 1 | | |
| Sub-Total | | | | | |
| GST | | | | | |
| Total (Inclusive of all taxes) | | | | | |

Amount in words: _____

Please Mention Official Warranty: _____

BREAKDOWN OF SCORING CRITERIA**ANNEXURE 'B'**

| Registration with FBR (Maximum 10 Marks) | |
|--|----------|
| NTN & STR No. | NTN No. |
| 10 Marks | 05 Marks |

| Bid Validity (Maximum 10 Marks) | |
|---------------------------------|-------------------|
| 30 Days & Above | Less than 30 Days |
| 10 Marks | 05 Marks |

| Delivery / Completion Time (Maximum 10 Marks) | | |
|---|------------|-------------------|
| 15 Days & Less | 16-20 Days | More than 20 Days |
| 10 Marks | 05 Marks | 0 Marks |

| Advance Percentage Required (Maximum 20 Marks) | | | | |
|--|----------|----------|----------|---------------|
| 0% | 01-10% | 11-20% | 21-30% | More than 30% |
| 20 Marks | 15 Marks | 10 Marks | 05 Marks | 0 Marks |

| OEM Warranty (Maximum 10 Marks) | |
|---------------------------------|---------------|
| Imported Assembler | Local Coupled |
| 10 Marks | 0 Marks |

| Projects of Similar Nature Completed Over the Last 5 Years – 150 KVA & Above (Maximum 10 Marks) | | |
|--|--------------|--------------------|
| More than 100 Units | 20-100 Units | Less than 20 Units |
| 10 Marks | 05 Marks | 0 Marks |

| Projects of Similar Nature in Hand – 150 KVA & Above (Maximum 10 Marks) | | |
|---|-------------|--------------------|
| More than 20 Units | 05-20 Units | Less than 05 Units |
| 10 Marks | 05 Marks | 0 Marks |

| Workshop / Service Center Facilities in Pakistan (Maximum 10 Marks) | | |
|--|--------------|---------------------|
| More than 10 | 03-10 | Less than 03 |
| 10 Marks | 05 Marks | 0 Marks |

| Annual Maintenance Contracts in Hand (Maximum 10 Marks) | | |
|--|---------------------|---------------------------|
| More than 100 Units | 10-100 Units | Less than 10 Units |
| 10 Marks | 05 Marks | 0 Marks |



read foundation
Saeed-Ur-Rehman Shah
Dy. Manager Procurement
Head Office - Islamabad

BIDDER'S DECLARATION

ANNEXURE 'C'

In response to your Tender Document dated **01st June 2025**, we, the undersigned, hereby declare that:

1. We have examined and accepted in full the content of the Tender Document. We hereby accept its provisions in their entirety, without reservation or restriction. We agree to adhere to all of the terms and conditions of the contracting authority as provided in the Tender Document.
2. We confirm that we are not engaged in any corrupt, fraudulent, collusive, or coercive practices and acknowledge that if evidence contrary to this exists, READ Foundation reserves the right to terminate the contract with immediate effect.
3. We are not bankrupt or being wound up, are having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
4. We must not be engaged in any corrupt, fraudulent, collusive, or coercive practices including but not limited to applying/ bidding by multiple names/companies. If we are found to be involved in such practices, our bid may be rejected and the companies in question permanently blacklisted.
5. We are not involved in and do not support any activity which is considered illegal by the Government of Pakistan or what may be termed a 'terrorist activity, terror financing, and money laundering.
6. We also acknowledge that if we are selected and have requested an advance in our bid, we will be obligated to deposit the equal amount in the form of a Bank Guarantee or Pay Order before receiving the advance. If we fail to submit the Bank Guarantee or Pay Order within fifteen (15) calendar days of signing the agreement, READ Foundation will have the authority to cancel our order and forfeit our bid security, and we will have no objections to this.
7. We will inform READ Foundation immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognize and accept that any inaccurate or incomplete information deliberately provided by us may result in our exclusion from this and other contracts of the contracting authority.
8. In case of any dispute, decision of the Procurement Committee of READ Foundation would be final and I/we undertake to accept any or all decisions of the committee with respect to acceptance and rejection of our bid, in part or in whole, and that such a decision shall not be appealable in any court of law at any time and at any stage.
9. We have attached Pay Order (3% of quoted amount) with Financial Bid Form. ☐ YES ☐ NO
10. Does the Supplier have any relationship with current READ Foundation staff? ☐ YES ☐ NO

If you have answered YES then can you please state in detail the relationship you have and with whom?

11. We have fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of Pakistan in which we are established.

Name of Signing Person
Designation:

Date

Stamp

Signature


read foundation
Saeed-Ur-Rehman Shah
Dy. Manager Procurement
Head Office - Islamabad