



T-21
(2025-26)

Bidding Documents For
Hiring the Services of
Air Conditioners & Electric Water Cooler

Submitted by:

M/s: _____

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**PRE-QUALIFICATION FOR HIRING THE ANNUAL SERVICES OF
AIR CONDITIONERS & ELECTRIC WATER COOLERS**

1. Procedure for opening competitive bids: (Single stage-two envelopes procedure) Rule 36b
 - (i) The bid shall comprise a single package containing two separate Bids. Each Bid shall contain separately the financial proposal and the technical proposal;
 - (ii) The Bid shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
 - (iii) Initially, only the Bid marked "TECHNICAL PROPOSAL" shall be opened on EPADS;
 - (iv) The Bid marked as "FINANCIAL PROPOSAL" shall be retained on EPADS without being opened;
 - (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
 - (vi) During the technical evaluation no amendments in the technical proposal shall be permitted;
 - (vii) The financial proposals of bids shall be opened publicly at a time, date published;
 - (viii) After the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be un-opened.
 - (ix) The bid found to be the lowest evaluated bid shall be accepted.

2. Pre - Qualification Criteria for Technical Evaluation: -

Criteria	Qualifying Marks
1. Original Structure including Name, Address with contact numbers, year of establishment etc. of the	10%
2. Name, Address and NIC number of the Directors or Partners of the Firm.	10%
3. An Affidavit certifying that the firm has never been black listed by any Government / Autonomous / Private body.	10%
4. Company must have Registered organization by Government.	20%
5. The company must be registered with income tax department (Copy of NTN certificate should be provided)	20%
6. Company.Relevant experience & past performance should be 2 years in such type of work is mandatory	20%
7. Any additional information which may help for pre-qualification of firm.	10%
Total Qualifying Marks:	100%

Note: - The quotation/bid who secures 90% marks will qualify for the competition.



Terms and Conditions for Hiring the annual Services of Air Conditioners & Electric Water Cooler

SUBMISSION OF BID:

1. The quotation should be valid for **90 days**.
2. Fax/E-mailed and late quotations shall not be entertained.
3. **Bid Mentioned on EPADS** (refundable) is required to submit along with original Affidavit on or the day or before closing time. in shape of Bank Draft in favor of NFC Institute of Engineering & Technology, Multan otherwise financial bid will not be considered.
4. Conditional offer shall not be entertained.
5. The bid shall be submitted on EPADS, NFC IET, Khanewal Road, Multan.
6. The **“Technical Bid” & “Financial Bid”** must upload on EPADS **Separately** and reach this office on or before Due date **05-03-2026** at **09:30 Hrs.** which will be opened on the same day at **10:30 Hrs.** in the presence of the bidders in the Vice Chancellor Secretariat.
7. NFC IET reserves the right to reject any or all the bids as per policy.

INELIGIBILITY: -

1. If the Services Provider Company declared as Blacklisted by any Government body.
2. If the Services Provider Company declared as defaulter by any Government body Public Sector Organization.
3. If the Services Provider Company involving in litigation with any Government Public Sector Organization.
4. If the contract with Services Provider Company terminated due to non-satisfactory performance.
5. A Services Provider Company possessing bad reputation.
6. The Contractor during the work will be arranged himself all ladders, Stool type ladders & Water pipe etc.
7. All Safety Rules should be followed during working. Our Management will not be responsible in case of any accident & damage.

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CANCELLATION OF CONTRACT: -

1. The Contract may be terminated earlier at any time by the NFC IET for breach of any provision(s) of the agreement by the Services Provider Company.

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DESCRIPTION OF AIR CONDITIONING SERVICE WORK

Split & Floor Standing AC Service (Indoor Unit)

1. Open the top cover of the indoor unit (wall-mounted or floor-standing).
 - a. Clean electronic cards, motors, and terminals using a blower before and after servicing. *(Proper arrangements must be made to protect all cards and motors from water.)*
 - b. Wash the evaporator coil, blower fan, filters, drain tray (front and back), and top cover using water and detergent.
 - c. Ensure all wiring and terminals are properly repaired, secured, and fixed in their correct positions.
 - d. If any screws are missing, arrange and install new screws properly.
 - e. Fix the outer drain pipe at the correct level to ensure proper water drainage.
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Outdoor Unit Service

2. Open the top and front covers of the outdoor unit (installed on stand).
 - a. Clean electronic cards, motors, and terminals using a blower before and after servicing. *(Proper arrangements must be made to protect all cards and motors from water.)*
 - b. Wash the condenser coil, fan blades, and all covers using water and detergent.
 - c. After servicing, ensure all wires and terminals are properly repaired and fixed in their correct positions.
 - d. If any screws are missing, arrange and install new screws properly.
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Important Note

- The AC must be properly checked before starting the service.



- If any fault is found, it must be immediately reported to the Electrical Maintenance Supervisor.
(Examples: low gas, compressor not starting, control card error codes, motor malfunction, etc.)
- If the AC needs to be removed from the wall for servicing, the contractor will provide a **one-month warranty against gas leakage.**
- The contractor is responsible for servicing the AC either by removing it or servicing it in its installed position.
- The contractor must ensure the air conditioner is working properly and efficiently after servicing.

ELECTRIC WATER COOLER SERVICE

1. The electric water cooler must be properly inspected **before starting the service.**
If any fault is found, it must be immediately reported to the Electrical Maintenance Supervisor.
(Examples: low gas, compressor not starting, fan motor not running, bush noise, tap leakage, thermostat malfunction, etc.)
2. The electric water cooler should be removed from its location and serviced at the designated service area/workshop.
3. Ensure the condenser fan motor and thermostat are properly protected from water during washing.
4. Wash and clean all parts thoroughly, including removal of rust and moss from:
 - o Water drain tray
 - o Drain pipe
 - o Taps
 - o Condenser coil
 - o Fan blades
 - o All covers*(Cleaning should be done using water and detergent.)*
5. All wiring and terminals (thimbles) must be repaired and fixed securely in their proper positions.
6. If any screws are missing, arrange and install new screws properly.

Note

After servicing, it is mandatory to reinstall the electric water cooler at its original location with complete fitting.

The contractor must ensure the water cooler is functioning properly and efficiently

S. No.	DESCRIPTION	Quantity Required	Unit Rate
1	Service of Split Air Conditioners	270 Nos.	
2	Service of Window Air Conditioners	15 Nos.	
3	Service of Floor Standing Air Conditioners	10 Nos.	
4	Service of Electric Water cooler	45 Nos.	

Note: Rate should be submitted in financial bid only not in Technical Bid to avoid disqualification

Signature & Stamp of Company