



Pakistan State Oil Company Limited

PSO House, Khayaban-e-Iqbal, Clifton, Karachi-75600, Pakistan
Telephone (021) 9203866-85 Fax (021) 9203796

PAGE

1	OF	*
RFQ No	RF4882SI	
DATE	20.07.2026	

REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100017474

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

04.08.2026

BY
(Time)

Please quote your best price for all items of following specifications. Please read the instructions attached herewith Rs. _____ EARNEST MONEY %
PO/DD NO. _____

Title: ANNUAL MAINTENANCE CONTRACT FOR 200 <(>&<) 250 KVA DG SETS IN LAHORE CITY, ZAHIRPIR AND
BHERA REST AREAS OF CENTRAL REGION

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
1	DG SET PM OF EV CHARGERS SUNSHINE PS LHR	PSO House				
1.01	Annual Contract of DG Set Generator Capacity: 250 KVA DG Set To ensure reliable operation and prevent downtime, the Contractor is required to conduct monthly site visits to perform preventive maintenance on all generator sets according to the detailed scope of work below. The Contractor will inspect each DG Set using the "Preventive Maintenance Sheet of Generator" checklist and obtain verification from the PSO Location Incharge or M<(>&<)>R Engineer and also provide the report of Stack Emission Monitoring SO2, CO2, CO, NOx, Noise PM and Smoke No., Efficiency as per PEQS and Noise Test. ** Mandatory Requirements for Stack Emission Monitoring Tests:** Mandatory Documents # Valid ISO/IEC 17025 Certificate # PNAC Accreditation Scope (stack emission + noise are included in scope) # EPA Registration / Approval Letter # Valid Calibration Certificates of equipment For Stack Monitoring, vendor must have: o Flue gas analyzer (calibrated) o Isokinetic sampling equipment for PM o Stack pitot tube & velocity measurement system o Smoke meter / opacity meter o Sound level meter (Class 1 preferred) Report must include: o Sampling methodology (EPA/USEPA/APHA methods) o Detection limits o Uncertainty o QA/QC statement o Authorized signatory	EA	12			



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	SCOPE OF WORK: The Contractor#s scope includes, but is not limited to, the following activities: 1. **Technician Deployment** The Contractor must dispatch a qualified technician equipped with all necessary tools, equipment, consumables, and coolant to the site as per the monthly service schedule, ensuring no interruptions. 2. **Thorough Cleaning** Perform complete cleaning of all generator components to maintain optimal performance according to the standard checklist. 3. **Component Inspections** Inspect all electrical and mechanical components<(><)> connections, and lines, identifying any potential issues. 4. **Defect Reporting** Promptly report any defects or parts that require replacement. 5. **Wear and Tear Evaluation** Check wear and tear on all moving parts, adjust as necessary, and provide suggestions on the checklist. 6. **Detailed Task Requirements** Tasks include but are not limited to: - Full cleaning of the DG Set. - Checking and refilling coolant levels. - Inspecting and topping up engine oil levels. - Monitoring oil pressure. - Checking water temperature. - Assessing engine sound. - Testing generator output (amperage, voltage, frequency<(><)> etc.). - Cleaning and inspecting battery cover and terminals; repairing any damaged terminals. - Checking battery acid levels and electrolyte gravity, with					



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	records noted on the checklist. - Refilling battery acid if levels or gravity are low. - Cleaning the radiator with a Karcher pump. - Performing minor radiator repairs for any detected leaks. - Inspecting and tightening nuts and bolts; replacing any that are missing. - Checking the condition of pulleys and drive belts. - Replacing damaged battery lugs as needed. 7. **Qualified Technicians** The Contractor shall assign fully trained technicians equipped with proper tools and troubleshooting skills for both preventive and emergency visits. The Contractor must designate a focal person at the area office to ensure swift responses to PSO's service requests. 8. **Filter Inventory Management** The Contractor is responsible for managing an inventory of replacement filters to ensure timely replacements during preventive maintenance, conducted every 250 running hours or 6 months, whichever comes first. *Note: PSO will supply the generator lubricant.* 9. **Documentation** Record all visits, inspections, and completed tasks in the Log Book and the PM Inspection Checklist. 10. **Site Restoration** After each visit, the Contractor is responsible for restoring the site to its original condition. Any property damage incurred during maintenance will be repaired by the Contractor at their expense. 11. **Checklist Completion** Each checklist must be fully completed, signed, and submitted for every DG Set inspected. 12. **Maintenance Record Books** The Contractor is to provide carbonized maintenance logs for each generator at every location, containing a set of three carbonized pages per month, covering 12 months as per PSO's provided					



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
2	format. **Additional Points of Compliance:** - **Response Time** Due to the critical nature of petrol pump operations, the Contractor must ensure a response time of no more than **3 hours** for emergency service requests to minimize downtime and ensure continuous operation. - **Regular Communication and Reporting** Maintain consistent communication with PSO, providing updates on the maintenance schedule, completed tasks, and any critical observations requiring immediate attention. - **Safety and Compliance Standards** All maintenance activities must comply with PSO's safety standards and relevant regulatory requirements to ensure safe operation and a reliable power supply for the petrol pump. By adhering to this scope of work, the Contractor will help PSO maintain efficient, safe, and reliable generator operations<(>&<)> minimize downtime, and prolong the equipment's lifespan. <u>DG SET PM OF EV CHARGERS BHERA NORTH PSO House</u> <u>Annual Contract of DG Set</u> Generator Capacity: 250 KVA DG Set To ensure reliable operation and prevent downtime, the Contractor is required to conduct monthly site visits to perform preventive maintenance on all generator sets according to the detailed scope of work below. The Contractor will inspect each DG Set using the "Preventive Maintenance Sheet of Generator" checklist and obtain verification from the PSO Location Incharge or M<(>&<)>R Engineer and also provide the report of Stack Emission Monitoring SO2, CO2, CO, NOx, Noise PM and Smoke No., Efficiency as per PEQS and Noise Test.					
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	3. **Component Inspections** Inspect all electrical and mechanical components<(><)> connections, and lines, identifying any potential issues. 4. **Defect Reporting** Promptly report any defects or parts that require replacement. 5. **Wear and Tear Evaluation** Check wear and tear on all moving parts, adjust as necessary, and provide suggestions on the checklist. 6. **Detailed Task Requirements** Tasks include but are not limited to: - Full cleaning of the DG Set. - Checking and refilling coolant levels. - Inspecting and topping up engine oil levels. - Monitoring oil pressure. - Checking water temperature. - Assessing engine sound. - Testing generator output (amperage, voltage, frequency<(><)> etc.). - Cleaning and inspecting battery cover and terminals; repairing any damaged terminals. - Checking battery acid levels and electrolyte gravity, with records noted on the checklist. - Refilling battery acid if levels or gravity are low. - Cleaning the radiator with a Karcher pump. - Performing minor radiator repairs for any detected leaks. - Inspecting and tightening nuts and bolts; replacing any that are missing. - Checking the condition of pulleys and drive belts. - Replacing damaged battery lugs as needed. 7. **Qualified Technicians** The Contractor shall assign fully trained technicians equipped with proper tools and troubleshooting skills for both preventive and emergency visits. The Contractor must designate a focal person at the area office to ensure swift responses to PSO's service					



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3 3.01	standards and relevant regulatory requirements to ensure safe operation and a reliable power supply for the petrol pump. By adhering to this scope of work, the Contractor will help PSO maintain efficient, safe, and reliable generator operations<(><)> minimize downtime, and prolong the equipment's lifespan. <u>DG SET PM OF EV CHARGERS BHERA SOUTH PSO House</u> <u>Annual Contract of DG Set</u> Generator Capacity: 250 KVA DG Set To ensure reliable operation and prevent downtime, the Contractor is required to conduct monthly site visits to perform preventive maintenance on all generator sets according to the detailed scope of work below. The Contractor will inspect each DG Set using the "Preventive Maintenance Sheet of Generator" checklist and obtain verification from the PSO Location Incharge or M<(><)>R Engineer and also provide the report of Stack Emission Monitoring SO2, CO2, CO, NOx, Noise PM and Smoke No., Efficiency as per PEQS and Noise Test. ** Mandatory Requirements for Stack Emission Monitoring Tests:** Mandatory Documents # Valid ISO/IEC 17025 Certificate # PNAC Accreditation Scope (stack emission + noise are included in scope) # EPA Registration / Approval Letter # Valid Calibration Certificates of equipment For Stack Monitoring, vendor must have: - o Flue gas analyzer (calibrated) - o Isokinetic sampling equipment for PM - o Stack pitot tube & velocity measurement system - o Smoke meter / opacity meter - o Sound level meter (Class 1 preferred)		EA	12		



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	person at the area office to ensure swift responses to PSO#s service requests. 8. **Filter Inventory Management** The Contractor is responsible for managing an inventory of replacement filters to ensure timely replacements during preventive maintenance, conducted every 250 running hours or 6 months, whichever comes first. *Note: PSO will supply the generator lubricant.* 9. **Documentation** Record all visits, inspections, and completed tasks in the Log Book and the PM Inspection Checklist. 10. **Site Restoration** After each visit, the Contractor is responsible for restoring the site to its original condition. Any property damage incurred during maintenance will be repaired by the Contractor at their expense. 11. **Checklist Completion** Each checklist must be fully completed, signed, and submitted for every DG Set inspected. 12. **Maintenance Record Books** The Contractor is to provide carbonized maintenance logs for each generator at every location, containing a set of three carbonized pages per month, covering 12 months as per PSO#s provided format. **Additional Points of Compliance:** - **Response Time** Due to the critical nature of petrol pump operations, the Contractor must ensure a response time of no more than **3 hours** for emergency service requests to minimize downtime and ensure continuous operation. - **Regular Communication and Reporting** Maintain consistent communication with PSO, providing updates on the maintenance schedule, completed tasks, and any critical observations requiring immediate attention. - **Safety and Compliance Standards**					



Pakistan State Oil Company Limited

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REQUEST FOR QUOTATION

(THIS IS PRICE ENQUIRY-NOT AN ORDER)

SAP No.6100017474

Company PSO Dummy Vendor
PAKISTAN

QUOTATION REQUIRED

ON
(Date)

04.08.2026

BY
(Time)

Please quote your best price for all items of following specifications. Please read the instructions attached herewith Rs. _____ EARNEST MONEY %
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Title: ANNUAL MAINTENANCE CONTRACT FOR 200 <(><)> 250 KVA DG SETS IN LAHORE CITY, ZAHIRPIR AND
BHERA REST AREAS OF CENTRAL REGION

S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
5	All maintenance activities must comply with PSO#s safety standards and relevant regulatory requirements to ensure safe operation and a reliable power supply for the petrol pump. By adhering to this scope of work, the Contractor will help PSO maintain efficient, safe, and reliable generator operations<(><)> minimize downtime, and prolong the equipment's lifespan. <u>DG SET PM OF EV CHARGERS ZAHIRPIR NORTH</u> <u>Annual Contract of DG Set</u> Generator Capacity: 200 KVA DG Set To ensure reliable operation and prevent downtime, the Contractor is required to conduct monthly site visits to perform preventive maintenance on all generator sets according to the detailed scope of work below. The Contractor will inspect each DG Set using the "Preventive Maintenance Sheet of Generator" checklist and obtain verification from the PSO Location Incharge or M<(><)>R Engineer and also provide the report of Stack Emission Monitoring SO₂, CO₂, CO, NO_x, Noise PM and Smoke No., Efficiency as per PEQS and Noise Test. ** Mandatory Requirements for Stack Emission Monitoring Tests:** Mandatory Documents # Valid ISO/IEC 17025 Certificate # PNAC Accreditation Scope (stack emission + noise are included in scope) # EPA Registration / Approval Letter # Valid Calibration Certificates of equipment For Stack Monitoring, vendor must have: o Flue gas analyzer (calibrated) o Isokinetic sampling equipment for PM o Stack pitot tube & velocity measurement system	PSO House	EA	12		



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	o Smoke meter / opacity meter o Sound level meter (Class 1 preferred) Report must include: o Sampling methodology (EPA/USEPA/APHA methods) o Detection limits o Uncertainty o QA/QC statement o Authorized signatory. **SCOPE OF WORK:** The Contractor's scope includes, but is not limited to, the following activities: 1. **Technician Deployment** The Contractor must dispatch a qualified technician equipped with all necessary tools, equipment, consumables, and coolant to the site as per the monthly service schedule, ensuring no interruptions. 2. **Thorough Cleaning** Perform complete cleaning of all generator components to maintain optimal performance according to the standard checklist. 3. **Component Inspections** Inspect all electrical and mechanical components<(>&<)> connections, and lines, identifying any potential issues. 4. **Defect Reporting** Promptly report any defects or parts that require replacement. 5. **Wear and Tear Evaluation** Check wear and tear on all moving parts, adjust as necessary, and provide suggestions on the checklist. 6. **Detailed Task Requirements** Tasks include but are not limited to: - Full cleaning of the DG Set. - Checking and refilling coolant levels. - Inspecting and topping up engine oil levels. - Monitoring oil pressure.					



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	- Checking water temperature. - Assessing engine sound. - Testing generator output (amperage, voltage, frequency<(><)> etc.). - Cleaning and inspecting battery cover and terminals; repairing any damaged terminals. - Checking battery acid levels and electrolyte gravity, with records noted on the checklist. - Refilling battery acid if levels or gravity are low. - Cleaning the radiator with a Karcher pump. - Performing minor radiator repairs for any detected leaks. - Inspecting and tightening nuts and bolts; replacing any that are missing. - Checking the condition of pulleys and drive belts. - Replacing damaged battery lugs as needed. 7. **Qualified Technicians** The Contractor shall assign fully trained technicians equipped with proper tools and troubleshooting skills for both preventive and emergency visits. The Contractor must designate a focal person at the area office to ensure swift responses to PSO's service requests. 8. **Filter Inventory Management** The Contractor is responsible for managing an inventory of replacement filters to ensure timely replacements during preventive maintenance, conducted every 250 running hours or 6 months, whichever comes first. *Note: PSO will supply the generator lubricant.* 9. **Documentation** Record all visits, inspections, and completed tasks in the Log Book and the PM Inspection Checklist. 10. **Site Restoration** After each visit, the Contractor is responsible for restoring the site to its original condition. Any property damage incurred during maintenance will be repaired by the Contractor at their expense.					



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6	11. **Checklist Completion** Each checklist must be fully completed, signed, and submitted for every DG Set inspected. 12. **Maintenance Record Books** The Contractor is to provide carbonized maintenance logs for each generator at every location, containing a set of three carbonized pages per month, covering 12 months as per PSO#s provided format. **Additional Points of Compliance:** - **Response Time** Due to the critical nature of petrol pump operations, the Contractor must ensure a response time of no more than **3 hours** for emergency service requests to minimize downtime and ensure continuous operation. - **Regular Communication and Reporting** Maintain consistent communication with PSO, providing updates on the maintenance schedule, completed tasks, and any critical observations requiring immediate attention. - **Safety and Compliance Standards** All maintenance activities must comply with PSO#s safety standards and relevant regulatory requirements to ensure safe operation and a reliable power supply for the petrol pump. By adhering to this scope of work, the Contractor will help PSO maintain efficient, safe, and reliable generator operations<(><)> minimize downtime, and prolong the equipment's lifespan.	PSO House	EA	10		
6.01	<u>WATER FILTERS</u> <u>Annual Contract of DG Set</u> Providing and Installation of Water Filters for 200-300 KVA DG Set Supply, replacement, and secure installation of water filters compatible with 200-300 KVA DG sets as recommended by the genset manufacturer to ensure optimal cooling system performance and efficiency.					



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7	<u>OIL FILTERS</u>	<u>PSO House</u>				
7.01	<u>Annual Contract of DG Set</u> Providing and Installation of Oil Filters for 200-300 KVA DG Set Supply, replacement, and secure installation of oil filters compatible with 200-300 KVA DG sets as recommended by the genset manufacturer to ensure optimal performance and fuel efficiency.		EA	20		
8	<u>AIR FILTER</u>	<u>PSO House</u>				
8.01	<u>Annual Contract of DG Set</u> Providing and Installation of Air Filters for 200-300 KVA DG Set Supply, replacement, and secure installation of air filters compatible with 200-300 KVA DG sets as recommended by the genset manufacturer to ensure optimal performance and fuel efficiency.		EA	10		
9	<u>FUEL FILTER</u>	<u>PSO House</u>				
9.01	<u>Annual Contract of DG Set</u> Providing and Installation of Fuel Filters for 200-300 KVA DG Set Supply, replacement, and secure installation of fuel filters compatible with 200-300 KVA DG as recommended by the genset manufacturer to ensure optimal performance and fuel efficiency.		EA	10		
10	<u>EMERGENCY VISIT</u>	<u>PSO House</u>				
10.01	<u>Annual Contract of DG Set</u> Emergency Visit on request of PSO whenever required. The vendor will respond on immediate basis and send their representative within 24 hour of request by PSO. Vendor will attend to any emergency call within the minimum possible time after its acknowledgement and will submit report for the same. The vendor will completely troubleshoot and find out the root cause and provide services for the maintenance of generator and will prepare BOQ of actual parts replacement required (If any). Vendor will carry out dismantling of generator if needed (No additional cost will be paid). One emergency visit vendor must trouble shoot the fault and make sure the DG Set will be healthy and trouble free.		EA	35		
11	<u>COOLANT</u>	<u>PSO House</u>				
11.01	<u>Annual Contract of DG Set</u>		EA	5		



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S.No.	Description/Specifications	Location	Unit	Qty	Unit Price Rs.	Amount Rs.
	Providing and refilling of coolant as per grade specified by Genset Manufacturer. Note: Unit (EA)refers to each DG set complete in all respect **Special Terms & Conditions:** Generators Make: Cummins 250 kVA Diesel Generator Set 1. Rates shall include all applicable taxes, labor, tools<(><)> materials<(><)> operator charges, transportation, and boarding/lodging costs. 2. All government taxes, including GST, must be accounted for in the quoted rates. 3. Vendor is required to submit a monthly summary sheet detailing DG set preventive maintenance services and parts replacements (filters<(><)> coolant) based on records and needs. Formats will be provided upon contract award. 4. PO will be valid for 365 days from PO issuance **Complaints Handling:** - The contractor and their representatives/technicians must respond on an emergency basis to all DG set complaints, whether notified by PSO staff, via Ta#aluq email/SMS, telephone, fax, or written communication. Verbal complaints should be confirmed through a written email/fax. The start time for rectification will be based on the time logged for formal complaints via delivery, fax, or Ta#aluq log. - The contractor will keep a serialized, carbonized complaint register (format approved by PSO) at each PSO location<(><)> documenting all breakdowns and preventive activities, including location name, date<(><)> time, and parts replaced/repared. After resolution, the contractor must notify the Ta'aluq toll-free number 0800-03000 (Ta'aluq Care line) and provide the rectification time and complaint number reference via email to the head office. Relevant documentation must be attached with the invoice. - It is the contractor#s responsibility to close each complaint with PSO CMMS toll-free number 0800-03000 (Ta'aluq Care line). Failure to do so will result in penalties as per relevant clauses.					



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	- **Response Time:** 24 hours to attend complaints. - **Resolution Time:** 48 hours from the time of complaint attendance. A Rs.5,000 per day deduction will apply for delays in both attending and resolving complaints. - If part replacement is required, the contractor must submit a quotation within 24 hours of attending the complaint. Any deceitful practices or false complaint closures on Ta'aluq will be subject to strict action by PSO. **Penalty Clause:** 1. If the contractor fails to perform a preventive maintenance visit to any location, a penalty equal to twice the visit charge for that location will be imposed for each missed visit. 2. Visit charges will not be paid in cases of non-compliance with contract requirements. 3. Failure to service any generator on the vendor's part will result in prorated deductions per DG set, regardless of the DG set rating. 4. Rates quoted should be per visit. If a generator cannot be presented to the vendor for service due to a PSO-related issue, no deduction will apply; however, the vendor must obtain written confirmation from the Location In-charge/M<(><)>R Engineer with an explanation. PENALTY: In the event of Contractor's/Supplier failure to deliver the Services/Goods within the time mention in purchase order/service order<(><)>(>,<(><)>) in that event PSO shall be entitled to deduct from his bills /outstanding payments or other works done by him for PSO or from any amount due to him by PSO a sum of Rs.0.1% of Purchase Order/Service Order value per day as liquidated damages for the period which the said services/material remains incomplete or fails to pass the quality tests subject to a maximum 10% of work order amount to be recovered from the contractor on his default. Note:					



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	Penalty/ liquidity damages may be waived in case of force majeure situation provided the contractor will be required to furnish documentary proof.					