

# The Punjab Masstransit Authority

## Record of Meeting

Agenda	Supply Of Diesel To Pakistan Metrobus System (PMBS) Generators And Rendering Of Allied Services In Rawalpindi-Islamabad		
Date:	11-05-2016		
Venue	Committee Room, Punjab Metrobus Authority	Chair:	Mr. Ozair Shah, General Manager (Operations), PMA

### List of Participants:

1. Mr. Rizwan Aziz, Manager Operations (Technical), PMA
2. Mr. Adil Mumtaz Assistant Manager Operations, PMA
3. Mr. Noor Elahi, Assistant Manager Mechanical, PMA
4. Mr. M. Farooq, Manager Operation, FDM JV
5. Mr. Hafiz Faiz-UL- Hassan, Attock Petroleum

### DECISIONS / DISCUSSIONS

The meeting started at 1100 hours. The General Manager (Operations), PMA formally welcomed the participants and started the meeting. He gave a brief presentation on the salient features of the project. Manager Operations Technical announced the changes in RFP regarding evidence requirement for evaluation, to be uploaded on PMA and PPRA website as Addendum No 2. Question and Answer session was conducted afterwards. Detailed Minutes of Meeting are attached as **Annex A**. The list of participants is attached as **Annex B**. The meeting ended at 1215 Hours with a note of "Thanks"

## ANNEX- A

Sr. No	QUERIES / COMMENTS	PMA'S RESPONSE
<b>M/s ATTOCK PETROLEUM</b>		
1.	Who will look after fuel storage tank in operational and non-operational hours?	The successful Bidder / Service Provider shall be responsible for security of fuel in Auxiliary Tanks at all times. Please refer to RFP Section 5.3 for details
2.	What is average monthly fuel consumption at stations in Rawalpindi-Islamabad Metrobus system?	The estimated average monthly consumption in Rawalpindi-Islamabad Metrobus System is 35000-40000 Liters.
3.	What is total number of Gensets under the scope of the RFP?	The total Gensets are 50. Please refer to Section 5 of RFP and Addendum 2
4.	What is fuelling tank capacity?	1300 & 1600 Liters
<b>M/s FDM JV</b>		
5.	In Section 5.1 of RFP, Service Provider has to follow the schedule and direction by PMA. There is no flexibility in case Service Provider faces any uncontrolled and justified circumstances?	<p>Section 5.1 has been modified as under:</p> <p><i>“Provide fueling of diesel generators located inside the corridor during non-operational hours as scheduled and directed by the Client. The filling schedule i.e. days in weeks shall not be changed without a written request from Service Provider and its approval of Client. In addition to this Service Provider shall Provide fueling of Diesel Gensets of Command and Control Center (CCC) as and when needed”</i></p> <p>The changes are reflected in Addendum No 2</p>
6.	According to Section 5.2, Service Provider has to arrange fueling in a way that no need arises during operational hours. This is in conflict	Please refer to PMA response at Serial No 5

	with Section 5.1 where PMA defines the schedule. The conflict can be resolved if schedule is defined in form of number of days in a week.	
7.	According to Section 5.20, Service Provider has to provide Operation and Maintenance Services for fuel assembly which shall be handed over by PMA. It should be ensured that before handing over, existing components of the fuel assembly are in working condition.	Agreed. Following Section is added to RFP 7.8 <i>The Client shall hand over the existing fuel assembly to the Service Provider in working condition.</i>  The changes shall be reflected in Addendum No 2
8.	In Section 5.18, the count scope for flow meters is mentioned as 1-999999. It should have been 1 – 9999.99	Agreed. The changes shall be reflected in Addendum No 2
9.	In RFP, the Genset Specifications provided pertain to Lahore Metrobus System, not Pakistan Metrobus System	Agreed. The changes shall be reflected in Addendum No 2

## ATTENDANCE SHEET

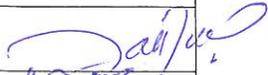
PRE-BID CONFERENCE-SUPPLY OF DIESEL TO PAKISTAN METROBUS SYSTEM (PMBS) GENERATORS AND RENDERING OF ALLIED SERVICES IN RAWALPINDI-ISLAMABADISLAMABAD

## ATTENDANCE SHEET

Place: Committee Room, PMA Office, 5th floor,  
Arfa Software Technology Park, Lhr

Date: 11/5/2016

Time: 11:00 AM

Sr. No.	Name of Organization	Name of JV Partner (If any)	Representative's Name & Designation	Contact No.	Email Address	Signature
1	FDM - JV	FDM - JV	M. Farooq / Manager	0300-4004359	farooq.hme@gmail.com	
2	Attock Petroleum		Hafiz Faiz-ur-Rasool Ops.	0308-5053208	faiz@apl.com.pk	
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# **Addendum No2 to Tender Document**

## **SUPPLY OF DIESEL TO PMBS GENERATORS AND RENDERING OF ALLIED SERVICES**



**PUNJAB MASSTRANSIT AUTHORITY**

**5th floor, Arfa Software Technology Park**

**346-B, Ferozpur Road, Lahore, Pakistan**

**Tel: 042 - 99028000 / 0321 - 9400385**

**email: rizwan.aziz@punjab.gov.pk**

**Dated: May 11, 2016**

# **Addendum No.2 to the Tender Document**

Due to some clarifications required in the Tender document, the following addendum is hereby issued; which shall form a part and parcel of the original document titled

## **SUPPLY OF DIESEL TO PMBS GENERATORS AND RENDERING OF ALLIED SERVICES**

, issued and uploaded on May 04, 2016. The contents of this addendum shall supersede/replace pages 09, 11, 13, 35 and 49 of the original RFP document, and shall be read as part of the RFP document uploaded on the following websites:

[www.pma.punjab.gov.pk](http://www.pma.punjab.gov.pk)

[www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)

there are 20 Generators of 230 KVA each, 20 Generators of 250 KVA each, 06 Generators of 350 KVA each and 02 Generators of 400 KVA each in the corridor. There are two (02) Generators having capacity of 435 KVA and 635 KVA in Command and Control Center. General specifications of generators are provided as Annexure - E. Auxiliary fuel tanks of 1300 liters and 1600 liters (approximately) have also been installed with 230 KVA & 250 KVA and 350 KVA & 400 KVA respectively in the corridor.

The Service Provider shall:

- 5.1. Provide fueling of diesel generators located inside the corridor during non-operational hours as scheduled and directed by the Client. The filling schedule i.e. days in weeks shall not be changed without a written request from Service Provider and its approval of Client. In addition to this, Service Provider shall Provide fueling of Diesel Gensets of Command and Control Center (CCC) as and when needed.
- 5.2. Arrange refueling of generators in a manner that during the bus operation hours the need to refuel any or all of the generators does not arise;
- 5.3. Ensure security of fuel present in auxiliary tanks, on 24-hour basis, 7 days per week (including public holidays), by implementing a system of theft prevention;
- 5.4. Abide by all the rules and regulations laid down by the Procurer;
- 5.5. Perform control functions including, but not limited to, the following:
  - 5.5.1. Guard against dispensing of impure or substandard Diesel to protect warranty rights of PMA by performing basic quality tests (Graduated Cylinder (1 L) Fuel Test, water test and flash point test) at each delivery.
  - 5.5.2. Ensure accurate recording of fuel quantity supplied/decanted
  - 5.5.3. Control and monitor spillage during decanting of Diesel
  - 5.5.4. Control unauthorized access to flow meters, auxiliary tanks, fuel delivery pipes from auxiliary tank to base tank, and control valves.
  - 5.5.5. Recognize and respond to security threats or breaches
  - 5.5.6. Maintain accurate record (e.g. log book) of all re-fueling activity (Generator readings, quantity delivered at each supply, flow meter reading etc.)
- 5.6. Employ and engage trained and skilled staff (within 21 days of the award of contract) reasonably required to complete the duties of this contract to the satisfaction of the Client.
- 5.7. Provide the list of Service Provider's personnel, along with their basic information, to the Client for security clearance and issuance of permit to the PMBS Corridor. Furthermore, the Service Provider shall provide registration details of vehicles, used for delivery and otherwise essential for the execution of services, requiring access to PMBS corridor during refueling hours.
- 5.8. Maintain vigilant supervision over its staff at all times.
- 5.9. Provide and cater for any kind of transportation needs for supply of diesel and human

resource. The vehicles entered into the corridor must be in good working condition. The

1. Power Supply 12 or 24 VDC
2. Count Scope 1- ~~999999~~ **9999.99 Liters**
3. Flow Range 05-90 Liters/Min
4. Range of Operation Temperature 0-50 C
5. Backlit liquid crystal display (LCD) of digital meter
6. Paint Powder coating
7. Fuel Intake socket of flow meter, designed such that fuel nozzle of dispensing unit should fit into the socket properly and there should be no leakage during fueling.
8. Counter Reset button
9. Water proofing
10. Lid/lock to secure the display unit and interface of the flow meter.
11. To avoid from unauthorized access the flow meter should be encapsulated in steel casing with locking arrangement. The arrangement should be such that it can be opened and closed for inlet of flow meter during fueling. Furthermore, the size of steel casing should be greater than flow meter, so that flow meter can easily be dismantled and installed again if required for maintenance/ replace / repair / restore.
12. The flow meters assembly must have integrated dip system to measure fuel level in auxiliary tank by dip rod.

The flow-meters shall be used to monitor the quantity decanted into the Auxiliary tank at each delivery; therefore, the flow-meters must be of such quality/specifications that their readings, after calibration, should match those displayed by the dispensing unit attached on the delivery vehicle. The requirements for calibration of flow-meters and dispensing unit are provided in coming section

- 5.17. In order to ensure accurate readings of decanted fuel quantity, the Service Provider shall ensure timely calibration of both the dispensing units installed on the delivery vehicles, and the flow-meters installed on the fuel tanks, through a recognized agency/firm, as approved by the Client. At the minimum, the calibration shall be conducted on a quarterly basis or earlier as may be needed. The calibration reports shall be submitted to the Client within one week of the end of the quarter. Under no circumstances shall the flow-meters be removed / replaced without prior approval of the PMA.
- 5.18. The Service Provider shall provide complete Operation and Maintenance of fuel supply assembly owned by PMA till base tank of Gensets in complete healthy working condition. The assembly includes flow meters, auxiliary tanks, dip rods, fuel delivery pipes from auxiliary tank to base tank, control valves and other allied equipment/parts. Operation and Maintenance shall also include repair/replacement/restoration of equipment/ parts without any effect to PMA ownership rights and leveling of auxiliary tanks if required.
- 5.19. The Service Provider shall ensure calibration of all auxiliary tanks installed on sites and provide calibration reports and Dip charts (within 14 days of the award of contract). Also provide the calibration reports of auxiliary tank after each six (06) months. The calibration shall be done through a recognized agency/firm, as approved by the Client. The Service

- 7.4. Investigate, in collaboration with the Service Provider, any incident of theft of Fuel and assess the extent of quantity stolen.
- 7.5. Issue entry card/permit to the Service Provider for its staff, vehicles (staff/delivery), or any other personnel essentially required by the Service Provider for provision of fuel supply services under the terms of this RFP, within reasonable time after the initiation of such request by the Service Provider.
- 7.6. Develop trends of Diesel consumption using generator operating hours, delivered quantity and generator levels data provided by the Service Provider to evaluate discrepancies related to invoicing. Upon identification of such discrepancies established between and within Generators, the Client shall require the Service Provider to investigate and explain such discrepancies. Unexplained discrepancies or discrepancies without adequate justification, below 95% statistical confidence level shall be termed as 'Deficient Fuel'. The cost of 'Deficient Fuel' as established by the client shall be replenished by the Service Provider as a deduction from proceeding invoice. Decision of the PMA in this regard shall be final and binding on the Service Provider.
- 7.7. Be authorized to inspect decanting of fuel, and condition of tank lorries, or arrange testing of calibration of dispensing units or the flow meters in light of SOPs provided by the Service Provider as and when it so desires.
- 7.8. The Client shall hand over the existing fuel assembly to the Service Provider in working condition.

## **8. Payment**

- 8.1. The Client shall make payment for the Services provided, to the Operator, in Pak Rupees through crossed cheque. In case of JV, the cross cheque shall be in the name of JV member nominated by lead member.
- 8.2. The procedure for payments of Diesel Supplies to the Service Provider shall be as under:
  - 8.2.1. The price of Diesel shall be paid on the regulated Diesel price.
  - 8.2.2. Payment of invoice shall be made within 7 days of receipt of the invoice, duly verified by the Operations Wing of PMA. However, the invoice would be processed only if it is accompanied by reports required under clause 5.23.
  - 8.2.3. All payments shall be subject to applicable tax laws, rules and regulations.
- 8.3. The procedure for payment of Service fee for Fuel Supply Services shall be as under:
  - 8.3.1. The Service Provider shall submit an Invoice to the Client after completion of a month. The Invoice shall state the amount claimed and set forth in detail particulars of Services rendered during the month.
  - 8.3.2. The Client shall issue a Certificate of Payment to the Service Provider, verifying the amount due, within ten days of receipt of this Invoice. The Client may withhold a Certificate of Payment on account of defect(s) / short coming(s) in the services provided. The Client may also make any correction or modification

## Annexure-C2: Technical Evaluation Criteria

It is mandatory to **score minimum 10 marks in each criteria and a minimum total of 55 marks**. Bidders are cautioned to exercise due diligence while providing documents for evidence. Dubious documents which cannot be substantiated / verified / counter-checked etc. from the issuing authority must not be attached with tender documents. In case of JV, marks shall be evaluated jointly for all members unless stated otherwise.

Sr. No.	Criteria	Max. Marks	Comment/Description	Evidence Required
1	Number of clients with minimum monthly supply of 10,000 liters of Diesel or more*	25	From 5 - 15 Clients =10 Marks From 16 - 25 Clients =15 Marks From 26 - 35 Clients =20 Marks From 36 and above =25 Marks	Verifiable Details of Clients along with particulars including company name, address, focal person, Contact No and average monthly consumption.
2	Number of years of experience in supply of Diesel	30	1 year to 5 years =10Marks 6 year to 10 years = 20Marks 11 years and above = 30 Marks	At least Income Tax returns of the first and last applicable year of quoted experience. In case of non-applicable year, any documentary evidence such as sales tax returns, invoices etc. (In case of JV applicable to any one member ) <b>(For Petrol Pump Operators Sales Certificate of OMCs for last 3 years or since inception if earlier.)</b>
3	Average Annual Turnover from petroleum business for the last 3 years or since inception if earlier	30	Rs. 100 M to Rs. 199 M = 10 Marks Rs. 200 M to Rs. 299 M = 20 Marks Rs. 300 M & Above = 30Marks	Audited Financial Statements or Income Tax Returns for applicable years In case of non-applicable year, any documentary evidence such as sales tax returns, invoices etc. <b>(For Petrol Pump Operators Sales Certificate of OMCs for last 3 years or since inception if earlier.)</b>
4	Storage Capacity*	15	10,000 to 50,000 Liters = 10 Marks Greater than 50,000 Liters = 15 Marks	<b>Verifiable license number from Explosives Department</b>  <b>Lease Agreement in case of Storage Tank on Lease</b>  Pictorial proof of storage tanks for which Client shall have the rights of site verification. <b>(Applicable to any one member)</b>
TOTAL		100	Minimum Passing Marks = 55	

Note: Please provide pictures of the Storage facility and list of Clientele qualifying above criteria

	contract within 24 hours of the identification of fault.	where C = each additional hour after 24 hours of identification of fault
14	Failure to calibrate the dispensing units (installed on delivery vehicles), flow-meters (installed on fuel tanks) and auxiliary tanks or provide calibration reports as per scope of the contract	10,000 + (Dx2000) for each incident in PKR where D = each additional day after the schedule prescribed by the Client
15	Ensure its personnel do not enter into the MBS territory without valid entry cards/permit issued by the Client.	The offender shall be liable to pay the prescribed fine under Rule 7 of the Metrobus Authority Rules, 2013, failing which he/she will be prosecuted under the provisions of the Punjab Metrobus Authority Act, 2012.
16	Voidance of Warranty due to supply and use of sub-standard fuel as described in scope of the contract	Up to 10% of the replacement Cost of Generator
17	Failure to arrange lab test as per scope of the contract.	10,000 + (E x 2000) in PKR where E = each additional day after submission date prescribed by the Client

### Annexure - E: General Specifications of Generators

Generator Model	P250H-2	P275H-2	P400-1	P450-1	P500-1	P700-1
Engine Model	GCB 325B	GCB330B	E13TAG2	E13TAG3	E15TAG1	E18TAG2
Prime Rating (KVA)	230	250	350	400	455	635
Max Power (kW) Prime	184	200	280	320	364	508
Tank Capacity (L)	350	350	888	888	888	1132
Bore(mm) x Stroke(mm)	116.6x135.9	116.6x135.9	130x157	130x157	137x171	145x183
Speed (RPM)	1500	1500	1500	1500	1500	1500
Estimated Fuel Consumption @ 110% load (Ltrs/hr)	53.9	58.1	79	89.2	103.1	139.9
Estimated Fuel Consumption @ 100% load (Ltrs/hr)	50.0	53.3	69.6	79.9	94.0	125.6
Estimated Fuel Consumption @75% load (Ltrs/hr)	39.5	42.1	53.0	60.7	71.8	93.3
Estimated Fuel Consumption @50% load (Ltrs/hr)	29.9	31.7	36.2	41.0	51.2	65.1