

REQUEST FOR PROPOSAL

Appointment of HVAC Consultant

1. **DHA Suffa University (DSU)** intends to hire a consultancy firm, registered with Pakistan Engineering Council, having at least 10 years of experience in planning, designing and supervision of HVAC works.
2. DSU invites sealed bids on the basis of “**Single Stage Two Envelopes**” procedure for appointment of HVAC consultant for the following deliverables:
 - a. Cooling Load Calculations at prescribed locations
 - b. HVAC infrastructure design, based on VRV / VRF technology
 - c. Infrastructure layout plans & drawings
 - d. Preparation of BOQs and all related documentation
 - e. Scrutiny of Technical Bids and Preparation of Comparison Matrix
 - f. Periodic Project Monitoring with on-site checks
 - g. Compliance to national standards of HVAC procedures by both the Consultant and the Contractor
 - h. Ensuring compliance to Tender Documents and DSU Work Order by the Contractor
 - j. Supervision of the project works and certification of its satisfactory completion conforming to the Work Order
 - k. Advice and recommendation for optimal maintenance planning for the existing HVAC installations
3. Detailed RFP consisting of “Technical” and “Financial” proposals along with other terms and conditions can be obtained on submission of a written application in the office of the undersigned w.e.f. **September 30, 2013** on payment of Fee of **Rs. 500/- (Rupees Five Hundred Only) (non-refundable)**, in the form of Pay Order / Bank Draft payable to “**DHA Suffa University**”.
4. **Sealed Envelopes**, containing both the **sealed Technical Bid** and **sealed Financial Bid**, must reach office of the undersigned by **3:00 pm on October 21, 2013**. Technical Bids will be opened on the **same date** at **3:30 pm** in the presence of the bidders or their representatives who may wish to attend.
5. DSU reserves the right to accept or reject any or all bids according to SPPRA rules and regulations.



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