



## **Karachi Tools, Dies & Moulds Centre**

**A subsidiary of Pakistan Industrial Development Corporation (PIDC)**  
Ministry of Industries & Production, Government of Pakistan

**Tender# 52/KTDMC/2016-17-18**

### **PRE-QUALIFICATION DOCUMENT**

**PRE-QUALIFICATION OF SUPPLIERS, VENDORS,  
DISTRIBUTORS, MANUFACTURERS FOR RAW  
MATERIAL AND OIL & LUBRICANTS**

Date: \_\_\_\_\_

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## 1- INTRODUCTION

Karachi Tools, Dies & Moulds Centre intends to pre-qualify Suppliers, Vendors, Manufacturers, and Distributors of various materials in order to streamline its Procurement procedures.

All reputable and established firms are invited to apply for the participation in the Pre-qualification Process and submit the attached Pre-Qualification forms.

A transparent evaluation method shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity to perform thus enabling them to participate in KTDMC Bids. Each Supplier or Vendor's performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during the contractual period.

Apart from issuing the press tender, KTDMC will issue the RFQ/Bids in favor of Pre-Qualified Suppliers, who have been registered in that particular category (thru e- mail, fax, and/or courier).

KTDMC will process all the procurements in accordance with the policy defined and specified under PPRA Rules by the Government of Pakistan.

Vendors, Manufacturers and Distributors will be Pre-qualified under following Three Classifications:

A Class: Annual turnover: Rs. 10 million and above

B Class: Annual turnover: Rs. 5 to 10 million

C Class: Annual turnover: up to 1 million Rs.

Documents for prequalification can be easily downloaded & Printed from KTDMC website:

<http://www.ktdmc.com> or can be had from KTDMC office. Duly filled forms with authorize signature & company's seal can be sent / forward in sealed Envelope to Admin & Procurement Department (Tender Box) either through Courier or by hand.

Envelops shall:

- a) Be addressed as "Admin & Purchase Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan" along with "PRE-QUALIFICATION TENDER NO".
- b) Bear the words, "KTDMC" "DO NOT OPEN THE BID BEFORE (date and time of opening)"



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## 2- PREQUALIFICATION FORM

### Particulars

Company Name			
National Tax		Sales Tax Registration No.(STRN)	
No. of Employees		Company's Date of Formation	

Please attach copies of NTN and GST Registration

Title of Firm	Private Limited	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Type of Business	Manufacturer	<input type="checkbox"/>	Authorized Distributor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>	Others	<input type="checkbox"/>

Registered Office Address			
City/Tow		Postal Code	
Phone		Fax	
Email Address		Website Address	

Branch Office Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	

Factory / Workshop Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	



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### COMPANY / SUPPLIER BANKING DETAILS

Bank (s) Name			
Title of Account			
Account Number		Branch Code/Name	
Type of Account		City / Country	

Owner Name		National ID Number	
Mailing Address			
Phone		Fax	
Email			

### LIST OF BOARD OF DIRECTORS OR PARTNERS

S. No	Name	Position	Phone	E-mail
1				
2				
3				
4				
5				

Note: Please attach last 12 Months Bank Statement



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## COMPANY / SUPPLIER PROFILE

1	Primary Business Details	1	
		2	
		3	
		4	
2	List of Items / Goods	1	
		2	
		3	
		4	
3	List of Authorization from the Principals	1	
		2	
		3	
		4	
4	After Sale Services		
5	Warranty Details		
6	Buy Back or Return Policy		
7	Any Other Information that supplier may like to provide		

## Area of Specialization Applied for Pre-Qualification (Please Tick"√"for Selection)

**Note:** Please provide copy of at least 02 reference/purchase order for selected Item/Goods

S. No	Categories	Item/Goods Name	Annual Expected Qty	'√'Selection Item/Goods	
01	<b>Raw Material</b> Ferrous & Non Ferrous Note: In the Shape of Blocks, Plates & Round Bar).	Alloy/Tool Steel			
		1	H-13	560 Kg	<input type="checkbox"/>
		2	EN-31 & P20	856 Kg	<input type="checkbox"/>
		Other Material			
		3	Aluminum Alloy Block	500Kg	<input type="checkbox"/>
		4	Brass (Hexagon Shafts)	650 Kg	<input type="checkbox"/>
		5	Pure Copper Forged 99.99 % for making Electrode in various shapes & sizes. (List of Sample Sizes Attached)	3 to 4 Ton	<input type="checkbox"/>
02	<b>Casting Manufacturers</b> Note: In the shape of Plates, Block & as per sizes or pattern provided. Capacity of casting up to 2-3 Ton	1	Aluminum Casting	6 Ton	<input type="checkbox"/>
		2	Ductile Iron (FCD 500 & 550)	13 Ton	<input type="checkbox"/>
03	<b>Oil &amp; Lubricants</b> Note: Please provide specification of all grade	1	Kerosene	3000 Litre	<input type="checkbox"/>
		2	Oil VG-68	2000 Litre	<input type="checkbox"/>
		3	Cutting Oil (Non- Soluble)	2000 Litre	<input type="checkbox"/>
		4	Cutting Oil (Soluble)	1000 Litre	<input type="checkbox"/>
		5	Oil 15W-40	200 Litre	<input type="checkbox"/>
		6	Oil VG-46,	200 Litre	<input type="checkbox"/>
		7	Oil VG-32,	100 Litre	<input type="checkbox"/>



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List of Current Customers (Companies / Organizations / Businesses)

S. No	Name of Company/Organization	Current Business / Scope of work	No. of Years	Annual Contract Volume	Approximate Value of Business
1					
2					
3					
4					
5					

(Attach documentary proof with proper reference for the companies / organizations mentioned above)

Quantum of business with KTDMC during past five years

S. No	Type of business /Contracts	Year of Supplies/Contract	Annual Volume	Approximate Value of Business
1				
2				
3				
4				
5				

The information given above is true to the best of our knowledge; we undertake to inform KTDMC of any changes that may take place later in the status of company in business / agency or the management.

The terms and conditions attached have also been read and certificate signed.

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Note: In case of insufficient space against any column, please attach separate sheet (s) for details /information.





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### 3- TECHNICAL STANDING OF THE FIRM

List of Technical Staff of the firm

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Note: If Joint Venture of Two or more than Two Firms are applying, individual responsibility of JV partners should be declared separately for each partner



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### 4- SALES / MARKETING FORCE OF THE FIRM

List of Sales Staff of the firm

No.	Name	Designation	Qualification	Years of Service	Experience	Responsibilities
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



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### 5- DETAILS OF CONTRACTS / PURCHASE ORDER / PROJECTS OF SIMILAR ITEMS UNDERTAKEN BY THE FIRM (During Last 5 Years)

No.	Title of Contracts	General Description	Value of Contract	Years	Name of Company
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					



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### 6- CONDITIONS OF PURCHASE

Karachi Tools, Dies & Moulds Centre, a subsidiary of PIDC hereinafter termed as "the Company". The person, firm or Company supplying the goods is hereinafter termed as "the suppliers". Following Conditions of the Purchase are agreed by the Supplier.

1. Acceptance of the Purchase Order:

The supplier will confirm the Acceptance / Acknowledgment of its receipt by email, electronic message, fax or by return post soon after the receipt of the Purchase Order from the Company.

2. Advice Notes or Delivery Challan: All goods must be accompanied by Advice Note or Delivery Challan on which the Order No., quantity and supplier's name is clearly shown. Non-compliance with this condition renders the goods liable to non acceptance. Such goods will be held by the Company solely at supplier's risk and if not cleared by them within 15 days, Company may not be liable for any loss to the consignments.

3. Delivery: The period of delivery will commence from the date as given in purchase Order.

4. Delivery Location: Delivery of the material against this Order shall be made at the store of Karachi Tools, Dies & Mould Centre.

5. Delivery Date: This Order is liable to cancellation if the Delivery shall not be affected within the time specified on the Order. In instances where Delivery Date is not specified, same must be advised when confirming acceptance of this Order as required by clause 2 above. If the material is not supplied within the period specified, same would be procured from alternate source without any notice.

6. Should delivery be hindered or delayed by the Company or by any other cause beyond the supplier's reasonable control including Strikes, Lock-outs, War, Fire, Accidents, reasonable extension shall be granted at the sole discretion of the Company.

7. Inspection:

a. The Company reserves the right to inspect any goods after or before dispatch from the supplier's premises but such inspection shall not relieve the suppliers from responsibility or liability nor be interpreted so as in any way to imply acceptance of such goods.

b. Goods delivered have to meet the entire satisfaction and approval of the Company Authorized Officer.

8. Quantity Delivered: No quantity over and above that requested, by this Order will be received or paid for without prior confirmation obtained from the Company.



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9. When required by the Company, the suppliers shall mark the goods and materials ordered in accordance with reasonable instructions of the Company.

10. Delivery of Goods: Goods supplied must correspond in all respects, with, this Order and must conform in every respect to sample specification. In the absence of sample, goods supplied must be the best and of first class workmanship, failure to comply with this Clause will render the goods liable to be rejected.

11. Condition of Goods: All items must meet in all respects with the specifications and conditions of the Order, and must be in good condition on receipt, otherwise they will be liable to rejection.

12. Delivery of goods to Authorized Person: The suppliers will deliver the goods ordered to the authorized representative of the Company who will sign on each delivery note, otherwise the Company will not be held responsible for the goods delivered contrary, to this instruction.

13. Rejected Goods: In case of rejection of goods or items as per Clause 12 above, it will be at suppliers risk and expense. Any item received damaged will not be accepted and will be removed by the suppliers for replacement at their expense. In case of failure to remove such goods, Clause 2 of this Order will apply.

14. Accountancy: All Bills, Advice Notes, Delivery Challans and Correspondence must show the Order number.

15. Sub Contracting: The suppliers will not transfer or assign directly or indirectly to any person or persons whatsoever any portion of the Order without prior written consent of the Company. Sub-letting is prohibited.

16. Disclosure of Confidential Material: Any plans, drawings or designs supplied by the Company to the Supplier in pursuance of any Enquiry for quotations shall remain the property of Company and any information derived there from or otherwise communicated to the suppliers in connection with any such enquiry shall be regarded by the suppliers as secret and confidential and shall not, without the consent in writing of the Company, be published or disclosed to any third party or made use by the suppliers except for the purpose of implementing this Order.

17. Advertising: The suppliers will not, without the prior written consent of the Company, advertise or announce or allow be advertising or announcing that goods have been supplied in pursuance of this Order.



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18. Termination: If the suppliers fail to comply with any of the above conditions, the Order may be terminated by the Company without any notice and at supplier's expense.

19. Submission of Bills: Bills are to be submitted to the Company with Advice Notes/Challans/Purchase Order No. and Date.

20. Arbitration: In case of any dispute arising between the Company and the supplier, the decision of the CEO of the Company or his nominee shall be final and binding on both the parties.



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## 7- EVALUATION CRITERIA

Manufacturers / Suppliers / Distributors & Others

### **Important Note:-**

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Firm/Company for its pre-qualification are under Oath.

Any document/statement provided if proved false, misstated, concocted, or incorrect at any time during or after Pre-qualification, will result into permanent disqualification and black listing of the firm/Company/Partner(s) with their names displayed on PPRA website.

Total Marks ----- 100

### **Prequalification Evaluation Criteria** **To be evaluated by KTDMC**

S. No	Evaluation Factors	Criteria	Marks Out of
1	NTN Certificate	Available Not Available	5 0
2	GST Certificate	Available Not Available	10 0
3	Cliental List of Items/ Goods	Above 15 Nos Above 10 Nos Below 05 Nos	15 10 05
4	Manufacturer Authorize dealer Supplier/Trader	-----do-----	15 10 5
5	Relevant Experience & Past Performance	Above 10 Years 5-9 Years Below 04 Years	15 10 05
6	Capability with respect to Personnel, Equipment & Plant	Note: These mark will be evaluated on survey	20
7	Financial Position (PKR)	Annual Turn Over 10 M & Above Annual Turn Over 5-10 M Annual Turn Over up to 1 M	20 15 10
	<b>Total Marks</b>		<b>100</b>



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### **List of Required Documents**

Application to be submitted along with following information/documents:

- 1- Brief company profile & nature of business with full name of the company & postal address.
- 2- Detail List of Supplies & Goods.
- 3- Relevant experience & past performance.
- 4- List of Clients and at least 02 references from reputable clients.
- 5- Details of manufacturing facilities/workshop & capabilities with respect to machines, personnel & equipments
- 6- Financial position & Bank Statement of last 01 year.
- 7- Copy of NTN & GST Registration Certificate
- 8- Undertaking on company letterhead that the company is not blacklisted by any Government department.  
KTDMC reserves the right to accept / reject any or all application as per PPRA rules 2004.

Advertisement can also be seen on [www.ppra.org.pk](http://www.ppra.org.pk) & [www.ktdmc.com](http://www.ktdmc.com)

### **Admin & Purchase Department**

**Karachi Tools, Dies & Moulds Centre**

**Sector no 38, Adjacent to Pakistan Refinery Limited,**

**Korangi Creek Road Karachi, Pakistan**

**Ph: (92-21) 35120501 & 35120499 - 500 Fax: (92-21) 35121890**

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