



Karachi Tools, Dies & Moulds Centre

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

Tender# 60/KTDMC/2018 -20

PREQUALIFICATION DOCUMENTS

PREQUALIFICATION OF SUPPLIERS, VENDORS, TRADERS, AUTHORIZED DISTRIBUTORS, IMPORTERS & MANUFACTURERS FOR SUPPLY OF COPPER, COPPER PIPES & BRASS

Issued to: _____

Issued on: _____

Karachi Tools, Dies & Moulds Centre

Important Note:

The Bidder shall seal & affix to the company's stamp the envelope, duly marked as "Proposal of Prequalification of Material".

Envelops shall:

- a) Be addressed to "Admin & Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan".
- b) Bear the words, "DO NOT OPEN THE BID BEFORE (date and time of opening)"





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1- INTRODUCTION

Karachi Tools, Dies & Moulds Centre intends to Prequalify of Suppliers, Vendors, Traders, Importers, Authorized Distributors and Manufacturers of following material in order to streamline its Procurement procedures till December 2020.

1. Forged Copper 99.99%
2. Copper Pipes 99.99%
3. Brass Hexagon Shafts

All reputable and established firms are invited to apply for the participation in the Prequalification Process and submit the attached Prequalification forms. A transparent evaluation method shall be adopted for the purpose of Prequalification 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, 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/Scope of Work in favor of Prequalified Suppliers, who have been registered in that particular category (through 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.

Prequalification documents containing the detail terms & conditions are available at given below address and can be collected against fee of **Rs.500/-** (non-refundable) in the shape of demand draft or pay order in favor of **"Karachi Tools, Dies & Mould Centre"** from **February 12, 2018 to February 27, 2018** Monday to Friday between 9:00 a.m. to 5:00 p.m. Prequalification documents can also be downloaded from www.ktdmc.com free of cost.

The proposals, prepared in accordance with the instructions provided in the prequalification documents must be reached at below address in sealed envelopes marked as **"Proposal for Pre-qualification"** on or before **February 27, 2018 at (3:00 p.m.)** Proposals will be opened the same day at **3:30 p.m.** in the presence of applicants or their authorized representatives who intend to be present. This advertisement is also available on PPRA website at www.ppra.org.pk

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, and 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 No.(NTN)		Sales Tax Registration	
Company's Date of			

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"/>	Trader	<input type="checkbox"/>	Others	<input type="checkbox"/>

Registered Office Address			
City/Town		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	
Type of Account		City / Country	

Owner Name		National ID Number	
Mailing Address			
Phone		Fax	
Email			





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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	Detail of Authorization in case of Trader/Importer (Attached copy of Letter/Certificate)	1	
		2	
		3	
		4	
4	Any Other Information that supplier may like to provide		





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List of Customers/Client (Companies/Organization/Business)

S. No	Name of Company/Organization	Current Business / Scope of work	No. of Years	Annual Contract Volume
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				





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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 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- SALES / MARKETING/TECHNICAL FORCE OF THE FIRM

List of Staff of the Firm

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



4- CONDITIONS FOR PURCHASE

Karachi Tools, Dies & Moulds Centre, a subsidiary of PIDC hereinafter termed as "the Company". The person, firm or Vendor supplying the goods is hereinafter termed as "the supplier". 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. Advise Notes or Delivery Challan:

All goods must be accompanied by Advice Note or Delivery Challan on which the Order number, 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 supplier within 15 days, Company shall not be hold responsible for any loss to the consignments.

3. Delivery Time:

The period of delivery will commence from the date as given in purchase Order and shall be completed within 45 days from the date of purchase order.

4. Delivery Location:

Company will pickup supplies by its own transportation within Karachi city from supplier location.

5. Delivery Date:

The Order is liable to cancellation if the goods not delivered within the specified time given in the purchase order the same would be procured from second lowest supplier.

6. Force Majeure:

Should delivery be hindered or delayed by any cause beyond the supplier's reasonable control including strikes, lock-outs, war, fire, accidents, reasonable extension may 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 or arrange third party inspection 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 must be in accordance as per approved Company standard.





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8. Delivery beyond the demanded Quantity:

No quantity over and above that requested, by Company will be received or paid for without prior confirmation obtained from the Company.

9. Marking on Material:

When required by Company the suppliers shall tag the goods and materials in accordance of instructions given in purchase order.

10. Delivery of Goods:

Goods supplied must correspond in all respects, Purchase 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 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 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 receive 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. Purchase Order Reference Number:

All Bills, Advice Notes, Delivery Challans and correspondence must show the Purchase Order number.

15. 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 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.

16. Advertising:

The suppliers will not, without the prior written consent of the Company, advertise or announce further to acquire goods for Company.





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17. Termination:

If the suppliers fail to comply with any of the above conditions, the order may be cancelled by the Company and the Company will not bear any loss incurred by the supplier due to cancellation of order.

18. Submission of Bills:

Bills are to be submitted to the Company with Advice Notes/Challans/Purchase Order Number and Date.

19. Arbitration:

After coming into force of the procurement contracts, disputes between the parties to the contract shall be settled by arbitration.

20. Taxes:

Taxes will be deducted according to government Rules and Regulations.

21. Payment Terms:

Payment to supplier will be made against their invoices within the time given in the conditions of the Purchase Order, which shall not exceed thirty days.





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5- EVALUATION CRITERIA

Total Marks ----- 100
Qualification Marks----- 45

Prequalification Evaluation Criteria To be evaluated by KTDMC

S. No	Evaluation Factors	Criteria	Marks Criteria
1	Manufacturer Traders / Importer/Authorized Distributor Attached Certificate of Registration	Manufacturer	20
		Traders / Importer/ Authorized Distributor	10
2	Relevant Experience (Attached at least two Purchase Orders/ Contracts)	5 Years and Above	20
		Less than 5 upto 2 Years	10
		Less than 2 years	0
3	List of Customers- Clients for Copper / Brass Supplies (Mentioned in Summary Page No. 7)	7 and above	20
		Less than 7 upto 4	15
		Less than 4 upto 2	10
		Less than 2	0
4	Annual Business Turnover (Attached Income Tax Return / Audited Financial Statement Last One Years)	10 Millions or Above	20
		Less than 10 Millions upto 5 Millions	10
		Less than 5 Millions upto 2 Millions	5
		Less than 2 Millions	0
5	Details of Personnel's, (Mentioned in Summary Page No. 9)	7 and above	20
		Less than 7 upto 4	15
		Less than 4 upto 2	10
		Less than 2	0
	Total Marks		100



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 prequalification, will result into permanent disqualification and black listing of the firm/Supplier/Partner(s) with their names displayed on PPRA website.

List of Documentary Evidences:

Prequalification proposal to be submitted along with following information/documents:

- 1- Copy of NTN Certificate
- 2- Copy of Registration Certificate under Sales Tax Act.
- 3- Copy of Authorization Certificate/Letter in case of Trader/Importer.
- 4- List of Customer/ Client.
- 5- List of Staff/Personnel's of the Firm.
- 6- Copy of minimum two purchase orders/contracts of customers/client.
- 7- Income Tax Return or Audited Financial Statement (Last Year)
- 8- Affidavit on Judicial stamp paper of Rs.100 that firm is not black listed from any procuring agency.

Advertisement can also be seen on www.ppra.org.pk & 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
Email: imran.khan@ktdmc.com , rais.afridi@ktdmc.com

