

Technical Proposal

**BID DOCUMENTS
FOR
SUPPLY, COMMISSIONING, WARRANTY, INSURANCE
& INSTALLATION OF CNC MACHINE
THROUGH
LOCAL COMPETITIVE BIDDINGS
KARACHI TOOLS, DIES & MOULDS CENTRE
(KTDMC)**

**MINISTRY OF INDUSTRIES & PRODUCTION,
GOVERNMENT OF PAKISTAN**

**Sector no 38, NC No24 Adjacent to Pakistan Refinery Limited,
Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan
Ph: (92-21) 35120501 & 35120499 - 500 Fax: (92-21) 35121890**

PUBLISHED IN www.ppra.org.pk & www.ktdmc.com WEB SITE

Date of Issuance: _____

Issued To: _____

Important Note:

The Bidder shall seal & affix to the company's stamp the envelope, duly marked as "Bid Document of CNC Machine".

Envelops shall:

- a) Be addressed to "Admin & HR 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)"

TENDER NOTICE

Tender # 65/KTDMC/2018-19

1. Karachi Tools, Dies & Moulds Centre (KTDMC) invites sealed bids from reputable National bidders registered with Tax authorities and who are on Active Taxpayers list of the Federal Board of Revenue for the procurement of **CNC Machine**.
2. Sealed Bids are invited from reputable and eligible bidders for the following Brand New Machine & accessories on **DDP basis**:

S.NO	ITEM NAME	QTY
01	CNC Vertical Machining Center (High speed/Die/Mould series)	01

3. Bidding documents, containing detailed terms and conditions are available at the given below address can be collected against fee of **Rs.1000/-** (non-refundable) in the shape of demand draft or pay order in favor of **"Karachi Tools, Dies & Mould Centre"** from **August 30, 2018 to September 25, 2018** Monday to Friday between 9:00 a.m. to 5:00 p.m. Bidding documents can also be downloaded from www.ktdmc.com free of cost.
4. The bids, prepared in accordance with the instructions in the bidding document, must reach at below address in sealed envelopes marked as **"Invitation to Bid for CNC Machine"**. Sealed bids along with bid security amounting to **02% of the total bid price** in the shape of Pay Order/ Demand Draft/ Bank Guarantee in favor of **"Karachi Tools Dies & Moulds Centre"**, valid for a minimum period of **90 days** should be submitted before or on **September 25, 2018 (3:00 p.m.)** Bids will be opened on the same day at **03:30 p.m.** in the presence of bidders or their authorized representatives who intent to be present.
5. Bid which do not comply with our conditions or submitted after date and time prescribed shall be rejected and returned. No bid documents will be issued on the date of tender opening.
6. This advertisement is also available on www.ppra.org.pk & www.ktdmc.com

Admin & Purchase Department
Karachi Tools, Dies & Moulds Centre
Sector no 38, NC No24 Adjacent to Pakistan Refinery Limited,
Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan
Ph: (92-21) 35120501 & 35120499 - 500 Fax: (92-21) 35121890
Website: www.ktdmc.com, Email: imran.khan@ktdmc.com

INSTRUCTION TO BIDDERS

A GENERAL

i) Company Introduction

Karachi Tools Dies and Moulds Centre (KTDMC) is wholly owned subsidiary of Pakistan Industrial Development Corporation. KTDMC was incorporated in March, 2006 as company limited by guarantee having share capital and registered under section 42 of the Companies Ordinance, 1984.

The main objectives of the company are to design, develop and manufacture tools, dies and moulds (TDM) in Pakistan and provide training, consultancy and skill development services to public and private sector.

ii) Scope of bid

Sealed bids are invited for the supply, delivery, warranty, commissioning, installation of CNC machine and its accessories (hereinafter referred as “Machine”).

iii) Qualification of the bidder

By submission of documentary evidence in its bid, a Bidder must establish to the KTDMC’s satisfaction that it has the financial, technical, and production capability necessary to perform the agreement.

iv) Cost of the bid

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the KTDMC will in no case be responsible or liable for those costs.

v) Inquiry of the bid

Bidder may visit to the KTDMC premises and review the relevant documents by the permission of the KTDMC but such permission shall only be allowed on application made in writing by the bidder at least before four days from the date of closing the bid.

vi) Eligible Bidders & Bid

The invitation is open to all suppliers with complete support and services facilities and has self-sufficient trained staff and experts.

All bids should be submitted in accordance with Bid forms (Annexure A) duly witnessed and signed.

B THE BIDDING DOCUMENTS

i) Contents of bids

All bids are to be completed and returned to KTDMC together with the following documents, in accordance with the Instruction to Bidder.

1. Covering letter with company profile including details of after sale services with Technical Proposal.
2. Bid Form (Annexure “A”) in Separate Envelop with Financial Proposal
3. Bid Security (Annexure “B”) in Separate Envelop with Financial Proposal
4. Machine Offered (Annexure “C”) in Separate Envelop with Technical Proposal
5. Machine Offered (Annexure “D”) in Separate Envelop with Financial Proposal
6. Tax documents (NTN & GST Certificate) with Financial Proposal.
7. Affidavit on Judicial stamp paper of Rs.100 that company is not black listed with Financial Proposal.
8. Brochures and booklet of the specification of Machine offered with Technical Proposal:
 - a. Operations Manuals.
 - b. Services Manual with maintenance frequency
 - c. Drawings
9. Cliental List with Technical Proposal
10. Any other document prescribed to be submitted with the Bid.

Procedure of open competitive bidding:

Single stage – two envelope procedure.-

- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- (ii) the envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii) initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv) the envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened;
- (v) the procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi) during the technical evaluation no amendments in the technical proposal shall be permitted;
- (vii) the financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
- (viii) after the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically

accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and

(ix) the bid found to be the lowest evaluated bid shall be accepted.

ii) Clarification of Bidding Documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify the KTDMC in writing at the KTDMC's address at least four working days before tender opening.

C PREPERATION OF BID

i) Language of Bid

The bid prepared by the Bidder and all correspondence and documents related to the bid exchanged by the Bidder and the KTDMC shall be written in English language.

ii) Documents Comprising the Bid

The bid submitted by the Bidder shall, in addition to the requirement as mentioned in clause (i) of Section B of the bid documents, comprise:

- (a) A Bid Form (Annexure A) duly completed and signed by a person or persons duly authorized to bind the Bidder to the contract.
- (b) All Price Schedules duly completed and signed by a person or persons duly authorized to bind the Bidder to the Agreement
- (c) Term of payments
- (d) Period of validity of bid

iii) Bid Prices

Price must quote inclusive of all taxes on **DDP** basis, inclusive of its delivery at site (after payment of freight, handling, insurance, customs, duties, taxes etc) installation, commissioning, trials and accessories.

Period of validity of Bid Price shall remain valid for 90 days after the date of Bid opening.

Prices quoted by the bidders shall remain fixed and valid until completion of contract period and will not be subject to variation on any account.

iv) Bid Currencies

Bid price must be in Pakistan Rupees.

v) Bid Security

The bidders shall furnish as part of bid a bid security **2%** of total bid amount in fixed amount stated in the tender notice on Bid security form. (As per Annexure B) should be submitted with financial proposal. The bid security shall be dominated in Pakistan Rupees. It shall be valid for **90 days**.

vi) Performance guarantee

Qualified Bidder must give the guarantee in the amount **05 %** of the contract amount in the shape of bank guarantees valid for a period of twelve months, duly signed by the authorized person confirming that there shall be no variation in the bid given by the bidder including any change in quoted price and time period of delivery of Machines (As per Annexure E).

vi) Acceptance of Bid

KTDMC reserves the right to ACCEPT or REJECT any or all Bids, as per PPRA rules 2004.

D SUBMISSION OF BIDS

i) Sealing and Marking of Bids

The Bidder shall seal the envelope of the Bid in an inner and outer envelope.

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 “TENDER NUMBER”.
- b) Bear the words, “KTDMC” “DO NOT OPEN THE BID BEFORE (date and time of opening)”
- c) Bear the name, address and contact number of the Bidder at which the bid could be returned unopened, if it is declared “LATE” pursuant to clause D(iii).

ii) Deadline for Submission of Bids

Last date for submission of bid is **September 25, 2018 by 3:00 P.M**

KTDMC may, as per PPRA Rules, extend the deadline for submission of bids by amending the Bidding Documents, in this case all rights and obligations of the KTDMC and Bidders will thereafter be subject to the deadline as extended. The extended date shall be intimated to the bidders in writing. Extended date shall not be less than 3 working days from the date of submission of bid as mentioned above.

iii) Late Bids

Any bid received by the KTDMC after the bid submission deadline prescribed by the KTDMC in the document will be rejected and returned unopened to the Bidder.

iv) Modification or Withdrawal of Bids

A Bidder may modify or withdraw its bid after submission, provided that written notice of the modification or withdrawal is received by the KTDMC prior to the deadline prescribed for bid submission.

E BID OPENING AND EVALUATION

i) Opening of Bids by KTDMC

The bid shall be opened in the office of KTDMC, Sector 38 NC No-24 Korangi Creek Industrial Park, adjacent to Pakistan Refinery Ltd. Korangi Creek Road Karachi Pakistan.

The KTDMC will open all bids, including withdrawals and modifications, in public, in the presence of Bidders' or their representatives who choose to attend, at the time, on the date and at the place specified in the bid document. Bidders' representatives shall sign a register as proof of their attendance.

ii) Minutes of the bid opening meeting

The KTDMC will prepare minutes of the bid opening in the form of opening statement, including the information disclosed to those present. The minutes will be distributed to all Bidders that met the deadline for submitting bids, in due course of time.

iii) Clarification of Bids

During the bid evaluation, the KTDMC may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered, or permitted.

iv) Preliminary Examination of Bids

KTDMC will examine the bids to determine whether they are complete, without any computational errors, whether required securities have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

The KTDMC may waive any minor informality, nonconformity, or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.

Prior to the detailed evaluation, the KTDMC will determine whether each bid is of acceptable quality, complete, and substantially responsive to the Bidding Documents. For purposes of the determination, a substantially responsive bid is one that confirms to all the terms & conditions of the Bidding Documents without deviations, exceptions, objections, conditional ties, or reservations.

Arithmetical error will be rectified on the basis, if there is discrepancy between the unit price and the total price, which is obtained by multiplying the unit price and quantity, or between subtotals and the total price, the unit or subtotal price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in the words will prevail. If a bidder does not accept the correction of errors, its bid will be rejected.

If a bid is not substantially responsive, it will be rejected by the KTDMC and may not subsequently be made responsive by the Bidder by correction of the nonconformity. The KTDMC's determination of bid responsiveness will be based on the contents of the bid itself.

v) Evaluation and Comparison of Bids

The evaluation and comparison of the bids shall be made on following basis:

S.No	Details	Qualification
1	<u>Technical Evaluation</u> Meet Specification as per Annexure “C” of Technical Proposal	Should Qualify
2	<u>Financial Evaluation</u> Annexure “D” of Financial Proposal	Should be Lowest

vi) Contacting the KTDMC

From the time of bid opening to the time of Agreement award, if any Bidder wishes to contact the KTDMC on any matter related to the bid, it should do so in writing.

If a Bidder tries to directly influence the KTDMC or otherwise interference the bid evaluation process and the Agreement award decision, its bid may be rejected.

F POST-QUALIFICATION AND AWARD OF AGREEMENT

i) Post-qualification

KTDMC will determine to its own satisfaction whether the Bidder that is selected as having submitted the Lowest Evaluated Bid or for any other reason is qualified to perform the Contract period satisfactorily.

KTDMC will also evaluate the Bidder’s financial, technical, integration, customization, management, services & support capabilities and will be based on an examination of the documentary evidence of the Bidder’s qualifications, as well as other information the KTDMC deems necessary and appropriate. The determination may include visits or interviews with the Bidder’s clients referenced in its bid, site inspections, and any other measures. At the time of post-qualification KTDMC may also carry out tests to determine that the performance or functionality of the ‘Services’ offered meets the standard requirements of KTDMC.

ii) Award Criteria

KTDMC will award the Agreement to the Bidder whose bid has been determined to be substantially responsive and the Lowest Evaluated Bid, provided further that the Bidder has been determined to be qualified to perform the Agreement satisfactorily.

The Agreement will only be awarded to successful bidder(s) for procurement, fixing, commissioning and installation of machines.

iv) Notification of Award

Prior to the expiration of the period of bid validity, KTDMC will notify the successful Bidder in writing by registered letter, or by electronic means to be subsequently confirmed in writing by registered letter, that its bid has been accepted.

The notification of award will constitute the formation of the Agreement.

v) Signing of Agreement

At the same time as KTDMC notifies the successful Bidder that its bid has been accepted, KTDMC will send the Bidder the Form of Agreement after mutual understanding between the KTDMC and the bidder.

vi) Agreement

After completion of bid procedure and award of Agreement to successful bidders, an agreement will be signed between KTDMC & the successful bidder on terms & condition to be agreed upon. Subject to the conditions mentioned in the bid document

vii) Warranty

- i. The bidder further warrants that the services to be carried out under the Agreement will conform to generally accepted professional standards and engineering principles in Pakistan.
- ii. The bidder shall provide twelve (12) months warranty for Machinery starts after issuance of Final Acceptance from KTDMC or 13 months from the date of delivery of equipment at site, which comes first.
- iii. Warranty is against manufacturing defects, faulty design and workman ship. Warranty shall not cover any electronic, controller, drive cards and servo motor and any type of mishandling at buyer's end.
- iv. KTDMC shall promptly notify the qualified bidder in writing of any claim arising under the Warranty.
- v. Upon receipt of such notice, the bidder shall promptly but not later than seven working days of such request, respond in writing about Annexure of repairs and replacement.
- vi. If the bidder, after having been notified, fails to remedy the defects in accordance with the Agreement, KTDMC may proceed to take such remedial action as may be necessary, at the Supplier's expense. The Supplier's warranty pursuant to the Clause is without prejudice to any other rights or remedies, which the KTDMC may have against the bidder under the Agreement.

vii) Delivery time or completion schedule

Selected firm will be bound to supply / deliver the required Machines using their own transportation. All Machinery is to be delivered according to schedule.

- (i) The time for delivery of the Machinery at KTDMC Office is within **90-140 days** after signing of this Agreement.
- (ii) No extension of time is allowable unless it is due to change of specifications of each set of Machinery, notified in writing by the Buyer or due to force majeure as envisaged in Clause M, hereunder.
- (iii) Provided that the extension of time as aforesaid shall only be applicable to a specific set of Machinery for which the certain situation arises as discussed in sub-clause (ii), above.
- (iv) The Supplier shall demonstrate to the Buyer satisfaction that is has used its best endeavors to avoid or overcome such cases for delay, and the parties will mutually agreed upon remedies to mitigate or overcome such causes for delay.
- (v) Buyer shall have the right to claim from the Supplier payment of percentage equal to one tenth of one percent of the price of each item of the supplies not timely delivered for each calendar day, of delay, provided, however, that the total claim of payment shall not exceed ten (10) percent of the price of such incomplete items, or without prejudice to the provisions
- (vi) Supplier shall not be liable for delay of delivery of Machinery if caused by Force Majeure.

viii) Spares & Accessories

The supplier will ensure to provide spares and accessories for next 10 years in order to keep the system functional at its optimum performance.

ix) Applicability of Pakistan's Laws

Anything contained in the documents which are in contraventions of the laws shall be considered as null and void.

xi) Indemnity

- (i) The Supplier shall undertake to indemnify KTDMC against any defects or shortfalls in the Machines.
- (ii) The Supplier shall undertake to indemnify the KTDMC against any infringement of any intellectual property rights in respect of the Machines.

xii) Termination

- (i) KTDMC may, without prejudice to any other remedy for breach of contract by written notice of default sent to the Bidder, terminate the contract in whole or in part. KTDMC shall have the right to terminate/cancel the contract concluded between the Bidder and KTDMC, if:

- (a) The Bidder fails otherwise to perform, fulfill or comply with terms & conditions, regulations and requirements of the contract to carry out the work in accordance with the provisions thereof or abandons the shipment.
- (b) The Bidder becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.

xiii) Default by Supplier

KTDMC may, without prejudice to any other remedy by written “notice of default” sent to the supplier, cancel the order whole or in part, if:

- a) The supplier fails to deliver any or all of the ordered quantity as per specified delivery schedule or any extension thereof granted by the KTDMC.
- b) The supplier fails to perform any other obligation(s) under the “Agreement”.
- c) KTDMC during the delivery period has reasons to believe that the supplier will not be able to fulfill the obligations under the “Agreement”.

KTDMC prior to exercising its right to cancel the order/Agreement shall issue notice to Supplier specifying the default(s) and the supplier shall submit an explanation within seven (07) days of receipt of such notice. If such explanation is not furnished within stipulated time or if so furnished, is found to be unsatisfactory and/or the default(s) continues, order/Agreement may suspend/cancel the enlistment of supplier.

KTDMC shall have the right to terminate/cancel the Agreement/order concluded between the supplier and KTDMC, if:

- a) The successful bidder fails to furnish the performance bond.
- b) The supplier fails otherwise to perform, fulfill or comply with terms, conditions, regulations and requirements of the order/Agreement to carry out the work in accordance with the provisions thereof or abandons the shipment.
- c) The supplier becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.
- d) One or more consignments delayed by a period of more than three months or non-supplied.
- e) Rejection of machines as a result of observation by inspection team.
- f) Penalty on higher rejection rate of supplied goods.

xiv) Inspection & Test:

- i. The purpose of the inspection is to verify and confirm that the machines are in accordance with Specification stated in bidding document/Agreement.
- ii. The Company will nominate inspection & technical experts for the inspection of machines at KTDMC.
- iii. The Company or its nominees shall have the right to inspect and/or to test the Machines to confirm their conformity to the specifications.
- iv. If any inspected or tested Machines fail to conform to the specifications, the Company may reject them and the Supplier shall either replace the rejected Machines or make all alternations necessary to meet the requirements of the specifications, to the satisfaction of the Company free of cost.

xv) Terms of payment:

- i. 70% of the sale price will be released by the Company to the Supplier on successful delivery of the Machines without any defect at KTDMC office. Supplier will arrange delivery, loading unloading, transit insurance, handling at port and transportation from port to KTDMC at its own risk & cost. Supplier is also responsible for handling, unloading, commissioning & installation at designated area at KTDMC on its own risk & cost.
- ii. 30% balance payment will be released on completion of installation/commissioning & successful trial test of machine and an acceptance certificate for the completion of said job will be issued & duly signed jointly by both parties.
- iii. All the payments under this Agreement shall be made after deduction of withholding or other applicable taxes, the receipt whereof shall be handed over to the Supplier at the time of making final payment.

xvi) Guarantee:

- i. The Supplier give guarantee to the Buyer that the specifications of Machinery and Services supplied shall as per Schedule, shall be first class in every particular case, and shall be free from defects.
- ii. The Supplier further give guarantee to Buyer that all Machinery and supplies furnished by the Supplier will be new, merchantable of the most suitable grade and fit for their intended purpose.

xvii) Pre-Bid Meeting:

- i. KTDMC, on his own motion or at the request of any or all prospective bidder(s), hold a pre-bid meeting to clarify issues and to answer any questions on matters related to the Bidding Documents. All prospective bidders or their authorized representatives shall be invited to attend such a prebid meeting.
- ii. The bidders are requested to submit questions, if any, in writing so as to reach KTDMC not later than three (3) days before the proposed pre-bid meeting.

Pre-Bid Meeting schedule:

Date: 19/09/2018

Time: 02: 30 p.m.

Venue: Karachi Tools, Dies & Moulds Centre, Sector 38, NC 24, Korangi Creek Karachi

**[Download Annexure “C” Technical Proposal
Should be Printed on A3 Paper](#)**