

Tender # 67/KTDMC/2018-19

**BID DOCUMENTS
FOR HIRING
“PICK & DROP SERVICES FOR GIZ STUDENTS”
THROUGH
NATIONAL 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 Documents for Pick & Drop Services for GIZ Students" and submit this tender document to below address.

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 # 67/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 hiring **Pick & Drop Services for (GIZ) Students.**
2. Bidding documents, containing detailed terms and conditions are available at the given below address 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 **October 18, 2018 to November 02, 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.
3. 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 Pick & Drop Services”**. 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 **November 02, 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.
4. 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 to hire Pick & Drop services, here-in-after referred as “Services”.

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 capability to perform services.

iv) Cost of the bid

The Bidder shall bear all costs associated with the preparation and submission of its bid and the KTDMC will not 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 Bidders 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 (If any).
2. Bid Form (Annexure “A”)
3. Bid Security (Annexure B)
4. Mandatory Requirements (Annexure “D”)
5. Financial Proposal (Annexure “E”)
6. Tax documents (NTN & SRB certificate).
7. Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.
8. Existing locations in Karachi (At least one current contract of providing Van/Buses/Pickups to Educational Institute or Company. (Copy of contract/work order required).
9. Experience of above 5 years of similar services. (Experience letter required or reference letter from customer or contract of work)
10. Any other document prescribed to be submitted with the bid.

Procedure of open competitive bidding:

Single stage – one envelope procedure.

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. Similarly, if a Bidder feels that any important provision in the documents will be unacceptable; such an issue should be raised as soon as possible.

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) Period of validity of bid

iii) Bid Prices

Price must quote inclusive all taxes. 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 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) 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.

Envelop shall:

- c) be addressed as “Admin & HR Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan” along with “TENDER NUMBER”.
- d) Bear the words, “KTDMC” “DO NOT OPEN THE BID BEFORE (date and time of opening)”
- e) 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 **November 02, 2018.**

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, including the information disclosed to those present in a tender opening statement.

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

The 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 conforms 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 the basis of following detail as per Services Annexure "D" & "E":

S.No	Details	Qualification
1	Mandatory Requirement	Should be qualify
2	Financial Evaluation	Should be Lowest

vi) Contacting the KTDMC

From the time of bid opening to the time of 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 contract award decision, its bid may be rejected.

F POST-QUALIFICATION AND AWARD OF CONTRACT

i) Post-qualification

KTDMC will determine at its own cost and to its 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 Letter of Intent 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 as per contract awarded.

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.

Letter of Intent will be awarded to successful bidder on any schedule as per financial proposal. The duration of this services will be acquire for the period of 3~4 months as per course schedule.

v) Signing of Agreement

At the same time as KTDMC notifies the successful Bidder that its bid has been accepted, KTDMC will issue Agreement after mutual agreed between the KTDMC and bidder. Contract will be awarded for the period of one year.

vi) Applicability of Pakistan's Laws

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

vii) Termination

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.

viii) Terms of Payment

- (i) All the payments under shall be made on submission of bill after deduction of withholding or any other applicable taxes but not more than one month after submission of bills.

BID FORM

To
Admin & HR Department
Karachi Tools, Dies & Moulds Centre
Sector No, 38, NC No 24,
Adjacent to Pakistan Refinery Limited,
Korangi Creek Industrial Park,
Korangi Creek Road, Karachi, Pakistan

Gentleman:

Having examined the bidding documents for the "Services", the receipt of which is hereby duly acknowledged, we the undersigned offer our 'Services' in conformity with the said Bidding Documents including Addenda Nos. (Insert Numbers _____), for the sum of (total Bid Amount in words _____) and in figures _____ or such other sums as may be ascertained in accordance with the Price Schedule attached and made part of the Bid.

We agree to abide by the Bid for a period of 90 days from the date fixed for bid closing and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, the Bid, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest price or any Bid that you may have received.

Dated the _____ day _____ of 20

(Signature)

(In the Capacity of)

Duly authorized to sign Bid for and on behalf of M/S _____

(Signature of Witness 1)

Signature of Witness II _____

Address _____

Address _____

Date _____

Date _____

BID FORM SUMMARY

S.No	Details	Remarks
1	Bid Security	2% of Total Financial Proposal. Calculated on amount of one month
2	Bid Validity	90 Days
3	Payment Terms	Credit / On submission of original bills
4	Contract Duration	One Year
5	Each Service Period	Minimum 3~4 Months

BID SECURITY FORM

Whereas _____ (hereinafter called "The Bidder") has submitted its bid date _____ for the services of Pick & Drop _____ (insert brief description of the 'Services') (hereinafter called "the Bid").

Know all new the presents that We _____ of having our registered office at _____ (hereinafter called "The Bank") are bound up to (insert name of Buyer) (hereinafter called "the Buyer") in the sum of (Amount of the guarantee in words and figures) for which payment well and truly to be made to the said Buyer, the Bank binds itself, its successors and assigns, by these presents. Scaled with the common seal of the Bank the _____ day of _____

THE CONDITION of the obligation are:

1. If the Bidder withdraws it's Bid during the period of bid validity specified by the Bidder on the Bid form,
2. If the Bidder having been notified of the acceptance of its Bid by the Buyer During the period of the bid validity,
 - a) Fails or refuses to execute the agreement form, when requested or,
 - b) Fails or refuses to furnish the performance security, in accordance with the instruction to Bidder,

We undertake to pay to Buyer up to the above amount, according to, and upon receipt of, the first written demand, without the Buyer having to substantiate its demand, provided that in the its demand the Buyer will note that the amount claimed by it is due to its owing to the occurrence of one or both of the two above-stated condition, specifying the occurred condition or conditions. The guarantee will remain in force up to and including thirty (30) days after the period of Bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(Name of Bank)

(Signature of Witness)

Authorized Representative

FORM OF CONTRACT

THIS CONTRACT (hereinafter called the "contract") made on the ____ day of _____ 200 ____ between _____ (hereinafter called the "Employer") of the one part and _____ (hereinafter called the "Contract") of the other part.

WHEREAS the Employer is desirous that certain Works, viz _____ should be executed by the Contractor and has accepted a Bid by the Contract or for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Letter of Acceptance/Intent;
 - (b) The completed Form of Bid
 - (c) Conditions of contract
 - (d) The price
3. In consideration of the payments to be made by the Employer to the Contract or as hereinafter mentioned, the Contract or hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the contract or, in consideration of the execution and completion of the Works as per provisions of the contract, the contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS WHEREOF the parties hereto have caused this contract to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Employer

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

(Name, Title and Address)

(Name, Title and Address)

Pick & Drop Services**Evaluation and Comparison of Bids****A- Mandatory Requirement**

S.No	Check List of Mandatory Requirements	Check List
1	Experience of above 5 years of similar services running of Pick & Drop services. (Experience letter required or reference letter from customer or contract of work)	
2	Existing Locations in Karachi (At least one current contract of providing Van/Buses to Educational Institute or Company. (Copy of contract/work order required).	
3	Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.	
4	Copy of NTN Registration Certificate	
5	Copy of SRB Registration Certificate	
6	Valid fitness certificate of vehicles	

Note: Non fulfillment of the above Mandatory Requirement shall summarily reject the bid.

Financial Proposal to be filled by Contractor

S.No	Details Scope of Pick & Drop Services	No of days in a week	Total (Rs) Exclusive of SRB	Total (Rs) Inclusive of SRB
1	<u>Student Pick & Drop</u> Schedule 1 Pickup & Drop Students. 32 Seater Mazda Coaster without AC or Equivalent (Model 1991~2000) <u>Morning Shift</u> (Arrival at KTDMC 9:15 A.M. & Departure from KTDMC 2:40 P.M.) Average 25 Kilometer each side <u>Evening Shift</u> (Arrival at KTDMC 2:50 P.M. & Departure from KTDMC 8:10 P.M.) Average 25 Kilometer each side	5		
2	<u>Student Pick & Drop Pickup & Drop</u> Schedule 2 Pickup & Drop Students. 14 Seater (Hiace without AC or Equivalent) Model 1992~2000 <u>Morning Shift</u> (Arrival at KTDMC 9:15 A.M. & Departure from KTDMC 2:40 P.M.) Average 25 Kilometer each side <u>Evening Shift</u> (Arrival at KTDMC 2:50 P.M. & Departure from KTDMC 8:10 P.M.) Average 25 Kilometer each side	5		

Financial Proposal to be filled by Contractor

S.No	Details Scope of Pick & Drop Services	No of days in a week	Total (Rs) Exclusive of SRB	Total (Rs) Inclusive of SRB
3	<u>Student Pickup & Drop</u> Schedule 3 Pickup & Drop Students 10 Seater (Suzuki Pick-up without AC or Equivalent Model: Not before 1995) <u>Morning Shift</u> (Arrival at KTDMC 9:15 A.M. & Departure from KTDMC 2:40 P.M.) Average 25 Kilometer each side <u>Evening Shift</u> (Arrival at KTDMC 2:50 P.M. & Departure from KTDMC 8:10 P.M.) Average 25 Kilometer each side	5		
4	<u>Student Pick & Drop Pickup & Drop</u> Schedule 4 Pickup & Drop Students 7 Seater (Suzuki Hi-Roof without AC or Equivalent Model: Not before 2000) <u>Morning Shift</u> (Arrival at KTDMC 9:15 A.M. & Departure from KTDMC 2:40 P.M.) Average 50 Kilometer <u>Evening Shift</u> (Arrival at KTDMC 2:50 P.M. & Departure from KTDMC 8:10 P.M.) Average 25 Kilometer each side	5		
	Total Exclusive of SRB			
	Total Inclusive of SRB			
	<u>2 % Bid Security</u> to be furnish in the shape of Pay order of Total Amount inclusive of all taxes in the name of “ Karachi Tools, Dies & Moulds Centre ” Calculated for the period of one month			

Special Terms & Conditions:

- 1-Bid rates are valid for one year of contract. Contract will be awarded to only one contractor.
- 2-KTDMC reserves the right to change the route, pickup & drop location, timings or terminate any scope of services during contract period as and when required.
- 3-On termination of any above services payment will be made accordingly.
- 4-Prior inspection of vehicles by KTDMC administration department.
- 5-Professional driver with valid license & CNIC.
- 6-In case of any one of the above schedule not quoted, the bid will be rejected.