



Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)

ISO – 9001:2015 & ISO – 14001:2015 Certified Company

Ministry of Industries & Production, Government of Pakistan

Tender# 75/KTDMC/2019-20

PRE-QUALIFICATION DOCUMENTS

PRE-QUALIFICATION OF SUPPLIERS, VENDORS, AND MANUFACTURERS FOR MACHINING SERVICES & CAD/DESIGN SERVICES

Date of Issuance: _____

Issued To: _____

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 **Machining & CAD/Design Services**."

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)"



Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)

ISO – 9001:2015 & ISO – 14001:2015 Certified Company

Ministry of Industries & Production, Government of Pakistan

CONTENTS

1. Introduction.....	3
2. Prequalification Form	4
3. Administrative/Sales/Marketing/Technical Force of the Firm.....	9
4. Conditions of Purchase	10
5. Evaluation Criteria Machining Services.....	13
6. Evaluation Criteria CAD/Designing Services.....	14
7. List of Required Documents	15



Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)

ISO – 9001:2015 & ISO – 14001:2015 Certified Company

Ministry of Industries & Production, Government of Pakistan

1- INTRODUCTION

Karachi Tools, Dies & Moulds Centre intends to Prequalify Suppliers, Vendors, and Manufacturers for the Machining and CAD/Design Services for Dies/Moulds/Fixtures till March 2021 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 in order to prequalify the prospective suppliers, vendors and manufacturer. The performance of each prequalify suppliers, vendors, manufacturers, authorized distributors, importers, and traders will be closely monitored and periodically reviewed in terms of quality, delivery, credit terms and other contractual obligations during the contractual period.

KTDMC will issue the RFQ/Invitation of Bid in favor of prequalified suppliers/manufacturer, 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, 2004.

Prequalification documents containing the detail terms & conditions are available at given below address and can be collected against non-refundable fee of **Rs.500/-** in the shape of demand draft or pay order in favor of **“Karachi Tools, Dies & Moulds Centre”** from **March 07, 2020 to March 24, 2020** 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, duly prepared in accordance with the instructions provided in the prequalification documents must reached at the office of KTDMC in sealed envelopes marked as **“Proposal for Pre-qualification of Machining & CAD/Design Services ”** on or before **March 24, 2020 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 prequalification documents 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.

2- PREQUALIFICATION FORM

Particulars

Company Name			
National Tax No.(NTN)		Sales Tax Registration No.(STRN)	
Company's date of Established			

Please check the appropriate box

Legal Status of Firm	Proprietor	<input type="checkbox"/>	Association of Persons (Aop)	<input type="checkbox"/>	Others (Please Specify) _____	<input type="checkbox"/>
	Company	<input type="checkbox"/>	-	-		
Type of Business	Manufacturer	<input type="checkbox"/>	Importer	<input type="checkbox"/>	Others (Please Specify) _____	
	Authorized Distributor	<input type="checkbox"/>	Service Provider	<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 / Warehouse Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	



Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)

ISO – 9001:2015 & ISO – 14001:2015 Certified Company
Ministry of Industries & Production, Government of Pakistan

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			

Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)

ISO – 9001:2015 & ISO – 14001:2015 Certified Company

Ministry of Industries & Production, Government of Pakistan

COMPANY PROFILE

1	Primary Business Details	1	
		2	
		3	
		4	
2	List of Services Offered Example: (1-CAD Services) (2-CNC Machining Services)	1	
		2	
		3	
		4	
		5	
		6	
		7	
		8	
3	After Sales Service		
4	Quality & Inspection Details		
5	Any Other Information that supplier may like to provide		

Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)

ISO – 9001:2015 & ISO – 14001:2015 Certified Company

Ministry of Industries & Production, Government of Pakistan

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				



Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)

ISO – 9001:2015 & ISO – 14001:2015 Certified Company

Ministry of Industries & Production, Government of Pakistan

The information given above is true to the best of our knowledge. Further, we undertake to inform provide timely information to 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.



Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)
ISO – 9001:2015 & ISO – 14001:2015 Certified Company
Ministry of Industries & Production, Government of Pakistan

3- ADMINISTRATIVE /SALE/MARKETING/TECHNICAL FORCE OF THE FIRM

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

S.No	Name	Designation	Qualification	Years of Service	Experience	Technical	Sales/Marketing/Admin
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

4- CONDITIONS OF PROCUREMENT

Karachi Tools, Dies & Moulds Centre, a subsidiary of PIDC hereinafter termed as "the Company". The person, firm or Company offering services 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.

4. Delivery location:

Supplier shall deliver the goods at KTDMC office.

5. Delivery date:

The order is liable to cancellation if the goods not delivered within the specified time given in the purchase order and 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.

8. Delivery beyond the demanded quantity:

No over and above quantity will be accepted as requested by company. Supplier should take prior confirmation from the company.

9. Marking on goods:

When required by company the suppliers shall tag the work pieces or goods in accordance with 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 specification. 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 discrepancy, 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, designs and specifications 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. 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.

17. Submission of bills:

Bills are to be submitted to the Company with advice notes/challans/purchase order number and date.

18. Arbitration:

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

19. Taxes:

Taxes will be deducted according to government rules and regulations.

20. 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 from the date of receiving supplies by the Company.

20. Disqualification of suppliers and contractors:

KTDMC, consonance with Rule 18 of PPRA rules shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

21. Blacklisting of suppliers and contractors:

KTDMC shall permanently or temporarily bar, from participating in procurement proceedings, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the Authority: Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard according to **Rule 19** of PPRA rules, 2004.

Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)

ISO – 9001:2015 & ISO – 14001:2015 Certified Company

Ministry of Industries & Production. Government of Pakistan

5- EVALUATION CRITERIA

Machining Services (A)

S.No	Evaluation Factors	Criteria	Qty	Points
01	Available CNC Milling Machines Attached details (Evaluation Points) <ul style="list-style-type: none"> Machines Condition, Tooling's, Machine Calibration, Capacity Note: Declaration Required	Machining Range: 1600~3000 mm	2 & Above	10
			Less than 2 upto 1	05
			Less than 1	0
		Machining Range: 1000 to 1550 mm	3 and Above	10
			Less than 3 upto 2	8
			Less 2 upto 1	5
		Machining Range: 350~950 mm	Less than 1	0
			2 and Above	5
			Less than 2 upto 1	0
02	Available CNC Lathe Machines Attached details (Evaluation Points) <ul style="list-style-type: none"> Machines Condition, Tooling's, Machine Calibration, Capacity Note: Declaration Required	Length: 100~600mm Diameter: 25~250mm	2 & Above	10
			Less than 2 upto 1	05
			Less than 1	0
03	Available Wire Cut Machines Attached details (Evaluation Points) <ul style="list-style-type: none"> Machines Condition, Tooling's, Machine Calibration, Capacity Note: Declaration Required	Machining Range: 50~500	2 & Above	10
			Less than 2 upto 1	5
			Less than 1	0
04	Available EDM Machines Attached details (Evaluation Points) <ul style="list-style-type: none"> Machines Condition, Tooling's, Machine Calibration, Capacity Note: Declaration Required	Machining Range: 50~500	2 & Above	10
			Less than 2 upto 1	5
			Less than 1	0
05	Available Conventional Machines Attached details (Evaluation Points) <ul style="list-style-type: none"> Machines Condition, Tooling's, Machine Calibration, Capacity Note: Declaration Required.	Miscellaneous	3 & Above	10
			Less than 3 upto1	5
			Less than 1	0
06	CAD/CAM & QC/QA Attached details	No of Personnel	4 & Above	10
			Less than 3 upto 2	5
			Less than 2 upto 1	2
			Less than 1	0
07	Skilled Labor/Machine Operator Attached details	No of Workers	15 & Above	10
			Less than 15 upto10	8
			Less than 10 upto 4	6
			Less than 4 upto 2	4
08	Years of Business Experience Attached Incorporation Certificate	Company Incorporation Date	Less than 2	0
			5 and above	5
			Less than 5 upto 3	3
			Less than 3 upto1	2
09	Cliental List in Manufacturing/Designing Experience (Attached list of client)	No of Client	Less than 1	0
			5 and Above	10
			Less than 5 upto3	7
			Less than 3 upto1	5
	Total Marks			100
	Passing Marks- Physical Inspection or Survey may be required for evaluation purpose			50

6- EVALUATION CRITERIA

CAD/Designing Services (B)

S.No	Evaluation Factors	Criteria	Qty	Points
01	Available Engineers	B.E	2 and Above	15
			Less than 2 upto 1	10
			Less than 1	0
		D.A.E	3 and Above	15
			Less than 3 upto 2	10
			Less than 2 upto 1	5
			Less than 1	0
02	Plastic Mould Designer	No of Designers	1 & Above	5
	Sheet Metal Designer		1 & Above	5
	Checking Fixture Designer		1 & Above	5
			Less than 1	0
03	3 D Part Modeling	No of Designers	1 & Above	5
	2 D Drawing Makers		1 & Above	5
	CAM Facility		1 & Above	5
			Less than 1	0
04	Work Station Available	No of Work Station	5 and above	10
			Less than 5 upto 2	5
			Less than 2	0
05	Years of Business Experience Attached Incorporation Certificate	Company Incorporation	5 and above	10
			Less than 5 upto 2	07
			Less than 2 upto 1	05
			Less than 1	0
06	Cliental List in Manufacturing/Designing Experience (Attached list of client)	No of Clients	5 and Above	10
			Less than 5 upto 3	7
			Less than 3 upto 1	5
			Less than 1	0
07	Office Survey	Evaluate & observe workstations, personnel, facilities and working environment	Note: These marks will be evaluated on plant/facility survey	10
	Total Marks			100
	Passing Marks- Physical Inspection or Survey may be required for evaluation purpose			50



Karachi Tools, Dies & Moulds Centre

A subsidiary of Pakistan Industrial Development Corporation (PIDC)

ISO – 9001:2015 & ISO – 14001:2015 Certified Company
Ministry of Industries & Production. Government of Pakistan

Important Note:-

Any document, statement, declaration or information provided if found false, misstated, concocted, or incorrect at any time during or after prequalification, shall result into permanent disqualification as per PPRA Rule # 18 and black listing of the firm/Supplier/Partner(s) with their names displayed on PPRA website.

List of documentary evidence:

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- List of Customer/ Client.
- 4- List of Staff/Personnel's of the Firm.
- 5- 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