



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# 77/KTDMC/2019 -20

PREQUALIFICATION DOCUMENTS

PREQUALIFICATION OF SUPPLIERS, VENDORS, TRADERS, AUTHORIZED DISTRIBUTORS, IMPORTERS & MANUFACTURERS FOR SUPPLY OF MOULD BASE & HYDRAULIC CYLINDER

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 Mould Bases & Hydraulic Cylinders".

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 **Hydraulic Cylinders & Mould Base** in order to streamline its procurement procedures till April 30, 2022.

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 pay order in favor of **"Karachi Tools, Dies & Mould Centre"** from **March 21, 2020 to April 07, 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, prepared in accordance with the instructions provided in the prequalification documents must reach at below address in sealed envelopes marked as **"Proposal for Pre-qualification"** on or before **April 07, 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 form 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 No.(STRN)	
Company's date of Established			

Please attach copies of NTN and GST Registration

Legal Status of Firm	Individual	<input type="checkbox"/>	Company	<input type="checkbox"/>	AOP	<input type="checkbox"/>	Others (Please Specify)	<input type="checkbox"/>
Type of Business	Manufacturer	<input type="checkbox"/>	Authorized Distributor	<input type="checkbox"/>	Importer	<input type="checkbox"/>	Others (Please Specify)	<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			

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		

Area of specialization applied for Pre-Qualification

Prospective bidder may apply for single or multiple categories of items

(Please Tick”√” “for Selection)

S. No	Categories	“√” Selection
01	Mould Base for Plastic Injection Moulds Machined & Without Machined Material & drawing as per RFQ	<input type="checkbox"/>
02	Mould Base for Die Casting Moulds Machined & Without Machined Material & drawing as per as per RFQ	<input type="checkbox"/>
03	Hydraulic Cylinders for Moulds Standard & Customize as per drawing	<input type="checkbox"/>

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 been read, agreed 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- 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.)

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 herein after 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.

4. Delivery location:

The Supplier will deliver supplies by its own transportation to the Company 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 quantity over and above that requested, by Company will be received or paid for without prior confirmation obtained from the Company.

9. Marking:

When required by Company the suppliers shall tag the goods and materials 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 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 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. 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.

5- EVALUATION CRITERIA

Total Marks ----- 100

Qualification Marks----- 50

Prequalification evaluation criteria for Hydraulic Cylinder

To be evaluated by KTDMC

S. No	Evaluation Factors	Criteria	Mark Criteria
1	Manufacturer Traders / Importer/Authorized Distributor Attached Certificate of Registration	Manufacturer	20
		Traders / Importer/ Authorized Distributor	10
2	Relevant Experience (Attached Purchase Orders/ Contracts/Work Order of Each Customer) Mandatory Requirement Note: Incase Supplier got "0" marks in this evaluator factor, he will be disqualify outright.	3 and above	20
		Less 3 upto 2	10
		Less than 2 upto 1	5
		Less than 1	0
3	Years of Business Attached Incorporation Certificate / Registration Certificate	5 and above	20
		Less than 5 upto 3	15
		Less than 3 upto 1	10
		Less than 1	0
4	Annual Business Turnover (Attached Income Tax Return / Audited Financial statement last year)	5 Million and Above	20
		Less than 5 Million upto 3 Million	10
		Less than 3 Million upto 1 Million	5
		Less than 1 Million	0
5	Plant/Office /Factory Survey (Machinery, personnel, facilities, electricity, generator and working environment)	Note: These marks will be evaluated on survey of warehouse/ plant/facility/Office survey.	20
	Total Marks		100

Note: Supplier / Vendor must be enclosed supporting documents (where applicable).

6- EVALUATION CRITERIA

Total Marks ----- 100

Qualification Marks----- 50

Prequalification evaluation criteria for Mould Bases

To be evaluated by KTDMC

S. No	Evaluation Factors	Criteria	Mark Criteria
1	Manufacturer Traders / Importer/Authorized Distributor Attached Certificate of Registration	Manufacturer	20
		Traders / Importer/ Authorized Distributor	10
2	Relevant Experience (Attached Purchase Orders/ Contracts/Work Order of Each Customer) Mandatory Requirement Note: Incase Supplier got “0” marks in this evaluator factor, he will be disqualify outright.	5 and above	20
		Less 5 upto 3	10
		Less than 3 upto 1	5
		Less than 1	0
3	Years of Business Attached Incorporation Certificate / Registration Certificate	5 and above	20
		Less than 5 upto 3	15
		Less than 3 upto 1	10
		Less than 1	0
4	Annual Business Turnover (Attached Income Tax Return / Audited Financial statement last year)	5 Million and Above	20
		Less than 5 Million upto 3 Million	10
		Less than 3 Million upto 1 Million	5
		Less than 1 Million	0
5	Plant/Office /Factory Survey (Machinery, personnel, facilities, electricity, generator and working environment)	Note: These marks will be evaluated on survey of warehouse/ plant/facility/Office survey.	20
	Total Marks		100

Note: Supplier / Vendor must be enclosed supporting documents (where applicable).

Important Note:-

All the applicants to please note that as per PPRA Rules and Regulations any document/statement provided if proved false, misstated, concocted, or incorrect at any time during or after prequalification, will 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/Incorporation Certificate
- 2- Copy of Registration Certificate under Sales Tax Act.
- 3- Copy of Authorization Certificate/any proof of Trader/Importer.
- 4- Purchase Orders of Customer/ Client.
- 5- List of Staff/Personnel's of the Firm.
- 6- Income tax return or audited financial statement (last year)
- 7- 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