

BID DOCUMENTS
FOR HIRING OF CANTEEN SERVICES
FOR KTDMC STAFF & STUDENTS
THROUGH
NATIONAL COMPETITIVE BIDDING
AT
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*

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

Issued To: _____

Date of Issuance: _____

Important Note:

The bidder shall stamp and sign every page of the bidding documents. The bidder shall seal the bidding documents in an envelope & affix stamp thereto.

Envelops shall:

- a) Be addressed to “Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road, Karachi, Pakistan”.
- b) Bear the words, “Hiring of Canteen Services Tender # 80/KTDMC/2020-21”.
- c) Bear the words, “DO NOT OPEN THE BID BEFORE November 13, 2020 at 11:00 a.m.”.

TENDER NOTICE

Tender # 80/KTDMC/2020-21

1. Karachi Tools, Dies & Moulds Centre (KTDMC) invites sealed bids from the reputable National bidders registered with tax authorities and who are on active taxpayers list of the Federal Board of Revenue.

S. No	Item Description
01	Hiring of canteen service for KTDMC staff & students

2. Bidding document, 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 29, 2020 to November 13, 2020** Monday to Friday between 9:00 a.m. to 5:00 p.m. Bidding document can also be downloaded from www.ktdmc.com free of cost.
3. The bids must be prepared in accordance with the instructions in the bidding document.
4. Sealed bid along with bid security amounting to **02% of the total bid price** shall be submitted 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**.
5. The bidding document must reach at below address in sealed envelope marked as **“Hiring of Canteen Services Tender # 80/KTDMC/2020-21”** on or before **November 13, 2020 (10:30 a.m.)**. Bid will be opened on the same day at **11:00 a.m.** in the presence of bidders or their authorized representatives who intent to be present.
6. Bid which do not comply with our conditions or submitted after date and time prescribed shall be rejected and returned.
7. This advertisement is also available on www.ppra.org.pk & www.ktdmc.com

Procurement 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

A company set up under section 42 of Companies Act, 2017 and approved as a Non-Profit Organization under section 2(36)(c) of Income Tax Ordinance, 2001.

INSTRUCTIONS TO BIDDERS

A. GENERAL

i. Scope of bid

Sealed bids are invited for “Hiring of canteen service for KTDMC staff & students” for two years. Hereinafter referred to as “the services”.

ii. 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 necessary capability to perform the services.

iii. Cost of the bid

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

iv. Inquiry of the bid

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

v. Eligible bidders & bid

The invitation is open to all prospective suppliers who have complete support and service facilities and has well trained staff and experts.

vi. Single stage –single envelope procedure:

- The bidder shall submit their bid in one single envelope containing, separately, financial proposal and technical proposal. All bids received shall be opened and evaluated in the manner prescribed in the bidding document.

B. THE BIDDING DOCUMENTS

i. Contents of bids

This bidding document be completed and must be returned to KTDMC together with the following documents, in accordance with the instruction to bidder.

- Covering letter with company profile including details of services.
- Tax documents (NTN, GST/ SST Registration Certificate).
- Affidavit on judicial stamp paper of Rs.100 that company is not black listed.
- Form of bid (Annexure A)
- Form of bid security (Annexure B)
- Form of contract (Annexure C)
- Mandatory Requirements (Annexure D)
- Financial Proposal (Annexure E)
- All documents, mention in evaluation criteria.
- Any other document prescribed to be submitted with the bid

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 bid form (Annexure A) duly completed and signed by a person or persons duly authorized to bind the bidder to the contract.
- All price schedules duly completed and signed by a person or persons duly authorized to bind the bidder to the purchase order.
- Term of payments
- Period of validity of bid

iii. Bid Prices

Price must be quoted inclusive of all taxes.

Prices quoted by the bidder at the start of contract shall remain unchanged for one year. This one year will start from the first date of providing services.

After one year if the prices need to be revised due to market conditions, the increase in price for the second year shall be a maximum up to 10% of the total rate inclusive of taxes.

iv. Bid Validity

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.

v. Bid Security

The bidders shall furnish as part of bid, a bid security equivalent to **2%** of total bid amount stated in the tender notice on bid security form. (As per Annexure B) should be submitted with bidding documents. It shall be valid for **90 days**.

vi. Bid Currencies

Bid price must be in Pakistan Rupees.

vii. 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 bidding documents in an envelope & affix stamp thereto Envelops shall:

- Be addressed to "Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road, Karachi, Pakistan".
- Bear the words, "Hiring of Canteen Services Tender # 80/KTDMC/2020-21".
- Bear the words, "DO NOT OPEN THE BID BEFORE November 13, 2020 at 11:00 a.m.".
- Bear the name, address and contact number of the bidder at which the bid could be returned unopened, if it is declared "LATE".

ii. Deadline for submission of bids

Last date for submission of bid is **November 13, 2020 at 10:30 a.m.** Bid will be open on same day at **11:00 a.m.**

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 as per single stage bidding procedure, including withdrawals and modifications, in public, in the presence of bidders' or their representatives who may 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 in the meeting.

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.

iv. Preliminary examination of bids

KTDMC will examine the bids to determine whether they are complete and generally in order without any computational errors.

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.

Arithmetical error will be rectified on the basis, if there is any 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. 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 based on following:

S. No	Details	Qualification
1	Mandatory Requirements (Annexure D)	Shall be qualify for next stage
2	Financial Evaluation (Annexure E)	Shall be Lowest

vi. Contacting the KTDMC

From the time of bid opening, 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 purchase order award decision, its bid may be rejected.

F. POST-QUALIFICATION AND AWARD OF PURCHASE ORDER

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 and technical capabilities on the basis of examination of the documentary evidence of the bidder's qualifications, as well as other information that KTDMC deems necessary and appropriate. The determination may include visits or interviews with the client of the bidder given as reference in its bid, site inspections, and any other measures that it may deem necessary. At the time of post-qualification KTDMC may also carry out tests to determine that the performance or functionality of the 'Scope of Works' offered meets the standard requirements of KTDMC.

ii. Award Criteria

KTDMC will award the purchase order 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 purchase order satisfactorily.

iii. 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.

iv. 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.

v. Prevailing effect of laws

Any terms & conditions found contradictory with applicable Pakistani law, the law will have prevailing effect.

vi. 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:

- The bidder fails otherwise to perform, fulfill or comply with terms & conditions, regulations and requirements of the contract to carry out the work.

- The bidder becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.

vii. Terms of payment

- All the payments under shall be made after deduction of withholding or any other applicable taxes as per govt. rules & regulations.
- Monthly bills will be submitted to KTDMC every month and its payment will be made with 15 working days.

viii. Arbitration

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

ix. Performance guarantee

The qualified contractor shall provide a performance guarantee of **2%** percent value of total contract amount based on 12 months. Performance guarantee of **2%** will be submitted for two (02) years from the date of its submission.

The contractor shall provide a performance guaranty in the form of bank guarantee from any scheduled bank in Pakistan or duly counter- guaranteed by schedules bank in Pakistan. The cost of complying with the requirements of this sub-clause shall be borne by the contractor.

Discharge of performance guarantee shall take place after expiry of contract period.

G. GENERAL CONDITIONS OF CONTRACT

- Canteen will be kept open six working days except Sunday from 08:00 a.m. to 07:00 p.m. or any other timing including gazette holidays notified by the Company.
- Services availed by the KTDMC will be billed to the Company in the first week of the following month with details. The same will be paid within 15 days of its receipt.
- KTDMC shall only be responsible to pay bill for the Tea to staff which shall be offered at their place of work in the premises.
- No paan gutka, cigarettes or alcoholic products shall be offered in canteen.
- KTDMC will provide the following facilities without any charge:
 - a. Cafeteria (premises);
 - b. Furniture or Fixture;
 - c. Electricity & Water;
 - d. Crockery
 - e. Cleaning accessories / detergents
 - f. Furnished kitchen including deep freezer & microwave oven
 - g. No rent of premises will be charged;
 - h. Janitorial services in the hall (excluding dishwashing and cleaning of tables which is responsibility of the contractor).
- Arrangement of LPG for the Canteen is the responsibility of the contractor.
- Canteen will be for exclusive use of KTDMC Officers, Staff, Students and official guests. No outsider will be allowed to avail any facility from the canteen.
- KTDMC Management and Contractor will mutually decide rates of items, which are not included in price list.
- Contractor will be liable to make all arrangements to provide quality food services for Company meetings and other events which will be charged as per market rates.
- The service boys will be neat and clean and will wear proper dressing / uniform.

- Contractor will be responsible for keeping the entire canteen premises neat and clean.
- Contractor will provide hygienic foods in canteen. Food will be inspected by the KTDMC Food Committee regularly to ensure the quality. The quality of Tea or food will be in accordance with standards as specified in these bidding documents or if not specified in bidding documents then according to general accepted standards subject to the satisfaction of the KTDMC Food Committee. If at any time it is found that the quality is not as per the above requirements then KTDMC reserve the right to terminate contract or issue any other directions as may be recommended by the KTDMC Food Committee.

H. QUALITY OF TEA/FOOD

- Edible Oil UHT treated quality will be used for cooking. No recycling of any cooked items is allowed.
- Tea leaf used for making tea will be of well known branded quality like Tapal, Lipton or equivalent.
- Only fresh milk or tetra pack of well known brands will be used for making tea.
- No powder milk or tea whitener is allowed.
- Tea cup size will be approximately 150ml.
- Milk to water ratio will be in accordance with the following table.

Items	Fresh milk	Water
Ratio per cup	60ml	90ml

BID FORM

Admin & HR Department
Karachi Tools, Dies & Moulds Centre

Gentleman:

Having examined the bidding documents for the "the services", the receipt of which is hereby duly acknowledged, we the undersigned offer our 'the services' in conformity with the said Bidding Documents including Addenda Nos. (Insert Numbers _____), for the price per cup 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 one year 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 I)

Signature of Witness II _____

Address _____

Address _____

Date _____

Date _____

Tabulated Requirements

S.No	Details	Remarks
1	Bid Security	2 % of total bid price calculated on 12-month basis.
2	Bid Validity	90 days
3	Payment Terms	Monthly bills will be submitted to KTDMC every month and its payments will be release with 15 working days
4	Performance Guarantee	2% of total cost of bid price calculated on 12-month basis for the period of two years.

Annexure “B”

FORM OF THE BID BOND/EARNEST MONEY

GUARANTEE NO. _____
ISSUED DATE. _____
EXPIRY DATE. _____
AMOUNT. _____

To,

Admin & Procurement Department
Karachi Tools, Dies & Moulds Centre
Karachi.

Whereas _____ (Hereinafter called “The Bidder”) has submitted its bid dated _____ for Karachi Tools, Dies & Moulds Centre, Karachi hereinafter called “The Bid”.

And whereas the Bidder has requested the bank to issue the Bid Bond/Earnest Money in favour of Karachi Tools, Dies & Moulds Centre for the sum of Rs. _____ (2% of the total price) required to be furnished by the Bidder for consideration of its Bid.

Now, therefore, we (BANK) _____ having our registered office at _____ (hereafter called “The Bank”) hereby Guarantees Irrevocably and unconditionally to pay forthwith to the sum of Rs. _____ (2% of the total price) without any reference to the Bidder on Karachi Tools, Dies & Mould Centre first demand in writing stating that the Bidder has withdrawn or unilaterally modified its offer or has after having been notified of the acceptance of its Bid by Karachi Tools, Dies & Mould Centre failed to execute the CONTRACT or has failed after executing the CONTRACT to submit to Karachi Tools, Dies & Mould Centre the bid security bond required under the CONTRACT.

This guarantee shall remain valid and in force for 90 days from the last date fixed for submission of the Bids that is and any demand for payment by Karachi Tools, Dies & Mould Centre within the said validity period of this guarantee shall be paid forthwith by the bank to Karachi Tools, Dies & Mould Centre.

This guarantee is valid upto _____ and any claim arising out of this guarantee must be lodged on or before the _____.

WITNESS BANK

Annexure 'C'

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 "Services", viz _____ should be executed by the 'Contract' and has accepted a bid by the "Contract" or for the execution and completion of such 'Services'.

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/Work order;
 - (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 services 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 services 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)

Canteen Services**Evaluation and Comparison of Bids****Mandatory Requirements**

S. No	Details of Technical/Mandatory Requirements	Check List of Documents Undertaking on Company's Letter Head
1	Experience of 5 years or above of similar services running of canteen or cooking in a company / educational Institute. (Experience letter or agreement required of any one client)	
2	Canteen contractor shall provide in addition to Tea, Hygienic Food, Roti and Snacks. KTDMC utensils & crockery will be used for providing canteen service. Serving of tea shall be the responsibility of the canteen contractor. (Written confirmation required)	
3	Contractor should provide good quality mixed cup of tea to all Staff members Tea shall be provide as per following schedule: Moring at 9:00~9:45 a.m. (Average 110 Cups) Afternoon at 2:30~3:00 p.m. (Average 110 Cups) Evening at 6:15~:6:30 p.m. (Average 30 Cups) (Written confirmation required).	
4	Existing cliental list (Minimum three clients)	
5	Availability of sufficient staff to execute above mentioned services (Please specify the number of personnel)	
6	Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.	
7	Copy of Tax Registration Certificate	

Note: Non-fulfillment of the above any mandatory requirement shall summarily reject the bid.

B- Financial Proposal**Annexure “E”**

KTDMC will acquire Tea services to their staff members on daily basis at their work places.

Financial evaluation will be based on **Rate Quoted Per Cup of Tea.**

Availability of LPG is contractor responsibility.

S. No	Details	Qty Monthly Cups of Tea (150 ml) Nos.	Unit Rate Exclusive of Taxes (PKR)	Unit Rate Inclusive of Taxes (PKR)
1	Cup of tea approx. 150 ml consist of 60ml milk and 90ml water.	5500 Approx. Monthly		
2	Total Cost Inclusive of Taxes per month (5500 x Cost of Per Cup of Tea Inclusive of Taxes)			
3	Total Cost Inclusive of Taxes per year			
3	<u>2% Bid Security</u> to be furnish in the shape of Pay order of <u>Total Cost</u> calculated on 12 month basis in the name of “ Karachi Tools, Dies & Moulds Centre ” valid up to 90 days			

Menu rate list for staff and students

This rate list is not a part of financial proposal.

S. No	Canteen rate list of KTDMC staff for the period of one year	Rate (Rs) Staff Members
01	Roti/Chapati (Ulta Tawa)	
02	Aloo Qeema Per Plate (Bachia)	
03	Daal Per Plate	
04	Egg Boiled	
05	01 Egg Omelate	
06	02 Egg Omelate	
07	Samosa	
08	Roll	
09	Chicken Qorma / Karahi / Nihari	
10	Chicken Biyani/Pulao	
11	Beef Biryani/ Pulao Per Plate	
12	Anda Chana with Egg	
13	Sabzi Per Plate	

Note:-

Charges for food items, snacks and beverages will be charged to and collected from staff/students by the contractor himself on the spot at market rates. KTDMC does not hold any responsibility in this respect.