

Tender # 81/KTDMC/2020-21

TECHNICAL PROPOSAL
BID DOCUMENTS
FOR THE SUPPLY OF
“I.T EQUIPMENTS”
WITH WARRANTY
THROUGH
NATIONAL COMPETITIVE BIDDINGS
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

Date of Issuance: _____

Issued To: _____

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:

- Be addressed to “Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road, Karachi, Pakistan”.
- Bear the words, “Invitation to bid for the supply of I.T Equipments and warranty Tender # 81/KTDMC/2020-21”.
- Bear the words, “DO NOT OPEN THE BID BEFORE December 28, 2020 at 11:00 a.m.”.

TENDER NOTICE

Tender # 81/KTDMC/2020-21

1. Karachi Tools, Dies & Moulds Centre invites sealed bids for the supply of I.T Equipments with warranty from the reputable national bidders, registered with tax authorities in income & sales tax and on active taxpayers list of the Federal Board of Revenue.
2. Bidding documents, containing detailed terms & conditions are available at the given below address and 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 **December 11, 2020 to December 28, 2020** 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 the supply of I.T Equipments with warranty**”. 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 **December 28, 2020 (10:30 a.m.)** Bids 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.
4. 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.

Instruction to bidders

A. General

i) Scope of bid

Sealed bids are invited for the supply of I.T Equipments with warranty. Hereinafter refer to as “the goods”.

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 carry out the scope of bid.

iii) 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.

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) Procedure of open competitive bidding:

Single stage – two envelope procedure:-

- The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
- The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion.
- Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened.
- The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of the procuring agency without being opened.
- 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.
- During the technical evaluation no amendments in the technical proposal shall be permitted.
- The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
- 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.
- The bid found to be the lowest shall be accepted.

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.

Technical proposal:

- Covering letter with company profile (If any).
- Tax registration certificate (NTN & GST Registration Certificates).
- Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.
- Specifications in accordance with annexure “D1 & D2”.
- Brochures or booklet of the specification of offered (if any).
- Operations manuals (if any).
- 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. No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept clarifications to the bid that do not change the substance of the bid.

C. Preparation 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) 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, “Invitation to bid for the supply of I.T Equipments with warranty Tender # 81/KTDMC/2020-21”.
- Bear the words, “DO NOT OPEN THE BID BEFORE December 28, 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 **December 28, 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- two envelope procedures, 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. Bidder's 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 caused by multiplying the unit price and quantity, or between subtotals and the total price. If there is a discrepancy between words and figures, the unit price 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 criteria:

S. No	Mandatory Requirements	Supplier Remarks
1	Supplier must be registered with the tax authorities and on active tax payer list in the similar supplies. (Attach NTN & GST registration certificates along with the proof of active tax payer list in FBR)	
2	Affidavit on Judicial stamp paper of Rs.100 that company is not black listed. (Attach)	
3	Prior Performance and Experience (Attach minimum three cliental purchase orders of each item)	
4	Technical support shall be provided free of cost during the warranty period of each item.	
5	Ensure the availability of spares and accessories for 5 years of each offered item.	
6	Authorized partner or dealer in the relevant product. (Attach certificate of incorporation with authorized partners/dealer)	

- **Non fulfillment any of the above requirements shall reject the bid.**

vi) Contacting the KTDMC

From the time of bid opening to the time of purchase order, if any bidder wishes to contact the KTDMC on any matter related to the bid, it should be 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) Purchase order

After completion of bid procedure and award of contract to successful bidders, the successful bidder will be bound to terms & condition mentioned in bidding documents.

v) Warranty

- The bidder further warrants that the services to be carried out under the purchase order will conform to generally accepted professional standards and engineering principles in Pakistan.
- The bidder shall provide warranty as per Annexure D1 & D2.
- KTDMC shall promptly notify the qualified bidder in writing of any claim arising under the warranty.
- Upon receipt of such notice, the bidder shall promptly but not later than seven working days of such request, respond in writing about repairs and replacement.
- If the bidder, after having been notified, fails to provide remedy for the defects in accordance with the purchase order and specification, 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 available to KTDMC.

vi) Delivery time or completion schedule

Selected firm will be bound to supply / deliver of the goods by using their own transportation. The goods are to be delivered according to schedule.

- The time for delivery of the goods at KTDMC will be followed as per attached annexure.
- No extension of time is allowable unless it is due to change of specifications of each set of the goods, notified in writing by the buyer.
- Provided that the extension of time as aforesaid shall only be applicable to a specific set of the goods for which the certain situation arises as discussed in sub-clause (ii), above.
- The supplier shall demonstrate to the buyer satisfaction that it has used its best endeavors to avoid or overcome such causes for delay, and both parties will mutually agreed upon remedies to mitigate or overcome such causes for delay.
- 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

Supplier shall not be liable for delay of delivery of the goods if caused by force majeure.

vii) Spares & accessories

The supplier shall ensure the availability of spare parts and accessories for 5 years.

viii) Applicability of Pakistan's Laws

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

ix) Indemnity

- The supplier shall undertake to indemnify KTDMC against any defects or shortfalls in the goods.
- The supplier shall undertake to indemnify the KTDMC against any infringement of any intellectual property rights in respect of the goods.

x) Termination

- KTDMC may, without prejudice to any other remedy for breach of contract/purchase order by written notice of default sent to the bidder, terminate the purchase order in whole or in part.
- KTDMC shall have the right to terminate/cancel the purchase order concluded between the bidder and KTDMC, if:
- The bidder fails otherwise to perform, fulfill or comply with terms & conditions, regulations and requirements of the purchase order to carry out the work in accordance with the provisions thereof or abandons the shipment.
- The bidder becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors.

xi) Inspection & Test

- The purpose of the inspection is to verify and confirm that the goods in accordance with specification stated in bidding documents and annexure.

- The supplier is liable get the goods and its components/parts physically verified to the buyer.
- If any inspected or tested the goods fail to conform to the specifications, KTDMC may reject the supply and the supplier shall either replace the rejected the goods or provide alternatives to meet the requirements of the specifications to the satisfaction of the KTDMC free of cost.

xii) Download Technical Annexure

[Download Technical Annexure D1](#)

[Download Technical Annexure D2](#)



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

