



**Tender # 82/KTDMC/2020-21**

**BID DOCUMENTS  
FOR HIRING OF  
“PICK & DROP SERVICES FOR KTDMC STAFF & STUDENTS”  
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 hiring of Pick & Drop services for KTDMC staff and students Tender # 82/KTDMC/2020-21”.
- Bear the words, “DO NOT OPEN THE BID BEFORE January 15, 2021 at 11:00 a.m.”.

**TENDER NOTICE**

**Tender # 82/KTDMC/2020-21**

1. Karachi Tools, Dies & Moulds Centre invites sealed bids for **hiring of pick & drop services for KTDMC staff and students** from the reputable national bidders, registered with tax authorities in income tax and sindh sales tax and who is on active taxpayers list of the Federal Board of Revenue and Sindh Revenue Board.
2. Bidding documents, containing detailed terms and 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 30, 2020 to January 15, 2021** Monday to Friday between 9:00 a.m. to 5:00 p.m. Bidding documents can also be downloaded from [www.ktdmc.com](http://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 hiring of pick & drop services for KTDMC staff and students”**. 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 **January 15, 2021 (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](http://www.ppra.org.pk) & [www.ktdmc.com](http://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](http://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 hiring of pick & drop services for KTDMC staff and students. Hereinafter referred to as “The services”. Detailed scope of services is mentioned in clause 6 of annexure-D and annexure-E.

**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 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) Single stage –single envelope procedure**

The bidder shall submit their bid in one single envelope along with necessary documents. 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 (If any).
- Tax documents (NTN, 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)
- 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.

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.

### **C. Preparation of bid**

#### **i) Language of bid**

The bid prepared by the bidder, all correspondence and documents related to the bid exchanged by the bidder and the KTDMC shall be written in English language.

#### **ii) Bid prices**

Price quoted must be inclusive of all taxes. 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.

#### **iii) Bid validity**

Period of validity of bid price shall remain valid for **90 days** after the date of bid opening.

#### **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 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 hiring of Pick & Drop services for KTDMC staff and students Tender # 82/KTDMC/2020-21”.
- Bear the words, “DO NOT OPEN THE BID BEFORE January 15, 2021 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 **January 15, 2021 at 10:30 a.m.** Bid will be opened 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 documents 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 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, 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) Bid opening statement**

The KTDMC shall prepare bid opening statement and disclose the information with bidder who shall be present at the time of bid opening.

**iii) 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 confirms 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.

**iv) 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 requirements	Shall be qualify for next stage
2	Financial evaluation	Must be lowest

**v) 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 to the most advantageous 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 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 and will issue agreement after mutual agreed between the KTDMC and bidder.

**v) Applicability of Pakistan’s laws**

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



**vi) Termination**

KTDMC may, without prejudice to any other remedies 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 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.
- 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 **5%** value of total contract amount based on 12 months. Performance guarantee of **5%** will be submitted for one (01) 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. 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.

**x) 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.

**xi) 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.

***Annexure “A”***

**Form of bid**

To  
Procurement 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 “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 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 I

Signature of Witness II

Address \_\_\_\_\_

Address \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



**Form of bid summary**

S. No	Details	Remarks
1	Bid security	<b>2%</b> of total bid amount of one year
2	Bid validity	90 Days
3	Payment terms	Monthly bills will be submitted to KTDMC every month and its payment will be made within 15 working days.
4	Contract duration	One year
5	Each service period (NAVTTTC Program)	Minimum 3~4 Months

**Annexure “B”**

**Form of bid security**

Whereas \_\_\_\_\_ (hereinafter called “The bidder”) has submitted its bid date \_\_\_\_\_ for 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 its 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,
3. Fails or refuses to execute the agreement form, when requested or,
4. Fails or refuses to furnish the performance security, in accordance
5. 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

**Annexure ‘C’**

**Form of contract**

THIS CONTRACT (hereinafter called the “contract”) made on the \_\_\_\_\_ day of \_\_\_\_\_ 2000  
\_\_\_\_\_ 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:
  - The letter of acceptance/intent;
  - The completed form of bid
  - Conditions of contract
  - 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)

### Mandatory requirement

Hiring of pick & drop services for KTDMC staff and students

1. Copy of NTN & SST registration certificate.  
The principle activity on NTN & SST registration certificate must be similar to the transporter services.
  - ♦ **Attached NTN registration certificate**
  - ♦ **Attached SST registration certificate**
  - ♦ **Attached active taxpayer certificates**
2. Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.
  - ♦ **Attached**
3. Experienced minimum 5 years to providing similar services in an organization / educational institutes.
  - ♦ **Attached copy of experience letter/contracts/work orders/agreement minimum 3 clients of last 5 years**
4. Vehicles shall be provided to KTDMC as per following schedules.

S. No	Service required for	Tentative no. of vehicles	Preferred Vehicle	Vehicle Registration No.	Tentative Arrival at KTDMC	Tentative Departure from KTDMC
1	<b>Schedule 1</b> Pick & Drop for KTDMC Staff	1~2	Hi-ace 14 Seaters or Equivalent	2010~2015 or above	8:45 a.m.	5:10 p.m.
2	<b>Schedule 2</b> Pick & Drop for Students DAE Program	1	Coaster 32 Seaters or Equivalent	1991~2000 or above	9:15 a.m.	1:30 p.m.
3	<b>Schedule 3</b> Pick & Drop for Students NAVTTC Program	1	Hi-ace 14 Seaters or Equivalent	2005~2015 or above	3:00 p.m.	8:00 p.m.

5. Provide vehicles must be in good condition from engine, seats, tyres, meter, interior and exterior.
  - ♦ **Attached details of the vehicles**

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

**Annexure “E”**

**Financial proposal to be filled by contractor**

S. No.	Description	Tentative no. of round trips in a month	Tentative round trip per day (KM) approx.	Vehicle per month rental charges (PKR)
1	<b>Schedule 1</b> KTDMC Staff Pick & Drop	22~24 Days	100~120 K.M	
2	<b>Schedule 2</b> Students Pick & Drop for DAE Program	24~25 Days	6~8 K.M	
3	<b>Schedule 3</b> Students Pick & Drop for NAVTTC Program	24~25 Days	6~8 K.M	
<b>Total amount exclusive of taxes (PKR).</b>				
<b>Tax SST</b>				
<b>Total amount Inclusive of taxes (PKR)</b>				
<b>2 % of Bid Security</b> to be furnish in the shape of pay order of the total amount inclusive of all taxes in the name of “ <b>Karachi Tools, Dies &amp; Moulds Centre</b> ” Calculated for the period of one year.				

**General terms & conditions:**

- Bid shall be evaluated on the basis of total of all three schedules.
- In case of any one of the above schedules not quoted, the bid shall be rejected.
- Bid rates shall be valid for one year of the contract.
- Billing shall be made after completion of each month.
- KTDMC reserves the right to change the route, pickup & drop location, timings, terminate or suspended any scope of services during contract period as and when required.
- No payment shall be made during the suspension period of the service.
- On termination or suspension any of the above services payment shall be made according to services used by KTDMC.
- Prior inspection of the vehicles will be made by KTDMC administration department.
- List of the vehicles along with the fitness certificate shall be provided before starting of contract.
- Pick & drop service shall be provided on official working days , however the successful bidder shall be bound to provide such service even on holiday's etc on request of KTDMC.
- List of professional drivers shall be provided on letter head with the name of driver, CNIC number and valid license number.

- Gas cylinder in the vehicle shall not be allowed.
- Due to corrective maintenance or any other reason if the vehicle is not available, the contractor shall be responsible to provide alternate vehicle or reimburse the person travelling in vehicle.
- The purchase of fuel, lubricants, spares and payment of wages to the drivers and other staff, maintenance and overhauling and ensuring validity of the insurance in respect of the vehicles provided by the contractor shall be the sole responsibility of the contractor.
- The contractor will ensure that the drivers and other staff hired by him are disciplined and law abiding nationals of Pakistan. He shall also ensure that van drivers will not be changed frequently, resulting in annoyance of the user staff as new drivers likely to be unfamiliar with the area normal conduct and operations to be followed.
- The drivers shall not allow smoking in the vehicles during the driving.
- Unnecessary delays in arrival or departure shall not be allowed.
- Unethical behavior with staff and students shall be strictly prohibited.
- KTDMC reserve the right to terminate the contract at any time due to unsatisfactory performance.



**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

