



Norwegian Embassy
Islamabad



Tender # 83/KTDMC/2020-21

**BID DOCUMENTS
FOR HIRING OF
“PICK & DROP SERVICES FOR 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:

- 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, “Invitation to bid for hiring of Pick & Drop services for students Tender # 83/KTDMC/2020-21”.
- c) Bear the words, “DO NOT OPEN THE BID BEFORE January 15, 2021 at 3:00 p.m.”.



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TENDER NOTICE**Tender # 83/KTDMC/2020-21**

1. Karachi Tools, Dies & Moulds Centre invites sealed bids for **hiring of pick & drop services for 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 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 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 (2:30 p.m.)** Bids will be opened on the same day at **3:00 p.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.

Disclaimer:

The project “Support to the Technical and Vocational Education and Training sector in Pakistan” is supported by the TVET Sector Support Program, which is funded by European Union, Federal Republic of Germany and Royal Norwegian Embassy.

Instruction to bidders

A. General

i) Scope of bid

Sealed bids are invited for hiring of pick & drop services for 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 students Tender # 83/KTDMC/2020-21”.
- Bear the words, “DO NOT OPEN THE BID BEFORE January 15, 2021 at 3:00 p.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 2:30 p.m.** Bid will be opened on same day at **3:00 p.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, 2004.

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	2% 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	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)

Annexure “D”

Mandatory requirement

Hiring of pick & drop services for 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 certificate**
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 Persons avail the facility	Tentative Arrival at KTDMC	Tentative Departure from KTDMC	Preferred Vehicle	Vehicle Registration No.
1	Schedule 1 Pick & drop for students	60~65	Morning 9:30 a.m. or Evening 3:00 p.m.	After noon 2:00 p.m. or Evening 3:00 p.m.	Coaster 32 Seaters or Equivalent	1991~2000 or above

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 persons avail the facility	Tentative no. of round trips in a month	Tentative round trip per day (KM) approx.	Mentioned no. of vehicles	Transportation charges for per month (PKR)
1	Schedule 1 Pick & drop for students	60~65	22~24 Days	50~60 K.M		
Tax SST						
Total amount inclusive of taxes (PKR)						
2 % of Bid Security to be furnish in the shape of pay order of the total amount inclusive of all taxes in the name of “ Karachi Tools, Dies & Moulds Centre ” Calculated for the period of one year.						

General terms & conditions:

- 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.



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- 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 students shall be strictly prohibited.
- KTDMC reserve the right to terminate the contract at any time due to unsatisfactory performance.