

**FINANCIAL PROPOSAL
FOR “SECURITY GUARD SERVICES”
THROUGH
NATIONAL COMPETITIVE BIDDINGS
KARACHI TOOLS, DIES & MOULDS CENTRE
(KTDMC)**

**MINISTRY OF INDUSTRIES & PRODUCTION,
GOVERNMENT OF PAKISTAN**

**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

Date of Issuance: _____

Issued To: _____

Important Note:

The Bidder shall seal & affix to the company's stamp on the envelope, duly marked as “Technical Proposal Security Guard Services”.

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, “DO NOT OPEN THE BID BEFORE (date and time of opening)”

TENDER NOTICE

Tender # 87/KTDMC/2020-21

1. Karachi Tools, Dies & Moulds Centre (KTDMC) invites sealed bids from reputable National bidders registered with Tax authorities and who are on Active Taxpayers list of the Federal Board of Revenue for acquiring services of security guard services at KTDMC premises.

S. NO	ITEM NAME	Nos.
01	Armed Security Supervisor	1 (Morning)
02	Armed Security Guard	2 (Morning) 2 (Evening)

2. Bidding documents, 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 **March 18, 2021 to April 1, 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 “Security Services”**.
4. 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 **120 days** should be submitted on or before **April 2, 2021 (10:00 a.m.)** Bids will be opened on the same day at **10:30 a.m.** in the presence of bidders or their authorized representatives who intent to be present.
5. 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

INSTRUCTION TO BIDDERS

A. GENERAL

i. Company introduction

Karachi Tools, Dies and Moulds Centre (KTDMC) is wholly owned subsidiary of Pakistan Industrial Development Corporation. KTDMC was incorporated in March, 2006 as company limited by guarantee having share capital and registered under section 42 of the companies ordinance, 1984.

The main objectives of the company are to design, develop and manufacture tools, dies and moulds (TDM) in Pakistan and provide training, consultancy and skill development services to public and private sector.

ii. Scope of bid

Sealed bids are invited to acquire services of security guards for the period of two year which is extendable subject to satisfactory performance. This security services (here-in-after referred as “Services”).

iii. 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 financial & technical capability to perform the agreement.

iv. Cost of the bid

The bidder shall bear all costs associated with the preparation and submission of its bid and KTDMC will not responsible or liable for those costs.

v. Inquiry about 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.

vi. Eligible bidders & bid

The invitation is open to all service contractors with complete support and services facilities and has self-sufficient trained staff and experts.

All bids should be submitted in accordance with bid forms (Annexure A) duly witnessed and signed.

vii. 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 KTDMC without being opened;
- KTDMC shall evaluate the technical proposal in a manner prescribed in these documents and shall reject any proposal which does not conform to the specified requirements;
- During the technical evaluation no amendments in the technical proposal shall be permitted;
- 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; and
- The bid found to be the lowest evaluated bid shall be accepted.

B. THE BIDDING DOCUMENTS

i. Contents of bids- Technical Proposal

These bidding documents (Technical Proposal) to be completed and returned to KTDMC together with the following documents, in accordance with the instruction to bidders.

Technical proposal

1. Covering letter with company profile for invitation to bid including detail of services.
2. Technical proposal (Annexure “D”)
3. Tax documents (NTN & SRB).
4. Affidavit on Judicial stamp paper of Rs.100 that company is not black listed.
5. Existing cliental list.
6. Proof of existing location in Korangi area (at least one) proof required/contract copy.
7. Member of APSAA (certificate required)
8. Requisite license holder as per Ministry of Interior instructions for security companies.
9. Required weapon (9 mm for supervisor, 30 bore MP5 style for one security guard & 12 bore G3 style for second security guard) written confirmation required.
10. Certificates of training of individuals to be deputed at KTDMC shall be provided.
11. 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.

iii. Bid prices

Price must quote inclusive of all taxes. Period of validity of bid price shall remain for 120 days after the date of bid opening.

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.

iv. Bid currencies

Bid price must be in Pakistan Rupees.

v. Bid security

The bidders shall furnish as part of bid a bid security **02%** of total bid amount in fixed amount stated in the tender notice on bid security form in favor of "**Karachi Tools Dies & Moulds Centre**", (As per Annexure B) should be submitted with financial proposal. It shall be valid for **120 days**.

vi. Performance guarantee

The qualified contractor shall provide a performance guarantee of 5% percent value of total contract amount based on 12 months. Performance guarantee of 5% will be submitted for two (02) year 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.

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 envelope of the bid in an inner and outer envelope.

Envelop shall:

- a) Be addressed as “Procurement Department, Karachi Tools, Dies & Moulds Centre Sector 38, Korangi Creek Industrial Park, Korangi Creek Road Karachi, Pakistan” along with “TENDER NUMBER”.
- b) Bear the words, “KTDMC” “DO NOT OPEN THE BID BEFORE (date and time of opening)”
- c) Bear the name, address and contact number of the bidder at which the bid could be returned unopened, if it is declared “LATE” pursuant to clause D(iii).

ii. Deadline for submission of bids

Last date for submission of bid is **April 2, 2021 at 10:00 a.m.**

Bids will be opened on the same day at **10:30 a.m.**

KTDMC may, as per PPRA Rules, extend the deadline for submission of bids by amending the bidding documents in this case all rights and obligations of the KTDMC and bidders will thereafter be subject to the deadline as extended. The extended date shall be intimated to the bidders in writing.

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 procedure, including withdrawals and modifications, in public, in the presence of bidders or their representatives who choose to attend, at the time, on the date and at the place specified in the bid document. Bidders’ representatives shall sign attendance sheet as proof of their presence.

ii. Tender opening statement

The KTDMC will prepare tender opening statement, including the information disclosed to those present in a tender opening.

iii. Clarification of bids

During the bid evaluation, 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 in all respects and whether the documents have been properly signed, and are generally in order. KTDMC 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 notwithstanding his qualification based on preliminary examination of bidding documents.

v. Contacting the KTDMC

From the time of bid opening to the time of agreement 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 agreement award decision, its bid may be rejected.

F. POST-QUALIFICATION AND AWARD OF CONTRACT

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, 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.

ii. Award criteria

KTDMC will award the agreement 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 agreement satisfactorily.

The agreement will only be awarded to successful bidder.

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.

The notification of award will constitute the formation of the agreement.

iv. Signing of agreement

After completion of bid procedure and award of agreement to successful bidders, an agreement will be signed between KTDMC & the successful bidder on terms & condition to be agreed upon. Subject to the conditions mentioned in the bid documents.

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

(i) 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:

(a) The bidder fails otherwise 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 or abandons the shipment.

(b) 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.
- Monthly bills will be submitted to KTDMC every month and its payment will be made with 10 working days.
- Wages of 'Contractor' staff shall be paid by maximum 2nd day of each month.

viii. Arbitration:

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

ix. Price escalation

In case of revision of minimum wages by the Government the increase in price of services shall not exceed beyond the increased amount of wages. For the year 2021-22 no escalation will be applicable.

BID FORM

Procurement Department

Karachi Tools, Dies & Moulds Centre

Gentleman:

Having examined the bidding documents for the “Services”, the receipt of which is hereby duly acknowledged, we the undersigned offer our ‘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 (_____) 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 _____

Tabulated Requirements

S. No	Details	Remarks
1	Bid Security	2 % of total bid price based on 12 months
2	Bid Validity	120 days
3	Performance Guarantee	Qualified contractor shall provide a performance guarantee of 5% percent of total contract value based on 12 months for 2 years
4	Payment Terms	Monthly bills will be submitted to KTDMC every month and its payment will be made with 10 working days
5	Wages	Qualified contractor is liable to pay minimum wages to all personnel's as per Government rules & regulations

FORM OF THE BID BOND/EARNEST MONEY

GUARANTEE NO. _____

ISSUED DATE. _____

EXPIRY DATE. _____

AMOUNT. _____

To,

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 120 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

BANK

FORM OF CONTRACT

DRAFT CONTRACT FOR SECURITY SERVICES

THIS AGREEMENT is made in two originals stamp paper of Rs. 100/- each on the Day of

BETWEEN

M/S. _____ a company incorporated and existing under the laws of Pakistan and having its head office Tel # _____ Pakistan (Here in after called "the Company") Of ONE PART

AND

Karachi Tools, Dies & Moulds Centre (KTDMC) Sector No 38, Korangi Creek Road, Near PRL, Karachi-Pakistan. Tel# 021-31520500, 021-35120501 (Here in after called "the Client) of the OTHER PART.

WHEREAS the 'Company' is a firm formed for the purpose of operating security systems & services within Pakistan and has guards and other personnel who are fully trained in the field of Security and are fully furnished with all necessary equipments to do the same. WHEREAS THE 'Company' has agreed to provide security services for the persons and property.

Security services hereafter called the "Services" include those services which are provided by the Company to the Client through its above mentioned properly trained personnel and subject to the requirements and standards as mentioned in bidding documents.

NOW IT IS HEREBY AGREED AS FOLLOWS:

1. This agreement shall come into force of the First day of _____ 2021.
2. The company shall maintain and operate a security detachment from the date when the agreement comes in force at the premises of the Client located at the following Address.
Karachi Tools, Dies & Moulds Centre Sector No. 38, NC No. 24, Korangi Creek Park, adjacent to Pakistan Refinery Ltd., Korangi Creek Industrial Area, Korangi Creek Road, Karachi, Pakistan, Ph: 021-35121888, 35120499-500
3. The Company is liable to pay minimum wages to its security guards and supervisor as per relevant applicable laws.
4. The 'Client' shall pay the Company a total amount of Rs. _____/- per month for the aforementioned services for one 'Armed Security Supervisor' and four 'Armed Security Guards' on 12 Hour shift basis. The 'Company' shall submit service charges invoice by _____ of each month for which the 'Client' will pay service charges before 10th day of next month.
5. 'Company' shall provide a performance guarantee of 5% percent value of total contract amount based on 12 months. Performance guarantee of 5% will be submitted for two (02) years from the date of its submission.

6. The company 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 company.
7. Discharge of performance guaranty shall take place after expiry of contract period.
8. In case of revision of minimum wages by the Government the increase in price of services shall not exceed beyond the increased amount of wages. For the year 2019-20 no escalation will be applicable.
9. No Security Guard will perform more than 12 hours of duty in a day. If any guard is absent replacement will be arrange by 'Company' within 02 Hour for the substitute of guard.
10. The 'Company' will be liable to make good any loss that may arise to the assets of the Client as a result of negligence in duty by the guard/s or negligence by the 'Company in deployment of suitable and properly trained personnel. This will not prejudice the Client's right to other legal actions.
11. The 'Company' will be liable to pay to its guards deployed at the 'Client' premises all salaries/wages in lump sum to which they are entitled before the end of the month to which it relate.
12. The 'Company' undertakes to abide by all labour and other laws applicable to those guards deputed to the 'Client' and further undertakes to bear and fully discharges his liabilities towards fee/taxes/contribution that may be payable to any Government department/institution (etc) to the satisfaction of 'Client'.
13. If monthly bills are not paid by due date, 'Company' has right to withdraw guards by sending intimation to the 'Client'. However this condition is subject to 30 days prior written notice.
14. This contract will remain valid for a period of two year and may, subject to the applicable laws, be extended by mutual consent of both parties for such period of time to which both parties agree. This agreement may also be terminated by either party at any time during the terms of the contract by giving to the other party prior written notice of at least ONE month before the last day of the service.
15. If any monthly sum hereby agreed to be paid by the client to the company or any part thereof shall remain unpaid for a period of one month after the same shall have become due under clause (3) above, the client shall become liable to pay on such unpaid monthly sum or part thereof until it is paid, interest calculated at a one and a- half percent for each month or part of a month that such sum shall remain unpaid and such interest shall be recoverable by the company from the client without prejudice to the above company may give to the client ONE Month notice to terminate this agreement and unless such sum shall have been paid before the expiration of such notice this agreement shall upon expiration terminate absolutely and the company's obligations herein held cease but without prejudice to the liability of the client in respect of such or any other breach of the agreement.
16. The company is an independent company any all services rendered under this contract is to be performing here as such, it being understood that the direction and manner performance of services of the company's employees shall be solely with in the control of the company. Also the company shall be responsible for payments of its employee's wages, insurance premiums, salaries, allowances and all payroll taxes.

17. Monthly pay slip of ‘Security Guards’ has to be submitted to ‘Client’.

IN WITNESS WHEREOF the parties hereto have signed this agreement on the day, month and year first above mentioned.

Signed on behalf of Company

M/S _____

Chief Executive Officer

Signed on behalf of Client

Karachi Tools, Dies & Moulds Centre

Chief Executive Officer

WITNESS

WITNESS

Name and signature

Name and signature

CNIC

CNIC

Special conditions of bid:

- a) Contractor is liable to pay minimum wages to all personnel's as per Government rules & regulations.
- b) Contractor should be enrolled in EOBI and liable to enroll all deputed staff in EOBI.
- c) Contractor liable to adhere all Government levy.
- d) Contractor will arrange a survey of KTDMC representative to its existing clients in Korangi area.
- e) Contractor shall ensure that the manpower once provided would not be ordinarily changed from premises without permission of KTDMC authorized Manager.
- f) In case of absence of any security personnel contractor will arrange alternate within 02 hour for his substitute.
- g) Contractor shall make himself available to the KTDMC premises whenever asked for and shall reply all communications issued within two days of their receipt.
- h) In case of any damage and injury to the contractor's staff, KTDMC shall not be responsible at all.
- i) I / we agree with above terms and conditions.

Signature _____

Name _____

Designation _____

Name of Firm _____

Seal of Firm _____

Financial Proposal

S. No.	DESCRIPTION	AMOUNT IN (PKR)
1	SECURITY ARMED SUPERVISOR Weapon 9MM Pistol with pouch & license (One in morning) With uniform & identity card	No of PERSONNEL 01 Amount PKR _____ (Monthly Excluding Tax) Amount PKR _____ (Monthly with SRB Tax)
2	SECURITY ARMED GUARD (2 in morning & 2 in night) Weapon 30 bore MP5 style & 12 bore G3 style with license. With uniform & identity card	No of PERSONNEL 04 Amount PKR _____ (Monthly Excluding Tax) Amount PKR _____ (Monthly with SRB Tax)
3	TOTAL MONTHLY COST EXCLUDING TAX	PKR. _____
4	TOTAL MONTHLY COST WITH SRB TAX	PKR. _____ Note: Contractor is liable to pay minimum wages to all security personnel's as per Government rules & regulations.
5	BID SECURITY	2% Bid Security to be furnish in the shape of Pay Order/Bank guarantee of total amount in the name of “Karachi Tools, Dies & Moulds Centre”