

**TECHNICAL 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. 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.

viii. 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.

Security Services**Evaluation and comparison of bids****Technical Proposal**

S. No	Details	Check List
1	Existing locations in Korangi area (at least one proof required) Contract / work order copy required.	
2	Affidavit on judicial stamp paper of Rs.100 that company is not black listed.	
3	Copy of NTN registration certificate	
4	Copy of registration of SRB certificate	
5	Member of APSAA (Copy of certificate required)	
6	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.	
7	Certificates of training of individuals to be deputed at KTDMC shall be provided.	

Note: Non fulfillment of the above technical requirement shall summarily reject the bid.