

FINAL



REQUEST FOR PROPOSAL

TENDER FOR VAULTS / SAFE (RENTAL BASIS) FOR THE GEMS
AND JEWELRY PAVILION FOR
EXPO PAKISTAN - 2017 (9-12 NOVEMBER, 2017)" AT KARACHI
EXPO CENTRE

FINAL

SUBJECT: TENDER FOR VAULTS / SAFE (RENTAL BASIS) FOR THE GEMS AND JEWELRY PAVILION FOR EXPO PAKISTAN - 2017 (9-12 NOVEMBER, 2017)" AT KARACHI EXPO CENTRE

Trade Development Authority of Pakistan (TDAP), invites sealed bids from reputable firms registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers List of the Federal Board of Revenue and qualified in all respects, for supply of vaults / safe (rental basis) for the Gems and Jewelry Expo Pakistan-2017 (9-12 Nov., 2017) at Karachi Expo Centre.

2. Bidding documents containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, performance guarantee etc. are available for the interested bidders at the Office of the Deputy Director (Expo Pakistan-2017), Trade Development Authority Of Pakistan (TDAP), 3rd Floor Block-A, FTC Building, Shahrah-e-Faisal, Karachi against fee of Rs.500/- through pay order in favor of Accounts Officer, TDAP, Karachi. The bidding documents can also be downloaded from www.tdap.gov.pk free of cost. The interested firms who opt to download the bidding document from the website should register themselves with the office of Deputy Director (Expo-17) for communication of any changes etc.

3. Single Stage Single Envelope Procedure would be used for Open Competitive Bidding. Financial proposal should accompany a bid security equivalent to two per cent (2%) of the bid amount in the form specified in the Bidding documents.

4. The bids, prepared in accordance with the instructions in the bidding documents, must reach at the office of the Deputy Director (Expo Pakistan-2017), Trade Development Authority of Pakistan (TDAP), 3rd Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi on or before 11:00 A.M. on 20th October, 2017. Bids will be opened the same day at 11:30 A.M. This advertisement is also available on PPRA website at www.ppra.org.pk.

5. Trade Development Authority of Pakistan reserves the right to reject any or all bids and to annul the bidding process at any time in accordance with Public Procurement Rules.

Deputy Director
Expo Pakistan-2017

Trade Development Authority of Pakistan
Ministry of Commerce
Government of Pakistan

3rd Floor, Block-A, FTC Building, Shahrah-e-Faisal, Karachi

FINAL

Tel: 021-99201511 Fax: 021-99206474: Email: expopakistan.2017@tdap.gov.pk

BILL OF QUANTITY

RENTAL BASIS Jewellery Safes/Vault

S.NO	PARTICULARS (Jewelry Safe/Vaults)	QTY	RATE PER UNIT (05 days)	AMOUNT (for 05 days)
1	Safes / Vault size 36" x 24" x 24"	10		
2	Safes / Vault size 48" x 26" x 26"	01		
3	Safes / Vault size 60" x 30" x 30"	01		
Total with Taxes : Rs.				

Signature of Bidder _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

PAYMENT SCHEDULE

6. The TDAP will make payments to the successful bidder / firm as per the following schedule:

- i. Upto 10% of the contract price within thirty (30) days of signing of the Contract, and upon submission of claim and an en-cashable Pay Order/ Demand Draft for equivalent amount valid until the conclusion of event.
- ii. Remaining entire payment against the work orders issued shall be paid within

FINAL

thirty (30) days of the conclusion of event.

“TERMS OF REFERENCE”

- The firm shall provide rental based vaults / safe for total 05 number of days.
- All the equipment must reach the venue i.e. Karachi Expo Centre Hall No.2 before 8th November-2017. The utilization days for the material shall be from 8th-12th November, 2017. The firm shall remove the material positively on 13th November, 2017.
- Quality of the material i.e. safe / vaults with respect to pouter look and safety and security shall not be compromised in any case. If the procuring agency notices any defects, the material could be returned from the venue and the firm shall be bound to provide good quality material immediately.
- Transportation and loading and unloading of the material from and to the venue i.e. Hall-2 of Karachi Expo Centre shall be the responsibility of the firm.
- Following jewelry Safe Features must be ensured:
 - **Composite construction - 5" thick door - 2" thick body.**
 - **Dual re-locks.**
 - **Drill-resistant hard plate.**
 - **Adjustable shelves inside the combination safe.**
 - **Mounting holes provided.**
 - **Door locks automatically when door is closed.**
 - **These are fire safes - 2 hours fire protection.**
 - **A proprietary inner barrier protects against peeling attacks.**
 - **Full length hinge side locking bar.**

EVALUATION PROCESS

FINAL

7. It is our intention to select the firm that presents the best combination of experience, capacity and competence to cater the needs of TDAP. TDAP will examine and review the documents submitted, call references and others who have worked with your firm.

S. No	Parameters against which technical evaluation shall be done	Scoring brackets	Total points allocated
1	<u>Company Profile</u>		<u>50</u>
1.1	<u>Years of Experience in any trade:</u>		<u>15</u>
	≤ 2 year	0	
	≥ 2 ≤ 4 years	5	
	≥ 5 ≤ 7 years	10	
	≥ 8 years	15	
1.2	<u>Clientele:</u>		<u>15</u>
	≥ 3 ≤ 5 MNCs or local firms in any trade	3	
	≥ 5 ≤ 8 MNCs or local firms in any trade	7	
	≥ 10 MNCs or local companies in any trade	15	
1.3	<u>No. of employees, Relevant Qualifications of Mgmt and team</u>		<u>20</u>
1.3.1	Number of employees		5
	Number of employees ≤10	2	
	Number of employees >11	5	
1.3.2	Relevant Qualifications of Mgmt and Team		15
	Not experienced	2	
	≤3 years experience	10	
	≥ 3 years experience	15	
2	<u>Relevant Experience</u>		<u>20</u>
2.1	<u>Projects handled so far</u>		
	≤ 3	5	
	≥ 5 ≤ 8	10	
	<u>>8<12</u>	15	
	<u>>12<15</u>	20	
3.	<u>Financial Strength Of The Firm</u>		<u>10</u>
3.1	≥ 5 ≤ 10 Million of annual turnover	3	
3.2	≥10 Million of annual turnover	10	
<u>Mandatory For Technical Qualification</u>			
4.	<u>Registration with Income Tax and Sales Tax</u>	10	<u>10</u>
	TOTAL		100

Minimum Passing Score is 70

FINAL

1. Bid Form and Price Schedules

Date:
IFB No:

To: *[name and address of Procuring Agency]*

Gentlemen and/or Ladies:

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods and services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Procuring agency.

We agree to abide by this Bid for a period of *[number]* days from the date fixed for Bid opening under Clause 22 of the Instructions to Bidders, 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, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____

FINAL

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of

2. Bid Security Form

Whereas [name of the Bidder] (hereinafter called "the Bidder") has submitted its bid dated [date of submission of bid] for the supply of [name and/or description of the goods] (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE [name of bank] of [name of country], having our registered office at [address of bank] (hereinafter called "the Bank"), are bound unto [name of Procuring agency] (hereinafter called "the Procuring agency") in the sum of for which payment well and truly to be made to the said Procuring agency, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ____ day of _____ 19____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its Bid by the Procuring agency during the period of bid validity:
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders;

we undertake to pay to the Procuring agency up to the above amount upon receipt of its first written demand, without the Procuring agency having to substantiate its demand, provided that in its demand the Procuring agency will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty eight (28) days after the period of bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

[signature of the bank]

FINAL

3. Contract Form

THIS AGREEMENT made the ____ day of _____ 19____ between [*name of Procuring Agency*] of [*country of Procuring agency*] (hereinafter called “the Procuring agency”) of the one part and [*name of Supplier*] of [*city and country of Supplier*] (hereinafter called “the Supplier”) of the other part:

WHEREAS the Procuring agency invited bids for certain goods and ancillary services, viz., [*brief description of goods and services*] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH 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 referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) the Bid Form and the Price Schedule submitted by the Bidder;
 - (b) the Schedule of Requirements;
 - (c) the Technical Specifications;
 - (d) the General Conditions of Contract;
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring agency’s Notification of Award.
3. In consideration of the payments to be made by the Procuring agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, 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 Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring

FINAL

agency)

Signed, sealed, delivered by _____ the _____ (for the Supplier)

4. Bank Guarantee for Advance Payment

To: *[name of Procuring agency]*

[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 16 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called "the Supplier") shall deposit with the Procuring agency a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring agency on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the Procuring agency and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

Deputy Director
(Expo Pakistan-2017)
Trade Development Authority of Pakistan
3rd Floor, Block – A, Finance & Trade Centre, Shahrah-e-Faisal, Karachi,
Tel: 021-99201511