

**HEAVY INDUSTRIES TAXILA**  
**TAXILA CANTT**

**HEAVY REBUILD FACTORY (M)**

**TENDER DOCUMENT**



**Method of Tender**

**FOR**

**Procurement for Up-Gradation of Manual Press**

**Tender Inquiry No. 2871/154/IT-06/Def/Proc/HRF (M)**

**DATED 25 Sep 2024**

**Tender Deposit Date : 14 Oct 2024 : Closing Time 10:30 hrs.**

**Opening Date: 14 Oct 2024: Opening Time 1100 hrs.**

No bid will be accepted after 1030 hrs

Tel: +92-51- 9315624

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## SECTION 1: LETTER OF INVITATION

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Heavy Rebuild Factory (M), HIT Taxila Cantt hereby invites you to submit a Bid to this **Tender Inquiry** on FOR basis for **Procurement for Up-Gradation of Manual Press**. If you are interested in submitting a bid in response to this Tender Inquiry, please prepare your bid in accordance with the requirements and procedure as set out in this Tender and submit it by the given deadline.

Please acknowledge receipt of this tender by sending an email at the address: **mdm@hit.gov.pk**, indicating whether you intend to submit a bid or otherwise. Kindly communicate with the undersigned for any clarifications regarding this tender inquiry.

**HRF (M), HIT** looks forward to receiving your bid and thank you in advance for your interest in HIT procurement opportunities.



**Assistant Works Manager  
Deputy Assistant Director (P)  
(Engr Muhammad Shahbaz)**

## SECTION 2: INSTRUCTIONS TO BIDDERS

<b>A. General Provision</b>	
1. Introduction	<p>1.1 This Tender Inquiry is being sought in accordance with the PPRA Rules 2004 and subsequent amendments. Bidders are bound to adhere to all the requirements of this Tender Inquiry including any amendments made in writing by HIT.</p> <p>1.2 <b>HRF (M), HIT</b> reserves the right to cancel the Procurement process at any stage without any liability of any kind for HIT upon notice to the bidders or publication of cancellation notice.</p> <p>1.3 The bidder may submit a bid even if not registered with the HIT. However, if the bidder is selected for contract award, the bidder must submit the application for provisional registration with HIT prior to contract signature and subsequently for regular registration.</p>
2. Fraud & Corruption, Gifts and illegal Gratifications	<p>2.1 In pursuance of this policy HIT shall declare a bidder ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the bidder has engaged in any corrupt or fraudulent practices in competing for, or in executing a contract.</p>
<b>B. Preparation of Bids</b>	
3. General Considerations	<p>3.1 The bidder will not be permitted to take advantage of any errors or omissions in the Tender Inquiry. Should such errors or omissions occur, the bidder must notify the <b>HRF (M), HIT</b> accordingly well in time.</p>
4. Cost of Preparation of Bid	<p>4.1 The bidder shall bear all costs related to the preparation and / or submission of the bid, regardless of whether its bid is selected or not. <b>HRF (M), HIT</b> shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.</p>
5. Documents Establishing the Eligibility and Qualification of the Bidder	<p>5.1 The bidder shall furnish documentary evidence of its status as an eligible and qualified bidder using the Annexure attached at Annexure (A-J)</p> <p>5.2 A bidder and his firm should not be blacklisted / defaulted and should provide a “<b>Non Blacklisting / Non Defaulting / Suspended / Debarred</b>” by any Govt / Semi Govt Organization within or outside Pakistan. <b>Certificates</b> (Affidavit on judicial E-stamp as per specimen attached at <b>Annexure “G”</b> duly attested by Notary Public / equivalent be provided.</p> <p>5.3 <b><u>For Local Bidders only.</u></b> Only FBR registered suppliers / persons who are on Active Taxpayer List (ATL) of FBR are eligible to supply goods to government departments. Documentary Evidence is to be attached.</p> <p>5.4 <b><u>Country of Origin.</u></b> Local</p> <p>5.5 <b><u>FOR Import.</u></b> In the case of FOR imported items, the firms shall be responsible to provide evidence of the agency agreement, certificate of conformance, OEM / Principal Proforma Invoice (in original) and OEM certificates (in case of stockiest) of all the items being quoted against this tender inquiry along with countries of origin. The firms will clearly indicate that all the parts</p>

	<p>used in the manufacturing (in case of assembling) are brand new from current production.</p> <p>5.6 <b><u>Conformance to Technical Specifications</u></b>. Conformance to fulfill the given technical specifications must be highlighted in the technical bid.</p> <p>5.7 Confirmation of the validity period of the quote, delivery period and warranty period will be provided with the technical bid.</p> <p>5.8 Confirmation of the part numbers and nomenclatures of required parts along with softcopy of same in MS Excel format to fulfill the technical specifications related to each item must be highlighted in the technical bid. Technical bid should be provided on USB.</p>
6. Technical Bid Format and Content	6.1 The bidder is required to submit Technical Bid, filling the "Technical Specifications" using the standard template provided in <b>Annexure "D"</b> of the Tender Inquiry on USB.
7. Price Schedule	<p>7.1 Over writing and cutting of any nature in the quotation will not be accepted</p> <p>7.2 Quoted / Offered price must be inclusive of packing, handling and delivery charges, etc (as applicable).</p> <p>7.3 Quoted / Offered price must be inclusive of all applicable taxes at the time of tendering including GST etc, mentioned separately.</p>
8. Bid Security	<p>8.1 All Firms participating in the tender will deposit upto <b>2% bid security</b> of total quoted value in the shape of <b>CDR / Bank Guarantee addressed to MD (M) HIT Taxila</b>. The bid security will be provided in Original by the firms in commercial envelope with clear mentioning of the same in the technical quotation without indicating the amount of bid money, failing which the bid will stand rejected. The bid securities will be returned as under:-</p> <p>a. <b><u>Unsuccessful Bidders</u></b>. Within 15 days of completion / announcement of the bid evaluation result.</p> <p>b. <b><u>Successful Bidders</u></b>. Upon submission of Performance Bank Guarantee.</p> <p><b>Note:-(upto maximum of 2% but not more than Rs. 1 Million)</b></p>
9. Bid Validity Period	9.1 Bids shall remain valid for the period specified in the Bid Data Sheet (BDS) attached as Section 3. A bid valid for a lesser than the required period will be rejected by <b>HRF (M), HIT</b> and rendered being non-responsive.
10. Extension of Bid Validity Period	<p>10.1 In exceptional circumstances, prior to the expiration of the bid validity period, <b>HRF (M) HIT</b> may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing, and shall be considered integral part of the bid.</p> <p>10.2 If the bidder agrees to extend the validity of its bid, it shall be done without any change to the original bid and shall also extend the bid bond accordingly.</p> <p>10.3 The bidder has the right to refuse to extend the validity of its bid, in which case, the bid shall not be further evaluated without any penalty to the bidder.</p>
11. Amendments in Bids	11.1 At any time prior to the deadline of bid submission, <b>HRF (M), HIT</b> may for any reason, such as in response to a clarification requested by a bidder may modify / amend the contents of the

	<p>bidding documents on the PPRA website / Newspapers. Amendments will be made available to all prospective bidders.</p> <p>11.2 If the amendment is substantial, <b>HRF (M) HIT</b> may extend the deadline for submission of bid to give the bidders reasonable time to incorporate the amendment into their bids.</p>
<b>C. Submission and Opening of Bids</b>	
12. Submission	<p>12.1 The bidder shall submit duly signed and complete bid comprising the documents and annexure in accordance with requirements given in the Bid Data Sheet (BDS) attached at Section 3.</p> <p>12.2 The bid shall be signed by the bidder or person(s) duly authorized by the bidder.</p> <p>12.3 Bid will be enclosed in separate sealed envelopes marked as “TECHNICAL BID PART-I WITHOUT PRICE” and COMMERCIAL BID (PART-II) WITH PRICE” written in BLOCK CAPITAL LETTERS, both placed in a single large envelope bearing complete details of the tender inquiry as under:-</p> <p style="text-align: center;"><b><u>REGISTERED</u></b></p> <p style="text-align: center;"><b><u>Bid Number. 2871/154/IT-06/Def/Proc/HRF (M) dated 25 Sep 2024</u></b></p> <p style="text-align: center;"><b><u>To Be Opened on 1100 hours on 14 Oct 2024</u></b></p> <p style="text-align: center;">In the name of (<b>Deputy Assistant Director (Procurement)</b>)</p> <p style="text-align: center;"><b>Heavy Rebuild Factory (M), HIT Taxila</b></p> <p style="text-align: center;">FROM M/s _____</p> <p><b>Note:</b> - Postal Order for <b>Rs. 1,000/-</b> (Rupees One Thousand) in favour of Managing Director, <b>HRF (M) HIT Taxila Cantt</b>, will invariably be enclosed with the technical offer, failing which the bid will be ignored.</p> <p>12.4 The tender if brought by hand “<b>MUST</b>” be handed over to security staff on duty at <b>HRF (M) Main Gate</b> for placing the same in the bid box (placed at <b>HRF (M) Main Gate</b>). The bid will not be brought by hand by any firm while visiting <b>HRF (M) HIT</b>.</p>
13. Deadline for Submission of Bids and Late Bids	<p>13.1 Bids must be received by <b>HRF (M) HIT</b> in the above mentioned manner and not later than the date and time specified in the Bid Data Sheet attached as Section 3.</p> <p>13.2 <b>HRF (M) HIT</b> shall not consider any bid that is received after the deadline for the submission of bids.</p>
14. Withdrawal, Substitution, Modification of Bids	<p>14.1 A bidder may not withdraw, substitute or modify its bid after submission of the bid.</p>
15. Bid Opening	<p>15.1 <b>HRF (M) HIT</b> will open the bid in the presence of Board of Officers formed by HIT with at least of two (2) members.</p>
<b>D. Evaluation of Bids</b>	
16. Confidentiality	<p>16.1 Information relating to the examination, evaluation, and comparison of bids, and the recommendation of contract award, shall only be disclosed to concerned bidders.</p> <p>16.2 Any effort by a bidder or anyone on behalf of the bidder to influence <b>HRF (M) HIT</b> in the examination, evaluation and comparison of the bids or contract award decisions, may at HIT's discretion, result in the rejection of his bid and subsequently be</p>

	subjected to punitive action.
17.Evaluation of Bids	17.1 Evaluation of bids will be undertaken as under:- a. Preliminary Examination including Eligibility. b. Arithmetical check and ranking of bidders who passed preliminary examination by past experience. c. Qualification assessment (if pre-qualification was not done). d. Evaluation of Technical Bids. e. Evaluation of Commercial Bids.
18.Evaluation of Eligibility and Qualification	18.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility / Qualification requirements specified in the Section 4 (Bid Evaluation Criteria).
19.Evaluation of Technical Bids and Prices	19.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the Bid Data Sheet and other Tender Inquiry documents. When necessary, and if stated in the Bid Data Sheet, <b>HRF (M) HIT</b> may invite technically responsive bidders for clarifications related to their bids.
20. Clarification of Bids	20.1 To assist in the examination, evaluation and comparison of Bids, <b>HRF (M) HIT</b> may, at its discretion, request any bidder for a clarification of his bid. 20.2 <b>HRF (M) HIT</b> request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by <b>HRF (M) HIT</b> in the evaluation of the Bids, in accordance with the Tender Inquiry. 20.3 Any unsolicited clarification submitted by a bidder in respect to its bid, which is not a response to a request by <b>HRF (M) HIT</b> , shall not be considered during the review and evaluation of the bids. 20.4 <b>HRF (M) HIT</b> will provide the responses to clarifications through the mail electronic or paper.
21. Responsiveness of Bid	21.1 If a bid is not substantially responsive, it shall be rejected by <b>HIT</b> and may not subsequently be made responsive by the bidder by correction of the material deviation, reservation, or omission.
<b>E. Award of Contract</b>	
22. Right to Vary Requirements at the Time of Award	22.1 % age of increase / decrease At the time of award of contract, <b>HIT</b> reserves the right to vary the quantity of goods and / or services, by up to a maximum fifteen per cent (15%) of the total offer, without any change in the unit price or other terms and conditions. 22.2 Right reserve. <b>HIT</b> reserves the full contract rights to accept, reject or cancel all the offer including the lowest without assigning any reason.
23. Contract Award and Signature	23.1 <b>HRF (M) HIT</b> shall award the contract to the eligible and qualified bidder having best evaluated bid as per requirements of Schedule of Requirements and Technical Specifications attached as Annexure (A to J). 23.2 Within fifteen (15) days from the date of receipt of the contract,

	<p>the successful bidder shall sign and date the contract and return it to <b>HRF (M) HIT</b>. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the bid security, if any.</p>
24. Payment	<p>24.1 In case of FOR Contracts, payment will be made through cheque by CMA concerned against pre-receipted bills (duly affixed with revenue stamps) along with professional tax certificates (attested photocopies) of the suppliers after delivery and acceptance of stores.</p> <p>24.2 <b><u>Payment Terms</u></b> 100 % age payment on issuance of CRC / CRV.</p> <p>24.3 In case of local suppliers, the payment would be linked with active taxpayer status of the supplier as per FBR data base.</p>
25. Performance Bank Guarantee (PBG)	<p>25.1 10% Performance Bank Guarantee must be provided by the successful bidder within 30 days after signing of the contract by both parties.</p> <p><b><u>Note:</u></b></p> <p>a. If PBG not provided within stipulated time, letter of advice will be issued to the firm to provide within next 30 Days. If still not provided, another 30 days will be given with deduction in bid security on case to case basis.</p> <p>b. If still after 90 days, PBG is not provided, the contract will be short closed on Risk &amp; Expense (R&amp;E) of the firm along with confiscation of the bid money.</p>
26. Liquidated Damages (LD)	<p>26.1 <b>HRF (M) HIT</b> shall apply Liquidated Damages (LD) for late delivery, damages and/or risks caused to HIT resulting from the contractor's delays or breach of its obligations as per contract.</p> <p>26.2 In case of firm failure to supply the stores within the stipulated periods, liquidated damages at the rate of 1% - 2% of amount involved per month but not more than 10% of contracted store value or a part there-of will be levied.</p>
27. Warranty / Guarantee	<p>27.1 Warranty period will be confirmed by supplier as mentioned in the bid data sheet of section 3.</p>



### SECTION 3: BID DATA SHEET (BDS)

The following data for goods or services to be procured shall complement, supplement, or amend the provisions in the **Tender Inquiry**. In the case of conflict between the instructions to bidders, the bid data sheet, and other annexes or references attached to the bid data sheet, the provisions in the bid data sheet shall prevail.

BDS No.	Ref to Section 2 Clause no	Data	Specific Instructions/ Requirements
1.		Language of the Bid	English.
2.		Bidding Method	Single Stage Two Envelope
3.	09	Bid Validity	180 x days from the date of opening of the financial proposal.
4.	08	Bid Security	Participating firms will deposit bid security upto 2% of total quoted value in the shape of <b>CDR / Bank Guarantee addressed to MD (M), HIT Taxila.</b>
5.	26	Liquid and Damages	In case of firm failure to supply the stores within the stipulated periods, liquidated damages at the rate of 1% - 2% of amount involved per month but not more than 10% of contracted store value or a part there-of will be levied.
6.	25	Performance Bank Guarantee	Will be provided equal to 10% of the total contract value excluding GST in the form of Bank Guarantee (Specimen enclosed at <b>Section 5</b> ) in the name of "CMA Concern" and valid for the period of one year (as per the requirement) after clearance of receipt of stores as per format attached as Annexure "H"
7.		Currency of Bid	Pakistani Rupees
8.		Pre-Bid Meeting	<b>7 Days before opening of the bid</b>
9.	20	Contact detail for submitting clarification / questions	<b>Deputy Assistant Director Procurement, HRF (M) Heavy Industries Taxila</b> <b>Email: <a href="mailto:mdm@hit.gov.pk">mdm@hit.gov.pk</a></b> <b>Ph No. +92-51-9315624</b>
10.	13	Deadline for submission of Bid	Not later than at <b>1030 hours</b> on <b>14 Oct 2024</b> . No bid will be entertained / considered after 1030 hours on tender opening day
11.	15	Date, time and venue for opening of the Bid	Bids will be opened by Board of Officers on <b>14 Oct 2024</b> at 1100 hours at tendering room of the <b>HRF (M) HIT Taxila</b> in presence of available representative of the firms.
12.	17,18	Bid Evaluation Method	Least Cost Method, Technically Responsive, Eligible and Qualified Bid.
13.		Maximum expected duration of contract	____ Year after award of the contract, extendable with mutual consent.
14.		Delivery Period	Within <b>03 Months</b> after signing of the contract as to be mentioned in the contract.
15.	24	Payment Terms	100 % age payment on issuance of CRC / CRV.
16.		Warranty / Guarantee	Warranty will remain Valid <b>01 x years</b> after issuance of Last CRV.

## SECTION 4: BID EVALUATION CRITERIA

### LEAST COST METHOD EVALUATION CRITERIA

1. **Minimum Eligibility Criteria.** Eligibility and Qualification will be evaluated on a Pass / Fail basis.

Subject	Criteria	Yes/No
Bid security	Submitted as per Tender Inquiry (Section 3 Clause 4)	
Bid validity	As per Tender Inquiry (Section 3 Clause 3)	
Country of Origin	Local	
No Blacklisting / Defaulting	Certificates attached as per (section 2 Clause 5.2)	
Tax Registration Status	Whether registered / Active on the Taxpayer List (ATL) of FBR?	
Required Documentation	In the case of FOR imported items (Section 2 Clause 5.5 and 5.7)	

2. **Qualification Criteria.** Participating firms should meet the following criteria with:-

- a. Minimum 50% score in each and every below mentioned individual category of Performance Evaluation
- b. Minimum 70% score in below mentioned category of Technical Evaluation
- c. The scoring would be done as under:-

Ser	Description	Maximum Points	Passing Marks
<b>Performance Evaluation</b>			
(1)	Financial Soundness	15	7.5
(2)	Past Experience / Record	15	7.5
(3)	Past Performance	20	10
<b>Sub Total</b>		<b>50</b>	<b>25</b>
<b>Technical Evaluation</b>			
(4)	Project's Technical Evaluation Parameters	50	35
<b>Total</b>		<b>100</b>	<b>60</b>
<b>Price: Qualified Bidder, having maximum score in Technical &amp; Performance Evaluation (mentioned above), with Least Cost will be awarded the Contract.</b>			

- d. Further details of criteria for each of the above categories are as under:-

- (1) **Financial Soundness.** Following parameters will be used in qualification criteria:-

Ser	Description	Max Points	Explanation for Marks Obtained	Remarks
(a)	Annual turnover of last 3 x Fin Years	5	Marks will be calculated as per the formula:-  $\text{Score} = \frac{(Y1+Y2+Y3)}{(3 * X)} * 5$ <ul style="list-style-type: none"> <li>• Y1,Y2,Y3 respective annual turnovers of last three years</li> <li>• X= Last purchased rate / estimated value of the quoted items available with HIT.</li> </ul>	<ul style="list-style-type: none"> <li>• Third Party generated verifiable audit reports for last three financial years to be provided for minimum of upto Rs 5 Mn</li> <li>• Else Income Tax returns for last 3 x financial years, fully verified by ITO</li> </ul>
(b)	Working Capital of last three years	10	Marks will be calculated as per the formula:-  $\text{Score} = \frac{(Y1+Y2+Y3)}{3} * 10$	

			(3 * (X/2))	of the circle.
			<ul style="list-style-type: none"> <li>• Y1, Y2 and Y3 being respective working capitals of last three years.</li> <li>• X= Last Purchase Rate / Estimated value of the quoted items Available with HIT.</li> </ul>	
(c)	Litigation history where decision went against the firm	-	One mark will be deducted for each litigation history, if any, where decision went against the firm	Affidavit on judicial stamp paper
	<b>Total</b>	<b>15</b>		

(2) **Past Experience / Past Record**

Ser	Description	Max Points	Explanation for Marks Obtained
(a)	Projects of similar nature and complexity of last Three years.	10	3 years (1.3 mark per contract Max 3.3 marks per year)
(b)	Status of enlistment with Govt Org (Attested copies of Registration certificate to be enclosed)	5	Full marks will be given on provision of at least 1 x Registration certificate Non Registered firms will be awarded 2.5 gratis Marks
	<b>Total</b>	<b>15</b>	

(3) **Past Performance.** Credit marks for past performance shall be awarded on the basis of following criteria (data will be attached duly verified from the concerned procurement agency as per format attached as per Annexure "J")

Ser	Description	Max Points	Maximum Points
(a)	Contracted store supplied beyond DP in last 3 years	2.5	<p>X1 = Total value of last 3 years' contracts.</p> <p>X2 = Total value of last 3 years' contracts completed within DP first go.</p> <p><b>Formula:</b> Score= <math>\frac{X2}{X1} * 2.5</math></p>
(b)	Quantum of rejections of items in the last 3 years contracts	2.5	<p>X1 = Total value of last 3 years contracts.</p> <p>X2 = Total value of the passed items in first go in the last 3 years' contracts.</p> <p><b>Formula:</b> Score= <math>\frac{X2}{X1} * 2.5</math></p>
(c)	Timely provision of documents/ bank guarantees / bid security money	2.5	<p>X1 = Total no of contracts concluded in last 3 years.</p> <p>X2 = Total number of timely provided bank guarantees/ bid securities against the total no of contracts in last 3 years.</p> <p><b>Formula:</b> Score= <math>\frac{X2}{X1} * 2.5</math></p>

(d)	No of contracts / items still pending beyond DP	5	1 x mark would be deducted for each contract in hand, which is pending beyond DP over 2 months
(e)	Risk and Expense action against firm approved	2.5	0.5 x marks will be deducted against each Risk and Expense action approved
(f)	Response to HIT Procurement queries /problems	5	½ x mark will be deducted for each advice letter issued to the firm 1 x mark will be deducted for each warning letter issued to the firm
<b>Total</b>		<b>20</b>	

(4) **Project Technical Evaluation Parameters** Credit Marks on technical specification parameters will be granted as per following:-

Ser	Description	Max Points	Remarks
(a)	Availability of in-house manufacturing / Quality Assurance facilities. Availability of ASTM standards, specifications, well conversant with drawings and materials expertise for	10	Copy of document which shows that facilities of manufacturing / Quality assurance facilities availability be provided
(b)	Technical qualification / know how of tech staff of the firm. Att qualification documents of designated staff.	10	
(c)	Confirmation of all tech parameters specified in IT or confirmation as per sample. Tech specs related to each item must be given in Tech quote. Marks will be awarded on basis of %age of parts for which this requirement has been met.	10	Full marks will be awarded for 100% confirmation to IT specifications. 08 x marks will be awarded for 90% confirmation to IT specifications. 05 x marks will be awarded for 50% confirmation to IT specifications and so on.
(d)	Capabilities / response of the firms to meet emergency requirement / chock points of the factory to complete the project. (Att supporting documents)	10	Full marks will be awarded for 100% response over the last 03 years. 0.5 mark will be deducted against every non-compliance to factory emergency requirement / choke points.
(e)	Completion of contracts within DP (Att supporting documents)	10	Full marks will be awarded to the firm for successful completion of contracts within DP in last 03 years. 0.5 mark will be deducted for every contract completed beyond DP.
<b>Total</b>		<b>50</b>	

## SECTION 5: FORM OF PERFORMANCE BANK GUARANTY

### BANK GUARANTEE FOR PERFORMANCE ON JUDICIAL E-STAMP PAPER OF Rs. 100/- OR AS SUITABLE TO THE AMOUNT OF BANK GUARANTEE

- (i). Contract no. \_\_\_\_\_ dated \_\_\_\_\_
- (ii). Name of the Firm \_\_\_\_\_
- (iii). Address of Firm/Contractor \_\_\_\_\_
- (iv). Name of Guarantor \_\_\_\_\_
- (v). Address of Guarantor \_\_\_\_\_
- (vi). Amount of Guarantee Rs. \_\_\_\_\_ ( \_\_\_\_\_ )  
(in words)
- (vii). Date of Expiry of Guarantee \_\_\_\_\_
- To: The President of Islamic Republic of Pakistan through the Controller Military Accounts (DP)  
Rawalpindi / Controller Military Accounts (HIT)

Sir,

1. Whereas your good self have entered into Contract No. \_\_\_\_\_ dated \_\_\_\_\_ with Messer's \_\_\_\_\_ (Full Name and Address) hereinafter referred to as our customer and that one of the conditions of the contract is the submission of unconditional Bank Guarantee by our customer to your good self for a sum of Rs. \_\_\_\_\_ (as applicable)

2. In compliance with this stipulation of the contract, we hereby agree and undertake as under:-
- a. To pay to you unconditionally on demand and/or without any reference to our customer an amount not exceeding the sum of Rs. \_\_\_\_\_ (as applicable) \_\_\_\_\_ as would be mentioned in your written Demand Notice.
  - b. To keep this Guarantee in force till \_\_\_\_\_
  - c. That the validity of this Bank Guarantee shall be kept on clear year ahead of the original/extended delivery period or the warranty of the Store whichever is later in duration on receipt of information from our customer i.e. M/s \_\_\_\_\_ or from your office. Claim, if any must be duly received by us on or before this day. Our liability under this Bank Guarantee shall cease on the closing of Banking hours on the last date of the validity of this Bank Guarantee. Claim received thereafter shall not be entertained by us whether you suffer a loss or not. On receipt of payment under this Guarantee, this document i.e. Bank Guarantee must be clearly cancelled, discharged and returned to us.
  - d. That we shall inform your office regarding termination of the validity of this Bank Guarantee one clear month before the actual expiry date of this Guarantee.
  - e. That with the consent of our customer you my amend/alter any term/clause of the contract or add/delete any term / clause to / from this contract without making any reference to us. We do not reserve any right to receive any such amendment /alternation or addition /deletion provided such like actions do not increase our monetary liability under this Bank Guarantee which shall be limited only to Rs. ( \_\_\_\_\_ )
  - f. That the Bank Guarantee herein before given shall not be affected by any change in the constitution of the Bank or Customer / Seller or Vendor.
  - g. That this is an unconditional Bank Guarantee, which shall be en-cashed on sight on presentation without any reference to our Customer/Seller or Vendor.

Dated: \_\_\_\_\_

Guarantor

\_\_\_\_\_  
(Bank Seal and Signatures)

## SECTION 6: OUTLINE FORM OF THE CONTRACT

FOR	
Clause No	Subject
1	Scope of Work
2	Special Conditions
3	Terms of payment
4	Security deposit / performance bank guarantee
5	Failure and termination
6	Price
7	Tax Payment
8	Warranty / Guarantee
9	Grace Period
10	Secrecy
11	Arbitration
12	Amendment / Modification to the contract
13	Correspondence
14	Force majeure
15	No Demand Certificate
16	Repeat Order
17	Coming into Force
18	Addresses
19	Integrity Pact

**BID SUBMISSION FORM**

Name of Bidder: [ \_\_\_\_\_ ] Date: \_\_\_\_\_

Name of Bidding Firm: [ \_\_\_\_\_ ]

**BID NUMBER:** \_\_\_\_\_

I the undersigned, offer to supply the \_\_\_\_\_ and related goods / services required for the \_\_\_\_\_ in accordance with your Invitation to Bid No \_\_\_\_\_.

I hereby submit my bid, which includes Technical Bid and Commercial Bid/Price Schedule.

I certified that I/my CEO, his partners and my firm, named -----:

- a. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any Govt or any other organization
- b. have not been blacklisted from any govt or any other organization
- c. have no conflict of interest in accordance with Instruction to Bidders

I declare that all the information and statements made in this bid are true and I accept that any misinterpretation or misrepresentation contained in this bid may lead to my and my firm disqualification from this tender.

I offer to supply the \_\_\_\_\_ and related goods / services in conformity with the bidding documents.

My bid shall be valid and remain binding upon me for the period specified in the Bid Data Sheet.

I understand and recognize that you are not bound to accept any bid you receive.

I, the undersigned, certify that I am duly authorized by [ \_\_\_\_\_ ] to sign this bid and bind it should **HRF (M) HIT** accept the bid

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

[Stamp with official stamp of the bidder]

**BIDDER INFORMATION FORM****(If Firm is not previously registered itself / along with OEM)**

Name of the Bidder	
Name of the Bidding Firm	
Address	
Tel Number	Line Cell
Bidder Registration Status with other Organizations	Permanent Registered with ----- Provisional Registered with ---- Not Registered
Status of Firm	Manufacturer/Stockiest/Importer, etc
Bidder Authorized Representative	Name: Cell Number:
Contact Person for Firm	Name: Cell Number:
Number of Employees with Firm	
Any Certification Held with Firm with Validity Period	
Bidder Email Address, if any	
Fax Number, if any	
OEM of Firm by whom store is manufactured	
Principal of Firm from whom store will be provided	



**PERFORMANCE EVALUATION FORM**

Name of Bidder: \_\_\_\_\_ Date: \_\_\_\_\_

BID Number: \_\_\_\_\_

- a. Participating firms would be assessed against following under mentioned parameters with minimum score mentioned against each (50% score in each Performance, 70 % in Technical category and minimum 60% aggregate score of all categories).

Ser	Description	Maximum Points	Passing Percentage	
<b>Performance Evaluation</b>				
(1)	Financial Soundness	<b>50</b>	15	50 %
(2)	Past Experience / Record		15	50 %
(3)	Past Performance		20	50 %
(4)	Projects Technical Evaluation parameters	<b>50</b>	-	<b>70 %</b>
<b>Overall Total</b>		<b>100</b>	<b>100</b>	<b>60 %</b>

- b. **Performance Evaluation (Financial Soundness)**

Category	FY ---	FY ---	FY ---	Average of 3x Years
<b>Rs/ US Dollar/Others (Tick any)</b>				
<b>Annual Turn Over per Year</b>				
<b>Information from Balance Sheet</b>				
<b>Annual Working Capital</b>				
<b>Current Assets(CA)</b>				
<b>Current Liabilities(CL)</b>				
<b>Total Assets(TA)</b>				
<b>Total Liabilities(TL)</b>				
<b>Information from Income Sheet</b>				
<b>Total/Gross Revenue(TR)</b>				
<b>Profit Before Taxes(PBT)</b>				
<b>Net Profit</b>				
<b>Current Ratio</b>				

- c. **Past Experience / Record**. To provide the following along with detail of contracts which are completed / running concluded by your firm with Govt / Semi Govt organization

Name of Organization	Contract Year	Contract Amount	Status of Completion

- d. **Past Performance**. Satisfactory Performance Certificate to be provided from organizations where business mentioned at para c has been carried out as per specimen attached at Annexure "J".

Name of Organization \_\_\_\_\_

Name of Bidder \_\_\_\_\_

Authorized person of Organization \_\_\_\_\_  
SignatureAuthorized person of Firm \_\_\_\_\_  
Signature

We have attached a copy of the above referenced contracts signed by both partner

**FORMAT OF TECHNICAL BID WITHOUT PRICE**

I offer following item(s) / Store(s) in response to your TENDER INQUIRY

Bid No: 2871/154/IT-06/Def/Proc/HRF (M) Dated 25 Sep 2024

Subject: Proc for Up-Gradation of Manual Press

**UPGRADATION OF MANUAL PRESS – SPECIFICATION****1. Enhance capacity from 15 to 30 Tons:-**

- a. Stronger Components: Upgrading to 30 tons will require reinforced structural components, including the frame, platens, and press bed, to handle the higher forces and ensure long-term durability.

**2. Installation of New Arbor:-**

The new arbor should be designed to accommodate the increased force capacity. Ensure the arbor's diameter, material strength, and alignment accuracy are appropriate for 30 tons of pressure.

**3. Up gradation of Press Structure:**

- a. Frame Reinforcement: The press structure must be reinforced to withstand the increased tonnage. Consider thicker steel or additional cross bracing to support the new load.
- b. Welds and Fasteners: Inspect and upgrade welds, bolts and fasteners to ensure the structural integrity of the press when subjected to 30 tons of pressure. This will prevent any weak points from becoming safety hazards.

**4. Hydraulic System Sizing and Components:**

- a. Pump and Cylinder Sizing: The hydraulic pump and cylinder should be appropriately sized to provide the necessary force for the 30 ton capacity. Ensure the fluid flow rate and pressure is matched to the new system requirements.
- b. Pressure Relief Valves: Ensure that pressure relief valves are rated for 30 tons of force to prevent system overload and enhance safety.

**PRICING SCHEDULE (COMMERCIAL BID)**

I offer following price of item(s) / Store(s) in response to your TENDER INQUIRY as per the following:-

**Bid No: 2871/154/IT-06/Def/Proc/HRF (M) 25 Sep 2024**

**Subject: Proc for Up-Gradation of Manual Press**

S/No	Part No	Nomenclature	Specifications	A/U	Quantity	Unit Price (incl tax)	Total Price

**Detail of taxes be mentioned clearly including GST, etc**

Name of Bidder: \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name of Authorized signatory: \_\_\_\_\_

**FORM OF BID SECURITY**

To,  
**MANAGING DIRECTOR (M),**  
**HEAVY INDUSTRIES TAXILA CANTT.**

Whereas [Name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Tender Inquiry **2871/154/IT-06/Def/Proc/HRF (M) Dated 25 Sep 2024** to supply of **Procurement for Up-Gradation of Manual Press** (hereinafter called "the Contract"). As per Tender clause the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 2% of the quoted amount as a Security for compliance with the Supplier's performance obligations in accordance with the Tender.

And whereas we have agreed to give the supplier a Guarantee:

Therefore, whereby a firm that we are Guarantors and responsible to you, on behalf of the supplier, a total of [Amount to the Guarantee in words and Figures] and we undertake to pay you upon your first written demand declaring supplier to be in default under the or argument, any sum or sums within the limits of [Amount to Guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of \_\_\_\_\_ 2024.

Signature and Seal of the  
 Guarantors/ Bank Address: \_\_\_\_\_

**OR**

**(As per Sample of CDR)**

YOUR NAME HERE  
 123 MAIN STREET  
 YOUR TOWN, PROVINCE  
 POSTAL CODE

DATE DDMMYYYY

001

Pay to the order of **Managing Director ( M )** Rs. \_\_\_\_\_

YOUR BANK NAME HERE  
 235 MAIN STREET, TOWN, PROVINCE, POSTAL CODE

Rupees

Mémo

⑈00 ⑆⑈ ⑆:000000⑈000⑆: 000000⑈

**AFFIDAVIT**

**NO BLACKLISTING / NO DEFAULT CERTIFICATE**

It is certified that M/s \_\_\_\_\_ have never been blacklisted / defaulted with any Govt / Semi Govt / Defence Organization within or outside Pakistan.

\_\_\_\_\_  
(Designation, Signature & Stamp)

**CONSIGNEE RECEIPT CERTIFICATE**

It is certified that stores against contract no \_\_\_\_\_ dated \_\_\_\_\_ have been received and item/ quantity \_\_\_\_\_ has been taken on ledger charge vide CRV No \_\_\_\_\_ and there is no discrepancy.

Station: Taxila Cantt

Dated : \_\_\_\_\_

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**Signatures of issuing authority**

**SPECIMEN OF BANK CREDITLINE**

It is certified that we \_\_\_\_\_ (Bank's name) commit to provide M/s \_\_\_\_\_ (Firm's name) a credit line amounting \_\_\_\_\_ (amount in figures as well as words) exclusively for the supply of items against IT No. **2871/154/IT-06/Def/Proc/HRF (M) Dated 25 Sep 2024** of HRF (M) HIT, Taxila (if required / demanded by M/s \_\_\_\_\_ (Firm's name), as per out terms and conditions.

The said credit line shall be available within fifteen (15) calendar days after receipt of demand notice from the supplier i.e. M/s \_\_\_\_\_ (Name of supplier) and such credit line shall be maintained until the supply against the contract / project awarded is fully completed by the above said contractor / supplier.

This certification is being issued in favor of above said supplier i.e. M/s \_\_\_\_\_ (Name of the supplier / contractor) in connection with the bidding requirement of **HRF (M) HIT, Taxila** against their IT No **2871/154/IT-06/Def/Proc/HRF (M) Dated 25 Sep 2024**. We are aware that any false statement issued by us shall make us liable for perjury.

Name and Signature of Authorized Officer : \_\_\_\_\_  
of the Bank

Official Designation : \_\_\_\_\_

Date /Seal of Bank : \_\_\_\_\_

Note: - The amount committed should be machine validated.

**DETAIL OF THE CONTRACTS**

S.No	Contract No	Value	Organization	DP	Store delivered (within DP /pending beyond DP)	Value of accepted items in first go	Provision of Bank Guarantee within timeline of contract (Yes/No)	Risk and expense against the firm (if any)	Response to the Organization	Verification from procurement agency is attached
1										
2										
3										
4										

**Note:** - It is certified that above mentioned data is correct and verified from concerned procuring agency / organization. In case any information found wrong / hidden, firm may be disqualified and suitable punitive action may also be taken including confiscation of bid security money.