

**HEAVY INDUSTRIES TAXILA**  
**TAXILA CANTT**  
**ADVANCE SYSTEM REBUILD FACTORY**  
**TENDER DOCUMENT**



**Method of Tender**

**FOR**

**Procurement of Elect for Tk T-85UG**  
**Tender Inquiry No.5942/IT/33/LP/ASRF**  
**Dated 29 Apr 2024**

**Opening Date 16 May 2024 Opening Time 1130 Hours**

Forward your bids on or before 16 May 2024 but not later than closing time 1100 hour otherwise bid/quotation will be not entertained as per PPRA Rule No.28 The tender will be opened at 1130 hours on the same date 16 May 2024.

**Tel: +92-51- 9315577 Extn: 83125**

## LIST OF CONTENTS

Ser	Forms		Detail	Page No	
				From	To
1.	<b>Tender Notice</b>		Format of Procurement Advertisement/ Procurement Notice	3	3
2.	a.	Invitation to Bids	Letter to firm for invitations of their bids	4	4
	b.	-	General instructions to the firms	5	8
3.	<b>Annexes</b>				
	a.	Annex A	Schedule of Requirement & Delivery	09	09
	b.	Annex B	Certificate of Eligibility	10	10
	c.	Annex C	Financial Proposal	11	11
	e.	Annex D	Detail Technical Specifications	12	12
	f.	Annex E	Eligibility Criteria	13	14

**TENDER NOTICE**

**HIT Taxila Cantt**

**Advance System Rebuild Factory (ASRF)**

1. Sealed tenders are invited from reputed firms possessing NTN Certificates for supply of under mentioned item. Procurement will be carried out in the light of MoDP and PPRA rules: -

Ser	TenderNo	Nomenclature	A/U	Qty	Delivery Period	Date and time of Tender		Remarks
						Submission	Opening	
1	5942/IT/33/LP/ASRF Dated 29 Apr 2024	As per Anx 'D'	Nos	As per Anx 'D'	Within 1x Month after signing of contract	16 May 2024 by 1100 Hrs	16 May 2024 by 1130 Hrs	Technical Specification attached at <b>Anx 'D'</b>

**For further Information**

**Tel: +92-51- 9315577 Extn: 83125**

**HIT Taxila Cantt**  
**Advance System Rebuild Factory**  
**INVITATION TO BIDS**

Date: 29 Apr 2024

This Invitation to Tender (IT) follows the Procurement Notice (PN) or Procurement Advertisement (PA) No Tender Inquiry No. 5942/IT/33/LP/ASRF dated 29 Apr 2024 for Procurement as per clause no.1 (1) of said tender notice.

2. The Advance System Rebuild Factory (ASRF) HIT now invites sealed bids from eligible Suppliers for the provision of Elect Items. The original bid along with 2x set of copies, properly filled in, and enclosed in sealed envelope(s) must be delivered as under: -

<b>Ser</b>	<b>Activity</b>	<b>Response</b>	<b>Remarks</b>
a.	Bid submission	1100 Hrs 16 May 2024	A gap of minimum 30 mins will be ensured between the bid submission and bid opening time as per PPRA rule no.28.
b.	Bid opening (Technical)	1130 Hrs 16 May 2024.	

3. Representative, on the firm's letter head, with authority to conduct all business for and on behalf of the firms during the bidding process, and in case of award of contract, during the execution of contract.

**Deputy Assistant Director**  
**(EM Branch)**  
**ASRF**  
**Heavy Industries Taxila, Taxila Cantt**  
**Phone No.051-9315577**

## **GENERAL INSTRUCTIONS**

### **Eligibility of Firms**

1. The bidding shall be conducted in line with the procedure as elaborated in the Government Rules and any Regulations, Regulatory Guides, Procurement Guidelines or Instructions issued by the PPRA/ MoDP (from time to time) and is open to all the potential bidders. Eligibility criteria laid down in the above mentioned rules will be followed strictly. Key points are as under: -

- a. **Ineligible Countries:** India and Israel
- b. **Ineligible Firms;** A firm will be ineligible if: -
  - (1) Declared bankrupt / insolvent.
  - (2) Payments in favor of the firm are suspended in accordance with the judgment of a court of law.
  - (3) Legal proceedings are instituted against a firm involving an order suspending payments and which may result in declaration of bankruptcy or in any other situation entailing the total or partial loss of the right to administer and dispose of the property.
  - (4) The firm or its management/administration is convicted, by a final judgment, of any offence involving professional conduct.
  - (5) Firm is blacklisted and debarred due to corrupt and fraudulent practices, or performance failure or breach of bid securing declaration.
  - (6) A firm which has defaulted on two or more contracts, until the satisfactory conclusions of the contract.
  - (7) Firm(s) involved in any corrupt and fraudulent practices.

### **Preparation and Delivery of Bid.**

2. **Validity of Bid:** Bids shall be valid for 120 days from the date of opening of the Financial Proposal. This must be indicated in the Technical as well as the Financial Proposals.
3. **Late Submission:** Bids received after the appointed time will **NOT** be entertained.
4. **Delivery of Bids:** The firms shall submit offer in three separate envelopes i.e. Technical Proposal envelope, Financial Proposal envelope, and Bid Security/Earnest Money envelope.
5. **Technical Proposal:** The offer should contain all the relevant specifications without prices. Mention Technical Proposal, Tender Number and date of opening should be clearly marked on the face of the envelope. Soft copy of the Technical Proposal will also be provided inside the Technical Proposal envelope.

6. **Bid Security / Earnest Money Envelope:** The copy of the bid security/EM in shape of CDR addressing to MD (ASRF) hiding the actual amount will be placed inside the Technical Proposal envelope, whereas the actual bid security/EM showing the amount will be placed inside the envelope of the Financial Proposal and copy of the same will be placed inside envelope mention Bid security/EM envelope. Moreover Bank cheque will not be acceptable; otherwise Technical quotation will be disqualified.
7. **Financial Proposal:** Only one copy of the offer (in original) indicating prices quoted in figures as well as in words as per itemized cost for format at Schedule to Price **Anx 'C'** be provided. Financial Proposal, Tender Number and date of opening should be clearly marked on the face of the envelope.
8. **Postal Orders:** The Technical Proposal must be accompanied by valid postal orders (of May 2024) of Rs. **2,000/-(Two Thousand)**, otherwise Technical Proposal will be rejected.
9. **Participation in Bid Opening:** Technical proposal will be opened in the presence of the firm's representative on the assigned time, date and place. Firm should follow the following instructions:-
- a. Firms should send a representative with the knowledge of the content of the Bid who shall verify the information read out from submitted documents.
  - b. Representative should be a responsible authority and permitted signatory, competent to negotiate and sign the contract on the behalf of the supplier/firm, if required.
  - c. The firm's representatives shall sign attendance sheet as proof of their attendance.
  - d. Firm's representatives may have to travel/stay in Pakistan for the duration of negotiations at his own expense.
10. **Opening of Tender:** Tender will be opened as per the procedures laid down as per Government Rule and at least thirty (30) minutes after the time specified for the submission of tender. In case of closed/forced holidays, tender opening time will be considered the same on the next working day.
- a. Technical Proposal i.e. without prices will be opened on the day of tender opening and will be sent for the Technical Scrutiny.
  - b. The Financial Proposal will be opened, when the Technical Proposal is accepted by the technical authorities based on Quality and Cost Based Selection ( 40% for the Technical Parameters as per **Anx 'E'** and 80% Financial Aspect) The date of opening for Financial Proposal will be intimated to the firm in advance.
  - c. The Financial Proposal will be returned to the firm un-opened along with the Bid Security/EM, if the Technical Proposal is not technically accepted.

11. **Withdrawal of Offer:** Bidder cannot withdraw the offer before signing of the contract and within the validity period of offers. Any firm withdrawing its offer within the validity period can be placed under embargo for up to three year and the Bid Security/EM will be forfeited.
12. **Return of IT:** Firms/suppliers NOT quoting will return the bid enquiry stating the reasons for NOT quoting. In case of a firm failing to return the IT, either quoted or not- quoted, consecutively on three occasions, authority concerned will consider excluding the name of that firm from its distribution list to stop further issuing the IT.
13. **Acceptance of Bids:** Technically approved by the Technical Scrutiny Committee will be accepted.
14. **Bid Security/EM:** The Bid Security/EM will be in the form of a CDR amounting to 5% of quoted value in the favor of MD ASRF- HIT. Bid Security in the form of a crossed cheque / cheque shall be liable for rejection.
15. The muted Bid Security/EM envelop will be opened with the Technical Proposal. Technical Proposals received without Bid Security/EM or not as per the stipulated amount shall be liable to rejection.
16. **Return of Bid Security/EM:** In case a firm not qualifying during the technical scrutiny, it's Financial Proposal (unopened) along with the Bid Security/EM will be returned within 30 working days on receipt of the Technical Scrutiny Report.
17. **Disqualification:** Firms will be disqualified due to following clauses:-
  - a. Offer is made through Fax/Email/Cable/Telex.
  - b. Received later than appointed/fixed date and time or contradicting to binding terms.
  - c. Not agreeing to specifications of required item.
  - d. Offers are found conditional or incomplete in any respect.
  - e. Postal orders as per clause no.8 are NOT attached with the technical offer.
  - f. Bid Security in shape of CDR NOT provided with the Technical Proposal.
  - g. If validity of offer is NOT quoted as per said Tender Inquiry.
  - h. Tender specifications/requirements not conforming in all respect.
  - i. There is any deviation from General/Special/Technical Instructions provided.
  - j. Offers (Financial/Technical) containing non-initialed/unauthenticated amendments/ corrections/ overwriting.
  - k. Taxes are NOT indicated separately as per required price breakdown mentioned at Annex C.
  - l. Multiple rates are quoted against one item.

18. **Official Secret Act/Non-Disclosure Agreement:** All matters connected with this enquiry and subsequent actions arising there from come within the scope of the Official Secret Act, 1923. The firms are requested to ensure complete secrecy regarding the documents and the stores concerned with the enquiry and to limit the number of employees having access to this information. Non-Disclosure Agreement will be signed in contract with firm whose bid will MOST Advantageous/Quality Cost based.

19. **Stamp Duty:** As per stamp duty Act 1899, firm is liable to provide stamp duty taxes at the rate of 25 paisa per Rs.100/- in shape of instrument and the same will be provide during submission of bill/Invoice



1. Fill following the delivery schedule: -

<b>Ser</b>	<b>Description of Stores and Specification Services / Documents</b>	<b>A/U</b>	<b>Quantity</b>	<b>Delivery schedule (shipment) in months</b>	<b>Shelf Life</b>

**Name of the Bidder:**

\_\_\_\_\_

*\*[complete name of the Bidder]*

**Name and signatures**

\_\_\_\_\_

*\*\*[complete name of the person  
authorized to sign the Bid on  
behalf of the Bidder]*

**Date:**

\_\_\_\_\_

**CERTIFICATE OF ELIGIBILITY**

**(On Judicial Stamp paper Rs 100/E-Stamp Paper)**

1. It is certified that our firm is neither defaulter/blacklisted by any Government Organization directly or indirectly nor any investigation/ interrogation was ever carried out against us by any Pakistani or overseas intelligence/investigation agency. It is further certified that our firm is fully eligible as per Government Rules to offer bid in this IT.”
2. At any stage of bidding documents or after signing of contract, if it is established that information provide by our firm are false / contradictory so, our bid / contract should be cancelled and purchased the said store on our firm’s Risk & Expenses, forfeited our 5% PBG and debar / blacklist our firm till further order.

Name of MD \_\_\_\_\_

CNIC or Passport No. \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**FINANCIAL PROPOSAL**  
**SCHEDULE OF PRICE - SUMMARY**

**Description of Stores**

<b>S/No</b>	<b>Description of Stores and Specification Services/ Documents</b>	<b>A/U</b>	<b>Qty</b>	<b>Unit Price (Excluding GST)</b>	<b>18% GST</b>	<b>Total Price including 18%GST</b>
a.						

**Procurement of Elect Items for Tk T-85UG**

<b>Ser</b>	<b>Part No</b>	<b>Nomen</b>	<b>A/U</b>	<b>Total Qty</b>	<b>Remarks</b>
1	BW122-26-036-3 " Or-Equivalent"	Rotor	Nos	03	
2	WZ122-26-036-15 " Or-Equivalent"	Housing	"	05	
3	BW122C-26-020-1 " Or-Equivalent"	Body St Cont Box	"	04	
4	BW122C-26-036-7 " Or-Equivalent"	Brush Holder Plate	"	07	

### Eligibility Criteria

1. Past Performance and Technical Evaluation will be used as qualification criteria with 50% passing marks in each group / main head. Out of qualified bidders, best evaluated bid will be ascertained having 40% weightage in Technical Parameter and 80% weightage in Fin aspect as per quality and Cost Based Selection (QCBS) of PPRA rules.

Cat	Mks	% Weightage	Remarks
Technical with respect to technical parameters specification of project	100	40	<ul style="list-style-type: none"> <li>• head/sub Group/head</li> <li>• Minimum 50% to qualify in each Group / Main head/sub Group / head</li> </ul>
Price in Fin aspect	100	80	

2. **Marks Distribution Qualification Matrix**

a. **Technical Evaluation:-**

Ser	Description	Maximum Points
<b>Performance Evaluation</b>		
(1)	Past Experience / Performance	50
(2)	Project's Technical Evaluation Parameters	50
<b>Total</b>		<b>100</b>

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

- b. **Past Experience / Performance:-** Credit marks for past experience/performance shall be awarded on the basis of following criteria. Firms required to attached following record for awarding technical marks

Ser	Description	Max Points	Explanation for Marks Obtained
(a)	Contracted store supplied to ASRF with in DP and qualified in first go (in last 3 years)	15	X1 = Total value of last 3 years contracts. X2 = Total value of last 3 years' contracts <b>Formula:</b> Score= $\frac{X2}{X1} * 15$
(b)	Quantum of rejections of items in the last 3 years of ASRF contracts	25	X1 = Total value of last 3 years contracts X2 = Total value of Items qualified in first go in the last 3 years contract <b>Formula:</b> Score= $\frac{X2}{X1} * 25$
(c)	Timely provision of documents/ bank guarantees / bid security money against ASRF Contracts	10	X1 = Total no of contracts concluded in last 3 years. X2 = Total number of timely provided bank guarantees/ bid securities against the total no of contracts in last 3 years. <b>Formula:</b> Score= $\frac{X2}{X1} * 10$
(d)	Risk and Expense action against firm approved	-	1 x mark would be deducted against each Risk and Expense action approved.
(e)	Response to HIT Procurement queries /problems	-	1 x mark will be deducted for each reminder letter issued to the firm after 3 reminders. 1 x mark will be deducted for each warning letter issued to the firm.
<b>Total</b>		<b>50</b>	

**3. Project Technical Evaluation Parameters /Specification (50 Marks)**

Firms are required to undertake/ accept following to get technical marks:-

<b>Sr</b>	<b>Description</b>	<b>Max Points</b>	<b>Firm's Response</b>
a.	Firm having past experience for supply of said items , copy of contracts be enclosed along with technical quotation,	15	
b.	2x Years additional warranty.	10	
c.	Firm agreed to provide sample free of cost within 15 x days( if required) for technical security	10	
d.	OEM compliance certificate be attached	15	
	<b>Total</b>	<b>50</b>	
	Score in Technical evaluation = $\frac{X}{50} \times 40$		
	Marks Obtain out of 50 = X		
	Total numbered obtain in Technical Quotation =		
	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>i. Contract will be awarded to most advantageous bidder (40 Technical Parameter &amp; 60% Fin aspect) as per above mentioned Evaluation/Qualification Criteria of most advantageous bidder.</li> <li>ii. Newly participated firm or firm having no past performance record with HIT will be given 50% marks in each category.</li> </ul>		