



GATEWAY TO NATIONAL PROSPERITY

PORT QASIM AUTHORITY

BIN QASIM, KARACHI-75020



NOTICE INVITING TENDER

Port Qasim Authority, invites sealed tenders from the Original Equipment Manufacturers (OEMs) and/or authorized distributors / authorized suppliers should be registered through E-Pak Acquisition & Disposal System (EPADS) of PPRA, registered with income tax department and SRB & on Active Tax Payer List (ATL) for supply of Lubricants for PQA Craft.

2. Eligible tenderers may obtain tender documents complete description along with Terms and Conditions from the office of Manager (Procurement), Stores & Procurement Department, Port Qasim Authority, Karachi, during the office hours 08:30 a.m. to 04:00 p.m. (Monday to Friday) on payment of **Rs.500/-** fee (**non-refundable**) in shape of Pay Order in favor of Port Qasim Authority. Tender documents may also be downloaded from PQA/PPRA websites for preliminary reference. The tenderers shall have to submit their bids physically as well as on EPADS also.

3. The method of procurement shall be Single Stage two (02) envelope procedures under Rule 36(b) of the Public Procurement Rules-2004.

4. The bids prepared in accordance with instructions in the bidding documents in two envelopes basis, one enclosing "**Technical Proposal**" along with Fixed bid security i.e. **Rs.2,000,000/-** (Rupees two million) "**refundable**" in shape of pay order in favor of Port Qasim Authority and other enclosing "**Financial Proposal**" must reach at the office of Manager (Procurement), Stores & Procurement Department, Port Qasim Authority, Karachi by **19.03.2025** at **11:00 A.M.** Technical proposal only shall be opened on the same day at **11:30 A.M** in the Conference Room Admin Building No-II, Port Qasim Authority in presence of tenderers or their authorized representatives who may wish to be present. The documents received after due date and time will not be entertained. Tender submitted without earnest money shall be rejected.

5. The financial proposal of technically qualified tenderer shall be opened in presence of tenderers or their authorized representatives. The date, time & venue to be intimated later. The financial proposals of technically non-qualified tenderers shall be returned unopened.

6. Port Qasim Authority reserves the right to accept or reject any or all bids as per Public Procurement Rules-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all parties.


SHAHNAWAZ MANGRIO
SECRETARY

PQA Website : www.pqa.gov.pk
Email: secretary@pqa.gov.pk



PORT QASIM AUTHORITY
BIN QASIM, KARACHI-75020



PQA/ST/Lube/306/24-25
Dated: Feb, 2025

INSTRUCTIONS TO BIDDERS

Port Qasim Authority invites sealed tender from the Original Equipment Manufacturers (OEMs) and/or authorized distributors / authorized suppliers should be registered through E-Pak Acquisition & Disposal System (EPADS) of PPRA, registered with income tax department and SRB & on Active Tax Payer List (ATL) for supply of Lubricants for PQA Craft. The Tenderers shall quote their rates as follow:

S.#	DESCRIPTION OF ITEMS	Qty. Req.	Unit Price	GST	Total Amount	Grand Total
1	Engine Oil CAT DEO 15W-40 (with CAT Additives) <i>Note: Verified certificates by OEM's Local authorized dealer to be provided at the time of delivery.</i>	31,200 Liters (150 Drums)				

Bid Price Rs. _____ (Rupees _____ only)

state the GST Rate in figures & words:- _____

3. The fixed bid security amounting Rs.2,000,000/- (refundable) must be included with technical proposal. Tender submitted without earnest money shall be rejected.
4. In case if tender is not opened on the given date due to unavoidable circumstances the same will be opened on the next date of meeting of tender opening committee and the tenderers will also be informed. The tender will be received from the tenderers signed by the receiving members in sealed condition.
5. Firm awarded the contract will be responsible to complete the supply as per Purchase Order (P.O) within stipulated delivery period. In case of non-compliance the bid security of the firm will be forfeited by PQA.
6. The method of procurement shall be by single stage two (02) envelope procedure under Rule 36(b) of the Public Procurement Rules-2004.
7. Rates quoted must be valid for 180 days from the date of opening of the tender.
8. Rates quoted should be on the basis of free delivery at Port Qasim Authority Stores Department Bin Qasim Karachi-75020 including all taxes and transportation charges. All delivery risks and consequence shall be of the supplier.

9. Hundred percent (100%) payment will be made after completion of full supply and issuance of satisfactory completion / report by PQA via submission of bill in a triplicate, Account No., Name of the Bank to be indicated on the body of the bill to facilitate payment.
10. Liquidated Damages at the rate of 2% of the Contract Price per month maximum upto 10% of the Contract Price will be recovered if supply is not made within the contract period, irrespective of fact whether any loss or damage is caused due to delay.
11. All type of taxes including GST and professional Tax etc. will be borne by the tenderers.
12. Only tenderers registered with NTN & General Sales Tax Collectorate and e-Pak Acquisition & Disposal System (EPADS) are eligible. Copy of the General Sales Tax Registration Certificate and Income Tax Certificate must be enclosed with the tender. Latest Taxpayer Online Verification by FBR has to be submitted.
13. Earnest Money of the successful tenderer will be released after satisfactory supply. Earnest Money of other bidders shall be released on issuance of Purchase Order to the successful tenderers.
14. Conditional tenders will not be entertained.
15. The validity of supply period is 90 days, from the date of issuance of Purchase Order.
16. Rates must be quoted for all the required items. If more than one quality of any items is quoted, rates shall be mentioned separately. The successful bidder will be considered on the basis of most advantageous bid.
17. Tender / quotation must be under covering letter on the letter head of the Original Equipment Manufacturers (OEMs) and/or Authorized Distributors / Authorized Suppliers showing complete address, telephone, fax etc. GST Registration number, Income Tax number and details of the Earnest Money Pay Order shall also be mentioned.
18. Total Bid Price inclusive of GST must be written in figures and words.
19. Bid/quotation and the attached necessary documents/brochures of offered item along with complete NIT must be signed and stamped on each page.
20. Bidders should unconditionally sign, stamp and submit the copy of the complete NIT/Instructions to Bidders as token of acceptance of the terms & conditions.
21. If any bidder fails to submit or comply with above, their bid/quotation will be treated as NON-RESPONSIVE.
22. Verified certificates by OEM's Local authorized dealer to be provided at the time of delivery.
23. The tenderer shall provide the samples of product if demanded along with Lab Report free of Cost.
24. The successful tenderer will have to provide Test Report for the lubricants at the time of delivery. The supplied lubricants should be fresh stock manufacturer during the 2024-2025.

25. The shelf life of lubricants with Batch No. & Date of Manufacturing is to be mentioned in the product data sheets or container of the lubricant supplied.
26. Sub-standard items will be rejected and returned at the expense of tenderer/authorized distributor.
27. The proposal for award will be rejected if it is determined that the contactor / supplier recommended for award has been engaged directly or through an agent, in corrupt fraudulent, collusive or coercive practices, as defined in the PPRA - Rules 2004 while competing for the contract in question.
28. Port Qasim Authority reserves the right to accept or reject any or all bids/quotation as per PPRA-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all parties.

(Director Stores & Procurement)

PQA Website : www.pqa.gov.pk Email: secretary@pqa.gov.pk

EVALUATION CRITERIA

Mandatory requirement

- a. Registration with Income Tax, FBR, SRB & E-PADS
- b. Audited Financial Statement for last three (03) years
- c. Certificate of Original Equipment Manufacturer (OEM) and/or authorized distributors/authorized suppliers
- d. Minimum qualifying points required 60 points and also to be qualified in each category.

SELECTION / QUALIFICATION CRITERIA / TECHNICAL PROPOSALS OF THE FIRM FOR (LUBRICANTS)

S. #	Description of Evaluation Criteria	Minimum Points	Max. Points
1	i. Original Equipment Manufacturer (OEM) 30 Points ii. OEM Authorized Distributor 20 points	20	30
2	<u>Experience for supplying of OEM recommended spare parts / oil</u> i. 30 points for 15 years ii. 10 points for 5 years iii. 01 point for every additional year of experience	10	30
3	Financial Soundness A. Average Gross Revenue (on last three years average basis) 15 points on minimum PKR 20 Million 01 point for every additional PKR 0.5 million Max. upto 20 points B. Average Working Capital: (on last three years average basis) 10 points on minimum PKR 20 Million 1 point for every additional PKR 0.5 million Max. upto 20 points.	15	20
	TOTAL	60	100

- Note:**
- i. Information provided shall be judged on the scale mentioned against each item and accordingly the points shall be distributed / allocated.
 - ii. Bidder has to provide documentary evidence in support of the above.