

SEPARATE QUOTATIONS REQUIRED FOR ATTACHED 01 x IT SPECIFICATION

IT NO : IT/09/2024-25

SPECIFICATIONS/ TERMS FOR SUPPLY OF FRESH WATER TO HQ PMSA COMPLEX

S No	Description	Requirement
1.	Mode of provision	Supply of fresh Drinking Water through bowser to PMSA Shore units/ ships at Karachi ✓
2.	Qty	As per requirement ✓
3.	Embarkation Frequency	As and when required. Contractor is to supply water within 04 hrs of receipt of order. ✓
4.	Any other information	<ul style="list-style-type: none">• Fitness certificate for Human consumption from a Govt recognized lab for the supplied water.• Provision of approx. 60 meter pipe/ flexible hose for supplying water on ships along with suitable water pump. ✓• Police Verification of the staff employed on duties is mandatory. ✓
5.	Contract Duration	01 Year(Extendable) ✓
6.	Payment Terms	Payment released through CNA after verification by End user and sanctioning of payment by HQ PMSA ✓

Note: 100% Payment after completion by CNA

Director General

Pakistan Maritime Security Agency
Plot No 34-A, Dockyard Road
KARACHI
Telephone 021-48509194
Fax 99214625
E-Mail dpcc@pmsa.gov.pk

INVITATION TO TENDER GENERAL INSTRUCTIONS

1. CONDITIONS GOVERNING CONTRACT:

All Procurement / Repairs / Maintenance Contract, Local Purchase Order (LPO) and work ordered made as a result of this IT shall mean the agreement entered into between the parties that is buyer and the supplier will be in accordance with the PPRA rules 2004 or any amendment issued from time to time. Therefore all open tender inquiry will be uploaded on PPRA Website and publish on print media as the case may be.

2. SUMBISSION OF TENDER:

Firms shall submit their offers in two separate envelopes clearly marked as "**Commercial Offer**" and "**Technical Offer**" for open tender. Both envelopes shall be properly sealed bearing the signature of the bidder. Thereafter both these envelopes shall be placed in one bigger envelope. This envelope should bear the address of the D (P&CC).

a. **TECHNICAL OFFER:** Should contain all relevant details and specifications as per the IT specifications. Literature / Brochure or any other relevant technical details may also be included in it. Technical offer should not contain the price. Indication of price in technical offer may render it null and void. The word "Technical Offer" should be clearly mentioned alongwith the tender No and date on the envelop containing the technical offer.

b. **COMMERCIAL OFFER:** The price be quoted in figures as well as in words alongwith essential Literature / Brochures. The word "Commercial Offer", tender number should be clearly mentioned on the envelope. Taxes, duties, freight / transportation, insurance charges etc if any are to be indicated separately. Total price of the items quoted against the tender is to be clearly mentioned. It should also contains a **pay order 2% in the shape of pay order of the offered value** as earnest money. Cross cheque or cash is not acceptable in this case. The offer received without earnest money will be rejected.

c. **SPECIAL INSTRUCTIONS:** Tender documents and its conditions may please be read point to point and understood properly before quoting. All tender conditions should be responded properly. In case of any deviation due to non-acceptance of tender conditions, the same should be highlighted alongwith changed offer / conditions. Tender may however be liable to be rejected.

PREPARATION OF QUOTATION

Please prepare quotation in this format In case of GST @ 18% or SST @ 15%:

<u>S.NO</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Total</u>	<u>GST @ 18% or SST @ 15%.</u>	<u>T/Price</u>

Please prepare quotation in this format In case of without GST or SST:

<u>S.NO</u>	<u>Description</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Total</u>	<u>T/Price</u>

Without this format quotation will not be accepted.

3. DATE AND TIME FOR RECEIPT OF TENDER:

Tender must be dropped in tender Box placed at main gate. HQ PMSA will not accept any excuse of delay occurring due to whatsoever reason. Tender received after the time indicated in IT will not be entertained. The tender opening time, however, fall on next working day in case of closed / forced holiday or any other unforeseen event. Only authorized representatives of firm will be allowed to attend tender opening. **The tender received through Fax, E-Mail will not be acceptable.**

4. TENDER OPENING:

Technical offer will be opened as per scope of work on the date and time mentioned in the tender. Commercial offer shall be retained with technical officer. It will be opened at a later stage. All technical offers will be scrutinized by a Technical Scrutiny Report (TSR) committee nominated by HQ PMSA. The offers which are not as per the IT specification will be rejected. The firms recommended by TSR Committee will be allowed to attend the commercial opening for which date and time will be intimated separately.

5. VALIDITY OFFER:

The validity period of quotations must be indicated and should invariably be for 90 days extendable to 30 days from the date of opening of Technical offer.

6. QUOTING OF RATES:

Unit price of the item, GST/ SST or any other Govt tax and Total price all these should be indicated separately in Pak Rupees in a very clear manner as follows:

S No	Description	Qty	U/Price	GST/SST/Taxes	Total Price
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7. ATL/ GST/ SST/ INCOME TAX NUMBER:

Only registered suppliers, who are on Active Taxpayers List (ATL) of FBR, are eligible to supply goods/ services to Government department. GST/SST and income tax number be clearly indicated on the quotations and all other relevant documents.

8. RETURN OF EARNEST MONEY:

- a. Earnest money to the unsuccessful bidders will be returned **one week** after commercial opening date.
- b. Earnest money to the firm who has won the purchase order/ work order & contract will be returned on submission of Bank Guarantee as per the contract.

9. TENDER FEE:

Each technical offer must be accompanied with a Pay Order or Cash of **Rs.5,000/-** nonrefundable as tender fee (In favour of IT Sale Account DG PMSA) (**Separate Quotations required for each IT Specification**).

10. INSPECTION AUTHORITY:

Joint inspection of stores provided and work done will be carried out by committee appointed by HQ PMSA or as per the contract.

11. CONDITION OF STORES:

Spares, Stores, items and work done will be accepted on Warranty / Guarantee of the firm on Form DPL-15.

12. DOCUMENTS REQUIRED:

Following documents are required to be submitted alongwith the quotes where applicable:

- a. OEM / Authorized Dealer/Agent Certificate alongwith OEM Dealership Evidence as applicable.
- b. The Supplier is to provide OEM conformance certificate. In case of Fax or e-mail hard copy of conformance certificate must follow. On receipt of this PMSA HQ may approach the OEM to confirm the veracity of the documents submitted. Companies / firms rendering false OEM conformance certificate will be penalized as per rules in vogue.

13. SECURITY DEPOSIT / BANK GUARANTEE:

To ensure timely and correct supply of stores the firm will furnish an unconditional Bank Guarantee (BG) from a schedule bank for an amount of **10%** of the contract value (excluding taxes, duties / freight handing charges on a stamp paper of the value of (Rs.100/00) as per prescribed format in the shape of Bank Guarantee. Format of Bank Guarantee is at Annex „B“.

14. CURRENT BANK STATEMENT:

For all contracts of Rs 1,000,000/- or more the firm is required to submit current bank statement of the firm.

15. INTEGRITY PACT:

Procurement exceeding Rs 1.00 M shall be subject to an integrity pact, between the Buyer and the Suppliers or Contractors.

16. CORRESPONDENCE:

All correspondence will be addressed to the Buyer. Correspondence with regard to payment or issue of delivery receipt may be addressed to D (P & CC) PMSA Karachi.

17. PRE SHIPMENT INSPECTION:

PMSA may send a team of Officers for the inspection of Major Equipment and Machinery items at OEM premises for inspection before dispatch if required at the Supplier's cost and arrangement.

18. AMENDMENT IN CONTRACT:

Contract may be amended / modified to include fresh clause modify the existing clauses with the mutual agreements by the Supplier and the Buyer such modifications shall form an integral part of the contract.

19. DISCREPANCY:

The Buyer will render a discrepancy report to all concerned within 45 days after receipt of stores for discrepancies found in the consignment. The quantities found short are to be made good by the Supplier free of cost.

20. PRICE VARIATION:

Price offered against IT are to be firm and final.

21. LIQUIDATED DAMAGES (LD):

Liquidated Damages upto 2% per month are liable to be imposed on the Suppliers by the Buyer in accordance with PPRA rules, if the stores supplied after the expiry of the delivery date without any valid reason. Total value of the LD shall not exceed 10% of the contract value.

22. RISK PURCHASE:

In the event of failure on the part of Supplier to comply with the contractual obligations the contract will be cancelled at the Risk and Expense of the Supplier in accordance with PPRA rules.

23. PENALTY:

In case of wrong supply of the item by the Supplier, a penalty of 10% of the contract value may be imposed by this HQ PMSA apart from any other penalties.

24. ALL RIGHTS RESERVED:

HQ PMSA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rule 33(I).

25. PAYMENT:

The payment will be released through Controller of Naval Accounts (CNA) Karachi in Pak Rupees after completion of delivery / work.

26. PARTIAL ORDER. All participating firms are to comply acceptance of partial order.

27. DISQUALIFICATION: Offers are liable to be rejected if:-

- a. Received after time and date specified in the IT.
- b. Offers are found conditional or incomplete in any respect.
- c. There is any deviation from the General / Special / Technical Instructions contained in this tender.
- d. Taxes and duties, Freight / Transpiration and Insurance charges not indicated separately as per required price breakdown mentioned above.
- e. Pay Order with Commercial Offer and Cash with Technical Offer is not received.
- f. Multiple rates quoted against one item.
- g. Manufacture"s relevant Brochures and technical details on major equipment, assemblies are not attached in support of specification.
- h. Offers (Technical / Commercial) are containing amendments / corrections / overwriting etc.
- j. National Tax No (NTN) and GST/SST No are not indicated on technical and commercial offer.
- k. If validity of offer is not quoted as required in IT or made subject to confirmation late.
- l. Offer is made through Fax & E-Mail etc.
- m. If offer is found to be based on cartel action in connivance with other sources / participants of the tender.
- n. If OEM and Principal name and complete address is not mentioned.
- p. If firm's reference number not mentioned on quote.
- q. If firm's not comply acceptance of partial supply/ work.