

**HEAVY INDUSTRIES TAXILA**  
**TAXILA CANTT - PAKISTAN**  
**TECHNICAL DIRECTORATE**

**TENDER DOCUMENT**



**Method of Tender**

**FOR**

**Procurement of Uniform and Safety Shoes for MTI**

**Tender Inquiry No.: 2602/IT-09/Tech Dte/FOR/Proc Dated**

**21 April 2022**

**Tender Deposit Date: 09 May 2022 Closing Time: 1030 hrs**

**Opening Date: 09 May 2022 Opening Time: 1100 Hours**

**(NO BID WILL BE ACCEPTED AFTER 1030 HOURS ON 03 May 2022)**

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## SECTION 1: LETTER OF INVITATION

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Heavy Industries Taxila (HIT) hereby invites you to submit a Bid to this **Tender Inquiry** on FOR basis for Procurement of **Uniform and Safety Shoes**.

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: **dd1tech@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.

HIT looks forward to receiving your bid and thank you in advance for your interest in HIT procurement opportunities.

**Maj**  
**(Muhammad Irtiza Razzaqi)**  
**(Procurement Officer)**  
**Technical Directorate**  
**Heavy Industries Taxila**  
**Taxila Cantt - Pakistan**

## 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 HIT 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 HIT 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. HIT 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 Government / Semi Govt Organization within or outside Pakistan. <b>Certificates</b> (Affidavit on judicial 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> Any except India, Israel, Taiwan</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 stockest) of all the</p> |

|                                      |   |
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|                                      | <p>items being quoted against this tender inquiry along with countries of origin. The firms will clearly indicate that all the parts 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.</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.   |
| 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 CDR / Bank Guarantee addressed to Director Technical Heavy Industries Taxila. 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 HIT 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, HIT 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</p>   |

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|  | penalty to the bidder.   |
| 11. Amendments in Bids                             | <p>11.1 At any time prior to the deadline of bid submission, HIT may for any reason, such as in response to a clarification requested by a bidder may modify / amend the contents of the 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, HIT may</p> <p>11.3 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. 2602/IT-09/Tech Dte/FOR/Proc dated 21 April 2022</u></b></p> <p style="text-align: center;"><b><u>TO BE OPENED ON 1100 HOURS ON 09 May 2022</u></b></p> <p style="text-align: center;">In the name of Procurement Officer Technical Directorate<br/>HEAVY INDUSTRIES TAXILA GATE NO.5<br/>FROM M/s _____</p> <p><b>Note:-</b> Postal Order for <b>Rs. 1,000.00 (Rupees One Thousand)</b> in favour of Director Technical, Technical Directorate HIT Taxila Cantt, will invariably be enclosed with the technical offer, failing which the bid will be ignored.</p> |
| 13. Deadline for Submission of Bids and Late Bids  | <p>13.1 Bids must be received by HIT 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 HIT shall not consider any bid that is received after the deadline for the submission of bids.</p>  |
| 14. Withdrawal, Substitution, Modification of Bids | 14.1 A bidder may not withdraw, substitute or modify its bid after submission of the bid.  |
| 15. Bid Opening                                    | 15.1 HIT will open the bid in the presence of Board of Officers formed by HIT with at least of two (2) members.  |
| <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 HIT in the examination, evaluation and comparison of the bids or contract award decisions, may at HIT's discretion,</p>   |

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|   | result in the rejection of his bid and subsequently be subjected to punitive action.  |
| 17. Evaluation of Bids                              | 17.1 Evaluation of bids will be undertaken as under:-<br>a. Preliminary Examination including Eligibility.<br>b. Arithmetical check and ranking of bidders who passed preliminary examination by past experience.<br>c. Qualification assessment (if pre-qualification was not done).<br>d. Evaluation of Technical Bids.<br>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, HIT 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, HIT may, at its discretion, request any bidder for a clarification of his bid.<br>20.2 HIT's 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 HIT in the evaluation of the Bids, in accordance with the Tender Inquiry.<br>20.3 Any unsolicited clarification submitted by a bidder in respect to its bid, which is not a response to a request by HIT, shall not be considered during the review and evaluation of the bids.<br>20.4 HIT 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 HIT 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 At the time of award of contract, HIT 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.  |
| 23. Contract Award and Signature                    | 23.1 HIT 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).<br>23.2 Within fifteen (15) days from the date of receipt of the contract, the successful bidder shall sign and date the contract and return   |

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|--------------------------------------|--|
|                                      | <p>it to HIT. If contract 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 1<sup>st</sup> warning to the firm.</p> <p>23.3 If still not provided another 90 days, the contract will be process on Re-Tender with confiscation of bid money and disciplinary action will also be initiated as per rules.</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>Payment Terms</b><br/>100% on 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 database.</p>  |
| 25. Performance Bank Guarantee (PBG) | <p>25.1 05% Performance Bank Guarantee must be provided by the successful bidder within 30 days after signing of the contract by both parties.</p> <p><b>Note:</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><b>Liquidated Damages (LD):</b></p> <p>26.1 HIT 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 stores value or a part there-of will be levied Grace period of 21x days would be included for imposition of LD Charges. No grace period will be allowed on already extended DPs.</p> <p>26.3 Following consideration will be kept in mind by both sides while imposing of LD charges:-</p> <ol style="list-style-type: none"> <li>a. Firm intimation for extension in DP at least one month before expiry with valid justification</li> <li>b. Past performance of the firm approx. last 3x years (contract deliveries if available), including ongoing</li> </ol> |



|                               |  |
|-------------------------------|--|
|                               | <p>contract.</p> <ul style="list-style-type: none"> <li>c. Period during which production / action has been stopped by the user / indenter / tech authority due to some reasons.</li> <li>d. All abnormal period taken by the tech authority in clearing each and every lot, because any delay in clearing the first lot automatically causes the delay in production of subsequent lots.</li> <li>e. Delays in conduct of PSI / ATPs / Trials</li> <li>f. Effect of late delivery of stores on project timelines</li> </ul> <p>26.4 Procedure to be followed:-</p> <ul style="list-style-type: none"> <li>a. HIT will retain the LD charges from each CRC amount being released</li> <li>b. HIT will process the case file for final decision on imposition / non-imposition of LD charges once complete store is received. However, the firm's stance will also be obtained before processing the case of LD charges imposition.</li> <li>c. LD Charges would be imposed when HIT is satisfied that the failure to supply the stores within the schedule DP has been for reasons within the control of the Supplier, and/or if HIT has suffered loss due to delays in delivery.</li> <li>d. LD Charges will be imposed through amendment in the contract.</li> </ul> <p>26.5 A copy of amendment will be endorsed to CMA (HIT) / CMA (DP). Imposition of LD charges will be notified to CMA HIT / CMA (DP) for necessary recovery.</p> |
| <p>27. Warranty Guarantee</p> | <p>27.1 Warranty period will be confirmed by Supplier as mentioned in 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  | 180x Days (Minimum) if not otherwise specified.  |
| 4.      | 08                         | Bid Security  | Participating firms will deposit bid security upto 2% of total quoted value (Upto maximum of 2%, but not more than Rs 1 Million in the shape of CDR / Bank Guarantee addressed to Director Procurement, Heavy Industries Taxila.   |
| 5.      | 27                         | Liquidated 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 5% 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 (PKR)   |
| 8.      |                            | Pre-Bid Meeting   | 7x Days before opening of the bid <b>(if specified)</b>  |
| 9.      | 20                         | Contact detail for submitting clarification / questions | <b>Procurement Officer<br/>Heavy Industries Taxila<br/>Email: dd1tech@hit.gov.pk<br/>Ph # +92 51 9315008</b>   |
| 10.     | 13                         | Deadline for submission of Bid                          | Not later than at <b>1030 hours</b> on <b>09 May 2022</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>09 May 2022</b> at 1100 hours at tendering room of the Procurement Officer Technical Directorate Heavy Industries Taxila in the presence of the available representative of the firms.  |
| 12.     | 17,18                      | Bid Evaluation Method                                   | Least Cost Method, Technically Responsive, Eligible and Qualified Bid.   |
| 13.     |                            | Maximum expected  | One Year after award of the contract, extendable   |

|     |    |                          |  |
|-----|----|--------------------------|--|
|     |    | duration of the contract | with mutual consent.   |
| 14. |    | Delivery Period          | The store is required to be delivered within <b>20 days</b> after signing of contract. |
| 15. | 24 | Payment Terms            | 100% on CRV.<br>Partial payments against partial deliveries will not be allowed.       |
| 16. |    | Warranty / Guarantee     | Warranty period will be <b>One Year</b> from the date of 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            | All countries except India, Israel, Taiwan.                      |        |
| 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:-<br><br>$\text{Score} = \frac{(Y1+Y2+Y3)}{(3 * X)} * 5$ <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 return for last 3 x financial</li> </ul> |
| (b) | Working Capital of last three years   | 5          | Marks will be calculated as per the formula:-   |   |

|              |   |           |   |  |
|--------------|---|-----------|---|--|
|              |   |           | $\text{Score} = \frac{(Y1+Y2+Y3) * 5}{(3 * (X/2))}$ <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>   | years, fully verified by ITO of the circle.  |
| (c)          | Bank Credit line  | 5         | <p>Full marks will be given to the bidders whose Bank credit lines will be equal to or higher than X. Marks of remaining bidder will be calculated as per given formula:-</p> $\text{Score} = \frac{X1 * 5}{X}$ <ul style="list-style-type: none"> <li>• X1=Bank Credit line</li> <li>• X =Last purchased rate / estimated value Available with HIT.</li> </ul> | • Verifiable certificate from Bank (with clear mention of bank credit line) to be provided (Specimen attached as per annexure "I") |
| (d)          | 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 GovtOrg (Attested copies of Registration certificate to be enclosed) | 5          | Full marks will be given on provision of at least 1 x Registration certificate<br>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 * 2.5}{X1}</math></p> |

|              |   |           |  |
|--------------|---|-----------|--|
| (b)          | Quantum of rejections of items in the last 3 years contracts        | 2.5       | X1 = Total value of last 3 years contracts.<br>X2 = Total value of the passed items in first go in the last 3 years' contracts.<br><b>Formula:</b> Score= $\frac{X2}{X1} * 2.5$  |
| (c)          | Timely provision of documents/ bank guarantees / bid security money | 2.5       | X1 = Total no of contracts concluded in last 3 years.<br>X2 = Total number of timely provided bank guarantees/ bid securities against the total no of contracts in last 3 years.<br><b>Formula:</b> Score= $\frac{X2}{X1} * 2.5$ |
| (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<br>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 For FOR Manufacturing Contracts**

| Ser          | Description  | Max Points |
|--------------|--|------------|
| (a)          | Availability of in house manufacturing facilities / Quality Assurance facilities | 5          |
| (b)          | Availability / Quality of Engineer / Technician with the vendor be listed        | 5          |
| (c)          | Availability of manufacturing ASTM standards with vendor                         | 4          |
| (d)          | Experience of development of similar nature of items                             | 4          |
| (e)          | Reliability of manufacturing similar items                                       | 4          |
| (f)          | Commitment to provide TDP / Manufacturing processes to HIT                       | 4          |
| (g)          | OEM / ISO/ other certificates with vendor  | 4          |
| (h)          | Inventory of raw material / products   | 4          |
| (i)          | Detail of R & D capability available   | 4          |
| (j)          | Certification or License as manufacture / fabricator                             | 4          |
| (k)          | Existing Clients   | 4          |
| (l)          | Experience of working with Army  | 4          |
| <b>Total</b> |  | <b>50</b>  |

**For FOR Supplier**

| <b>Ser</b>   | <b>Description</b>   | <b>Max Points</b> |
|--------------|--|-------------------|
| (a)          | Availability of ware houses with the firm / workshop           | 10                |
| (b)          | Source of local or imported items                              | 8                 |
| (c)          | Experience in supply of military parts.                        | 8                 |
| (d)          | Authentic Trade Link.  | 5                 |
| (e)          | Inventory of held stock  | 5                 |
| (f)          | Commitment to bring test report from reputed lab, if required  | 5                 |
| (g)          | Commitment to honour timely advance sample, if required by HIT | 5                 |
| (h)          | Commitment to honour timely warrantee replacement.             | 4                 |
| <b>Total</b> |  | <b>50</b>         |

## **SECTION 5: FORM OF PERFORMANCE BANK GUARANTEE**

### **BANK GUARANTEE FOR PERFORMANCE ON JUDICIAL 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

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: 2602/IT-09/Tech Dte/FOR/Proc dated 21 April 2022**

I the undersigned, offer to supply the \_\_\_\_\_ and related goods / services required for the \_\_\_\_\_ in

accordance with your Invitation to Bid No. 2602/IT-09/Tech Dte/For/Proc dated 21 April 2022 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 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 / alongwith OEM)**

|   |   |
|---|---|
| Name of the Bidder                                    |   |
| Name of the Bidding Firm                              |   |
| Address   |   |
| Tel Number  | Line<br>Cell  |
| Bidder Registration Status with other Organizations   | Permanent Registered with -----<br>Provisional Registered with ----<br>Not Registered |
| Status of Firm  | Manufacturer/Stockiest/Importer, etc  |
| Bidder Authorized Representative                      | Name:<br>Cell Number:   |
| Contact Person for Firm                               | Name:<br>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: **2602/IT-09/Tech Dte/FOR/Proc dated 21 April 2022**

- 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 \_\_\_\_\_

Authorized person of Firm \_\_\_\_\_

Signature \_\_\_\_\_

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: 2602/IT-09/Tech Dte/FOR/Proc dated 21 Apr 2022Subject: Procurement of Uniform and Safety Shoes

| Ser | Part No. | Nomenclature   | A/U | Qty Req |
|-----|----------|--|-----|---------|
| 1.  |          | <p><b><u>Uniform</u></b></p> <p><b><u>Specification</u></b></p> <p>a. Grey Zeen Cloth</p> <p>b. Trousers and Shirt</p> <p>c. 4 x Size (small, medium, large and extra large)</p> <p>d. Uniform to be provided as per sample avail in MTI which can be seen by any bidder within the working days.</p>                  | Nos | 150     |
|     |          | <p><b><u>Safety Shoes</u></b></p> <p><b><u>Specification</u></b></p> <p>a. Tough Toe</p> <p>b. Hard Sole</p> <p>c. Long shoes with laces</p> <p>d. 4 x sizes</p> <p>e. Bidder to provide advance sample of safety shoes alongwith the bids. The samples of unsuccessful bidders will be returned within four days.</p> | Nos | 300     |

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

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

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

**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. 2602/IT-09/Tech Dte FOR/Proc dated 21 April 2022**

**Subject: Procurement of Uniform and Safety Shoes**

| Ser | Specification | Nomenclature | A/U | Quantity | Unit Price | Tax per Item | Total Price |
|-----|---------------|--------------|-----|----------|------------|--------------|-------------|
|     |               |              |     |          |            |              |             |
|     |               |              |     |          |            |              |             |
|     |               |              |     |          |            |              |             |
|     |               |              |     |          |            |              |             |
|     |               |              |     |          |            |              |             |

**DETAIL OF TAXES (GST) BE MENTIONED SEPARATELY FROM BASE PRICE**

**Other expenditures, if any like Insurance, Freight and inland transportation should be mentioned separately.**

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

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

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

**FORM OF BID SECURITY**

To,  
 DIRECTOR PROCUREMENT,  
 HEAVY INDUSTRIES TAXILA CANTT

Whereas [Name of Supplier] (hereinafter called "the Supplier") has undertaken, in pursuance of Tender Inquiry **2602/IT-09/Tech Dte FOR/Proc dated 21 April 2022** for the procurement Uniform and Safety Shoes. (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 \_\_\_\_\_ 2022.

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 Director Procurement (HIT) Rs.

Rupees

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

Mémó

MP

⑈00⑆ ⑆000000⑈000⑆ 000000⑈

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**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. \_\_\_\_/\_\_\_\_/\_\_\_\_\_ of 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 HIT, Taxila against their IT No. \_\_\_\_\_. 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.**

