

PUNJAB SKILLS DEVELOPMENT FUND

Tender Document

“Main Security Gates (Enter & Exit) of PSDF Building ”

March , 2017



Submission Date for Sealed Bids: 29th March, 2017 (12:00 PM)

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1- Background

Punjab Skills Development Fund (PSDF) is a section 42, not-for-profit Company set up under the Companies Ordinance 1984 by the Government of the Punjab in partnership with Department for International Development (DFID) UK. Punjab Skills Development Fund is governed by an independent Board of Directors.

2- Invitation to bids

Punjab Skills Development Fund (PSDF), a not for profit company invites sealed bids / proposals for Main Security Gates (enter & exit) for PSDF Office building from tax registered and experienced Steel Works Firm.

3- Instruction to bidders

The selection of firm will base on Quality Cost Based Selection method. PSDF will adopt single stage two envelopes bidding procedure.

The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the PSDF. The PSDF shall evaluate the technical proposal in the manner prescribed in the section - 7 given in the document, without reference to the price and shall reject any proposal which does not conform to the specified requirements. During the technical evaluation no amendments in the technical proposal shall be permitted. After the evaluation and approval of the technical proposals, the PSDF shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders. The technical and financial proposal will be evaluated on the basis of PSDF evaluation criteria as provided in section “Technical Proposal” and “Financial Proposal” of the document.

The scope of activities set the basis of technical approach to be adopted by the potential bidders. The bidders who will get at least 65 % marks in technical evaluation will be called for financial bid opening.

4- Conditions for eligibility

The successful bidders, fulfilling the following criteria, will be considered as eligible bidders for the bidding process.

- i. The firm must have local presence and registered office in Lahore.
- ii. The firm must be NTN/GST/PNTN.
- iii. The firm must at least five (5) years of experience in Steel Gates Works.
- iv. Must not be blacklisted by any government or bi-lateral/multi-lateral financial institution.
- v. Skilled Work Force for Quality of work in steel.

Kindly fill the following necessary annexures required for the above qualification criteria and attach the supporting documentary evidences as mentioned in each annexure;

- Annex – A: Organization Information
- Annex – B: Eligibility Response Checklist
- Annex – C: Relevant Experience of the Organisation
- Annex – D: Technical Evaluation Criteria
- Annex – E: Staff Experience

And also sign the declaration form at the end of document and attach with your other documents. For further information and any query please contact the person below:

Assistant Manager Procurement
Punjab Skills Development Fund
21-A, H-Block, Dr. Mateen Fatima Road,
Gulberg-II Lahore –Pakistan
E-mail: hashim.hussain@psdf.org.pk
Tel: 042-35752408-10
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5- Scope of job

The complete scope of job is provided as annexure – F. The PSDF wishes to appoint a reputable and experience steel works provider for Main Security Gate of PSDF building

6- Terms of References

- a) Successful bidder will work with close coordination of PSDF admin team. All the supplies/services will be checked and verified by PSDF admin team.
- b) The bidder shall, at his own expense, obtain for himself, on his own responsibility, all information that may be necessary for preparing the tender and entering into contract, and shall determine and satisfy himself by such means as he may consider necessary or desirable as to all matters pertaining to the tender.
- c) The bidder shall also satisfy himself before submitting his tender as to the nature of grounds.
- d) PSDF shall not assume any responsibility regarding information gathered interpretation or deduction, which the bidder may arrive at, from the date that may be furnished with the contract documents.
- e) The firm will not be reimbursed for any costs of any kind, whatsoever, incurred in connection with the preparation and submission of his tender.

- f) Failure to comply with any terms and conditions in the tender document and contract given out to the successful bidder could incur imposition of penalties as spelled out lately in the contract.
- g) All payments will be done as per PSDF rules within a week, after verification of satisfactory supplies and services
- h) Mention timelines to complete work of Main Gates and its civil work.. Also mention working days and off days.

7- Guidelines

- a) PSDF will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids. The bidders are recommended to visit PSDF office for the supply and Installation of Main Gate prior to bid.. It is compulsory to see all the aspects and area available in PSDF office. PSDF will not be responsible if the bid rejected owing to not surveying the area.
- b) Only short-listed applicants fulfilling the eligibility criteria will be considered for technical evaluation. From which the financial proposal of technically qualified bidder, will be opened for financial evaluation.
- c) All documents and information received by PSDF from applicants will be treated in strictest confidence. Documents submitted to PSDF will not be returned.
- d) All expenses related to participation in this tender document shall be borne by the applicants.
- e) The closing date and time for receipt of technical proposal is **29th March, 2017 (12:00 PM)** and will be publically opened on same day i.e. 29th March, 2017 (12:30 PM) in the conference room PSDF Lahore Office, in the presence of the interested bidders or their representatives who may wish to attend.
- f) Proposals received thereafter will not be accepted.
- g) PSDF reserves the right to request submission of additional information from applicants in order to clarify/further understand aspects of technical proposal, if required.
- h) PSDF reserves the right to verify any information provided by the applicants.
- i) Questions about this technical proposal can be made only in writing: a letter or an e-mail and must be asked by or before COB **22nd March, 2017**. For any other related information please contact the undersigned.

Postal Address

Assistant Manager Procurement
Punjab Skills Development Fund

21-A, H-Block, Dr. Mateen Fatima Road,
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8- Technical Proposal evaluation criteria

This tender document is governed by the procedure approved by PSDF management. The technical proposal of eligible organisations will be evaluated using the scoring guide attached as annexure – E.

9- Financial Proposal

Financial proposal will be prepared as per format provided in Annex – G. The quoted price shall be:

- a) Best / final / fixed and valid until completion of the Contract i.e. not subject to variation /escalation;
- b) In Pak Rupees;
- c) Inclusive of all taxes, duties, levies, insurance, freight, etc. Mention all applicable taxes separately as well.
- d) If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

10- Financial Evaluation

The financial proposals of only those technically responsive bidders who will obtain minimum sixty five percent marks will be opened. A combined evaluation of the technical and financial proposals will be carried out by weighting and adding the quality and the cost scores. The weight for quality is eighty percent with twenty percent given to cost and the firm obtaining the highest combined score will be invited for negotiations. Cumulative cost of all Steel material and civil work required in financial proposal will be taken for evaluation.

11- Type of Contract

The type of contract will be rate contract for Square Feet Area and associated with penalties on time and quality of supplies and services.

12- Declaration

Kindly provide the declaration as per format provided below at the end of proposal.

I, _____ hereby declare that:

- all the information provided in the technical proposal is correct in all manners and respects
- and I am duly authorised by the Governing body/Board/Management to submit this proposal on behalf of "[Click here and type the name of organization]"

Name	
Designation	
Signature	
Date and Place	

13- Submission of Bids (Technical and Financial Proposal)

Complete bid containing technical and financial proposal along with CDR (5% of contract value); all required information and documentary evidences may be submitted before 12:00 PM on 29th March, 2017. Technical proposals will be publically opened on the same day i.e. 29th March, 2017 at 12:30 PM in the presence of bidder's representatives who wish to attend it.

a- Cover Letter for the Submission of Technical Proposal and Financial Proposal

[Firm letterhead]

[Date]

To

Chief Executive Officer

[Address mentioned in Data Sheet]

Re: Technical Proposal and Financial Proposal in respect of [Insert title of assignment]

Dear Sir,

We offer to provide the Supplies and Services for [Insert title of assignment] in accordance with your Tender for Proposal dated [Insert Date of Tender advertised]. We hereby submit our technical Proposal and financial proposals including the required documents in a sealed envelope.

We hereby declare that all the information and statements made in these proposals are true and accept that any misinterpretation contained therein may lead to our disqualification. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations. We undertake that we will initiate the services as per the client's request if our proposal is accepted. We understand that you are not bound to accept any or all proposals you receive.

Thank you.

Yours sincerely,

Signature

Name and title of signatory:

Important Note: The competent authority may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. PSDF shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds.

Annexures

Annex – A “Organization Information”

Form A: Firm Profile		
S #	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organisation	
3	National Tax Number	

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	General Sales Tax Number	
	PRA Sales Tax Number	
4	Core business area/s of the organization	
5	What is the legal status of your organisation? Tick the relevant box (one box only). (Attach Copy/Copies of Registration Certificate/s)	Public Sector Organisation
		Section 42 Company
		Public Ltd. Company
		Private Ltd. Company
		Partnership Firm
		Sole Proprietor
	Others (Please specify)	
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Mobile:	
	Email:	
	Fax:	

Annex – B “Eligibility Response Checklist”

Sr. No.	Necessary Eligibility Information	Response/Elaboration	
1	The firm must have local presence. Has your firm a registered office in Lahore?	Yes	
		No, (then justify how will you manage the project)	
2	Attach copies of last tax return		Copies Attached
			Copies Not Attached
3	Mention National Tax Number (NTN) or General Sales Tax (GST) and Punjab	National Tax Number (NTN)	

	Revenue Authority (PRA) registration in the name of Organization and provide a copy of registration	General Sales Tax (GST)	
		PRA Registration	
4	Has your firm five (5) years of experience in Steel Works		Yes (attach copies of work orders or contract)
			No
5	Has your firm ever blacklisted by any government authority or any bi-lateral/multi-lateral financial institution? (MUST attach an undertaking by your firm's authorised person with this document)		We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.
			Our organization has been blacklisted once or more than once.

Undertaking: Information provided above is correct and I am willing to offer my services for the assignment mentioned above.

Name of person with signatures _____

Annex - C “Relevant Experience”

Relevant Experience		
Name of clients	Nature of related work (Steel Gate works)	Location/s (Lahore/Karachi etc.)

Annex – D “Technical Evaluation Criteria”

Sr. No.	Description	Total Points	Category Points	Remarks
1	Relevant Experience of Firm	15		Copies of or contracts are required
	Experience of Steel Work if more than 10 years		10	
	Experience of Steel Work If equal to or more than 7 years but less than 10 years		7	
	Experience of Steel Work more than 5 years		5	
2	Experience with Govt, Semi Government, International or Autonomous bodies			Copies of contracts are required
	If greater than 3 years		5	
	If less than 3 years but greater than 1 year		3	
3	Current Contracts	10		

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	Currently working with at least 5 clients for Steel Work		5	Copies of or contracts are required
	If currently working with more than 5 clients for Steel Work		10	
4	Clients With Company	20		
	Number of total clients if 10 and above		10	Company profile showing the total clients. Or detail of clients on company letter head with sign and stamp by authorities. Company profile showing the total Govt clients. Or detail of clients on company letter head with sign and stamp by authorities.
	If 7 and above		7	
	If 5 and above		5	
	If less than 5		0	
	Number of Govt, Semi Govt, International or Autonomous clients, If 5 and above		10	
	3 and above		5	
	Less than 3		0	
5	Working Staff	15		Company Profile showing the number of working staff on company letter head with sign and stamp by authorities.
	Total number of working staff held with the company in total 10 or above		15	
	7 and above		10	
	5 and above		7	
	3 and above		5	
	Less than 3		0	
	Total Points Awarded	60		
Attachment of relevant evidences in each case is mandatory. In case of non- compliance no mark will be awarded.				

Annex – E “Staff Experience”

S #	Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

May like to add more columns

Annex-F “Bill of Quantity and Drawings”

Main Security Gates should have following key attributes;

- One entry gate and one exit gate
- Structure of Gates Ms Pipe of 4”
- Louver Sheet of 16 Gauge, no under gauge
- Two Sliding Gates (IN & OUT) with Paint
- Fixed Fence of 20’ in length and 8’ in height in between two sliding gates with two fixed column on each side of fence.
- 4” C Chanel
- Columns(1’x1/2”) thick on both side of fence
- Sliding Gate Measurement 20’L x8’H (each) both IN and OUT
- 2 fixed columns of 6 inches thick on each side of gate
- 4 Column should be 2’ inside the ground with concrete work.
- Base lane of 60’ of concrete work for gate roll over

Complete area can be viewed from PSDF office during office hours i.e. from 9:00 AM to 5:00 PM from Monday to Friday. Detailed drawings should be shared along with the Sealed Technical Proposals.

Annex-G “Financial Proposal”

Financial proposal will be based as per given format. Cost must be inclusive of all applicable Government taxes. Mention timelines to complete work and supplies separately.

Total Project Cost:

Sr.	Cost Heads	Rate without taxes	Rate with all applicable taxes
1	Main Entry (IN) and Exit (OUT) Gates – Per square feet		
2	Fence between gates – Per square feet		
3	Civil work		

Material Cost:

Sr.	Cost Heads	Rate without taxes	Rate with all applicable taxes
1	Main Entry (IN) and Exit (OUT) Gates – Material Cost		
2	Fence between gates – Material Cost		
3	Civil work – Material Cost		

Labour/Installation Cost:

Sr.	Cost Heads	Rate without taxes	Rate with all applicable taxes
1	Main Entry (IN) and Exit (OUT) Gates – Labour/Installation cost		

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2	Fence between gates – Labour/Installation cost		
3	Civil work – Labour/Installation cost		