

BIDDING DOCUMENT
FOR the Insurance of Assets
(Bid Ref No. Secy/PPC/Fin/02)



Inland Water Transport Development Company (IWTDC)

No. 34-A, Street 27, Valley Road, Westridge, Rawalpindi

Ph # 051-5491494-95, www.iwt.punjab.gov.pk



**INLAND WATER TRANSPORT
DEVELOPMENT COMPANY**



21 Sep, 2015

**Invitation for Bids/Quotations
FOR the Insurance of Assets
(Bid Ref No. Secy/PPC/Fin/02)**

A. Inland Water Transport Development Company (IWTDC) has been established by Government of the Punjab and formally registered under Section 42 of Companies Ordinance 1984 in Aug 2014.

18. IWTDC invites sealed quotations/proposals for the insurance of assets owned by the Company required on the basis of following criteria in addition to the provisions as laid down by Section 254 of Companies Ordinance 1984.

- i. Company Profile
- ii. NTN/ Registration
- iii. Experience (especially with Public Sector Companies/Autonomous Bodies)
- iv. Number of Public Sector Companies / Autonomous Bodies
- v. Last Five Years Financial Statements
- vi. Location of Offices
- vii. Undertaking that there is no bar to participate in the bid under any of the provisions in any law enforced at the time of opening of the tender documents.
- viii. Undertaking that the business is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan

C. Interested bidders may inspect the bidding documents at the address of IWTDC between **0900 Hrs to 1700 Hrs** or may download bidding documents from IWTDC (www.iwt.punjab.gov.pk) and PPRA (www.ppra.punjab.gov.pk) websites. The procurement shall be completed in accordance with Punjab Procurement Rules 2014.

E. A **single package containing Companies Profile, Technical & Financial Bid sealed in separate envelopes**, duly signed, stamped, sealed and in complete conformity with bidding document should reach IWTDC office Rawalpindi, on or before **1100 Hours on 06 Oct, 2015**. Bids will be opened at **1200 Hours on the same day** in the presence of bidders' representatives who choose to attend, at **IWTDC Office**. Late tenders/bids will be rejected and returned unopened to bidders.

F. In case the bid opening date is declared a public holiday then the bids will be received and opened on the next working day or as notified.

G. Bidders must ensure that all the required documents indicated in the Bidding Documents are submitted with the bid without fail. Incomplete bids or bids received without, undertakings, valid documentary evidence, supporting documents or are not sealed, signed or stamped, late or submitted by other than specified mode will not be considered.

H. Income/sales tax registration certificate and other documents as mentioned in bidding documents must accompany the bids. Taxes will be deducted as per Government of Pakistan and Government of the Punjab rules at source.

I. There will be no price negotiations with the lowest evaluated responsive bidder. Bidders are, therefore requested to submit their lowest and best prices with their bids.

Note: IWTDC may reject all bids or proposals at any time prior to the acceptance of a bid or proposal, as provided under Punjab Procurement Rules, 2014.

Chief Executive Officer
Inland Water Transport Development Company
No. 34-A, Street 27, Valley Road, Westridge, Rawalpindi
Tel: 051-5491495 Fax: 051-2651153

1. Invitation to Bid

1.1 PPRA Rules to be followed

Punjab Procurement Rules, 2014 will be strictly followed. These may be obtained from PPRA's website <http://www.ppra.punjab.gov.pk>.

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Punjab Procurement Rules, 2014.

2. Bidding Details (Instructions to Bidders)

The complete bids as per required under this tender document, must be delivered to the **IWTDC OFFICE on or before 1100 hrs on 06 Oct, 2015**. The **Technical** bids shall be publicly opened in IWTDC Office, **at 1200 hrs on 06 Oct, 2015, whereas Financial Bid of successful bidder will be opened in due time and will be intimated to the bidders**. In case the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day.

Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the items must be received in writing to the IWTDC till 30 Sep, 2015. Any query received after said date may not be entertained. All queries shall be responded to within due time. IWTDC may host a Q&A session, if required, at IWTDC premises. All Bidders shall be informed of the date and time in advance.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the works/supplies awarded under this Bid Process will be entertained by the IWTDC. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the supplies/works and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions are intended to be strictly enforced.

The Bidder should be fully and completely responsible for all the deliverables in case of natural and accidental incidence to the existing IWTDC office at the time of claim.

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The IWTDC will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Failure to supply required items/services within the specified time period will invoke penalty as specified in this document.

TERMS AND CONDITIONS OF THE TENDER

3 Tender Scope

Following requirements define the scope of work of this tender.

3.1. The Selected Bidder will be responsible for the comprehensive / approved coverage of all the assets of IWTDC Office.

4. Tender Eligibility/Qualification Criteria

4.1 Eligible Bidder/Tenderer is a Bidder/Tenderer who:

4.2 has a registered/incorporated company in Pakistan with relevant business experience of at least last ten (10) years.

Following are the details of assets to be insured and the quantity can be increased or decreased:

S. No.	Description	Quantity
1.	Toyota Vigo (2494cc) MT	01
2.	Toyota Hilux	01
3.	Toyota Corolla Gli AT	01
4.	Suzuki Swift 1.3 L Navigation	01
5.	Suzuki Cultus VXR	02
6.	Honda Motorcycles CD 70	04
7.	Laptops	08
8.	Desktop Computers	04
9.	Photocopier	01
10.	Printer Color HP M251pro	02
11.	Printer B/W HP 1102w	06
12.	Multimedia Projector Sony	01
13.	Scanner HP scan jet 200	05
14.	Multimedia Screen	01
15.	Generator 22 Kva	01
16.	Air Conditioners	08
17.	Rubber Boats	06
18.	Work Boats GRP (along with GPS and Echo sounder)	06
19.	Assault Boat and Survey Equipment	01
20.	Mercury Engine 50 Hp	01
21.	Mercury Engines 85 Hp	12
22.	Yamaha Engines 40 Hp	06
23.	Porta Cabins	03

4.3 Must be registered with Tax Authorities as per prevailing latest tax rules (Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate)

4.4 Has valid Registration of General Sales Tax (GST) & National Tax Number (NTN).

4.5 Has submitted bid for all goods/material/services and bid security, if any, against total quoted cost.

4.6 Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking on legal stamp paper is mandatory).

5. Tender Cost

The Tenderer shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the IWTDC shall in no case be responsible / liable for those costs / expenses.

6. Joint Venture / Consortium

Joint venture / Consortium are not eligible for this tender.

7. Amendment of the Tender Document

7.1 The IWTDC may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

7.2 The IWTDC shall notify the amendment(s) in writing to the prospective Tenderers as per Punjab Procurement Rules, 2014.

7.3 The IWTDC may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Punjab Procurement Rules, 2014.

8. Submission / Preparation of Tender

8.1 The Tender shall be in two parts i.e. **the technical proposal and the financial proposal.**

8.2 Technical Proposal shall comprise the following, **without quoting the price:**

8.2.1 Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted).

8.2.2 Certificate of Company Registration/Incorporation under the laws of Pakistan

8.2.3 Covering letter duly signed and stamped by authorized representative.

8.2.4 Authorized Certificate / document from the International Insurer.

8.2.5 Technical Brochures / Literature

8.2.6 Details of Risks covered under the Insurance.

8.2.7 Details for claim process.

8.2.8 Submission of undertaking on legal valid and attested stamp paper that the Company is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization, Public Sector Company or Autonomous Body or Private Sector Organization anywhere in Pakistan

8.2.9 Valid Registration Certificate for Income Tax & Sales Tax.

8.2.10 Financial Statements for the last three (3) years.

8.3 This is made obligatory to affix authorized signatures with official seal on all original documents, copies, certificates, brochures, literature, letters, forms and all relevant documents as part of the bids submitted by the tenderer.

9. Tender Price

9.1 The quoted price shall be:

9.1.1 Best / final / fixed and valid until completion of all delivery i.e. not subject to variation.

9.1.2 Price of assets worked for premium will be taken as Price for processing of claim.

9.1.3 Amount in Words & Figures must be in Pak Rupees only.

9.1.4 Inclusive of all taxes, duties, levies, insurance, etc.

9.2 Where no prices are entered against any item(s), the price of that item shall be deemed free of charge, and no separate payment shall be made for that item(s).

10. Tender Validity

The Tender shall have a minimum validity period of **90 days** from the last date for submission of the Tender.

11. Modification / Withdrawal of the Tender

11.1 The Tenderer may, by written notice served to the IWTDC, modify or withdraw the Tender after submission of the Tender, prior to the deadline for submission of the Tender.

11.2 The Tender, withdrawn after the deadline for submission of the Tender and prior to the expiration of the period of the Tender validity will be disqualified.

14. Clarification of the Tender

14.1 The IWTDC shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such Correction is sole discretion of the IWTDC.

15. Correction of Errors / Amendment of Tender

15.1 The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.

16. TECHNICAL EVALUATION CRITERIA

ELIGIBILITY MARKS: A technically eligible bidder, based on conditions listed in this document, not meeting the 70% pass marks limit will be rejected in Technical Evaluation, and its sealed/unopened Financial Proposal shall be returned back. All bidders scoring greater than or equal to 70% of the marks will be accepted in technical proposal, and their financial bids will be opened. 30% marks of Financial Bid will be given to lowest prices quoted bidder and other shall be rated accordingly.

PROVISO: Provided that if NONE or ONLY ONE (single) bidder exceeds the 70% pass mark, then the IWTDC SHALL decrease the Pass Mark limit to 60%. In other words, if TWO or more bidders exceed 70%, then the Pass Mark will NOT be decreased to 60%.

If Pass Marks are decreased to 60%, then ALL bidders with scores greater than or equal to 60% shall be considered EQUALLY as approved in the Technical Evaluation, & their Financial Bids shall be opened.

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria against all items will be eligible for further processing.

The Bids which do not conform Bid conditions will be rejected. The Eligible/Technically Qualified Bidders will be considered for further evaluation.

The Technical proposals shall be evaluated by the committee in the light of following evaluation criteria categorized as under:

TECHNICAL EVALUATION CRITERIA

Category	Description	Points
Legal Requirements	Certificate of Company Registration/Incorporation under the laws of Pakistan	Mandatory
	Valid Income Tax Registration	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Paid up Capital (Including Bonus Issue) of 300 M or Above	Mandatory
	Rating Criteria be A+	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not prohibited under any of the provisions of any law enforced in Pakistan to enter into a contract with Public Sector Companies at the time of opening of bid.	Mandatory
	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.	Mandatory

Self Assessment Form with Reference (to be filled and attached with Technical Bid – Mandatory)

Sr. No	Attributes	Max. Marks	Score distribution	Score Obtained	Requirements	Please Insert page No. of your document for reference
1.	a. Company Offices	10	10		10 Major cities of Pakistan	
			5		More than 5 Major cities of Pakistan	
			0		Less than 5 major cities of Pakistan	
2.	Similar projects (Companies similar projects of same scope undertaken in Pakistan – Documentary proof/evidence required)	10	10		More than 10 projects	
			7		7 Projects	
			5		5 projects	
			0		Less than 5 projects	
3.	Companies in operations (Certificate of incorporation/registration under the laws of Pakistan – Documentary proof/evidence required)	10	10		7 years	
			7		5 Years	
			5		3 Years	
			0		Less than 3 Years	
Total Marks		30				

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proofs.

18. FINANCIAL PROPOSAL EVALUATION

17.1 Technically qualified/successful bidder(s)/Tenderer(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue mentioned above. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

17.2 Financial Proposal evaluation will be conducted under the Punjab Procurement Rules, 2014. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of the IWTDC, the contractor shall be bound to adjust the same in the Financial Proposal.

17.2.1 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.

17.3 The IWTDC will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.

18 Rejection / Acceptance of the Bid

18.1 The IWTDC shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions, at the time of order placement. The IWTDC may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The IWTDC 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. The IWTDC shall incur no liability, solely, by virtue of its invoking Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Punjab Procurement Rules, 2014).

19. Acceptance Letter

19.1 As per Punjab Procurement Rules 2014, the IWTDC shall issue the Acceptance Letter/Purchase order to the successful Tenderer, at least after 07 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender.

20. Payment

20.1 The Contractor shall provide all necessary supporting documents along with invoice.

20.2 The Contractor shall submit request for Payment, to the IWTDC. The Application for Payment shall be accompanied by such invoices, receipts etc.

20.3 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

21. Taxes and Duties

21.1 The Insurer shall be entirely responsible for all taxes, duties and other such levies imposed during the period of contract and any new tax, levy imposed during the period of contract shall be borne by the Insurer.

List of Items to be Insured

S. No.	Description	Quantity
1.	Toyota Vigo (2494cc) MT	01
2.	Toyota Hilux	01
3.	Toyota Corolla Gli AT	01
4.	Suzuki Swift 1.3 L Navigation	01
5.	Suzuki Cultus VXR	02
6.	Honda Motorcycles CD 70	04
7.	Laptops	08
8.	Desktop Computers	04
9.	Photocopier	01
10.	Printer Color HP M251pro	02
11.	Printer B/W HP 1102w	06
12.	Multimedia Projector Sony	01
13.	Scanner HP scan jet 200	05
14.	Multimedia Screen	01
15.	Generator 22 Kva	01
16.	Air Conditioners	08
17.	Rubber Boats	06
18.	Work Boats GRP (along with GPS and Echo sounder)	06
19.	Assault Boat and Survey Equipment	01
20.	Mercury Engine 50 Hp	01
21.	Mercury Engines 85 Hp	12
22.	Yamaha Engines 40 Hp	06
23.	Porta Cabins	03

A. VEHICLES:

Vehicles of IWTDC will be subject to comprehensively covered against loss of or damage to the motor assets and / or its accessories whilst thereon by:

- a. Any accidental external means.
- b. Fire, external explosion, self ignition or lightning or frost.
- c. Burglary, house breaking or theft.
- d. Malicious act / damage.
- e. Riot, and strike damages, civil commotion.
- f. Impact Damage.
- g. Floor, hail, wind, hurricane, cyclone, tornado or typhoon.
- h. Atmospheric disturbance.
- i. Earthquake, volcanic eruption or other convulsion of nature.
- j. Damage caused during transit by air, road, rail, inland waterway, lift or elevator.

- k. Burglary.
- l. Terrorism.
- m. Aircraft Damage.
- n. Cover includes indemnity for proposer's legal liability for third party death and/or bodily injury-in terms of Motor Vehicle Act 1939 including liability for third party property damage.

B. BOATS / TUGS (ALL TYPES):

Boats / Tugs (All type) of IWTDC will be subject to comprehensively covered against loss of or damage to the assets and / or its accessories whilst thereon by:

- a. Any accidental external means.
- b. Fire, external explosion, self ignition or lightning or frost.
- c. Burglary, house breaking or theft.
- d. Malicious act / damage.
- e. Riot, and strike damages, civil commotion.
- f. Impact Damage.
- g. Floor, hail, wind, hurricane, cyclone, tornado or typhoon.
- h. Atmospheric disturbance.
- i. Earthquake, volcanic eruption or other convulsion of nature.
- j. Damage caused during transit by air, road, rail, inland waterway, lift or elevator.
- k. Burglary.
- l. Terrorism.
- m. Aircraft Damage.

C. OTHER ASSETS

Building
Office Equipment

Building and Office Equipment will be covered for all types of risks.

Cash will be covered for embezzlement, theft, dacoit or accident of the staff.

Period: One year (coverage dates to be settled mutually understanding)

Notes to Price Table:

1. Prices must be quoted for all items under each item

Note:

BIDDER SIGN

1. One Quotation is accepted from each bidder.
2. No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.