

**BIDDING DOCUMENT**  
**For the Establishment of River Port Daudkhel**  
**(Bid Ref No. Secy/PPC/Cvl/03)**



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**Inland Water Transport Development Company (IWTDC)**  
No. 34-A, Street 27, Valley Road, Westridge, Rawalpindi  
Ph # 051-5491494-95, [www.iwt.punjab.gov.pk](http://www.iwt.punjab.gov.pk)



**INLAND WATER TRANSPORT  
DEVELOPMENT COMPANY**



1 May 2015

**Invitation for Bids/Quotations**  
**FOR the Establishment (Services, Machinery & Material) of River Port Daudkhel**  
**(Bid Ref No. Secy/PPC/Cvl/03)**

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.

B. IWTDC invites sealed quotations/proposals in various categories which include the provision of **services, machinery and material** required for the constructions/ establishment of **IWTDC River Port Daudkhel**. Bids may be quoted in each category separately. Furthermore, item wise lowest bidder will be issued PO for that specific item/ job. Bidders are to follow the under mentioned 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 Projects of similar nature
- v. Last Five Years Financial Statements
- vi. Location of Offices
- vii. 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 visit the site at IWTDC River Port Daudkhel between **0900 Hrs to 1700 Hrs for inspection of site/ area for the said jobs. Local bidders will be preferred who can provide the services and machinery on short notice when ever required.** They may also download bidding documents from IWTDC ([www.iwt.punjab.gov.pk](http://www.iwt.punjab.gov.pk)) and PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)) websites. The procurement shall be completed in accordance with Punjab Procurement Rules 2014.

E. A **single package containing Firm 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 **1200 Hours on 19 May, 2015** or **Office of the River Port Daudkhel on or before 1030 Hours on 18 May, 2015**. Bids will be opened at **1300 Hours on the same day (19 May)** at IWTDC Office **Rawalpindi** in the presence of bidders' representatives who choose to attend. 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)**

2.1 The complete bids as required under this tender document, must be delivered to the **IWTDC office Rawalpindi** on or before **1200 Hours on 19 May, 2015** or **Office of the River Port Daudkhel** on or before **1030 Hours on 18 May, 2015**. The **Technical** bids shall be publicly opened in IWTDC Office Rawalpindi, **at 1300 hrs on 19 May, 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.

2.2 Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the items must be received in writing to the IWTDC till 11<sup>th</sup> May, 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 River Port Daudkhel premises. All Bidders shall be informed of the date and time in advance.

2.3 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.

2.4 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.

2.5 It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in quantity by the Bidder on the demand and approval of the IWTDC will be permitted.

2.6 The Bidder should be fully and completely responsible for all the deliveries and deliverables to the IWTDC office at River Port Daudkhel.

2.7 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.

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

2.9 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 supply of all equipment/items at IWTDC Office at River Port Daudkhel.

3.2 Selected Bidder must ensure that the supplied equipment is fully operational, new and performs properly and meet Technical Specification.

3.3 IWTDC may increase/decrease the number of quantities of item/items.

3.4 Successful bidders should be able to provide required machinery, material and services on short notice.

3.5 PO will be issued on requirement basis for any items or all items mentioned in the tender document.

### **Tender Eligibility/Qualification Criteria**

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

4.1 Has a registered/incorporated company/firm in Pakistan with relevant business experience of last three (3) years.

4.2 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)

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

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

4.5 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**

5.1 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**

6.1 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/Firm 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 principal / manufacturer.

8.2.5 Undertaking Evidence that the quoted Goods are genuine in design and materials.

8.2.6 Technical Brochures / Literature ( if any)

8.2.7 Details of Warranty

8.2.8 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

8.2.9 Valid Registration Certificate for Income Tax & Sales Tax.

8.2.10 Income Tax & Sales Tax Returns for the last three (3) tax years.

8.2.11 Bidder must include Warranty/Services for equipment cost of first year (if any).

8.3 The Financial Proposal shall comprise the following:

8.3.1 BOQ Form

8.4 This is made obligatory to affix authorized signatures with official seal on all original documents, copies, certificates, brochures, literature, drawings, 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 / escalation. Validity Period of prices should be quoted, preferably not less than 6 months. However, prices will not remain effective after 12 months. Bidder(s) will have provide services/ machinery/material as per PO on requirement basis.

9.1.2 Amount in Words & Figures and must be in Pak Rupees only;

9.1.3 inclusive of all taxes, duties, levies, insurance, freight, etc.

9.1.4 including all charges up to the delivery point at IWTDC Office at River Port Daudkhel.

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. Additionally, bidders who quote the prices/ rates validity till completion of River Port project or at least for six months will be preferred. However, validity period should not exceed 12 months in any case.

## **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.

## **12. Clarification of the Tender**

12.1 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.

### **13. Correction of errors / Amendment of Tender**

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

13.2 No credit shall be given for offering delivery period earlier than the specified period.

### **14. TECHNICAL EVALUATION CRITERIA**

14.1 Firms conforming to the technical specifications and mandatory documentary evidences as detailed in para 8.2 will be qualified for financial opening of their offers.

### **15. FINANCIAL PROPOSAL EVALUATION**

15.1 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.

15.2 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.

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

15.3 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.

### **16. Rejection / Acceptance of the Bid**

16.1 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).



## **17. Acceptance Letter**

17.1 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.

## **18. Delivery**

18.1 The delivery time of the equipment/ services/ material at IWTDC Office should be at short notice whenever demanded. However, it should not exceed 24 hours.

## **19. Inspection and Testing**

19.1 The IWTDC shall inspect and test the Goods supplied, Works carried out, under the Contract/PO/Supply Order, to verify their conformity to the Technical Specifications (if any).

19.3 The IWTDC may reject the Goods, the Services or the Works if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, Services or Works or make all alterations necessary to meet the Technical Specifications free of cost to the IWTDC.

19.4 The IWTDC's post-delivery right to inspect, test and, where necessary, reject the Goods shall in no way be limited or waived by reason of pre-delivery inspection, testing or passing of the Goods.

19.5 Nothing contained in this document shall, in any way, release the Contractor from any Warranty or other obligations under the Contract.

## **20. Warranty**

20.1 The Contractor shall warrant to the IWTDC that the Goods supplied by the Contractor, under the Contract are genuine.

20.2 The Contractor shall provide Manufacturer's **Local warranty** (hereinafter referred as Warranty Period) for all items in respect of Goods, the Services and the Works, or any portion thereof, as the case may be, which will include free, on site repair / replacement of defective / damaged parts and labor, within 24 hours of intimation;

20.3 The Warranty Period shall start from the date of delivery of the Goods on site.

## **21. Payment**

21.1 The Contractor shall provide all necessary supporting documents along with invoice. As the PO will be issued on requirement basis, accordingly, bidder may submit bill upon successful completion of that specific category of job done. If the work in any category continues without break, the bidder may submit bill of that specific job on monthly basis as part payment.

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

21.3 The IWTDC shall get verified the details of work done against the invoice of IWTDC and Payment shall be made on satisfactory certificate by concerned Department.

21.4 The IWTDC shall pay the amount verified within thirty (30) days. Payment shall not be made in advance. The IWTDC shall make payment for the Goods supplied, as per Government policy, in Pak Rupees, through cheques.

21.5 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Acceptance Letter till Delivery of goods.

## **22. Taxes and Duties**

22.1 The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed.

## Bill of Quantities(BOQ)

### Price Schedule/ Financial Cost Sheet

#### Category 1-Machinery

Item No.	Item Description	Unit	Unit Price (Excl. of taxes)	Unit Price (Incl. of taxes)
1.	Provision/ hiring of Excavator	Per day/ Per Hr		
2.	Provision/ hiring of Loader	Per day/ Per Hr		
3.	Provision/ hiring of tractor with blades/plough	Per day/ Per Hr		
4.	Provision/ hiring of tractor with hydraulic trolley	Per day/ Per Hr		
5.	Provision/ hiring of Bulldozer	Per day/ Per Hr		
6.	Provision/ hiring of transport (pickup/ truck)	Per day/ Per Hr		
7.	Provision/ hiring of Boats	Per day/ Per Hr		
	a. Small Boat	Per day/ Per Hr		
	b. Medium Boat	Per day/ Per Hr		
	c. Large Boat	Per day/ Per Hr		
8.	Hiring of Crane	Per day/ Per Hr		
	a. 50 tons	Per day/ Per Hr		
	b. 100 tons	Per day/ Per Hr		
9.	Excavation of Land with disposal of soil	Per CFT		
10.	Hiring of Fork Lifter	Per day/ Per hr		

#### Category 2-Manpower

Item No.	Item Description	Unit	Unit Price (Excl. of taxes)	Unit Price (Incl. of taxes)
1.	Provision of Skilled manpower	Per day		
	a. Mason	Per day		
	b. Carpenter	Per day		
	c. Electrician	Per day		
	d. Plumber	Per day		
	e. Welder	Per day		
	f. Mechanic	Per day		
	g. Supervisor	Per day		

2.	Provision of unskilled manpower	Per day		
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**Category 3-Material**

Item No.	Item Description	Unit	Unit Price (Excl. of taxes)	Unit Price (Incl. of taxes)
1.	Cement	Per 50 KG bag		
2.	Sand	Per CFT		
3.	Stone	Per CFT		
4.	RCC/ PCC Block	Per 100 bock		
5.	Bricks	Per 1000 bricks		
6.	Steel	Per KG/ Ton		
7.	Crush	Per CFT		
8.	Supply of Water Tanker			
	a. Small			
	b. Medium			
	c. Large			

**Notes to Price Table:**

1. Prices must be quoted for all items under each item
2. Bidders may quote the price in each category separately.
3. Item wise lowest bidder will be issued PO for specific job.
4. If the lowest bidder is unable to provide services/ machinery/ material, then the next bidder will be called for the said job.
5. The IWTDC reserves exclusive rights to increase/decrease the quantities.
6. Though, the rates for provisioning of machinery have been asked for per Hr basis, however, the said machinery (when ever required) will not be called for less than one day. Loading / unloading and transportation charges of equipment/ machinery/ material will be responsibility of bidder and will not be claimed extra charges for the same.

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**BIDDER SIGN**

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.