

**BIDDING DOCUMENT**  
**FOR the Portacabins**  
**(Bid Ref No. Secy/PPC/Cvl/04)**



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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 Portacabins**  
**(Bid Ref No. Secy/PPC/Cvl/04)**

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 for the constructions/ modifications and placement along with necessary civil works of **Portacabins at IWTDC River Port Daudkhel** 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 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 inspect the site at IWTDC River Port Daudkhel between **0900 Hrs to 1700 Hrs for inspection of site/ area for construction of foundation and other related civil works. Those bidders will be preferred who fabricate the containers on the site.** 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 20 May, 2015** or **Office of the River Port Daudkhel on or before 1030 Hours on 19 May, 2015**. Bids will be opened at **1300 Hours on the same day (20 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 per required under this tender document, must be delivered to the **IWTDC OFFICE RAWALPINDI** on or before **1200 Hours on 20 May, 2015** or **Office of the River Port Daudkhel on or before 1030 Hours on 19 May, 2015**. The **Technical** bids shall be publicly opened in IWTDC Office Rawalpindi, **at 1300 hrs on 20 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 Portacabins site 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 Only internationally recognized branded containers to be utilized for modifications to convert in to offices. Containers with life more than 10 years will not be accepted. Furthermore, containers should not be damaged, rusted or repaired.

3.5 Loading and unloading charges will be borne by the supplier.

3.6 Prior to placement of Containers, bidders will ensure all civil works which include the following:

3.6.1 Leveling off the ground for containers and containers yard area as per plan.

3.6.2 Clearing of the containers yard area from debris/ bushes.

3.6.3 Preparation of foundations.

3.6.4 Arrangements of External water supply from source to container washroom points.

3.6.5 Arrangements of water storage/ overhead tank alongwith pumping facilities etc.

3.6.6 Arrangements / construction of sewerage system of all washrooms and disposal of garbage as per standard procedures.

3.6.7 Preparation of floor at containers' yard as per lay out plan.

3.6.8 External electricity provisions from nearest source to all cabins. It will include 4 core DB plus earthing arrangements.

3.6.9 Mounting of the Portacabins on foundation.

#### **4. 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. Following are the details of items to be procured and the quantity can be increased or decreased.

<u>Description</u>	<u>Quantity</u>
a. Portacabins along with their Placement	3

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, international brand, brand new, non-refurbished, un-altered in any way, of the most recent / current model, and imported through proper channel, and incorporate all recent improvements in design and materials.

8.2.6 Technical Brochures / Literature

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 (as per minimum SLA requirement) for equipment cost of first year.

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;

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.

## **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 at IWTDC Office will be 3-4 weeks.

## **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. Containers must be got inspected from IWTDC prior to start of modification work or painting / colour etc.

19.2 The inspections and tests shall be conducted prior its fitting/ installations. Where conducted at the premises of the Contractor, the Contractor shall provide all-reasonable facilities and assistance, including access to drawings, production data and online verification from official web

site of the Manufacturer, to the inspectors, at no charge to the IWTDC.

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, within three working days, 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, brand new, non- refurbished, un-altered in any way, of the most recent or current model, imported through proper channel, and incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

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:

20.2.1 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.

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 equipment delivered against the invoice from the IT Department of IWTDC and Payment shall be made on complete delivery of equipment after issuance of satisfactory certificate by concerned IT Department.

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

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.

**SPECIFICATIONS OF THE PORTA CABIN**

- (1) 01 Entrance Iron/ Wood/ Aluminum Door 3.5' x 6'
- (2) 02 Internal Doors 3' x 6'
- (3) 03 Aluminum Window 4'x4'
- (4) Iron Pipe Tubing
- (5) Complete Thermopole
- (6) Complete Lamination
- (7) Complete Wooden Beading
- (8) Complete Vinyl Flooring
- (9) Complete Electric Fitting
- (10) Epoxy Color On Top
- (11) A/C (1.5 Ton Kenwood/Mitsubishi/Dawlance or equivalent Split Type)
- (12) Complete Color and Finishing (With Under Coat) as per colour scheme approved by IWTDC
- (13) Complete concealed/ batten wiring.
- (14) Painting of Monogram/ title of the company on each container.

**TOILET DETAILS:**

- (1) 1 Commode
- (2) 1 Wash basin
- (3) Exhaust fan
- (4) Mirror Set
- (5) Complete pipe fitting.

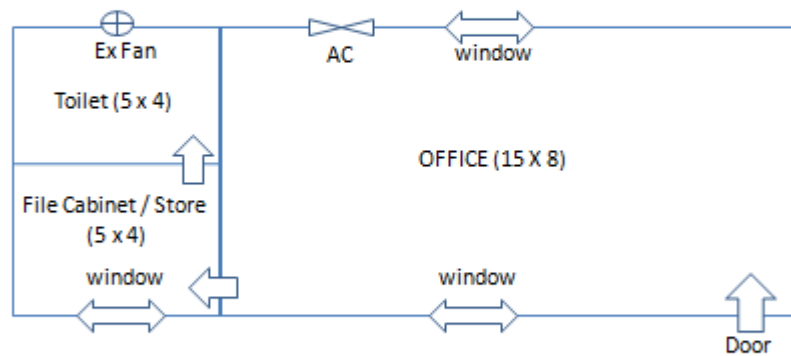
**FOUNDATIONS / ERECTIONS DETAIL**

- (1) Leveling of the ground for containers and containers yard area as per plan..
- (2) Clearing of the containers yard area from debris/ bushes.
- (3) Preparation of foundations.
- (4) Arrangements / provision of External water supply from nearest water source till container.
- (5) Arrangements of water storage/ overhead tank alongwith pumping facilities etc.
- (6) Arrangements / construction of sewerage system of all washrooms and disposal of garbage as per standard procedures.
- (7) Preparation of floor in yard area as per lay out plan of containers.

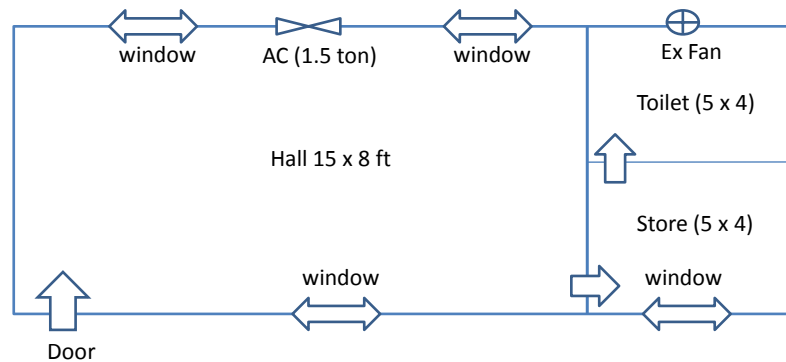
- (8) External electricity provisions from nearest source to all cabins. It will include 4 core DB plus earthing arrangements.
- (9) Preparation of track from road till container's yard.
- (10) Erecting/ establishing of boundary around containers yard and provision/ fixing of entrance gate/ barrier.

**DRAWINGS:**

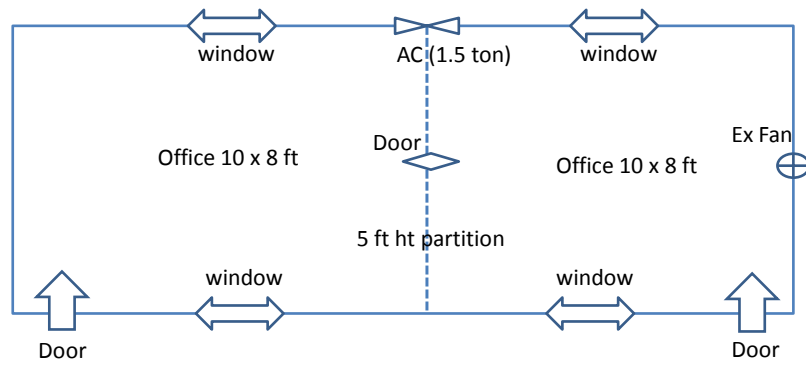
## Manager's Office



## Conference Room



# Gen Offices / Staff



**Bill of Quantities(BOQ)**

**Price Schedule/ Financial Cost Sheet**

<b>Item No.</b>	<b>Item Description</b>	<b>No. of Units</b>	<b>Unit Rate (Excl. of taxes)</b>	<b>Total taxes per unit</b>	<b>Total (inclusive of taxes)</b>	<b>Total Cost (inclusive of all taxes)</b>
1.	Cabin No.1 (Manager's office)					
2.	Cabin No.2 (Conference Room)					
3	Cabin No. 3 (Gen Offices)					
4	Foundation/ Civil Works					
<b>Total Bid Price Rs.</b> _____						

Total Cost (in words) Rs. \_\_\_\_\_

**Notes to Price Table:**

1. Prices must be quoted for all items under each item
2. The IWTDC reserves exclusive rights to increase/decrease the quantities of equipment/hardware mentioned vide this tender document.

\_\_\_\_\_  
**BIDDER SIGN**

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