

Issued to M/S

Date:

**BIDDING DOCUMENT**

**FOR**

**For Making of Scale Model of M-3 Industrial City**

**(Bid Ref No. M-3IC/S.M/01-15)**



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**Faisalabad Industrial Estate Development and Management Company (FIEDMC)**  
**1<sup>st</sup> Floor, FCI Complex, East Canal Road, Canal Park, Faisalabad**

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**FAISALABAD INDUSTRIAL ESTATE  
DEVELOPMENT & MANAGEMENT COMPANY**



**Invitation for Bids/Quotations  
For Making of Scale Model of M-3 Industrial City  
(Bid Ref No. M-3IC/S.M/01-15)**

FIEDMC invites sealed quotations/proposals **for making of scale model of M-3 Industrial City** the required services have to be delivered after the receipt of Purchase Order which shall be issued to the bidder whose quotation will be declared as the lowest evaluated bid.

Interested bidders may inspect the bidding documents at the address of FIEDMC between **0900 Hrs to 1700 Hrs** or may download bidding documents from FIEDMC ([www.fiedmc.com.pk](http://www.fiedmc.com.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.

A **single package containing Financial Bids**, duly completed, signed, stamped, sealed and in complete conformity with bidding document accompanied by a Bid Security of an amount equal to 2% of Bid Price should reach FIEDMC office Faisalabad, on or before **1500 Hrs on 01<sup>st</sup> June, 2015**. Bids will be opened at **1530 Hrs on the same day** in the presence of bidders' representatives who choose to attend, at **FIEDMC Office**. Late tenders/bids will be rejected and returned unopened to bidders.

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.

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Incomplete bids or bids received without, undertakings, valid documentary evidence, supporting documents, not sealed, not signed and stamped, later or submitted by other than specified mode will not be considered and rejected.

Income/sales tax registration certificate and other documents as mentioned in bidding documents must accompany the bids. Taxes will be deducted as per GOP rules.

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:** FIEDMC 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**

FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT & MANAGEMENT COMPANY  
1<sup>st</sup> Floor, FCCI Complex, Canal Park, East Canal Road, Faisalabad  
Tel: 041-9230231-4 Fax: 041-9230235

## **1. Invitation to Bid**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project. 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)**

Queries of the Bidders (if any) for seeking clarifications regarding the specifications must be received in writing to the FIEDMC till **25<sup>th</sup> May, 2015**. All queries shall be responded to within due time. Any query received after said date shall not be entertained. FIEDMC may host a Q&A session, if required, at FIEDMC premises. All Bidders shall be informed of the date and time in advance.

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 FIEDMC will be permitted.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to the given venue. 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 till the completion or termination of the process.

FIEDMC will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids or attending of bid meetings.

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

Bid security (in the form of CDR) shall be kept for the duration of completion of whole works as Performance Security.

## **TERMS AND CONDITIONS OF THE BID**

### **3. Bid Scope**

- 3.1. The Selected Bidder will be responsible for the subject works & delivery of items within the given time period.
- 3.2. Selected Bidder must ensure that the provided services / works meet Technical Specifications otherwise the works shall be rejected and FIEDMC shall bear no cost in this regard.

#### **4. Bidder Eligibility/Qualification Criteria**

Eligible Bidder is a Bidder who is:

- 4.1 registered with Tax Authorities as per prevailing tax laws (must possess National Tax Number (NTN) & Sales Tax Number (STN)).
- 4.2 has submitted bid for all items/goods/material.
- 4.3 have not been blacklisted by any Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. (Submission of undertaking to this effect on legal stamp paper is mandatory).

#### **5. Amendment of the Bidding Document**

- 5.1 FIEDMC may, at any time prior to the deadline for submission of the Bid, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Bidding Document, on any account, for any reason. All amendment(s) shall be part of the Bidding Document and binding on the Bidder(s).
- 5.2 FIEDMC shall notify the amendment(s) in writing to the prospective Bidders as per Punjab Procurement Rules, 2014.
- 5.3 FIEDMC may, at its exclusive discretion, amend the Bidding Document or extend the deadline for the submission of the Bid under PPPRA Rules, 2014.

#### **6. Preparation / Submission of Tender**

- 6.1 The Financial Proposal shall comprise on "Letter of Offer" Form attached herewith.
- 6.2 This is made obligatory to affix authorized signatures with official seal/stamp on all original documents, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the bidder.

#### **7. Bid Price**

- 7.1 The quoted price shall be:
  - 7.1.1 Best / final / fixed and valid until completion of all works i.e. not subject to variation / escalation;
  - 7.1.2 Amount in Words & Figures and must be in Pak Rupees only;
  - 7.1.3 Inclusive of all taxes.
- 7.2 Where no prices are entered against any item(s), the price of that item shall be deemed be free of charge, and no separate payment shall be made for that item(s).

#### **8. Bid Validity**

Bid shall have a minimum validity period of **06 months** from the last date for submission of the Bid.

## 9. Opening of the Bid

- 9.1 Bidder's name, modifications, withdrawal, security, attendance of the Bidder and such other details as FIEDMC may, at its exclusive discretion, consider appropriate, shall be announced and recorded.

## 10. Clarification of the Bid

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

## 11. Correction of errors / Amendment of Bid

The Bid price as determined after arithmetic corrections shall be termed as the Corrected Total Bid Price which shall be binding upon the Bidder.

## 12. TECHNICAL EVALUATION CRITERIA

Bids which do not conform to the Technical Specifications as given hereunder or Bid conditions and the Bidders without adequate capabilities for supply and assurance will be rejected. Eligible/Technically Qualified Bidders will be considered for further evaluation.

### TECHNICAL EVALUATION CRITERIA

Category	Description	Points
<b>Legal (Mandatory)</b>	Valid Income Tax Registration	Mandatory
	Valid General Sales Tax Registration (Status = Active with FBR)	Mandatory
	Submission of undertaking on Rs. 50 stamp paper duly attested 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
	Compliance to the technical specifications to be procured mentioned vide Annex-A of this document.	Mandatory
	Provide details of prior experience in the field & list of similar projects undertaken.	Mandatory
	In full compliance of the Execution Schedule and Delivery Period mentioned in bidding document (Undertaking of same on Rs. 50 stamp paper duly attested is must).	Mandatory

### **13. FINANCIAL PROPOSAL EVALUATION**

- 13.1 Price evaluation will include all taxes and expenses etc. In case of any exemption of taxes made by the Government in favor of FIEDMC, the supplier shall be bound to adjust the same in the Financial Proposal.
- 13.2 In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
- 13.3 FIEDMC 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.

### **14 Rejection / Acceptance of the Bid**

- 14.1 FIEDMC shall have the right, at its 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. FIEDMC may cancel/reject all bids or proposals at any time prior to the Acceptance of a bid or proposal. FIEDMC 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. FIEDMC shall incur no liability, solely, by virtue of invoking Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any, as envisaged under PPPRA Rules, 2014.

### **15. Acceptance Letter/Purchase Order**

FIEDMC shall issue the Acceptance Letter/Purchase order to the successful Bidder after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Bid.

### **16. Delivery**

The delivery of subject works at ex-factory venue will be ten weeks after issuance of purchase order.

### **17. Inspection and Testing**

- 17.1 FIEDMC shall inspect the work carried out under the Purchase Order, to verify their conformity to the Specifications.
- 17.2 Inspections shall be conducted at the premises of the Supplier / at the final destination. Where conducted at the premises of the Supplier, the Supplier shall provide all reasonable facilities and assistance, to the inspectors, at no charge to FIEDMC.
- 17.3 FIEDMC may reject the material(s) or the works if they fail to conform to the Specifications, in any inspection(s) and the Supplier shall either replace the rejected material or works or make all alterations necessary to meet the Specifications, within three working days, free of cost to the FIEDMC.

- 17.4 FIEDMC's post-delivery right to inspect, and, where necessary, reject the material(s) shall in no way be limited or waived by reason of pre-delivery inspection, passing of the Goods.
- 17.5 Nothing contained in this document shall, in any way, release the Supplier from any Warranty or other obligations.

## **18. Payment**

Payment shall be made as follows:

20% Payment in advance with Purchase order.

30% Payment on completion of 50% work

50% Payment after delivery within one month.

- 18.1 Supplier shall submit request for Payment, to FIEDMC. The Application for Payment shall be accompanied by invoices, receipts etc.
- 18.2 FIEDMC shall pay the full and final amount verified within **thirty (30)** days after delivery and shall make payment for the Goods Supplied as per Government policy in Pak Rupees through cheque only.
- 18.3 All payments shall be subject to any and all taxes and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Purchase Order till Delivery of goods.

## **19. Taxes and Charges**

Supplier shall be entirely responsible for all taxes and other such levies imposed and make inquiries to income tax / sales tax or to the concerned authorities in this regard.

**SPECIFICATIONS OF REQUIRED MATERIAL/ITEM**  
**Corporate Scale Model of M-3 Industrial City**

<b>1.</b>	<b><u>Specification Details:</u></b>	
	<b>Item Description:</b>	<p>a. Presentation Scale Model of M-3IC with stand &amp; lighting should be prepared. It should be a fully interactive model controlled via a large touchscreen which activates different lighting zones highlighting different segregation of plot sizes, road networks, zones, phases, amenity areas, etc as per master plan on the model and at the same time displays relevant information pages on the touchscreen. The screen images should also be projected onto a giant screen so that the information is visible to all.</p> <p>b. 30% of factories blocks should be shown.</p> <p>c. 100% of commercial area should be shown.</p> <p>d. Main gates should be shown as per design.</p> <p>e. Buildings such as main entrance gates, mosque, hospital, petrol pump, administration area, weigh bridge, grid station etc. should be shown.</p> <p>f. Model should be specially designed in a way so that it could be taken apart and transported to different locations as this is a major requirement in its utilization.</p> <p>g. Motorway should be shown with surrounding links.</p> <p>h. Parks landscaping should be shown as per design.</p> <p>i. Trees, plants, shrubs, grass and water body should be shown as per layout.</p> <p>j. Cars and light poles, canals and bridge should be shown.</p> <p>Note: approximate size of 1 acre plot should be 0.5" x 0.5".</p>
	<b>Material:</b>	Model should be made with mixed material i.e. ABS plastic & acrylic, wood, cork sheet, bleach board and soft board finished in natural colors. All the cutting should be done through computerized laser machine.
	<b>Scale:</b>	Approximately 1" = 325'.
	<b>Size:</b>	10'-0" x 4'-0"
	<b>Cover:</b>	An acrylic transparent cover box of 5 mm thick should cover the model.
	<b>Delivery &amp; Time period:</b>	Ten weeks from the date of order and advance from ex-factory.

**Note:** Notwithstanding that any details, accessories for the completion of job and required to make the accurate product are not specifically mentioned in these documents shall be considered as included in the offered/quoted Price.

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**BIDDER**



## **CONDITIONS/INSTRUCTIONS**

All Bids/Quotations shall be subject to the following conditions/instructions:-

- Taxes will be deducted as per the law.
- The rates and prices shall not be subject to any adjustment and shall remain fixed.
- The bidder shall submit his bid in a sealed envelope.
- Any bid received by FIEDMC after the deadline for submission will be returned unopened.
- Notwithstanding anything contained in the Bidding Documents, the Punjab Procurement Rules 2014 (PPRA-2014) as prepared by the Government of the Punjab shall be applicable and shall supersede any clause contained in the Bidding Documents.
- The Bidder shall be responsible of quality material of the items up to the satisfaction of FIEDMC and will also be able to deliver up till 10 weeks after receipt of Purchase Order and advance (if evaluated as lowest bidder).
- Full Payment shall be made after the delivery of the approved/required items/materials.
- Bids shall be valid for a period of 06 months.
- Bids shall be quoted in Pak Rupees and the payment shall be in Pak Rupees.
- The required item(s) shall be of the same quality as specified and if found below specification at the time of delivery, then the same shall not be acceptable and returned back unpaid to the bidder.
- Bid Security (02% of the Bid Price) shall be treated as Performance Security after the award of the Contract to the successful bidder and shall be returned to the successful bidder subsequent to the final payment as stated hereinabove.

## LETTER OF OFFER

Bid Reference No. \_\_\_\_\_

Bid/Quotation for \_\_\_\_\_

To:

Chief Executive Officer  
FAISALABAD INDUSTRIAL ESTATE DEVELOPMENT & MANAGEMENT COMPANY  
1st Floor, FCCI Complex, East Canal Road, Canal Park, Faisalabad

Dear Sir,

1. Having examined the Bidding Documents, Conditions, Specifications, Sample Materials, etc. we, the undersigned, being a company/firm/individual doing business under the name of and addressed below

\_\_\_\_\_

\_\_\_\_\_ hereby offer to provide required materials/items in conformity with the bidding documents at following price(s):-

### **BID PRICE / FINANCIAL COST SHEET**

Item #	Item Description	No. of Units / QTY	Unit Rate (Excl. Taxes) Rs.	Total Taxes Per unit	Unit Rate (Incl. all Taxes) Rs. (4=2+3)	Total Cost (Incl. all Taxes) Rs.
<b>Total Bid Price</b>						
Total Cost (in words) Rs. _____						

#### **Notes to Price Table:**

1. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of \_\_\_\_\_ drawn in your favour or made payable to you and to retain as Performance Security as stated in the Bidding Documents.
2. FIEDMC reserves exclusive rights to increase/decrease the quantities of item(s) mentioned

in this bidding document.

3. We undertake, if our Bid is accepted, to deliver and complete the consignment comprised in the Purchase Order within the time(s).
4. We understand that FIEDMC is not bound to accept the lowest or any bid received.
5. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the required items.
6. We undertake, to be bound by all Bid Conditions.

dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_ duly authorized to sign bid for and on behalf

of \_\_\_\_\_  
(Name of Bidder in Block Capitals)

(Company Seal/Stamp)

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