

# KARACHI PORT TRUST

## MECHANICAL & ELECTRICAL ENGINEERING DEPARTMENT

Name of work:

### TENDER DOCUMENTS

- Contents:**
- i.** Tender Notice
  - ii.** Instruction for Tender
  - iii.** The Tender and Performa 'A' & 'B'
  - iv.** The General Conditions of Contract with the Form of the Agreement
  - v.** The Specification / Scope of Work
  - vi.** The Schedule of Quantities
  - vii.** Drawing of site plan
  - viii.** Technical Evaluation Criteria

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One complete set of these Tender Documents duly filled in and priced, must be delivered at the office of the Chief Mechanical & Electrical Engineer, Karachi Port Trust, Berth No. 10, East Wharf, Keamari, before 11.30 A.M on the .....in a sealed cover envelop as described in the Tender Notice.

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#### Issued to:

##### Name and Addresses of Tenderer

M/s. ....

.....

.....

Date .....

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**NB. (All tender documents read carefully, filled properly duly signed & stamped on each paper to be submitted accordingly. Incomplete tender bids will not be considered).**

**KARACHI PORT TRUST**  
**MECH. & ELECT. ENGINEERING DEPARTMENT**

**“INSTRUCTION FOR TENDER”**

1. **The Tenderer should examine carefully the General Conditions of Contract**, the Specification and the drawing supplied herewith. He should visit and inspect the Site on his own responsibility and at his own expense to obtain all the information which may be necessary for the purpose of making a Tender.
2. **The Tenderer set down the rates and prices** against the items in the Bill of Quantities are to be the full inclusive value of the finished work described there under and shall cover profit and all obligations of every kind which under the Contract are to be borne by the Contractor.
3. **The Quantities set out in the Bill of Quantities** are estimated only and their accuracy or inaccuracy shall in no way effect the validity of the Tender or of any Contract based thereon. The total amount of the various item set out in the Bill of Quantities at the rates or prices inserted by the Tenderer shall be stated in each case, but this figure is required solely for the purpose of facilitating the comparison of the various Tenders received and shall not be deemed to be the actual sum which is to be paid to the Contractor for the execution of the work. The actual sum to be paid to the Contractor whose Tender is accepted will be determine by measuring the work, actually done in accordance with the Contract and valuing it the rates or prices inserted by the Contractor in the Bill of Quantities.
4. **The Contractor whose Tender accepted will be required to enter into an Agreement Form** of which (subject to any necessary adaptations) will be as set out in the Form appended to the General conditions of the Contract.
5. **The Contractor whose Tender accepted will also be required to furnish as Security deposit** in cash, or in approved public Rupee security or in approve Bankers guaranteed Bond valid till the successful completion of the Contract, for the sum equivalent to **Five percent (5%)** of the Contractor price for the due performance of the Contract, (see **Clause-9 of the General Conditions of Contract**).
6. **Tenders must be made on the separate Form** supplied herewith must be accompanied by two copies of the Bill of quantities fully price, monies out and totaled in ink and sign by Tenderer. Tender must be reached to the Chief Mechanical & Electrical Engineer Karachi Port Trust, not later than the time stated in the Tender Notice.
7. **No unauthorized alteration may be made in the Form of Tender** or the accompanying Documents and if alteration is made or if the Bill of Quantities is not properly filled in, or if these instructions are not fully complied with the Tender may be rejected.
8. **Tenderer must be produced evidence with their Tender**, that they had experience and are fully capable carrying out the work of this class and magnitude and must give full details of the plant they propose to use on the works in **Proforma “A”**.
9. **The Board of Trustees of the Karachi Port Trust reserves to themselves the right** to reject any Tender without any reason or to accept any Tender in whole or in part and do not hind themselves to accept the lowest or any Tender.
10. **Should there be any doubt or obscurity as to the meaning of any Tender Documents** or if any further information is required, the Tenderer must address his enquiry in writing (in duplicate) to the Chief Mechanical & Electrical Engineer Karachi Port Trust, not later than two weeks before the date fixed for the delivery of Tender.
11. **Unless otherwise agreed all payments to be made** to the Contract, under the Contract will be made locally in Pakistan Rupee Currency.

12. **Each Tender must be accompanied** by the requisite amount of Earnest money deposit either in cash or a Bank certified Cheque to the **Chief Accounts Officer Karachi Port Trust. Bankers Guaranteed Bond** valid for an indefinite period or a pay order drawn in favor of the Chief Accounts Officer Karachi Port Trust. The earnest money will be refunded to the unsuccessful Tenderer to after the Tender are decided. It will be optional with the successful Tenderers to re-appropriate the Earnest Money or part of the Earnest Money for the payment or part payment towards the Security deposit. **(See Clause-9 of the General Conditions of Contract).**

13. **The Tender must be sent in a sealed cover envelope** required as described in the Tender Notice and must be reached to the Chief Mechanical & Electrical Engineer Karachi Port Trust, before the due time and date fixed for opening of the Tender.

14. **The Contractors have to quote items rate** as per schedule of quantities attached with Tender. Any insertion of percentage whether below or above on the rates after filling of the rates shall make the Tender invalid and the Tender will not be considered.

**CHIEF MECHANICAL & ELECTRICAL ENGINEER  
KARACHI PORT TRUST**

**KARACHI PORT TRUST**  
**MECHANICAL & ELECTRICAL DEPARTMENT**

**“THE TENDER”**

Tender are required to fill in the blanks space in this tender Form and the attached Performa “A”

To,

**The Chief Mechanical & Electrical Engineer**  
**KARACHI PORT TRUST**  
**KARACHI**  
**PAKISTAN**

**Description of work** .....

.....  
.....  
.....

1. Having examined the drawing, General Conditions of Contract, and special condition of Contract (if any), specification and Bill of Quantities for the above named works. We the undersigned offer to carry on the said works in conformity with the said Drawings General Conditions of the Contract , Special conditions of Contract (if any ) specification and Bill of quantities for the sum of Rupees ..... (Rs.....) or such other sums as may be ascertained with the said conditions.
2. We undertakes if our tender is occupied in whole or in part to commence the work with in ..... days of receipt of the Engineer’s order to commence and to complete and deliver the whole of the work comprised in the Contract with in ..... Days calculated form the last days of the aforesaid period in which the works are to be commenced.
3. If our tender is accepted in whole or in part we will furnish a Security deposit for due performance of the Contract in accordance with **Clause-9 of the General Conditions of Contract**.
4. We agree to abide by the tender for a period of ..... Days form the date fixed for receiving same and it shall remain binding upon us may be accepted at any time before expiration of that period.
5. Unless and until a formal Agreement is prepared and executed, this tender, together with your written acceptance thereof, shelf constitutes a binding Contract between us.
6. We understand that you are not bound to accept the lowest or any tender; you may receive and accept any tender in part or in whole.
7. We further agree to pay all cost toward the execution of the Contract Agreement including the cost of stamps.
8. We agree that should we withdraw the offer within the aforesaid period or fail to execute the formal Contract Agreement and / or make the required Security deposit , the Board of Trustees of Karachi Port Trust shall be at liberty at their absolute discretion to appropriate our earnest money deposit of Rs ..... Either as agreed liquidated damages without any proof whatsoever of the extend of such damages or an account, reserving to themselves the right to recover from us any further loss or expenses to which they may have been put directly or indirectly by reason of any failure on our part as aforesaid.

9. \* We have deposited / sent by Cheque No ..... / enclose a Pay Order / enclose a Bank Certificate Cheque No ..... / enclose a Bank guaranteed Bond for Rs .....  
As Earnest money in favour of **Chief Accounts Officer, Karachi Port Trust** and hold his receipt No ..... Dated.....

10. We agree to maintain the work in good order for a period of ..... Months, from the date of its completion.

**Dated**.....

**TENDERER**.....

**Place**.....

**(Full signature)**

**Signed by Mr.** ..... **For and on**

**Behalf of Messrs** \_\_\_\_\_

\_\_\_\_\_  
\*Delete whichever is Not Applicable

**KARACHI PORT TRUST**  
**MECH. & ELECT. ENGINEERING DEPARTMENT**

**PROFORMA “A”**  
**(To be submitted with the tender)**

<b>Particulars</b>	<b>Details</b>
1. Experience as a Contractor.	
2. Work carried out in the past with detailed cost, particulars and the year in which they were under taken etc.	
3. Bankers reference regarding Financial status.	
4. Whether registered with any other Department or Organization? If so, give details.	

Particulars	Details
<p>5. Plant and equipment in possession(Give Detail with cost)</p> <p>6. Technical personnel employed; give Names and other details.</p> <p>7. If your firm registered?</p> <p>8. State Capital of your firm.</p> <p>9. Details of Income tax, Sales tax, registration etc.</p> <p>10. Number of years of actual work carried out in Pakistan.</p> <p>11. Attach attested copy of certificate of past work of the same nature carried out as that in tender.</p> <p>12. Electrical Contractor license No. and date.</p>	
<p>Date: _____</p> <p>Place: _____</p>	<p style="text-align: center;">_____ SIGNATURE OF TENDERER</p> <p>Signed by Mr. _____</p> <p>For and on behalf of _____</p>

**KARACHI PORT TRUST**  
**MECH & ELECT DEPARTMENT**

**PROFORMA – “B”**

<b><u>S.NO</u></b>	<b><u>P A R T I C U L A R S</u></b>	<b><u>D E T A I L S</u></b>
1.	<b><u>In case of “SOLE PROPRIETOR SHIP” concern.</u></b> a. Full Name of the Proprietor. b. Business address and Phone No. if any. c. Residential address and Phone No. if any. d. Certified copy of certificate of registration with Registrar of Firms to be attached.	
2.	<b><u>In case of “PARTNERSHIP” Concern:</u></b> a. Name of the Partners with their business/ residential address and Phone No. if any. b. Partnership Deed & Certificate of Registration (Certified copies to be attached)	
3.	<b><u>In case of “PRIVATE LIMITED COMPANY”.</u></b> a. Name of all Directors with their Business/Residential address and Phone No., if any. b. Memorandum & Articles of Association of the Company and Certificate of incorporation. (Certified copies to be attached.)	
4.	<b><u>In case of “PUBLIC LTD., COMPANY”.</u></b> Memorandum & Articles of Association and (Certified copies to be attached).	
5.	<b><u>In case firm is to be represented by “ATTORNEY”.</u></b> a. Legal Status and full particulars of the Attorney. b. Period of validity of Power of Attorney (Certified copies of Special or General Power of Attorney duly executed on Stamp Paper of proper value and authenticated/attested by a competent Authority to be attached.	
6.	<b>G.I.R. No: Income Tax and amount of Income paid during the last assessment year(state year of Assessment)</b>	
7.	A Certificate from the Bankers, sealed and addressed to the KPT showing the financial position of the Institution tendering, should be enclosed.	

**SIGNATURE AND SEAL OF THE TENDERER**

**SIGNED BY MR.** \_\_\_\_\_

**FOR & ON BEHALF OF** \_\_\_\_\_