EXPORT PROCESSING ZONES AUTHORITY

(Administration Division)

M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Receipt No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Date and Time of: **11-10-2023**  Submission of Tender (11:00) P.M |
| Date and Time of: **11-10-2023**  Opening Tender. (11:30) P.M |

TERMS & CONDITION

FOR

SUPPLY OF SECURITY UNIFORMS AND ALLIED ITEMS

AT KEPZ

Karachi Export Processing Zone, Landhi Industrial Area Extension, Mehran Highway Karachi 75150 Pakistan UAN: 111-777-222 Tel: (92-21) 99208039-41-44 Fax: (92-21) 99208011 Email: info@epza.gov.pk Website: [www.epza.gov.pk](http://www.epza.gov.pk)

**TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Contents** | **Page No.** |
| 1. | Instructions to Tenders | 1 |
| 2. | Cost of Tender Documents | 1 |
| 3. | Right to reject Tender | 1 |
| 4. | Bid Validity Period | 1 |
| 5. | Earnest Money / Form of Tender | 1 |
| 6. | General Condition | 2 |
| 7. | Stitching / Delivery Requirements | 3 |
| 8. | Form of Tender | 4 |
| 9. | Price Schedule Form | 5 |

Admin-39-002-Vol-V Dated: 18-09-2023

**NOTICE INVITING TENDER (NIT) FOR PROVISION OF UNIFORM FOR KEPZ SECURITY GUARDS.**

Export Processing Zones Authority (EPZA) invites sealed bids from reputable Firms / Contractors registered with Income Tax, sales Tax, Sindh Board of Revenue (SRB) and placed in active tax payers list (ATL) of Federal Board of Revenue (FBR) for Providing of Uniforms etc.

2. Bidding documents, containing detailed terms and conditions, etc., are available at EPZA Head office and can be obtained from the office of Manager / Dy. Manager (Admin) from 19th September, 2023 from 09.00 AM to 05 PM. The interested Firms / Contractors may purchase the tender document through a written request to undersigned at cost of Rs. 1,000/- One Thousand cash (non-refundable). Bidding documents can also be downloaded from PPRA and EPZA websites www.ppra.org.pk and www.epza.gov.pk free of cost.

3. The bids, prepared in accordance with the instruction in the bidding documents must reach on or before 11th October 2023 at 11.00 AM and bids will be opened on the same date at 11:30 PM at KEPZ Conference room in presence of bidders who wish to attend.

4. In case of announcement of Public Holiday or any unfavorable circumstances, the tenders / bids will be submitted and opened on next working day, other terms & conditions venue and time will remain same as mentioned in this notice.

5. EPZA reserves the right to accepts or reject any or all bids in purview of PPRA Rules.

(Engr. Nasir Hidayat Khan)

Secretary EPZA

021-99208010

1. **INSTRUCTIONS TO TENDERERS:**

Karachi Export Processing Zone Authority, a leading and fast growing Public Sector organization in Pakistan invites sealed tenders for invites sealed bids from reputable Firms / Contractors, registered with Income Tax and sales Tax Departments and who are an active taxpayers list of Federal Board OF Revenue, for Providing of Uniforms and other Allied items as per details given in Page No. 5.

Tenders shall be prepared and submitted in accordance with the instructions set forth herein and presentation of the tender implies full acceptance on the part of the tenderers.

1. **COST OF TENDER DOCUMENTS:**

Tender documents can be obtained from the office of Manager / Dy. Manager (Administration/office) at Export Processing Zones Authority, Landhi, Karachi on cash payment of Rs.1, 000/-(Rupees One thousand only) (non-refundable).

1. **RIGHT TO REJECT TENDER:**

EPZA does not bind itself to accept the lowest or any bid and can be reject any or all bids in light of PPRA Rules.

1. **BID VALIDITY PERIOD:**

After the opening of tender the period of bid validity should range from 60 to 90 days depending upon the size of the Works.

1. **EARNEST MONEY:**

The original tender shall accompanied by Earnest Money @ 2% of total bid cost Deposit in the form of Pay Order/Bank Draft drawn from any Scheduled Bank of Pakistan. The purpose of Earnest Money is to guarantee that the tenderer who receives the notice of award enter into contract with the Authority. Should the tenderer fails to enter into contract and carry out the work for any reason, EPZA will forfeit the tenderers Earnest Money.

Earnest Money of the successful tender shall not be returned till to completion of contract. The Earnest Money of un-successful tenderers shall be returned after the award of letter to the successful bidder. No tender will be accepted without Earnest Money.

1. **FORM OF TENDER:**

Tender Form must be signed by tenderer and duly stamped. Incomplete tenders are liable to rejection. The original tender shall be enclosed into an envelope properly sealed and filled out with the tender’s name and address and delivered on or before the date and time given in the tender notice either in person or sent by Registered Post /TCS on the following address.

Manager / Dy. Manager (Administration),

Export Processing Zones Authority

Landhi Industrial Area, Extension,

Mehran Highway, Karachi-75150.

Tenderers are responsible for ensuring that tender documents reach to EPZA in time. Tenderers are also invited to be present at the time of opening of tender.

* 1. **GENERAL CONDITIONS**
  2. The firms registered with sales Tax and Income tax department only are eligible to apply for the tender.
  3. The tender should be properly sealed with wax.
  4. The tender are required to quote the rate against each item separately either on their company letter-head or tender documents.
  5. The tenderers will be bound to supply the whole items within specified time.
  6. The copies of GST Registration and Income tax NTN Certificates must be produced by the tenderer.
  7. The tenders are required to provide an undertaking to the effect that if at a later stage the material supplied is found sub-standard or defective, the same will be replaced free of cost.
  8. The tenderer have to confirm that they have not been black-listed /debarred from any Government department previously.
  9. Late submission of tender or any conditional tender will not be accepted by authority.
  10. The bidders to deposit Earnest Money of 2% of total bid cost in the shape of pay Order/Bank Draft in favor of EPZA from any scheduled bank. The offer without security deposit money will not be entertained. The security deposit / Earnest.
  11. Money of un-successful bidders will be returned after the award of contract to successful bidder.
  12. The Successful bidders will have to deposit Security Deposit @5% of total contract value. The same will be returned after 90 days on satisfactory performance of contract / supply of Uniform and Allied Items.
  13. The supply of Uniform and other Allied items are required immediately and delivery time will not exceed 30 days after award of contract.
  14. Failure to submit the tender in the prescribed manner in the invitation to this tender shall render the tender liable to be ignored as per PPRA Rules.
  15. Late submission of tender or any conditional tender will not be accepted by Authority.
  16. The final payment will be made by EPZA after deducting the Government applicable taxes i.e. GST and income tax etc. at prescribed rates.
  17. Rate should be inclusive of all Government taxes.
  18. The Bidders are required to provide half meter uniform cloth sample with distinction of Textile industry against items No. 1, before opening the tender.
  19. EPZA reserves the right to cancel/reject any tender or all tenders without assigning any reason as per PPRA Rules.
  20. We have read and understood the above terms and conditions and are accepted to us.

Signature of Tenderers\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name with Designation \_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.2 STITCHING / DELIVERY REQUIREMENTS:**

1. Uniform shall be supplied strictly in accordance with approved sample, quality, quantity, colour, design, individual fitting and stitching etc.
2. Strong thread is required to be used in stitching of uniform. In case tread comes off within one year, re-stitching will have to be done without any additional charges. If re-stitching of any uniform is arranged from another tailor of our own choice, the cost of re-stitching will have to be paid by the supplier.
3. In case shrinking take place or color faded within one year, the uniform will have to be replaced with new one without any additional charges.
4. Successful bidder is bound to provide uniforms within 30 days of issuance of purchase order.
5. Receipt of low quality / substandard supplies or delay in supplies will render the supply order liable to be cancelled and necessary action to be initiated Public Procurement Rules.
6. The successful bidder / supplier will ensure that the stock of cloth arranged for stitching of uniform is as per sample provided / approved by the committee at the time of award of contract. The same will be inspected by the representative(s) of the purchase committee before stitching as well as before delivery.
7. In case of delivery, the contractor will pay fine of Rs. 1,000/- (Rupees one thousand) per suit per day.
8. The uniforms shall be provided only to the office of Manager / Dy. Manager (Admin).

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

FORM OF TENDER:

The Manager / Dy. Manager (Administration)

Export Processing Zones Authority

Landhi Industrial Area Extension

Mehran Highway, Landhi,

Karachi.

SUBJECT: - **SUBMISSION OF TENDER FOR SUPPLY OF UNIFORM AND OTHER ALLIED ITEMS.**

Dear Sir,

Having examined the instructions to Tenderers and General terms and conditions for Supply of Uniform and other Allied items for Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, we the undersigned offer our services to supply the same to EPZA, Detail of quantity and rates are enclosed herewith.

2. We undertake to deliver to the EPZA within (30) days of receipt of Authority’s order.

3. We agree to abide by and fulfill all the terms and conditions contained in the General conditions, and aware of the fact that in case of our failure to the contractual conditions, our security deposit / earnest money will be forfeited.

4. We understand and also agree that EPZA is not bound to accept the lowest or any tender and may reject any/all tenders without assigning any reason as per PPRA rule.

Yours faithfully,

( )

**PRICE SCHEDULE FORM:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No** | **Goods Description** | **Description** | **Qty.** | **Unit Price** | **Total Amount** |
| 1. | Uniforms For Man | Camoflach Ex-Army Commando colour, Fully stitched Three standard sizes (individuals quantities to be communicated at time of contract) | 132 |  |  |
| 2. | Uniforms For Women | Camoflach Ex-Army Commando colour, Fully stitched Three standard sizes (individuals quantities to be communicated at time of contract) | 18 |  |  |
| 3. | Boot | Black w/laces see picture | 75 |  |  |
| 4. | Socks | Gray/woolen | 75 |  |  |
| 5. | Belt with EPZA Monogram | Black, individuals quantities at time of contract | 75 |  |  |
| 6. | Cap | Uniform colour | 75 |  |  |
| 7. | KEPZ formation sign | Stitched | 150 |  |  |
| 8. | Black cap | Barret cap | 75 |  |  |
| 9. | Pakistan Flag | Plastic (2 inch) | 150 |  |  |
| 10. | Shoulder Badge | Badge stating “Security” | 150 |  |  |
| 11. | Name plate | Impose embroidery | 150 |  |  |
| 12. | T-Shirt | Army Colour | 150 |  |  |

Seal & Signature