



**KARACHI METROPOLITAN CORPORATION**  
**MUNICIPAL SERVICES DEPARTMENT**  
**(CONTRACT MANAGEMENT)**

**TENDER DOCUMENTS**

**RUNNING RATE CONTRACT OF SERVICING / MAINTENANCE OF IDCS 500 PABX**  
**& NET WORKING SAMSUNG SYSTEM, WHICH INSTALLED IN CIVIC CENTER**  
**BUILDING, KDA WING, KMC GULSHAN-E-IQBAL, KARACHI.**

Estimated Cost:-	Offer Rate	Tender Cost:	Rs. 3,000/-
Time Limit:-	12 Months	Penalty	Rs. 1000/-
To be Opened on:-	21-04-2014	Validity of Tender:	90 Days

**Chief Engineer (CM)**  
**Municipal Services, KMC**

**Tender Issued:**

**No: KMC/MS/CM/40/13-14**

**Issue to M/s. \_\_\_\_\_**

**P.O / Challan No. \_\_\_\_\_**

\_\_\_\_\_

**Dated \_\_\_\_\_**

\_\_\_\_\_

**Bank: \_\_\_\_\_**

**Signature & Stamp of Issuing Authority**



**KARACHI METROPOLITAN CORPORATION**  
**OFFICE OF THE CHIEF ENGINEER (CONTRACT MANAGEMENT)**  
**MUNICIPAL SERVICES DEPARTMENT**

Room # 409, 4<sup>th</sup> Floor, Civic Centre, Gulshan-e-Iqbal, Karachi

No. CE (CM)/MS/KMC/105/14

Dated:24-03-2014

**NOTICE INVITING TENDER**  
**(RE-INVITE)**

Tender in sealed covers are invited for the following work from reputable firms, having experience of similar nature work:

Sr.#	Tender Reference No.	Name of Scheme	Estimated Cost	Bid Security in shape of Pay Order or Bank Guarantee in favour of KMC	Tender Cost In shape of paid Challan in favour of KMC (Non-Refundable)	Eligibility Criteria
1	2	3	4	5	6	7
1.	KMC/MS/CM/ 40/13-14	RUNNING RATE CONTRACT OF SERVICING / MAINTENANCE OF IDCS 500 PABX & NET WORKING SAMSUNG SYSTEM, WHICH INSTALLED IN CIVIC CENTER BUILDING, KDA WING, KMC GULSHAN-E-IQBAL, KARACHI. Source of funding KMC resources	Offer Rate	Rs 50,000/-	Rs. 3,000/-	<ul style="list-style-type: none"><li>• Having experience in relevant field.</li><li>• NTN Certificate</li><li>• Valid Professional Tax.</li><li>• Valid GST Certificate</li></ul>

**TERMS & CONDITIONS**

1. Tender schedule shall be as follows:

SCHEDULE	DATE & TIME	VENUE
1. Receiving of Application & Issuance of Tender	From 31-03-2014 To 17-04-2014 During Office Hours	Office of Chief Engineer (Contract Management), Municipal Services Hall No. 409, 4 <sup>th</sup> Floor, Civic Center, Gulshan-e-Iqbal, Karachi.
		Office of Director (Planning), F&A Department, 6 <sup>th</sup> Floor, Civic Centre, Gulshan-e-Iqbal, Karachi.
		Office of Deputy Director (Accounts), Administrator Secretariat, Karachi 1 <sup>st</sup> Floor, Civic Centre, Gulshan-e-Iqbal, Karachi.
2. Dropping of Tender	21-04-2014 at <b>2:00 pm</b>	Office of Sr. Director (Municipal Services), Hall No. 3, Adjacent 134 Help Line, Ground Floor, KBCA Building, Civic Centre, Gulshan-e-Iqbal, Karachi.
3. Opening of Tender	21-04-2014 at <b>2:30 pm</b>	Office of Sr. Director (Municipal Services), Hall No. 3, Adjacent 134 Help Line, Ground Floor, KBCA Building, Civic Centre, Gulshan-e-Iqbal, Karachi.

2. The tender documents will be issued to the firms on submission of application in their original letter head alongwith original paid challan in the prescribed account of KMC for tender cost as mentioned above. This challan can be obtained from the office of tender sale as mentioned in this NIT.

3. The tender in sealed cover superscripted with the name of work should be dropped in the tender box kept in the committee room of the office of Sr. Director (Municipal Services) KMC.
4. In case the date of opening declared as a public holiday by the Government, or Non working day due to force Majeure the next official working day shall be deemed to be the date for submission and opening of tenders at the same time.
5. **Substantially Responsive Bid:-**  
Only those bids, which comply with the each eligibility & minimum qualification criteria attached with the tender documents shall be declared substantially responsive bids and will be eligible for further evaluation, otherwise the same will be declared as non responsive / rejected.
6. Bid Security of bid amount in the form of a pay order or bank guarantee from any schedule bank should be enclosed with the tender which will be retained till finalization of the case.
7. Canvassing in connection with tenders is strictly prohibited and tenders submitted by the contractors who report canvassing will liable for rejection.
8. KMC may reject all or any bids or proposals at any time prior to the acceptance of a bid or proposals, subject to the relevant provisions of SPP Rules 2010.

**Sd/=**  
**Chief Engineer (CM) MS, KMC**



# KARACHI METROPOLITAN CORPORATION

## Bank Deposit Challan

The Manger,  
Habib Bank Ltd,  
KMC Branch

### MUNICIPAL SERVICES DEAPRTMENT, KMC

BANK CODE **0 1** BANK ACCOUNT NO. **2 6 0 4 - 5 7**

DATE

BRANCH CODE **0 0 1 5** BANK ACCOUNT CODE **5 7**

BANK BRANCH Please receive the amount as noted below for credit to the account of KMC mentioned above and as specified here below:-

Depositor's Name & Address	Particulars (To be filled up by Department)	<input type="checkbox"/> Cheque / Pay Order / Demand Draft			Amount
		Name of Bank	No.	Date	Rs.
M/s	Deposit of tender Cost Fee for the work of RUNNING RATE CONTRACT OF SERVICING / MAINTENANCE OF IDCS 500 PABX & NET WORKING SAMSUNG SYSTEM, WHICH INSTALLED IN CIVIC CENTER BUILDING, KDA WING, KMC GULSHAN-E-IQBAL, KARACHI.  Tender Enquiry # <b>KMC/MS/CM/40/13-14</b>  To be opened on <b>21-04-2014</b>				
				<input type="checkbox"/> Cash Rs.	
<b>Total</b>					

Rupees in Words \_\_\_\_\_

**Note:** It is valid if to be deposited on or before the last date of sale of tender as mentioned in the NIT or its corrigendum, if any. If the same are furnished on the given date of sale in the office of the tender issuing authority, the tender will be issued.

Signature of Depositor

Signature with stamp  
Accountant/Assistant Accounts Officer  
Drawing & Disbursing Officer

Bank Stamp  
  
Signature Bank Cashier

Signature Bank Officer

CHALLAN NO.

# PRICE SCHEDULE

**SUBJECT: - RUNNING RATE CONTRACT OF SERVICING / MAINTENANCE OF IDCS 500 PABX & NET WORKING SAMSUNG SYSTEM, WHICH INSTALLED IN CIVIC CENTER BUILDING, KDA WING, KMC GULSHAN-E-IQBAL, KARACHI.**

Sr. #	Description	Unit	Rate in Figure	Rate in Word
1	2	6	4	5
1.	Part-A: Servicing & Maintenance / Charges (without parts) of PABX System & Network of Telephone Cable from MDF to In-House Telephone point of Civic Centre Building (Contractor period for the twelve months)	Job		
2.	Part-B: Spare parts of PABX System installed at Civic Centre Building.			
1	System Cabinet	Each		
2	Power Supply	Each		
3	RCM (Dauthter Board)	Each		
4	Main Control Processor Card	Each		
5	Local Control Processor Card	Each		
6	Switch Control Processor Card	Each		
7	Switch Conference Module	Each		
8	Expended Switch Module	Each		
9	In-Put Out-Put Modem Card	Each		
10	Smart Media Card	Each		
11	TEPRI Card	Each		
12	16 Channel Digital Line Card	Each		
13	16 Channel Single Line Card	Each		
14	08 Channel Digital Line Card	Each		
15	08 Channel Single Line Card	Each		
16	08 Channel Truck Card	Each		

<b>Sr. #</b>	<b>Description</b>	<b>Unit</b>	<b>Rate in Figure</b>	<b>Rate in Word</b>
<b>1</b>	<b>2</b>	<b>6</b>	<b>4</b>	<b>5</b>
17	08 Channel Auto Attendant Card	Each		
18	08 Channel Voice Mail Card	Each		
19	24 Buttons K/ Phone with display	Each		
20	12 Buttons K/ Phone with display	Each		
21	Add on module with 48 Keys	Each		
22	TIP Telephone Set	Each		
23	Battery 03 Nos	Each		
24	UPS	Each		
25	Personal Computer P-IV	Each		
26	Laser Printer	Each		
27	Telephone Set Line Cards	Each		
28	Tele Rosset (with Surface Box, Face Plate & IO Module)	Each		
29	Call Logging software	Each		
30	100 pair IDF (With box and box strips)	Each		
31	200 pair IDF (With box and strips)	Each		
32	Providing & Fixing of Receiving Cord	Each		
33	Providing & Fixing of Ear Piece	Each		
34	Providing & Fixing of Mouth Piece	Each		
35	Providing & Fixing printed circuit plate for TIP Telephone Set.	Each		
36	Supply and Laying of telephone cable cat 6 including Adamjee Channel Patti 3x4, 1" as required as per direction of Engineer In-charge	Rft		
37	Providing and Laying 25-pair Telephone Cable	Rft		

Sr. #	Description	Unit	Rate in Figure	Rate in Word
1	2	6	4	5
38	Providing and Laying 50-pair Telephone Cable	Rft		
39	Providing and Laying 100-pair Telephone Cable	Rft		
40	Reparing of Power Supply Unit (If repairable)	Each		
<b>TOTAL</b>				
<b>Total Amount in Words</b>				

Checked & Verified by

I/We quoted the price schedule and bound ourselves to comply all terms and conditions of this contract with all existing rules and regulations of KMC and I have attached an Bid Security in shape of Pay Order / Bank Guarantee No. \_\_\_\_\_

(Pay Order / Bank Guarantee)

Dated \_\_\_\_\_ issued from \_\_\_\_\_

Amounting Rs. \_\_\_\_\_ in favour of Karachi Metropolitan Corporation (KMC).

We / I read the standard Bidding Documents (Volume-I) available in SPPRA / KMC WEB site and agreed to abide all of them and also provide all these documents with our signature as & when directed.

**Signature of Bidder with Stamp**

**RUNNING RATE CONTRACT OF SERVICING / MAINTENANCE OF IDCS 500 PABX  
& NET WORKING SAMSUNG SYSTEM, WHICH INSTALLED IN CIVIC CENTER  
BUILDING, KDA WING, KMC GULSHAN-E-IQBAL, KARACHI**

**Eligibility & Minimum Qualification Criteria**

The evidence / documents for the following minimum qualification / eligibility criteria will be checked during opening process of tender prior to technical & financial evaluation & if anyone is missing then the tender will be summarily rejected at the moment by the tender opening committee.

**PART-A: Eligibility Criteria**

- NTN Certificate
- Valid Profession TAX
- Valid GST Certificate
- Relevant field of specialization

**PART-B:**

**Minimum Qualification Criteria**

- i). Bid Security, as mentioned in the NIT & Bidding Documents, is furnished.
- ii). All rates quoted including the total amount of the bid shall be in figures & words (both).
- iii). All corrections / overwriting shall be clearly re-written with initials & duly stamped by the bidder.
- iv). The bid shall be properly signed, named & stamped by the authorized person of the firm and authorization letter for signatory shall be enclosed with the tender by the authorized person, if other than the signatory of the firm.
- v). Bidders Business experience in Last 05 years of similar nature Work.



**RUNNING RATE CONTRACT OF SERVICING / MAINTENANCE OF IDCS 500 PABX  
& NET WORKING SAMSUNG SYSTEM, WHICH INSTALLED IN CIVIC CENTER  
BUILDING, KDA WING, KMC GULSHAN-E-IQBAL, KARACHI.**

**TERMS & CONDITIONS**

1. The contractor shall be liable to service of the PABX System every month after office hours as per services schedule.
2. The maintenance by the contractor shall include cleaning of PABX System & Room and MDF, maintenance of batteries and general inspection etc. in every month.
3. The trained staff of the contractor, who are properly competent for such maintenance works shall carry out the maintenance of net work of PABX System.
4. The spare parts, if needed for smooth running of the PABX System shall be replaced by the contractor with the prior approval for the competent authority, the cost of which will be borne by the department / paid as per agreemental rates.
5. If the spare parts quantity is exceeded from the agreemental quantity, the contractor shall be responsible to supply and charge the same as per agreemental rates.
6. The contractor shall arrange to maintain the PABX System, MDF and network of the building in perfect order to ensure safe and regular service. For this purpose the contract shall post at-least one experienced Telephone Technician permanently at site to attend the complaints of network. The working contractor shall remain liable for daily opening / closing of PABX System if needed for deputing their Telephone Technicians against which extra payment shall not be entertained.
7. The contractor shall provide program book of PABX system that shall be available in the PABX System room.
8. The contractor shall be responsible to carry out the work on the expiry of the contract on the same terms & conditions and rates of the Contract Agreement till the work is awarded to the another firm / contractor or renewal of the contract.
9. Running condition of the PABX System installed in Civic Centre Building must be got checked by the qualified Engineers on monthly basis and submit the fitness report to the Engineer In-Charge.
10. No deviations acceptable and work shall be carried out per approved rates by the competent authority.

11. Security deposit shall retain for six months and refunded after satisfactory completion of work
12. Conditional bid shall not be accepted by the authority.

**Responsibilities of KDA Wing, KMC.**

1. To ensure the communication of work order properly to the contractor.
2. To provide easy access to the PABX System.
3. To depute the responsible officer at the site to provide direction / supervision of the task to be carried out.
4. KDA Wing, KMC will pay the service charges on monthly basis. However the repair / maintenance (fault removing) charges carried out will be paid after the completion of work and submission of the bill by the contractor.
5. The contractor shall be for a period of one year from the date of commencement of work. The contractual period may be extended for further one year on the successful completion of first year period and approval of competent authority.

**SIGNATURE OF CONTRACTOR**