



National Industrial Parks Development and Management Company

(A company set up under section 42 of the Companies Ordinance 1984)

TENDER NOTICE

National Industrial Parks Development & Management Company invites sealed quotations from reputed and well-experienced Administrative Support Firms to carry out the following jobs:

1. Establish and maintain office for NIP in District Khaipur.
2. Work as local liaison office for Khaipur Special Economic Zone (KSEZ).
3. Coordinate travel plans for NIP officers and other relevant people coming to Khaipur and arrange for their accommodation and logistics.
4. Manage local purchase and logistics and maintain inventory of all assets owned by NIP at Khaipur office.
5. Represent NIP in all KSEZ meetings at District Khaipur level (except in meetings on technical issues).
6. Liaison on behalf of NIP with Project director KSEZ.
7. Liaison on behalf of NIP for administrative issues with other project partners/consultants/contractors/ suppliers working on KSEZ project at District Khaipur level.
8. Compile and dispatch regular updates on KSEZ administration-related issues to NIP head office.
9. Receive and manage routine queries regarding KSEZ.
10. Manage local hiring (administration staff only).
11. Assist NIP's marketing team in their marketing efforts.
12. Assist NIP's sales team in their sales-related activities.
13. Provide HR support to NIP head office for their staff based at Khaipur.
14. Oversee the admin aspects of training sessions on vocational skills conducted by independent trainers hired by NIP.

TERMS & CONDITIONS

- 1) Two separate sealed envelopes marked as "Technical Proposal" and "Financial Proposal" are to be submitted according to 'Single-Stage, Two-Envelope Procedure'. Information required to be submitted for "Technical Proposal" and procedure for evaluation of bids will be provided with Tender Documents.
- 2) Tender Documents can be obtained from the NIP Head Office, 2nd Floor, Block C, Finance & Trade Centre, Shahr-e-Faisal, Karachi-74400 on payment of Rs.1, 000/- (non-refundable) per set from August 08, 2011 from 1200 hours.
- 3) Sealed bids must be submitted to NIP Head Office, 2nd Floor, Block C, Finance & Trade Centre, Shahr-e-Faisal, Karachi-74400 by August 22, 2011 up to 1100 hours.
- 4) "Financial Proposals" will be opened on August 24, 2011 at 1100 hours in the presence of tenderers who may like to witness the opening of sealed tenders. The "Financial Proposals" of technically not accepted bids will be returned unopened.
- 5) The Company reserves the right, in its sole discretion, to accept or reject any or all bids without any liability whatsoever.
- 6) No conditional bids will be accepted.
- 7) 2% security deposit of the bid value in shape of pay order/cash deposit should be submitted along with the bid, which will be refunded within a month to the unsuccessful bidders.
- 8) Successful bidders will be required to pay all taxes as per Government rules.

The Estate Manager
National Industrial Parks Development & Management Company
2nd Floor, Block C, Finance & Trade Centre, Shahr-e-Faisal, Karachi-74400
Website: www.nip.com.pk

PID(P) 287/11

National Industrial Parks Development and Management Company

ADMINISTRATIVE SUPPORT KSEZ

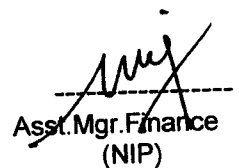
Technical Bid Opening- Aug 22, 2011

S.No	Name of Contractor	Sealed Technical Bid	Sealed Financial Bid	Date of Submission	Bid Security	Remarks
1.	SAND DUNES (PVT) LTD	✓	✓	22/8/11	to be determined after opening of financial bid	Bid accepted
2.	AWAYSIAN PROTALK	✓	✓	22/8/11	"	Bid accepted
3.	FARMWELL	✓	✓	22/8/11	"	Bid accepted
4.	_____	_____	_____	_____	_____	_____


GM Estate
(NIP)

Project Manager KSEZ/
(NIP)

EDO Khirpur
(Member Steering Committee)
(KSEZ)


Asst. Mgr. Finance
(NIP)

MINUTES OF THE MEETING**Technical Bid Opening for Administrative Support at KSEZ
Held on Aug 22, 2011****Participants:**

Mirza Kamran Ali Khan	GM Estate
Tahseen Ahmed	Project Manager KSEZ
Taj-ul-Islam	AM Finance
Qurat-ul-Ain Zaidi	AM Technical

Minutes of the Meeting:

National Industrial Parks Development and Management Company invited sealed quotations from Administrative Support according to 'Single-stage, Two-Envelope Procedure' as per PPRA Regulations 2004. According to this procedure, two separate envelopes marked as 'Technical Proposal' and Financial Proposal' were to be submitted by each applicant.

The following three Administrative firms purchased the bidding document

1. Sand Dunes (Pvt) Ltd
2. Farmwell
3. Awaysians Protalk

Bids were submitted by the above firms on August 22, 2011. The Technical Bids were opened on the same date i.e August 22, 2011 at 1200 hours at NIP Head Office. The details of the bids are as follows.

S.N	Name of Contractor	Sealed Technical Bid	Sealed Financial Bid	Date of Submission	Bid Security	Remarks
1.	Sand Dunes (Pvt) Ltd	Yes	Yes	22.08.2011	To be noted once financial bid is opened	Bid Accepted
2.	Farmwell	Yes	Yes	22.08.2011	To be noted once financial bid is opened	Bid Accepted
3.	Awaysians Protalk	Yes	Yes	22.08.2011	To be noted once financial bid is opened	Bid Accepted

All the bids were opened in front of all participants and after preliminary Evaluation handed over to 'Bid Evaluation Committee' for detailed Technical Evaluation.


Qurat-ul-Ain Zaidi

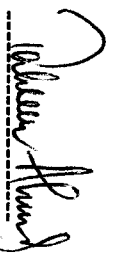
QURAT-UL-AIN ZAIDI
AM Technical

**National Industrial Parks Development and Management Company
Administrative Support KSEZ**


Financial Bid Opening- August 24, 2011 at 1100 hours

S.No	Name of Contractor	Bid Amount (PKR) <small>(PER MONTH)</small>	Discount Amount % (PKR)	Net Bid Amount (PKR) <small>(FOR 4 MONTH)</small>	Recommended Bid Security Amount (PKR)	Submitted Bid Security Amount (PKR)	Difference Amount (PKR)	Remarks	Signature
1.	SAND DUNES	333,000/-	-	2997,000/-	59,940/-	60,000/-	-60	-	not att
2.	AWAISTMIAN PRATAK	405,000/-	-	3645,000/-	72,900/-	72,900/-	0	-	not att
3.	FARMWELL	400,000/-	-	3,600,000	72,000/-	72,000/-	0	-	not att


GM Estate
(NIP)


Project Manager KSEZ
(NIP)

EDO Khirpur
(Member Steering Committee)
(KSEZ)


Asst. Mgr. Finance
(NIP)

MINUTES OF THE MEETING

Financial Bid Opening for Administrative Support at KSEZ

Held on Aug 24, 2011 at 1100 hours

Participants:

NIP

Mirza Kamran Ali Khan
Tahseen Ahmed
Taj-ul-Islam
Qurat-ul-Ain Zaidi

GM Estate
Project Manager KSEZ
AM Finance
AM Technical

Minutes of the Meeting:

Technical Bid Opening Results

According to PPRA's Single-stage, Two-Envelope Procedure' two separate envelopes marked as 'Technical Proposal' and Financial Proposal' were to be submitted by each applicant. Proposals were submitted by Sandunes (Pvt) Ltd, Farmwell and Awaysian Protalk on August 22, 2011. The Technical Bids were opened on August 22, 2011.

The Technical Proposals of the above firms were evaluated in detail by the 'Bid Evaluation Committee' and all three firms were accepted based on their technical data.

Financial Bid Opening

The Meeting was started at 1100 hours on August 24, 2011. None of the applicant or their representatives attended the meeting. The attendance sheet was signed by the members of Bid Evaluation Committee

The results of Technical Bid Opening were announced and the Financial Proposals were opened of all three firms, the items on the bids were verified against the 'Bid Opening Checklist'. This list was then signed by all the members of Bid Evaluation Committee

The amount of bid and the Bid Security amount were then noted in the Financial Bid Opening Sheet and were signed by the Bid Evaluation Committee

The meeting was concluded at 1200 hours.

Qurat-ul-Ain Zaidi

QURAT-UL-AIN ZAIDI
AM Technical.

**NATIONAL INDUSTRIAL PARKS
Development and Management
Company**

BID EVALUATION REPORT

ADMINISTRATIVE SUPPORT
At Khairpur Special Economic Zone (KSEZ)

BID EVALUATION REPORT

Administrative Support for Khairpur Special Economic Zone

1.0 BACKGROUND

NIP invited quotations from reputable, well experienced Administrative Firms to provide Administrative Support services to NIP's site office at Khairpur Special Economic Zone (KSEZ). The Engineer for this Project is 'NIP'

Tender Notice was advertised on August 07, 2011 in daily Dawn (English), Express (Urdu) and Awami Awaz (Sindhi). Tendering was carried out according to 'Two-Envelope, Single-Stage Procedure', according to which Technical and Financial Proposals were invited in separate envelopes. Financial Bids of only those firms were opened whose Technical Proposals fulfilled the requirements as given in the Tender Documents.

The following Three (03) firms purchased the bidding document:

1. Sand Dunes (Pvt) Ltd
2. Farmwell
3. Awaysians Protalk

Copy of Tender Notice appeared in the Newspaper is attached as **Annexure – A** to this report.

2.0 RECEIPT OF BIDS

The Technical and Financial Proposal were received in the Head office of NIP up to 1100 hours on August 22, 2011. Only the Technical Proposals were opened on the same day by the Tender Opening Committee comprising representatives of NIP.

Only three (03) bidders submitted their bids as following.

1. Sand Dunes (Pvt) Ltd
2. Farmwell
3. Awaysians Protalk

3.0 OPENING OF TECHNICAL BIDS

The Technical Proposals of each Contactor was opened. The Technical Bid Opening Sheet is attached as **Annexure - B**. The observations regarding the opening of bids are as follows

3.1 Sand Dunes (Pvt) Ltd

Sand dunes (Pvt) Ltd submitted their bids in two separate envelopes and their bid was accepted and was handed over to 'Bid Evaluation Committee' for detailed Technical Evaluation.

3.2 Farmwell

Farmwell submitted their bids in two separate envelopes and their bid was accepted and was handed over to 'Bid Evaluation Committee' for detailed Technical Evaluation.

3.3 Awaysians Protalk

Awaysians Protalk submitted their bids in two separate envelopes and their bid was accepted and was handed over to 'Bid Evaluation Committee' for detailed Technical Evaluation.

4.0 TECHNICAL EVALUATION OF BIDS

The Technical Proposals of all three bidders were evaluated in detail by the 'Bid Evaluation Committee' according to the requirement and against the scope of services as given in the Tender Document. Minutes of Technical Bid Opening are attached as **Annexure C**.

5.0 OPENING OF FINANCIAL BIDS

Financial bids were opened on August 24, 2011 at 1100 hours. Financial Proposals of the above three firms were opened and the items on the bids were verified against the 'Bid Opening Checklist'. This list was then signed by the Bid Evaluation Committee.

The amount of bid and the Bid Security amount were then noted in the Financial Bid Opening Sheet and were signed by the Bid Evaluation Committee. Financial Bid Opening Sheet is attached as **Annexure D**

5.0 FINANCIAL EVALUATION OF BIDS

Following is the Financial Evaluation of the three bids

5.1 Sand Dunes (Pvt) Ltd

The bid of amount of Sand dunes (Pvt) Ltd is **Rs. 333,000 per month**, totaling Rs. 2,997,000 for the period of 9 months. Bid Security submitted by Sand Dunes is Rs. 59,940

5.2 Farmwell

4. The bid of amount of Farmwell is **Rs. 400,000 per month**, totaling Rs. 3,600,000 for the period of 9 months. Bid Security submitted by Farmwell is Rs. 72,000

5.3 Awaysians Protalk

The bid of amount of Awaisyian is **Rs. 405,000 per month**, totaling Rs. 3,645,000 for the period of 9 months. Bid Security submitted by Awaysians Protalk is Rs. 72,900

Minutes of Financial Bid Opening are attached as **Annexure E**.

6.0 CONCLUSION AND RECOMMENDATION

In the light of above conclusion, the Work may be awarded to **Sand Dunes (Pvt) Ltd** at corrected bid price of, **PKR. 333,000 per month** (Rupees Three Hundred and Thirty Three Thousand only)