



TRAFFIC POLICE HEADQUARTERS PUNJAB LAHORE



**INVITATION FOR PREQUALIFICATION OF FIRMS / COMPANIES FOR SUPPLY
OF LASER ENGRAVER PRINTERS FOR F.Y 2024-25**

Government of the Punjab, Traffic Police Department intends to invite applications from eligible firms / companies registered with Tax Departments having valid and active NTN & GST numbers, for the purchase of laser engraver printers for F.Y. 2024-25 for Traffic Police Punjab. Prequalification documents including all terms & conditions are available at www.ppra.punjab.gov.pk; and Punjab Police website <https://punjabpolice.gov.pk>; and can be purchased from the office of the undersigned, on written request on the firm's letter-head, upto **31st May, 2024, during office hours (09:00 am to 05:00 pm)** at the cost of Rs.2,000/- on production of Challan form (32-A) deposited in Govt. Treasury under head "CO2636-Police-Fees, Fines & Forfeitures" in any branch of NBP/State Bank of Pakistan.

The applications alongwith all prescribed / related prequalification documents duly completed, signed, stamped, sealed and in complete conformity with prequalification document should be dropped, in the Box No.1 placed at Committee Room of Traffic Headquarters Punjab Qurban Lines near Sherpao Bridge, Lahore till **3rd June, 2024 before 12:00 hours and shall be opened at 12:30 hours on same day**. Late applications will not be entertained.

After preliminary scrutiny, applicants may be asked to submit any additional information if deemed necessary by the Department.

Traffic Police Department shall not be responsible for any cost incurred in submission of documents and reserves the right to cancel the short-listing process any time.

**(SYED GHAZANFAR ALI SHAH) PSP
SSP/IQrs**

For Addl: Inspector General of Police,
Head of Traffic Police, Punjab, Lahore,
Qurban Police Lines, Lahore.

(PT:042-99204611, Fax 042-99203233)

Contacts:-

- i. AD:G/Traffic:- 042-99204616
- ii. Account Officer DLIMS:- 042-99204619

**PRE-QUALIFICATION DOCUMENT FOR LASER
ENGRAVER PRINTER**

2024-25

**PRE-QUALIFICATION OF ORIGINAL EQUIPMENT
MANUFACTURERS (OEM) OR AUTHORIZED
SUPPLIERS/DEALERS OF (OEM)**



**Traffic Police Punjab,
Government of Punjab**

Senior Superintendent of Police/HQrs
Traffic Police HQrs Punjab, Qurban Police Lines,
Gulberg-II, Lahore.
Tel: 042-99204611 Fax: 042-99203238

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1. INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25

Punjab Police Department intends to Pre-Qualify the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer/ Agent of OEM for the procurement of Laser Engraver Printer for Punjab Police. The "Eligible Applicants" as provided in the relevant clause may participate in the Pre-Qualification process by submitting their application as required below in the prescribed manner.

Punjab Police intends to procure Laser Engraver Printers for extending the facility of printing of Driving License Cards to all regional headquarters, Lahore as well as Traffic HQrs. Punjab. This will require procurement and installation of Laser Engraver Printers at each Regional HQ station alongwith all other services including technical support and after-sale service.

A transparent Pre-Qualification method given in this Pre-Qualification Documents (PQD) shall be followed in its true letter and spirit keeping in view the guidelines of Punjab Procurement Rules 2014 updated (PPRA-14). Only the Pre-Qualified (OEM) or authorized supplier / dealer of OEM shall be invited through request for proposals (RFP) for submission of their bids. Performance of each (OEM) or authorized supplier / dealer of OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed. The Pre-Qualification Document carrying all details can be downloaded from Punjab Police as well as PPRA's website (<https://punjabpolice.gov.pk> & <https://ppra.punjab.gov.pk>). The complete applications along with all prescribed / related PQD shall be received in sealed envelope by hand only to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The (OEM) or authorized supplier / dealer of OEM shall be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency as per subsequent purchase order/contract.

OEM or authorized supplier / dealer of OEM is required to provide the name, title, fax No. & Email Address of their authorized representative for the correspondence.

The Procuring Agency will not be responsible for any costs or expenses incurred by applicant (OEM) or authorized supplier / dealer of OEM in connection with the process of this Pre-qualification.

Under Punjab Procurement Rules 2014, Procuring Agency reserves the exclusive right to cancel the Pre-Qualification process and reject all Applications at any stage.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be completed **in the terms & conditions set forth herein these PQD which are not conflicted with applicable connected Rules of Punjab Procurement Rules, 2014** as amended from time to time and instructions of the Government of the Punjab received during the completion of the process.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Applicant" an applicant (eligible) shall be a single or as a consortium with a formal intent to enter into an agreement in relation to this procurement.
- II. "Authorized Representative," means any representative appointed, from time to time, by the Procuring Agency or applicant.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) or OEM agent/ supplier/ dealer of OEM.
- IV. "Coercive Practice" coercive practice means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- V. "Consortium" a consortium is an association of two or more registered companies or organizations with the objective of participating in a common activity or pooling their resources in relation to the project.
- VI. "Collusive Practice" a collusive practice means; an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- VII. "Corrupt Practice" a corrupt practice means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to improperly influence actions of any other party.
- VIII. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring Agency and the Pre-Qualified Bidder.
- IX. "Contract" means the agreement/ contingent contract executed between the Procuring Agency and the contractor, as recorded in the Contract Form including all Schedules and Attachments or Addendum.
- X. "Contract Price" means the price payable to the Supplier / Contractor under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
- XI. "Day" means calendar day.
- XII. "Procuring Agency" the Procuring Agency means Punjab Police Department and/or any authorized Officer of Police Department.
- XIII. "Fraudulent Practice" a fraudulent practice means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- XIV. "Goods" means all such goods, articles, equipment, products, machinery, spare parts, including the services for their installation (if any), replacement or supply that may be required by the Procuring Agency under the Contract signed with the Supplier in relation to this Pre-Qualification process relating to the procurements of Laser Engraver Printer.
- XV. "Grievance Redressal Committee" means a committee constituted by the Procuring Agency (of odd members) to address objections/complaints/grievance filed by the

participants/applicants in the procurement process/ pre-qualification, before entering into contract.

- XVI. "Lead Partner" Partner of a consortium, who has the capacity and responsibility in supplying, manufacturing, installation, repairing, as required under this Pre-Qualification Documents and has at least 60% share in the consortium.
- XVII. "Origin" shall be considered to be the place where the Goods are produced/ manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XVIII. "Procuring Agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.
- XIX. "Pre-Qualified Person" means a person (as defined hereunder) declared responsive/ short listed/ pre-qualified after technical evaluation and completion of this pre-qualification process.
- XX. "Purchase Order" means a document issued by the Procuring Agency to the Supplier for the delivery of Goods or Services as required by the Procuring Agency.
- XXI. "PPRA Laws" means Punjab Procurement Rules 2014 (amended time to time) including other procurement Laws/Regulations/Circulars/Instructions or Guide Lines issued by the Government of Punjab.
- XXII. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XXIII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XXIV. "Pre-qualification committee" means a committee constituted by the Procuring Agency (of odd members) to technically evaluate applications/documents received by the Procuring Agency as per requirement.
- XXV. The "Supplier" means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer/ Agent of OEM who declare responsive/ lowest evaluated after completion of the procurement process.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in this PQD and clearly mark it "ORIGINAL". The original on the application shall be typed or written in indelible ink and each page shall be signed and stamped by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, two (02) hard copies and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "TRUE COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

The requirements regarding the legal instrument evidencing the authorization to represent and sign on behalf of the Applicant shall be a power of attorney, duly notarized and attested, indicating that the person(s) signing the Application has(ve) the authority to sign the Application for Prequalification.

The Power of Attorney is required to be duly stamped, witnessed, notarized according to the laws of the country where the Power of Attorney was issued and duly attested by Pakistan Foreign Office of the country where the power of attorney was issued.

Additionally, the date of issuance and validity of the power of attorney should also be specified, along with the name and designation of the signatory.

For a consortium, the power of attorney (duly stamped, witnessed and dated; as stated above) should be signed by all partners of the consortium and specify the authority of the named representative of the consortium to sign on behalf of the consortium.

Applications submitted by an existing or intended Consortium shall include an undertaking signed by all partners:

Stating that all partners shall be jointly and severally liable, and Nominating a Representative to act as lead partner who shall have the authority & responsibility to conduct all businesses and ensure compliance thereof on behalf of any and all the partners of the Consortium during the prequalification process and, in the event the Consortium is prequalified, during the bidding process, and in the event the Consortium is awarded the Contract, during contract execution.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring Agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring Agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification about this PQD shall contact the Procuring Agency in writing at the given Procuring Agency's address indicated in the Advertisement and this document. The Procuring Agency will respond in writing or by Email to any request for clarification provided that such request is received not later than two (2) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the PQD directly from the Procuring Agency including a description of the inquiry but without identifying its source. **The Procuring Agency reserves the right to amend the Pre-Qualification Document as a result of a clarification if deemed appropriate before the closing date and communicate the same to all prospective applicants in writing or by Email who directly purchased these PQDs from the Procuring Agency.**

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring Agency may amend PQD by issuing Addendum/ Corrigendum or call a meeting inviting all the prospective applicant(s) to review the PQ documents (if procuring agency decide so). Any Addendum/ Corrigendum issued shall be the part of this PQD and shall be communicated in writing or by Email to all who have obtained directly the Pre-Qualification Document from the Procuring Agency. Moreover, the Procuring Agency may extend the deadline for the submission of the application at its own or on the request of the prospected applicant(s).

4.6. Letter of Application

The applicant shall submit an application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

All domestic OEM or authorized supplier / dealer/ Agents of OEM are eligible to participate in this pre-qualification process. An applicant should meet the requirements as described in the Definition. In case of a Consortium; All partners to the Consortium shall be jointly and severally liable; and A Consortium must be represented by its Lead Partner. Lead partner should meet the requirements as described in Definitions or hereunder. An applicant who is under a declaration of ineligibility/ blacklisting, due to reasons, including but not limited to, corrupt practices and poor performance, by the Government of Pakistan/ Government of Punjab or the Procuring Agency, at the date of submission of the application or thereafter, shall not be considered. The applicant shall provide such evidence of their continued eligibility/satisfactory to the Procuring Agency. The Applicant must comply with the Standard Anti-Corruption Policy of Government of the Punjab and must not be declared ineligible by any Court of Law or Governmental Body of Pakistan due to corrupt/fraudulent/coercive/collusive practices as described in the Definitions. The Procuring Agency shall disqualify/ black list the Applicant(s) pursuant to Section 17A of Punjab procurement

Regularity Authority Act 2009 (amended time to time) and Rule 20 or 21 of Punjab Procurement Regulatory Authority (PPRA) Procurement Rules, 2014 for award of contract, if it determines that the Applicant(s) recommended for award has(ve), directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and the Procuring Agency shall sanction the Applicant(s) or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in bidding activities in Pakistan, if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing the contract. The Applicant must not conceal any information that might hinder the execution of the project. The Procuring Agency shall disqualify an Applicant pursuant to ibid relevant Rules of Punjab Procurement Rules-2014 on grounds of false, fabricated or materially incorrect information. In case of Joint Venture (JV) Consortium the applicant must fulfil the requirement given in the attached Performa.

4.8. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Applicant/OEM or Authorized persons may submit Pre-Qualification Application as a Joint Venture (JV). Pre-Qualification Document shall be signed by authorized representative of the JV. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2**. Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be responsible to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as required. All responsibility for successful completion of the work as per tender documents shall be with the lead member. However, in case of any default or involvement in any corrupt practice or fail to provide the required document(s)/ information(s) all such partners of JV shall be jointly/ severely responsible any legal action shall be taken against all JV partner(s).

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. A JV partner may not join any other consortium or submit independent application in this prequalification process and in such eventuality, all such application shall be state forwardly rejected.

4.8.4 Basic Requirements for JV

a) Following are minimum qualification requirements: -

- i. The lead partner shall not have score less than 60% of all qualifying criteria given in paras 6.2.
- ii. Each of the partners shall not have score less than 25% percent of all the qualifying criteria given in paras 6.2.
- iii. The joint venture or consortium must compose of one leading partner and maximum two partners.
- iv. In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v. In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bound the entire JV agreement to the contents thereof.
- vi. v) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants.

b) Any change in a Prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -

- i. Partner(s) withdraws from a JV and remaining partners do not meet the qualifying requirements.
- ii. The new partners to a JV are not qualified individually or as another JV.
- iii. In the opinion of the Procuring Agency, a substantial reduction in competition would result.

c) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

4.9 Submission of Pre-Qualification Application

Application for Prequalification **one (01) original, two (02) hard copies and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "TRUE COPY"** must be received in sealed envelopes to be dropped in the Box No.1 placed at Committee Room of Traffic Headquarters Punjab Qurban Lines before **3rd June, 2024 at 12:00 hours** at the following address:

Senior Superintendent of Police/HQrs
Traffic Police HQrs Punjab, Qurban Police Lines,
Gulberg-II, Lahore.
Tel: 042-99204611 Fax: 042-99203238

Envelope should be clearly marked "**Application for Pre- Qualification for Supply of Laser Engraver Printer**". The proposals/bids should be numbered by the concerned bidder/contractor and concerned official/dealing hand should also have its initial on it.

The Procuring Agency shall prepare a record of opening of Applications that shall include, as a minimum, the name of the Applicant.

4.10 Late Submission of Pre-Qualification Applications

The application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the evaluation to the applicant may result his disqualification/rejection.

4.13 Qualification

A Procuring Agency, at any stage of the procurement proceeding, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of an applicant, whether or not pre-qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competency as the Procuring Agency may decide.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified and its/ his all such applications shall be treated as **rejected**.

4.15 Compliance

After pre-qualification and process of procurement the successful applicant/joint venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each applicant or bidder shall indemnify the Procuring Agency, its affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring Agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification;
- iii. "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Procuring Agency, designed to establish artificial Data/ Information.
- iv. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring Agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring Agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per Section 17A of PPRA Act 2009 (amended) and Rules 20/21 of PPRA Rules 2014. Please ensure ibid Laws of Punjab Procurement Rule(s) 20/21 and schedule appended with PPR-2014.

4.18 No Conflict of Interest

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

4.18.1 Applicant has common controlling shareholders or other ownership interest.

4.18.2 Applicant is also a constituent of another applicant.

4.18.3 Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Pre-Qualification of either or each of the other applicant

4.18.4 Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

The Procuring Agency, at any stage of the pre-qualification or procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not pre-qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the Procuring Agency may decide. In case of non-responsive or failed to provide the information, the Procuring Agency may initiate any legal action against the applicant/contractor/supplier under PPRA Rules-2014

- To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- If an applicant does not provide clarifications of the information requested by the date and time set in the Procuring Agency's request for clarification, its application may be rejected.
- The Procuring Agency may reject any application which is non responsive to the requirements of the pre-qualification documents.
- The Procuring Agency reserves the right to waive minor deviations and omissions, if these do not materially affect the capability of an applicant as required under the pre-qualification document.
- The Procuring Agency shall use compliance to eligibility requirements in relevant section and the criteria and methods defined in provided section qualification criteria to evaluate the qualification of the applicants.
- Once the Procuring Agency has completed the evaluation of the applications it shall notify all applicants in writing of the names of those applicants who have been prequalified.
- After the notification of the results of the prequalification, the Procuring Agency shall invite bids from all the applicants that have been prequalified.

4.20 Confidentiality

1. Information relating to the evaluation of Applications, and recommendation for pre-qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.
2. From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with relevant provision, if any Applicant wishes to contact the Procuring Agency on any matter related to the prequalification process, it may do so in writing.

4.21 Inspection of applicant's manufacturing unit/factory/office

The applicant shall make all arrangements and confirm availability of all the machinery, equipment and manpower for carrying out the inspection of manufacturing unit/factory/office by Procuring Agency's team. In case of non-availability of machinery equipment and man power as mentioned in the submitted documents, the firm shall be considered ineligible. All the expenses incurred such as transportation, travelling, residing, refreshments, meals etc. for inspection of applicant's manufacturing unit/ factory/ office shall be borne by the applicant.

5 PROCURING AGENCY'S RIGHTS

The Procuring Agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. The Procuring Agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of applications.
- ii. Procuring Agency is competent to accept the application; the Procuring Agency reserves the exclusive right to cancel the Pre-Qualification/procurement process, or to extend the date of submission of applications.
- iii. The Procuring Agency shall issue the bidding documents/ Request for Proposal(s) only to the pre-qualified applicants in result of this pre-qualification process.
- iv. The Procuring Agency may utilize the framework contract mode after completion this pre-qualification and subsequently procurement process to acquire the desirables.

5.1 Address of Procuring Agency

Senior Superintendent of Police/HQrs
Traffic Police HQrs Punjab, Qurban Police Lines,
Gulberg-II, Lahore.
Tel: 042-99204611 Fax: 042-99203238

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the Bidder's response in the Pre- Qualification Forms attached to the Submission Form (Annex-1). Successful applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors
1	Financial Soundness
2	Relevant Experience

3	Manufacturing Facility
4	Personnel Capabilities

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g., Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country (if required).
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country (if required).
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement verified by respective Bank.
- e. Affidavit on non-judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Stakeholders or any of its JV partner, as a whole or as a part of the firm have been black listed/ defaulted/ banned by any government agency/ department/organization/ entity etc".
- g. Provide separate undertaking that the information supplied by the firm is correct.
- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier/ Agent/ Dealer" will supply the product **Laser Engraver Printer** to the client/ Punjab Police at the place anywhere in the Punjab Province in time as per the directions of the Punjab Police.
- i. Copy of Pakistan Engineering Council Certificate (***Optional for required category, if any**)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Commented [MAB1]: Active Tax Payer Status

Note: Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM/All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3(III),4.7&4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	25
B	Relevant Experience	25
C	Manufacturing Facility	30
D	Personnel Capabilities	20
Total		100

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria. However, minimum 50% marks in each category is mandatory.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last three financial years shall be submitted.*

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Annual Turnover A- Annual Turnover of last three years	15	<ul style="list-style-type: none"> Full Marks will be given if total of Annual Turnover of last three FY's (as per the audited financial Statements) is equal or above amounting Rs. 1000 million (PKR) (or equivalent in other currency.) Formula $A = (Y1 + Y2 + Y3) / 1200 * 15$ Y1, Y2, Y3 representing annual turnover of last three years audited financial statements i.e 2020-21, 2021-22, 2022-23)
b)	Tangible Net Worth	05	<ul style="list-style-type: none"> Full marks if Tangible Net worth is equal or above amounting Rs. 600 million. Tangible Net worth (in million) / 600 * 5.
c)	Bank Credit Limit/ Cash and Bank balance	05	<ul style="list-style-type: none"> Criteria of awarding marks: - Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" jointly or severally is amounting to Rs. 400 million or more: - Formula (Bank Credit Limit +Cash and Bank balance) (in million) / 400* 5
Total Marks		25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Projects of similar nature and complexity such as making/supply of Laser Engraver Printers or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary, other govt. recognized departments, private sectors completed in Last 03 Years	20	<ul style="list-style-type: none"> • 20 marks will be given if applicant firm has project having total value of 800 Million and above in last three years. • Formula= (Accumulated Total Cost of Project(s) in last three years) (in million)/ 800 x 20 • Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). • For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating cost of Project. • No marks shall be awarded if Completion Certificate indicating cost of respective project is not attached along with relevant annexures.
b)	Projects of ongoing similar nature and complexity such as making/supply of Laser Engraver Printers or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary, other govt. recognized departments, private sectors.	05	<ul style="list-style-type: none"> • 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 400 Million or more. • Formula= (Accumulated Total Cost of Project(s) in hand) (in million)/ 400 x 5 • For in hand Projects, Purchase Order/Contract Agreement of respective project is mandatory indicating Cost of Project. • No marks shall be awarded if Purchase Order/Contract Agreement indicating cost of respective project is not attached along with relevant annexes.
Total Marks		25	

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

Marks shall be awarded on the basis of Manufacturing Facility of Original Equipment Manufacturer (OEM) or Authorized Dealer of OEM. No marks shall be awarded if declaration of Manufacturing Facility / Authorized Dealership letter is not provided along with Annex.

Sr. No0	Description	Marks	Explanation for Marks Obtained
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A)	Production/assembling unit with allied skilled staff.	15	<ul style="list-style-type: none"> The applicant firm/ OM / Authorized Dealer of OEM shall submit affidavit & proof of manufacturing / assembling unit or Valid Authorized dealer ship letter / Assembling unit in Case of Authorized dealer indicating capacity of number of Similar Laser Engraver Printer manufactured or assembled in a month. Criteria of awarding marks: - If monthly production/assembling unit capacity to produce/assemble of 10 Laser Engraver Printers complete in all respect, then 15 marks will be awarded. <p>Otherwise, no marks shall be awarded.</p>						
B)	Repair & maintenance facility	15	<ul style="list-style-type: none"> The firm must have <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;"> <ul style="list-style-type: none"> Training Facilities The OM/Otherized Dealer must have a Training team to impart basic training to the employees of consignee regarding the usage of Laser Engraver Printers and minor repair and maintenance. </td> <td style="width: 20%; text-align: center;">05 Marks</td> </tr> <tr> <td> <ul style="list-style-type: none"> Repair & Maintenance Facility with provision of all necessary Spare Parts & to resolve Software Issues </td> <td style="text-align: center;">05 Marks</td> </tr> <tr> <td> <ul style="list-style-type: none"> Help Line /Focal Person/ Facilitation Centre to tackle the situation in case of emergency. </td> <td style="text-align: center;">05 Marks</td> </tr> </table> 	<ul style="list-style-type: none"> Training Facilities The OM/Otherized Dealer must have a Training team to impart basic training to the employees of consignee regarding the usage of Laser Engraver Printers and minor repair and maintenance. 	05 Marks	<ul style="list-style-type: none"> Repair & Maintenance Facility with provision of all necessary Spare Parts & to resolve Software Issues 	05 Marks	<ul style="list-style-type: none"> Help Line /Focal Person/ Facilitation Centre to tackle the situation in case of emergency. 	05 Marks
<ul style="list-style-type: none"> Training Facilities The OM/Otherized Dealer must have a Training team to impart basic training to the employees of consignee regarding the usage of Laser Engraver Printers and minor repair and maintenance. 	05 Marks								
<ul style="list-style-type: none"> Repair & Maintenance Facility with provision of all necessary Spare Parts & to resolve Software Issues 	05 Marks								
<ul style="list-style-type: none"> Help Line /Focal Person/ Facilitation Centre to tackle the situation in case of emergency. 	05 Marks								
Total Marks		30							

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	No of Professionals	Marks	Explanation for Marks Obtained
A Technical Staff				
i.	Software Engineer	4	4 (1 mark for each)	MSc in Software Engineering with 3-year experience in software design, development, documentation and maintenance BS Software Engineering with 05-year relevant experience. DAE in Software Technology / 03-year Diploma in Software Technology with 07-year relevant experience
ii.	IT Expert	3	3	MS in Information Technology / Computer Science with 3-year

			(1 mark for each)	experience in information system management. (100% marks) BS Software Engineering with 05-year relevant experience. 03-year Diploma in Computer Information Technology with 07-year relevant experience
iii.	Technician	6	3 (0.5 mark for each)	ICS/Diploma in Computer Information Technology / DAE in Software Technology and any other relevant degree with 4-year relevant experience.
B	Support Staff (Including Managerial and Business Development staff and other)	5	5 (1 mark for each)	• 05 Marks will be given, if applicant firm has 5 or more support staff.
C	Quality Certification and any other certification		5	• 05 Marks will be given if applicant firm has Quality Certification (relevant category with clearly mentioned date of expiry). • No marks will be awarded if applicant firm has not provided relevant Certification
Total Marks			20	

7. Grievance Redressal Committee

A committee has been constituted comprising of odd number of persons, with proper powers and authorizations, to address the complaints of the bidders that may occur prior to the entry into force of the procurement contract.

- i. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than ten days after the announcement of the bid evaluation report.
- ii. The committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint.
- iii. Mere fact lodging of a complaint shall not warrant suspension of the procurement process.

Annex 1: Cover Letter

To

Senior Superintendent of Police/HQrs
Traffic Police HQrs Punjab, Qurban Police Lines,
Gulberg-II, Lahore.
Tel: 042-99204611 Fax: 042-99203238

Subject: _____

Respected Sir,

Being duly authorized to represent and act on behalf of _____, and having reviewed and fully understood all of the terms and condition set forth in the PQD and attached annexes.

We hereby express our interest and apply for the Pre-Qualification of **item** _____ for Police Department.

Attached to this letter are copies of original documents defining:

- a. The Applicant's legal status
 - b. The principal place of business
 - c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
1. The Procuring agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.
 2. The Procuring agency and its authorized representatives may contact the following inquiry numbers: -

General and Managerial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Personnel Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2
Technical Inquiries	
Contact 1	Telephone 1

Contact 2	Telephone 2
Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

3. This application is made with the full understanding that:
- a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.
[Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
5. We confirm that in the event that we bid, that bid as well as any resulting contract will be: -
- a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.
7. Signed for and on behalf of [Name of the Lead Member] _____

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

Annex 2: Joint Venture Agreement

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,200)

To:

[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"

[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:

1. That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of _____ is awarded to their Joint Venture.
2. That they have nominated Mr. /Ms. _____
(Name of the Lead member) as the Lead Member of the Joint Venture.
3. That they authorized Mr. /Ms. _____ (Name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the JV's Representative in the name and on the behalf of their Joint Venture.
4. That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5. That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply of _____ under this contract.
6. That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7. That each member's share of the Work, stated as percentage of the total contract amount, shall be as follows.

I. Signed for and on behalf of (Name of the Lead Member) _____

8

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

II. Signed for and on behalf of [Name of the Member] _____

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB POLICE has invited Application for Pre-Qualification for Supply of _____, Whereas _____ and _____ (collectively the "**Joint Venture**" and individually as the "**Member**") being members of the Joint Venture are interested in Pre-Qualification for the Project in accordance with the terms and conditions of the Pre-Qualification Document.

Whereas, it is necessary for the Joint Venture to designate one of the Joint Venture Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV, all acts, deeds and things as may be necessary in connection with the JV's Pre-Qualification Application for the Project and its execution.

Now Therefore Know All Men by These Presents

We, _____ having our registered office at _____, M/s. _____, having our registered office at _____, and M/s. _____, having our registered office at _____, [the respective names and addresses of the registered office] (hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s _____, having its registered office at _____, being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV and any one of us during the Prequalification process and, in the event the Joint Venture is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in bidders' and other conferences, respond to queries, submit information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV and generally to represent the JV in all its dealings with the Authority.

We hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ JV.

In witness whereof we the principals above named have executed this power of attorney on this _____ day of _____.

Members:

<u>Member 1</u>		<u>Member 2</u>	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____

Witnesses:

<u>Witness 1</u>		<u>Witness 2</u>	
Signature:	_____	Signature:	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: General Information

PARTICULARS

Company Name	_____		
Abbreviated Name	_____		
National Tax No.	_____	Sales Tax Registration No.	_____
No. of Employees	_____	Company's Formation Date	_____
Registered Office Address	_____		
State/Province	_____		
City/Town	_____	Postal Code	_____
Phone	_____	Fax	_____
Email Address	_____	Website Address	_____
Branch Office Address	_____		
City/Town	_____	State/Province	_____
Country	_____	Postal Code	_____
Phone	_____	Fax	_____
Factory/Workshop Office Address	_____		
City/Town	_____	State/Province	_____
Country	_____	Postal Code	_____
Phone	_____	Fax	_____

**Please attach copies of NTN, GST Registration & Professional Tax Certificate*

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of JV

Annex-5: Financial Soundness

Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. **A copy of the audited financial statements of the past three (3) financial years must be attached.**

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2022-23 audit is complete then below FY may read as (FY2020-21, FY2021-22, FY2022-23).

Financial Information in Pak Rupees	FY2019-2020	FY2020-2021	FY2021-2022
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover			

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

***Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of JV**

Annex-6: Similar Projects
Summary of Similar Nature Project Completed

Name: _____
(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

Project Name	Year of Completion	Location	Value in PKR (Million)

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

***Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of JV**

Annex8: Undertaking
Affidavit for Correctness of Information
(To be printed on PKR 100 Stamp Paper)

Name: _____
(Applicant or member of Joint Venture)

The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the **PUNJAB POLICE**.

PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____

*Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

Annex 9: Personnel Capabilities
Short CV

1. Name :
2. Profession/Expertise :
3. Date of Birth :
4. Years with the Firm :
5. Nature of experience in this firm and others :
6. Education :
7. Other Training :
8. Key Qualifications (Maximum 1/3 of a page) :

**Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV*