



**OFFICE OF  
THE COMMANDANT,  
POLICE TRAINING COLLEGE, LAHORE**



## TENDER NOTICE

Police Training College, Lahore invites sealed tenders from the firms having NTN on line valid Registration Certificate, Professional Tax Certificate and registered with Sales Tax Department for the procurement of following articles through frame work contracts during the current financial year, 2022-23 on the basis of "Single Stage – Two Envelopes" bidding procedure in terms of Rule 38 (2) (a) of the Punjab Procurement Rules, 2014 (amended upto date). Bids are to be addressed to the DIG/Commandant, Police Training College, Lahore and will be received on 12.09.2022 till 11:00 a.m. and will be opened at 11:30 a.m. on the same day:-

Package No.	Name of Article	Estimated Cost	Bid Security 2% of Estimated Cost
1.	Office Stationery	4.00 Million	80,000/-
2.	Computer Stationery	0.80 Million	16,000/-
3.	Printing	2.00 Million	40,000/-
4.	Sports	1.00 Million	20,000/-
5.	Cost of Medicines	3.00 Million	60,000/-
6.	Hot & Cold	1.50 Million	30,000/-
7.	Training Aid	2.50 Million	50,000/-
8.	Others/Miscellaneous	5.00 Million	1,00,000/-
9.	Cost of Others Stores	1.00 Million	20,000/-
10.	Newspapers, Periodicals and Books	1.00 Million	20,000/-
11.	Advertisement & Publicity	0.30 Million	6,000/-
12.	Transport (repair & maintenance)	7.00 Million	1,40,000/-
13.	Lubricants	2.00 Million	40,000/-
14.	Tents & Tarpals	1.00 Million	20,000/-
15.	Beds & Boxes	1.00 Million	20,000/-
16.	Ordnance Stores	1.00 Million	20,000/-
17.	Uniform & Protective Clothing	1.00 Million	20,000/-
18.	Hardware & Equipment	0.50 Million	10,000/-
19.	Electronic Communication	0.70 Million	14,000/-
20.	Conference/Seminars/Entertainment & Gifts etc.	1.30 Million	26,000/-
21.	Exhibition, Fairs & Others	0.50 Million	10,000/-
22.	Plant & Machinery	2.00 Million	40,000/-
23.	Furniture & Fixture	1.50 Million	30,000/-
24.	Machinery & Equipment (repair & maintenance)	2.50 Million	50,000/-
25.	Furniture & Fixtures (repair & maintenance)	2.00 Million	40,000/-
26.	Other Buildings (repair & maintenance)	35.00 Million	7,00,000/-

2. The bidding documents containing detail of items of each package, terms & conditions, evaluation criteria etc. will be immediately available from the date of publication of this tender notice and will be issued during all working days from 09:00 am to 5:00 pm by the office of Accountant, Police Training College, Lahore on production written request alongwith original 32-A Challan of Rs.500/- for each package as bidding documents fee duly deposited in any NBP Branch or State Bank of Pakistan under head "C02636-Police-Fees, Fines & Forfeiture". The bidding documents may also be downloaded from the website of PPRA (<http://ppra.punjab.gov.pk>). However, in such case, the bidder should have to submit requisite fee Rs.500/- in any NBP Branch or State Bank of Pakistan



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prior to the submission of bid and should attach original receipt of Challan with their Technical Proposal. No bid will be accepted if received through mail or courier service.

3. The bid of each package must contain two separate envelopes. Each envelope shall contain separately the "Technical Proposal" and the "Financial Proposal". The bids shall be dropped by the bidders in the tender box on 12.09.2022 before 11.00 a.m. and signed the attendance register. The tender box shall be sealed exactly at 11.00 a.m. and shall be opened at 11.30 a.m. on the same day in the presence of bidders or their authorized representatives. All quoted prices should be inclusive of all taxes and transportation cost whatsoever and shall be valid upto 30.06.2023.

4. Initially, the Technical Proposals will be opened on 12.09.2022 at 11:30 a.m. while the Financial Proposals will be opened after evaluation of Technical Bids by the committee of this college. The qualified bids having lowest cost shall be accepted and the bids found un-acceptable shall be returned un-opened to the respective bidders under the rules. The evaluation shall be made on package basis. Bidder may participate for one or more packages but each package shall be a separate procurement process culminating into an exclusive contract for each package.

5. The bidders shall submit bid security @ 2% of the estimated price alongwith their Technical Proposal of each package in shape of CDR/Bank Draft/Pay Order (cheque is not acceptable) in favour of DIG/ Commandant, Police Training College, Lahore and copy of that alongwith Financial Bid, failing which the bid shall be considered as non-responsive and shall be rejected. The bid security shall be refunded after finalization of tendering process. However, the successful bidders shall deposit @ 5% as performance guarantee in the form of Bank Guarantee/CDR/Band Draft/Pay Order (cheque is not acceptable) prior to execution of the contract. The performance guarantee shall be released after successful completion of the contractual obligations/warranty period.

6. All bidders shall also submit an affidavit on stamp paper minimum Rs.100/- alongwith their Technical Bids certifying that neither they have been blacklisted by any Government Department/ Agency/ Authority/organization throughout Pakistan or have gone into court assailing the order, nor they are still blacklisted, disqualified or debarred for participating in any public procurement.

7. The authority reserves the right to reject all bids or proposals in line with Rule 35 of PPRA Rules 2014. In case of public holiday due to reason, the date of receiving and opening the tenders will be next working day.

**( TARIQ AZIZ )**

SP/Admn:

For Commandant,  
Police Training College, Lahore.

Ph: No.042-99332933

Fax: No.042-99332932

# **BIDDING DOCUMENTS**

## **FRAMEWORK CONTRACT FOR THE PROCUREMENT OF VARIOUS POLICE STORES FOR THE FINANCIAL YEAR, 2022-2023.**

***NAME OF STORE:*** \_\_\_\_\_

***NAME OF FIRM:*** \_\_\_\_\_

Date & Time for submission of Bids: 12.09.2022 (Monday) before 11.00 a.m.

Date & Time for Opening of Bids: 12.09.2022 (Monday) at 11.30 a.m.

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## **POLICE TRAINING COLLEGE**

**MULTAN ROAD, CHUNG, LAHORE.**

**Tel: 042-99332930**

**Fax: 042-9933293P2**

## **CHECK LIST**

*(To be filled in, signed and stamped by the bidder)*

The provision of this check list is essential prerequisite alongwith submission of tender (with Technical Proposals):-

<b>SR. #</b>	<b>DETAIL</b>	<b>YES/NO</b>	<b>PAGE #</b>
1.	Original bidding documents purchased on submission Original Challan of 32-A Form Rs.500/- deposited in NBP/State Bank of Pakistan.		
2.	2% bid security in shape CDR/Bank Draft/ Pay Order of the total estimated cost of package (cheque is not acceptable).		
3.	Filer status of the firm.		
4.	Professional Tax Certificate.		
5.	NTN on line valid Registration Certificate.		
6.	Registration with Sales Tax Department.		
7.	Bank statement of last six months.		
8.	Latest Tax Return/ Active Tax Payer for the year, 2021-2022.		
9.	Copy of CNIC of the owner of firm.		
10.	N.O.C. from Government Printing Press Punjab, Lahore (in case of supply of printing items).		
11.	Authority letter regarding authorization of any person to represent the bidder in case of his absence.		
12.	An affidavit on stamp paper minimum Rs.100/- certifying that neither the firm have been blacklisted by any Government Department/ agency/ authority/ organization throughout Pakistan or have gone into court assailing the order, nor the firm is still blacklisted, disqualified or debarred for participating in any public procurement.		
13.	Detail of manpower & relevant expertise.		

Stamp & Signature of Bidder \_\_\_\_\_

## **Invitation to Bidders**

Sealed bids are invited from the firms having NTN on line valid Registration Certificate, Professional Tax Certificate and registered with Sales Tax Department for the procurement of following articles through frame work contracts during the current financial year, 2022-23 on the basis of "Single Stage – Two Envelopes" bidding procedure in terms of Rule 38 (2) (a) of the Punjab Procurement Rules, 2014 (amended upto date). Bids are to be addressed to the DIG/Commandant, Police Training College, Lahore and will be received on 12.09.2022 till 11:00 a.m. and will be opened at 11.30 a.m. on the same day:-

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2. The bidding documents containing detail of items of each package, terms & conditions, evaluation criteria etc. will be immediately available from the date of publication of this tender notice and will be issued during all working days from 09:00 am to 5:00 pm by the office of Accountant, Police Training College, Lahore on production written request alongwith original 32-A Challan of Rs.500/- for each package as bidding documents fee duly deposited in any NBP Branch or State Bank of Pakistan under head "C02636-Police-Fees, Fines & Forfeiture". The bidding documents may also be downloaded from the website of PPRA (<http://ppra.punjab.gov.pk>). However, in such case, the bidder should have to submit requisite fee Rs.500/- in any NBP Branch or State Bank of Pakistan prior to the submission of bid and should attach original receipt of Challan with their Technical Proposal. No bid will be accepted if received through mail or courier service.

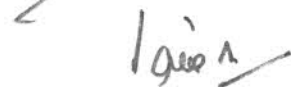
3. The bid of each package must contain two separate envelopes. Each envelope shall contain separately the "Technical Proposal" and the "Financial Proposal". The bids shall be dropped by the bidders in the tender box on 12.09.2022 before 11.00 a.m. and signed the attendance register. The tender box shall be sealed exactly at 11.00 a.m. and shall be opened at 11.30 a.m. on the same day in the presence of bidders or their authorized representatives. All quoted prices should be inclusive of all taxes and transportation cost whatsoever and shall be valid upto 30.06.2023.

4. Initially, the Technical Proposals will be opened on 12.09.2022 at 11:30 a.m. while the Financial Proposals will be opened after evaluation of Technical Bids by the committee of this college. The qualified bids having lowest cost shall be accepted and the bids found un-acceptable shall be returned un-opened to the respective bidders under the rules. The evaluation shall be made on package basis. Bidder may participate for one or more packages but each package shall be a separate procurement process culminating into an exclusive contract for each package.

5. The bidders shall submit bid security @ 2% of the estimated price alongwith their Technical Proposal of each package in shape of CDR/Bank Draft/Pay Order (cheque is not acceptable) in favour of DIG/ Commandant, Police Training College, Lahore and copy of that alongwith Financial Bid, failing which the bid shall be considered as non-responsive and shall be rejected. The bid security shall be refunded after finalization of tendering process. However, the successful bidders shall deposit @ 5% as performance guarantee in the form of Bank Guarantee/CDR/Band Draft/Pay Order (cheque is not acceptable) prior to execution of the contract. The performance guarantee shall be released after successful completion of the contractual obligations/warranty period.

6. All bidders shall also submit an affidavit on stamp paper minimum Rs.100/- alongwith their Technical Bids certifying that neither they have been blacklisted by any Government Department/Agency/Authority/organization throughout Pakistan or have gone into court assailing the order, nor they are still blacklisted, disqualified or debarred for participating in any public procurement.

7. The authority reserves the right to reject all bids or proposals in line with Rule 35 of PPRA Rules 2014. In case of public holiday due to reason, the date of receiving and opening the tenders will be next working day.



**( TARIQ AZIZ )**

SP/Admn:

For Commandant,  
Police Training College,  
Lahore.





12. The office of the DIG/Commandant Police Training College, Lahore can verify the information provided by me/us and in case furnishing wrong information, the Commandant reserves the right to cancel/reject the tender/ supply order and forfeit the bid security/performance guarantee etc.
  
13. I/We will abide by the terms & conditions etc. given in the Tender Notice/ Bidding Documents & provisions of Punjab Procurement Rules, 2014 (amended upto date) that have been received by me/us from the office of the DIG/Commandant Police Training College, Lahore. In case of violation of any terms & conditions/ rules determined by the DIG/Commandant Police Training College, Lahore as well as by the Govt. of the Punjab, from time to time, DIG/Commandant Police Training College, Lahore, reserves the right to cancel the tender/ supply order and forfeit the bid security/ performance guarantee etc.
  
14. If my tender is accepted I/We will supply the stores as per approved quality/ samples within the stipulated period given in the contract.

**Signature of Owner/  
Representative of Firm**



## **TERMS & CONDITONS**

**Note:** - Please read the following terms & conditions and instructions carefully:-

1. Any offer which not received according to terms & conditions of the tender enquiry is liable to be ignored. No offer shall be considered if:
  - i. Received after the time and date fixed for its receipt.
  - ii. The tender is unsigned.
  - iii. The offer is ambiguous.
  - iv. The offer is conditional.
  - v. The offer is from a firm, black listed, suspended or removed from the approval list.
  - vi. The offer is received by mail or courier service.
  - vii. Offer received with shorter validity then required in the tender enquiry.
  - viii. The offer is for package not conforming to the requirement/specification indicated in the tender enquiry.
2. The offer shall remain valid for the year upto 30.06.2023.
3. The Purchase Committee reserves the right to reject/ cancel any one or all tender. However, the firm will be intimated accordingly.
4. All prospective bidders shall be required to quote rate of each and every items in the package. Any item mentioned without quoting rate shall make the bid non responsive.
5. If the acceptance of tender issued to the qualified bidder is not accepted, the bid security shall be forfeited and the store will be purchased at his risk and expense.
6. In case, the contractor fails to execute the contract in accordance with terms and conditions laid down in the contract, the performance guarantee deposited by him shall be forfeited and the store will be purchased at his risk and expense.
7. The buyer reserves the right to claim compensations for the loss caused by the delay in the delivery of articles.
8. Rates quoted would be considered inclusive of all taxes/duties/charge and shall be valid up to 30.06.2023.
9. The Procuring Agency shall constitute a committee comprising of odd number of officers, with proper powers and authorizations, to address the complaints of bidder(s) 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 (10) 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.

10. After signing of procurement contract any dispute between parties of the contract shall be settled through an Arbitration Committee (that shall be notified). Method of resolution would be as under:-
  - i. The aggrieved party shall submit an appeal before the Arbitration Committee against any decision/act of the authority not later than ten (10) days after signing of procurement contract. The committee shall examine the case and submit its commendation before the DIG/Commandant, Police Training College, Lahore within (15) days.
  - ii. The affected party can file a revision appeal to the DIG/Commandant, Police Training College, Lahore against the decision of Arbitration Committee within ten (10) days. However, before filing such revision the affected party shall have to give an undertaking (in writing) that decision of the DIG/Commandant, PTC, Lahore whatsoever shall be acceptable to him and that he shall not utilize any legal forum/ court after the decision of DIG/Commandant, PTC, Lahore or object such decision.
11. Single Stage - Two Envelopes" bidding procedure shall be adopted as under:-
  - i. The bid of each package must contain two separate envelopes. Each envelope shall contain separately the "Technical Proposal" and the "Financial Proposal".
  - ii. The proposal of bids shall be opened publicly at a time, date and venue announced and communicated in the tender notice and bidding documents.
  - iii. The bids found to be the lowest evaluated bid shall be accepted.
  - iv. Others terms and condition will be followed as per Punjab Procurement Rules, 2014 (amended upto date).
12. The bidders have to deposit their samples of each item of package (where applicable) at the time of opening tender otherwise the bid shall be ignored.
13. Items offered should be of the best trade quality and should be mentioned clearly against each item of package.
14. The bidders shall enclosed catalogues/ leaflet/ literature and others technical data, if any, in respect of stores offered by them.
15. An erasing/ cutting/ crossing etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages of tender must also be properly signed. Offer with any over writing shall in no circumstances be accepted.
16. All the legitimate taxes will be deducted at source according to Govt. policy.
17. Supplied Items found not according to the approved sample/standard will be rejected and the contractor has to replace the same immediately.
18. The contractor is required to send specimen signatures (in triplicate) are his authorized representative who is competent to sign the bills and receive payments on his behalf. The change of the contractor's representatives authorized to sign the bills and received the payment etc. should be promptly reported by the contractors failing which the entire responsibility for wrong payment would lay on the contractor.
19. Upon receipt of Goods/ Items and after satisfaction inspection report by the committee. the bill for payment shall be forwarded to the office of Accountant General Punjab, Lahore for payment to the contractor.

## **Evaluation Criteria of Bid**

Bidders are required to submit following documents with their bids:-

- Original bidding documents purchased on submission Challan of 32-A Form Rs.500/- deposited in NBP/State Bank of Pakistan.
  - 2% bid security in shape CDR/Bank Draft/Pay Order of the total estimated cost of package (cheque is not acceptable).
  - Professional Tax Certificate.
  - NTN on line valid Registration Certificate.
  - Registration with Sales Tax Department.
  - Filer status of the firm.
  - Bank statement of the last six months.
  - Copy of CNIC of the Owner of firm.
  - N.O.C. from Government Printing Press Punjab, Lahore (in case of supply of printing items).
  - Affidavit on stamp paper minimum of Rs.100/- declaring that neither the firm have been blacklisted by any Government Department/agency/authority/organization throughout Pakistan or have gone into court assailing the order, nor the firm is still blacklisted, disqualified or debarred for participating in any public procurement.
  - Latest Tax Return/ Active Tax Payer for the year, 2021-2022.
  - Authority letter regarding authorization of any person to represent the bidder in case of his absence.
  - Detail of manpower & relevant expertise.
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