

**OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE,**  
**MOTOR TRANSPORT, PUNJAB, LAHORE.**

**TENDER NOTICE FOR THE REPAIR OF OFFICE BUILDING (WASHROOMS) FOR THE**  
**FINANICAL YEAR, 2022-23**

Senior Superintendent of Police, Motor Transport, Punjab, Lahore **invites sealed bids** based on the Punjab Procurements Rules 2014, from well-reputed and financially sound firms having previous experience in specific field as well as registered with Income Tax, Sales Tax and Punjab Sales Tax Departments etc. (where applicable) for the repair of office building (Washroom) for the current **financial year 2022-23:-**

S#	Head of Account	Closing Date	Estimated Cost	Bid Security 2%
1.	Repair of office Building (Washrooms)	27.04.2023	1.500-Million	30,000

Bids are to be addressed to the Senior Superintendent of Police Motor Transport, Punjab, Lahore **and shall be received by 27.04.2023 at 11:00A.M and shall be opened at 11:30 A.M on the same day**, in Motor Transport Wing, Punjab, Lahore. (In case of public holiday the next working day shall be considered).

2. Sealed bids are invited on the basis of **"Single Stage – One Envelops bidding procedure"** as contained in rule 38 (I) of the Punjab Procurement Rules 2014 (amended) Work will be done as per P.W.D specifications. Rates are based on market rates and bi-annual issued by Government of the the Punjab at the time of advertisement. The bids prepared in accordance with the instruction given in the bidding documents must be accompanied by a id security 2% of estimated cost in the shape of Call deposit (CDR) from any scheduled Bank. The bid security shall be refunded after finalization of tendering process. However, the successful bidders shall deposit equal to 5% of the total value of contract as performance guarantee within the period specified in Advance Acceptance Notice. The Performance Guarantee shall be refunded on successful completion of the contractual obligations.

3. The bidding documents containing detail terms & conditions, Scope of work are immediately available and can be obtained after uploading of tender on PPRA's website from the office of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore by hand on submission of a written request on firm's letter head, on any working day during office hours, a day before the bids opening at the cost of Rs.500/-, non-refundable duly deposited in the State Bank of Pakistan or Treasury Challan Form 32-A under **"Head of Account CO-2636-Police-Fees, Fines & Forfeiture"**.

4. The bidders shall submit **bid security @ 2% of the estimated price in shape of CDR/Bank Draft/Bankers cheque** of any scheduled bank in favour of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore. The bid security will be refunded after finalization of the tenders. However, the **successful bidders shall deposit equal to 5% of the total value** of the contract as performance guarantee **in shape of CDR/Bank Draft/Bankers cheque/Bank Guarantee** which shall be refunded on successful completion of the contractual obligations. The completion of work/repairing time of washrooms would be 07-days.

5. The authority reserves the right to reject all bids or proposals in line with rule 35 of PPRA rules, 2014.

  
**(HASSAN MUSHTAQ SUKHERA) PSP**  
Sr. Superintendent of Police,  
Motor Transport, Punjab, Lahore.  
Ph:042-99230593 Fax-042-99230849  
Email: ssp.mt.punjab@gmail.com

**BIDDING DOCUMENTS  
FOR REPAIR OF OFFICE BUILDING (WASHROOMS)**

**For the Year 2022-2023**



**PUNJAB POLICE**

**POLICE DEPARTMENT  
MOTOR TRANSPORT, WING, PUNJAB, LAHORE.**

## BIDDING DOCUMENT

### Minor Repair / renovation of Office Building (Washrooms)

Tender is invited on prescribed format under sealed covers from NTN, GST & PST registered bidders/firms for minor repair/renovation of office Building (Washrooms) during the financial year 2022-2023. Tender documents containing tender form, detail of work, terms & conditions can be obtained from Procurement office of the Senior Superintendent of Police Motor Transport Punjab Lahore as well as on PPRA website. The bidder is required to furnish a bid security equal to 2% of estimated cost of the bid in shape of CDR in favour of Senior Superintendent of Police Motor Transport Punjab Lahore. Schedule of bidding process is given hereunder: -

Last date for submission of Bids	27.04.2023 up to 11:00 am
Tenders Opening date & time	27.04.2023 up to 11:30 am
Venue of office for receiving /opening Tender	Office of Senior Superintendent of Police Motor Transport, Punjab, Lahore.

  
**(HASSAN MUSHTAQ SUKHERA) PSP**  
Sr. Superintendent of Police,  
Motor Transport, Punjab, Lahore.  
Ph:042-99230593 Fax-042-99230849  
Email: ssp.mt.punjab@gmail.com

## TENDER NOTICE

Office of Senior Superintendent of Police, Motor Transport Wing, Punjab, 236-Ferozpur Road, Lahore invites sealed bids for the REPAIR OF OFFICE BUILDING (Wash Rooms), immediately for the financial year 2022-23. Bids should reach to the undersigned by 27.04.2023, till 11:00 A.M. and will be opened on the same day i.e. 27.04.2023 at 11:30 A.M. in the presence of bidders / Committee. Tender Notice is available on the PPRA's website as well as Punjab Police Website at (<http://ppra.punjab.gov.pk> & <http://www.punjabpolice.gov.pk>).

### TERMS & CONDITIONS.

1. Tenders will be received in accordance with the Punjab Procurement Rules, 2014 (amended).
2. Only National Tax Number Holder, Sales Tax, Punjab Sales tax Departments registered firms/companies having experience in relevant field, can participate in the tenders.
3. Rs.500/- fee (non-refundable) deposited in the State Bank of Pakistan on Treasury Challan Form 32-A, under "**Head of Account CO-2636-Police-Fees, Fines & Forfeiture**".
4. The bidders shall submit a bank draft/pay order of bid security i.e. 2% of the estimated price.
5. The successful lowest bidder shall submit a bank draft/pay order i.e. 5% of the total value of contract amount as performance guarantee.
6. The rates quoted shall be valid upto 30.06.2023.



(HASSAN MUSHTAQ SUKHERA) PSP  
Sr. Superintendent of Police,  
Motor Transport, Punjab, Lahore.  
Ph:042-99230593 Fax-042-99230849  
Email: ssp.mt.punjab@gmail.com

## CHECK LIST

The provision of this check list is essential pre-requisite alongwith submission of tenders.

Sr.#	DETAIL	YES/NO	PAGE#
1	Original receipt for purchase of tender.		
2	2% Bid Security of Estimated Price.		
3	Minimum one-year business history from the date of authorization.		
4	Acceptance of terms and conditions, tender documents duly signed and stamped.		
5	Firm/Company profile.		
6	An affidavit on stamp paper of Rs.100/- submitting following clause: that neither the firm/individual has been blacklisted on any grounds whatsoever or is involved in litigation. This certificate shall remain operative till the completion of the repair work.		
7	Audited Financial Statement, National tax number Holder Certificate, General Sale Tax Number Certificate, Professional Certificate, (Last 03 Year) General Sales Tax Return (Last 01 Year)		
8	A certificate should be given by the bidders that they will be responsible to carry out the works as per estimated by the Building Department.		

Table of Contents  
CHECK LIST

**1. Specific Instructions to Bidders**

- 1.1 Bid Security
- 1.2 Validity
- 1.3 Bidding Procedure
- 1.4 Right of Rejection

**2. General Term & Conditions:**

- 2.1 Performance Guarantee
- 2.2 Firm/Individual Details
- 2.3 Work/repair Detail
- 2.4 Work completion Period
- 2.5 Documentation Standards
- 2.6 Affidavit
- 2.7 Tax Certificates
- 2.8 Violation of Standard Specifications
- 2.9 Payment to Contractor
- 2.10 Contract Amendments
- 2.11 Delays in the Supplier's Performance
- 2.12 Bid Approval Procedure
- 2.13 Blacklisting of Contractor / Suppliers
- 2.14 Declaration of Disqualification
- 2.15 Redressal of grievances by the Procuring Agency

1. **Specific Instructions to Bidders.**

The bidders are instructed to examine the tender notice/ bidding documents, terms & conditions, specifications/Items carefully with their rates. Any offer not received as per requirements is liable to be ignored. No offer shall be considered if:-

**1.1 Bid Security.**

- i. Received without required **2 % bid security** of the estimated price of the total value of their tender items in shape of Pay Order/Bank Draft in favour of the Senior Superintendent of Police Motor Transport, Wing, Punjab, Lahore.
- ii. Received after the time and date fixed for its receipt.
- iii. The bidding documents are unsigned.
- iv. The offer is ambiguous, conditional or incomplete in any respect shall be ignored.
- v. The offer is from a firm/individual blacklisted, suspended or removed by any Government Department.
- vi. Punjab Procurement Rules 2014 shall be the governing rules for the Bidding process.

**1.2. Validity**

The offer must remain valid for upto **30.06.2023**.

**1.3. Bidding Procedure**

All bidders must submit their bids under "Single Stage-one Envelope Procedure" as per Rule 38 (1) of Punjab Procurement Rules 2014, as under:-

- i. The lowest evaluated bidder shall be issued work order and awarded the contract.
- ii. The bidder/firm/individual will submit bid price with the condition that if any tax is levied or enhanced during the delivery period same will be borne by the supplier.
- iii. The delivery period of the contract can be extended in special circumstances.
- iv. Provision of checklist is essential prerequisite along with submission of tenders.

**1.4 Right of Rejection**

The Senior Superintendent of Police, Motor Transport, Punjab, Lahore may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Rule 35 of PPRA Rules 2014.

**General Terms & Conditions:**

**2.1 Performance Guarantee**

The successful lowest bidder shall deposit equal to **05% of the total value of contract amount** as performance guarantee in the form of Pay Order/ Bank Drafts or other form of bank guarantee in favour of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore, for a period as specified in advance acceptance letter before entering in the contract. Performance guarantee shall be released after successful completion of the contract obligations.

**2.2 Firm/Individual Details**

Bidders shall submit complete details of their firm/individual, offices, workplaces and staff along with postal address, Phones / Fax numbers, E-mail and Website information.

**2.3 Work/repair Detail**

The bidders are required to specify work detail and furnish detailed descriptive literature/catalogue (where applicable)

**2.4 Work Completion Period**

Work completion Period will be 07-days. The authority may, at its discretion, extend completion work period.

**2.5 Documentation Standards**

Any erasing/ cutting/ crossing etc. appearing in the offer must be properly signed by the person signing the bid. Moreover, all pages to the bidding documents must also be properly signed. Offer with any overwriting shall in no circumstances be accepted.

**2.6 Affidavit**

An affidavit should be provided by the bidders that their firm/individual has never been blacklisted by any Government Department.

**2.7 Tax Certificates**

The bidders should specifically indicate their NTN/GST No. and Circle of the Income Tax Department. Latest Tax return submitted must be included as a proof that the firm is presently a Tax paying business.

**2.8 Violation of Standard Specifications**

Work/repair found not according to the estimated by the Building Department will be rejected at the cost of the contractor and may also result in forfeiture of performance guarantee and blacklisting the firm/individual.

**2.9 Payment to Contractor**

Upon satisfactorily completion of work and its inspection, the inspection note and the bill for payment will be forwarded to the office of the Accountant General, Punjab, for payment to the contractor.

**2.10 Contract Amendments**

i. No variation in or modification of the terms of the Contract shall be made.

**2.11 Delays in the Supplier's Performance**

i. Completion of work/repair of the washrooms shall be made by the firm in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.

ii. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely completion of work, the firm shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the firm's time period for performance, with or without liquidated damages, in which case the extension shall be ratified by the Parties by amendment of Contract.

**2.12 Bid Approval Procedure**

In case of approval / acceptance of bid, advance acceptance letter will be issued to the qualified bidder. The bidder will be required to submit 05 % performance guarantee within (03) days of the issuance of advance acceptance letter failing which the bidder will be issued final notice giving an extension of 3 days for submission of 05 % performance guarantee. The mode of payment will be incorporated in the contract after the mutual understanding. If the bidder does not respond to the final notice to deposit required performance guarantee, the procuring agency will be deemed to consider that the bidder is incapable to work and the said process will be treated as null and void. The deposited bid security (2 %) will be confiscated in lieu of expenses incurred on procurement process and the said bidder will not be allowed to participate in future procurements of the Punjab Police Department.

**2.13 Blacklisting of Contractors/ Suppliers**

Contractors/ Suppliers may be blacklisted following the procedure under rule 21 of PPRA Rules, 2014.

A procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) acted in a manner detrimental to the public interest or good practices;
- (b) consistently failed to perform his obligation under the contract;
- (c) not performed the contract up to the mark; or
- (d) indulged in any corrupt practice.

**2.14 Declaration of Disqualification**

As per rule 19 & 21 of PPR-2014, procuring agency shall disqualify a contractor on the ground that he had provided false, fabricated or materially incorrect information.

**2.15 Redressal of grievances by the Procuring Agency**

i. The Procuring Agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

ii. Any bidder feeling aggrieved by any submission of his bid may lodge a written complaint concerning his grievances within 10 days after the announcement of the bid evaluation report.



- i. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- ii. Mere fact lodging of a complaint shall not warrant suspension of the procurement process.

**FORM OF THE BID/PRICE SCHEDULE.**

Supplier's Name \_\_\_\_\_

Address \_\_\_\_\_

Sales tax No. \_\_\_\_\_

National Tax No. \_\_\_\_\_

Sr.	Name of work	Standard Specification etc.	Rate Complete Works (Including all Taxes)

Total Price in Words (inclusive of all applicable taxes):

Note:

- a) Overwriting, cutting, use of fluid etc., are not allowed which may lead to cancellation of bid offered.
- b) Bid for all items shall be quoted.

**Stamp & Signature of Bidder**

## PERFORMANCE GUARANTEE FORM

**To:** Senior Superintendent of Police, Motor Transport, Punjab, Lahore, 236,  
Ferozpur Road, Lahore.

**Whereas** (Name of Firm) (hereinafter called "the Firm") has undertaken, in pursuance of Contract No. (number) dated (date) to work (description of work) (hereinafter called "the Contract").

**And whereas** it has been stipulated by you in the said Contract that the Firm shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the Firm's performance obligations in accordance with the Contract.

**And whereas** we have agreed to give the Firm a Guarantee:

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Firm, up to a total of (Amount of Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Firm to be in default under the Contract and without cavil or argument, any sum or sums within the limits of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds reasons for your demand or the sum specified therein.

**This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_, 2023**

Signature and Seal of the Guarantors/Bank

Address

Date

**Note: It should be valid for a period equal to the warranty period.  
The contract will be signed/issued after submission of this performance Security.**