


## TENDER NOTICE

Office of Senior Superintendent of Police, Motor Transport Wing, Punjab, 236-Ferozpur Road, Lahore invites sealed bids for the purchase of Hot & Cold, Stationery, Printing, Computer Stationery, Others (Miscellaneous) Stores, Tent & Tarpal, Cost Of Other Store, Plant & Machinery, Furniture & Fixture, Bed & Boxes, AO9899-Others (Machinery Related Items), Hardware & Equipment, Lubricant And Repair of Machinery, Repair of Furniture etc: **(ON FRAME WORK CONTRACT BASIS)** immediately for the financial year 2023-2024. Bids should reach to the undersigned by 09.08.2023, till 11:00 A.M and will be opened on the same day i.e. 09.08.2023 at 11:30 A.M in the presence of bidders / Committee. Tender Notice is also available on the PPRA's website (<http://ppra.punjab.gov.pk>).

### TERMS & CONDITIONS.

- Tenders will be received in accordance with the Punjab Procurement Rules, 2014.
- Only National Tax Number Holder Sales Tax registered firms/companies having experience in relevant field, can participate in the tenders.
- Tender fee Rs.500/- (non-refundable) will be paid in the State Bank of Pakistan or National Bank of Pakistan on Treasury Challan Form 32-A under **"Head of Account CO-2636-Police-Fees, Fines & Forfeiture"**.
- The bidders shall submit a bank draft/pay order of bid security i.e. 2% of the total estimated price of each store.
- The successful lowest bidder shall submit a bank draft/pay order i.e. 5% of the total value of contract amount as performance guarantee.
- The rates quoted shall be valid upto 30.06.2024, on the basis of framework contract.

  
Sr. Superintendent of Police,  
Motor Transport, Punjab, Lahore.  
Ph:042-99230593 Fax-042-99230849  
Email: [ssp.mt.punjab@gmail.com](mailto:ssp.mt.punjab@gmail.com)

## **BIDDING DOCUMENTS**

FOR THE PURCHASE OF HOT & COLD, STATIONERY, PRINTING, COMPUTER STATIONERY, OTHERS (MISCELLANEOUS) STORES, TENT & TARPAL, COST OF OTHER STORE, PLANT & MACHINERY, FURNITURE & FIXTURE, BED & BOXES, AO9899-OTHERS (MACHINERY RELATED ITEMS), HARDWARE & EQUIPMENT, LUBRICANT AND REPAIR OF MACHINERY, REPAIR OF FURNITURE ETC:  
(ON FRAME WORK CONTRACT BASIS)

PROCUREMENT OF GOODS  
**For the Year 2023-2024**



**PUNJAB POLICE**

POLICE DEPARTMENT  
MOTOR TRANSPORT, WING, PUNJAB, LAHORE.

### CHECK LIST

The provision of this check list is essential prerequisite along with 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	Mandatory warranty of the product offered by the company.		
5	Acceptance of terms and conditions, tender documents duly signed and stamped.		
6	Firm/Company profile.		
7	An affidavit on stamp paper of Rs.100/- submitting following clauses: i). that maintenance of goods and replacement of defective parts under warranty shall be done, ii). that neither the firm/individual has been blacklisted on any grounds whatsoever or is involved in litigation. This certificate shall remain operative till the finalization of the procurement.		
8	Audited Financial Statement, National tax number Holder Certificate, General Sale Tax Number Certificate, Professional Certificate, (Last 03 Years) General Sales Tax Return (Last 01 Year)		
9	A certificate should be given by the bidders that they will be responsible for the free replacement of stores if the same is found to be substandard and or at variance with the specification given with the bidding documents.		
10	Authorized agent/dealership authorization certificate. (If specifically mentioned in the specification) .		

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## 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.**

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

### 1.2 **Validity**

The offer must remain valid for upto **30.06.2024**.

### 1.3 **Bidding Procedure**

All bidders must submit their bids under "Single Stage-Two Envelope Procedure" as per Rule 38 (2)(a) of Punjab Procurement Rules 2014, as under:-

- The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposal;
- The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL".
- In the first instance, the "TECHNICAL PROPOSAL" shall be opened and the envelope marked as "FINANCIAL PROPOSAL" shall be retained unopened in the custody of the procuring agency;
- The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- Technical evaluation of participating firms/individuals on the approved evaluation criteria as mentioned at para 1.4, will be carried out for only those firms/individuals whose sample/offer be found as per approved specifications.
- During the technical evaluation, no amendments in the technical proposal shall be permitted;
- After the evaluation and approval of the technical proposal, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- The financial bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- The lowest evaluated bidder shall be issued purchase order and award the contract.
- 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.
- The delivery period of the contract can be extended in special circumstances.
- 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.

### 1.5 **Evaluation Process**

The evaluation of bidders shall be done in following steps:

1. Samples would be collected from firms/individuals and its testing would be done, if required.
2. Technical proposals of verified samples would be opened.
3. Technical evaluation
4. Financial evaluation.

## **2. 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 to contract. Performance guarantee shall be released after successful completion of the contract obligations and NOC from the Indenter.

### **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 Delivery Place**

The stores shall be received in M.T Workshop Punjab, 236-Ferozepur Road, Lahore. No other destination shall be acceptable. Stores shall be inspected physically and thereafter operationally tested at the cost of the contractor.

### **2.4 Goods Detail**

The bidders are required to specify make, brand, country of origin and furnish detailed descriptive literature/catalogue (where applicable) along with respective items. **(List attached)**

### **2.5 Delivery Period**

Delivery Period will be 03-days. The purchase authority may, at its discretion, extend this delivery period.

### **2.6 Warranty & After Sale Service**

The offers of warranted products and after sales service would be given preference and the same should clearly be mentioned in the bids.

### **2.7 Sample Specifications/Submission.**

The store is required as per specifications and indenter's sealed sample (where applicable), which can be seen in the office of the SSP/MT Punjab, 236-Ferozepur Road, Lahore, in any working day during office hours.

### **2.8 Accounting Unit**

The bids should be submitted on the basis of accounting unit specified in the tender notice otherwise the offers shall be ignored.

### **2.9 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.

### **2.10 Affidavit**

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

### **2.11 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.

### **2.12 Violation of Standard Specifications**

Stores found not according to the standard specifications will be rejected at the cost of the contractor and may also result in forfeiture of performance guarantee and blacklisting the firm/individual. However, the store may be accepted if the offered store has higher/better specification than the standard specifications subject to the recommendations of the technical committee.

### **2.13 Payment to Contractor**

Upon receipt of stores and the inspection of stores, the inspection note and the bill for payment will be forwarded to the office of the Accountant General, Punjab, for payment to the contractor.

### **2.14 Prices**

Prices charged by the Supplier for goods delivered under the Contract shall not vary from the prices quoted by the Supplier in its bid and shall remain the same till expiry of the original bid validity period provided the Procuring Agency's request for bid validity extension.

### **2.15 Contract Amendments**

- i. No variation in or modification of the terms of the Contract shall be made.
- ii. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.

### **2.16 Delays in the Supplier's Performance**

- i. Delivery of the goods shall be made by the Supplier 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 delivery of the goods, the Supplier 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 Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the Parties by amendment of Contract.

### **2.17 Bid Approval Procedure**

In case of approval / acceptance of technical & financial evaluation/bid, advance acceptance letter will be issued to the qualified bidder. The bidder will be required to submit 05% performance guarantee within 3-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 supply the mandatory merchandise/service and the said procurement 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.

### **2.18 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.

**2.19 Declaration of Disqualification**

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

**2.20 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.

- The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- 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 Goods	Price per unit including all taxes whatsoever	Quantity	Total Price including all taxes

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

Note:

- Evaluation shall be done on Item Wise Basis
- Overwriting, cutting, use of fluid etc. are not allowed which may lead to cancellation of bid offered.
- Bid for all items shall be quoted.

**Stamp & Signature of Bidder**



**Annexure-"A"****Bidding Evaluation Criteria**

(to be signed and stamped and presented on bidder's letter head pad)

Bidding will be based on applicant fulfilling the following qualification criteria:

Sr. #	Checklist	Allocated Marks	Total Marks
i.	<b>Company Profile</b> Years of operations (Registration date of NTN/FBR) <ul style="list-style-type: none"> <li>Maximum marks shall be awarded, if the firm has 03 years of experience.</li> <li>For less than 03 years marks shall be awarded as: <math>\frac{\text{No. of Years (Experience)}}{03} \times 03</math></li> </ul>	15 (05 per year)	100
ii.	<b>Years of operations</b> (Registration date of GST) <ul style="list-style-type: none"> <li>Maximum marks shall be awarded, if the firm has 03 years of experience.</li> <li>For less than 03 years marks shall be awarded as: <math>\frac{\text{No. of Years (Experience)}}{03} \times 03</math></li> </ul>	15 (05 per year)	
iii.	Copy of Registration with Punjab Revenue Authority (PST where applicable)	10	
iv.	<b>Relevant Experience</b> Similar assignments/supplies over last 03-years 1 similar project = 05 marks 2 similar projects = 10 marks 3 similar projects = 15 marks <b>Purchase Orders / Supply orders / completion certificates must be attached, otherwise, no marks shall be awarded</b>	15	
v	Original Bid Security 2% of whole estimated cost as mentioned in Bidding Documents.	10	
vi	<b>Tax Return</b> a) Active Tax Payer for Financial Year 2022-23 b) Income Tax Return for last three Financial Years	20	
vii	<b>Affidavit on non-judicial Stamp Paper of Rs.100/-</b> i. The firm has not been black listed from any Department ii. The documents/photocopies provided with bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules/Laws. iii. Affidavit for correctness of information. iv. Bidder/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.	15	

**Note: Only the bids securing minimum 65% marks would be declared technically accepted**

**Annexure-"B"**

**PERFORMANCE GUARANTEE FORM**

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

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

**And whereas** it has been stipulated by you in the said Contract that the Supplier 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 supplier's performance obligations in accordance with the Contract.

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

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, 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 Supplier 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 \_\_\_\_\_, 2024**

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.**