

TENDER NOTICE


FOR

PROCUREMENT OF STATIONERY/COMPUTER STATIONARY ITEMS & TONERS.

Punjab Police invites sealed tenders for fiscal year 2019-2020, based on the Punjab Procurement Rules 2014, from well-reputed firms registered with Income Tax and General Sales Tax Departments, for purchase for Central Police Office, Punjab, Lahore (detail lists of items/articles is part of bidding document and being uploaded on PPRA and Punjab Police websites along with this advertisement (which may be downloaded or may be obtained from the undersigned office) for the stated procurement;

Stationery/Computer Stationary items	39 items (As per bidding Doc.)	Bid Security 3% of the estimated price
Toners	07 items (As per bidding Doc.)	

2. The bidders shall submit Earnest Money @3% of estimated price with their Technical proposal of tender items in the shape of Pay Order/Bank Drafts of any scheduled bank in favour of the AIG Logistics CPO Lahore. In case of non-acceptance of tenders, the earnest money will be refunded after finalization of the tender.
3. Tender documents containing terms & condition, method of procurement, are immediately available in the office of AIG/Logistics, CPO Punjab, Room No. 101, CPO Complex Bank Road, Old Anarkali, Lahore, may be collected on any working day during office hour up-to **20.01.2020** on the production of original treasury of fee @ Rs.500/- (non-refundable) on challan 32-A in the National Bank of Pakistan / State Bank of Pakistan under head "**CO2636-Police-Fees, fines & forfeitures**". The offers shall be accepted only with original/signed/stamped bidding documents. Photocopies would not be accepted.
4. Tender be addressed to the AIG Logistics CPO, Lahore, shall be received till **21.01.2020** to **11:30** A.M and shall be opened on **21.01.2020** at **12:00** A.M on the same day in the presence of bidders/authorized envoy in Central Police Office Punjab, Bank Road, Old Anarkali, Lahore. The delivery period shall be 15 days.
6. The authority reserves the right to reject all bids or proposals in line with Rule 35 Punjab Procurement Rules 2014.


AIG/Logistics,
for Provincial Police Officer/IGP,
Punjab, Lahore.

روزنامہ دنیا

01 JAN 2020

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AIG/LOGISTICS

IPL:12261

for Provincial Police Officer/IGP, Punjab, Lahore.

BIDDING DOCUMENTS
FOR
PROCUREMENT OF STATIONERY/COMPUTER STATIONARY ITEMS

Tender to be opened on _____

Name of Item(s) with Quantity List Attached

Total Estimate Price List Attached

Name of Firm/Individual _____



POLICE DEPARTMENT
GOVERNMENT OF PUNJAB



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1. Instructions to Bidders (ITB)

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

- i. Received without required 3% bid security of the estimated price with their technical proposal of the total value of their tender items in shape of Pay Order/ Call Deposit/Bank Draft in favour of the AIG/Logistics CPO, Police Department, Govt: of the Punjab.
- 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.

1.1. Validity

The offer must remain valid for upto **30.06.2020.**

1.2. Bidding Procedure

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

- i. The bid shall be a single package consisting of single envelope, containing both the financial and the technical proposal;
- ii. The "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" shall be legible and clear.
- iii. The "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" shall be evaluated by the procuring agency simultaneously;
- iv. The procuring agency shall evaluate the technical proposal by applying technical criteria and specification on the basis of visual judgment/physical inspection and shall reject any proposal which does not conform to the specified requirements or technical evaluation criteria; whereas financial proposal shall evaluate on item-wise price;
- v. During the evaluation, no amendments in the technical proposal of financial shall be permitted;



- vi. After the evaluation of the technical and financial proposals, the procuring agency shall announce and communicate to the bidders regarding qualified firms item-wise and on the request of any bidder(s) copy of any financial or technical proposal of any bidder may be given as per transparency rule of PPRA-2014;
- vii. The lowest evaluated bidder(s) item shall be issued supply order.
- viii. 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.

1.3 Right of Rejection

The Chief Purchase Officer reserves the right to reject all bids or proposals in line with Rule 35 of PPRA Rules 2014.

1.4 Evaluation Process

The evaluation of bidders shall be done in following steps:

1. Samples would be collected from firms/individuals for its technical evaluation and physical inspection.
2. Technical Evaluation criteria.
3. Financial evaluation.

1.5 Technical Evaluation Criteria

1.5.1 Technical bid Evaluation

All the bidders shall accept the bids by duly signing and stamping the technical evaluation criteria, on failing (non-acceptance/ unsigned and or unstamped this technical criteria) will resulting in disqualified the firm.

SR. #	Description	Acceptance by signing	Acceptance with company stamp
1	Original receipt for purchase of tender.		
2	3% Bid Security of Estimated Price.		
3	Acceptance of terms and condition, tender documents duly signed and stamped.		



4	Copy of Valid NTN and STN/GST of firm/ business.		
5	Acceptance and authenticating the replacement of defective items found in supply at any stage under warranty shall be replaced. And Acceptance/acknowledgement and authenticating that the firm/individual/ business neither has been blacklisted on any grounds whatsoever or is being proceeded against or is involved in litigation. This certificate shall remain operative till the finalization of the procurement.		
6	Acceptance and authenticating that the bidder(s) 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 specifications/approved sample given with the bidding documents.		

Note

- i. **Provision of documentary evidence (where necessary) and authentication and acceptance of the above-mentioned criteria is mandatory for technical evaluation.**

1.5.2 Technical Bid Physical check and Inspection Criteria at the time of bid opening

1. Inspection will be based on physical check/inspection and visual judgment, decision of technical committee will be final at the time of bid opening.
2. If committee deem necessary it may send one or and all articles as per annex-B for lab testing. The inspection criteria of lab test are as mentioned in point "3.2.1".



3. The bidders have to present/submit the samples as per the time and date of opening of bids as per advertisement (as per 2.9).
4. Procuring Agency will physically inspect/ evaluate/ check the submitted/ presented samples at CPO Complex otherwise the offers shall be ignored. No extension in time will be granted (as per 2.9).

1.6 Financial Evaluation Criteria

The bidder/firm/ business will submit bid price item-wise and with the condition that if any tax is levied or enhanced during the delivery period same will be borne by the supplier.

Items –wise financial

Sr.#	Description	Present demand	Estimated rate	Total estimate
1.	Laser Paper A/4 size (80 Gm) imported brand (500 Sheets)	5000	758	3790000
2.	Uniball Signo or equivalent	2400	53	127200
3.	Uniball Eye Fine or equivalent	600	101	60600
4.	Elite Uniball Vision or equivalent	800	120	96000
5.	Schneider One Business Pen or equivalent	400	225	90000
6.	Shorthand Book (100 Leaves)	300	54	16200
7.	Peon Book	300	69	20700
8.	High Lighter Dollar or equivalent	800	28	22400
9.	Ball Point Dollar Clipper or equivalent	8000	7	56000
10.	Lead Pencil	3600	7.80	28080
11.	Sharpeners Dux or equivalent	800	7	5600
12.	Envelop (Khaki) 11"x5" Small size (Fine quality)	30,000	1.50	45000
13.	Envelop (Khaki) A/4 size (Fine quality)	6,000	3.50	21000
14.	Envelop White 3"x7" Small size	3000	2.50	7500
15.	Envelop (White) A/4 size	2000	7	14000
16.	Paper Rubber Dux or equivalent	1000	7.50	7500



Sr.#	Description	Present demand	Estimated rate	Total estimate
17.	Cotton Laces 36" long (50-tags bundle)	600	63	37800
18.	File Cover A/4 size both side glazy 260gms	30,000	12.30	369000
19.	Register Narrow lined (300 Leaves) Legal size	600	320	192000
20.	Pen Fluid	400	35	14000
21.	Stapler Machine (Fine Quality)	200	221	44200
22.	File Board Raxion (A/4 Size) with Police Monogram & 1½"X4" magic	3000	96	288000
23.	Flapper Raxion 3"x26" with Police- Monogram & 1½"X4" magic	8000	35	280000
24.	Gum Stick 20gms Dollar or equivalent	800	67	53600
25.	Paper Punch (Single)	500	65	32500
26.	Paper cutter	300	42	12600
27.	Color Flags	1000	47	47000
28.	Ruler Steel	200	40	8000
29.	Stepler Machine Heavy Duty	10	2500	25000
30.	Calculator 14-digit	15	715	10725
31.	Plastic Binding Sheet 20mm (Packet 100 sheets)	30	358	10740
32.	Color Paper A/4 size (Packet 100 sheets)	30	228	6840
33.	Stamp Pad Ink	200	25	5000
34.	Dak Folder Raxion with Police Monogram	150	350	52500
35.	Certificate Folder Raxion	250	200	50000
36.	USB 08-GB	50	490	24500
37.	USB 16-GB	60	732	43920
38.	USB 32-GB	30	924	27720
39.	USB 64-GB	10	1050	10500

Note: If a firm qualifies in more than one item, department may issue one supply order against all items in which firm/bidder qualifies.



2. General Terms & Conditions:

2.1 Performance Guarantee

The successful bidders shall deposit equal to 10% of the total cost of store as performance guarantee in the form of Deposit at Call/ Bank Guarantee in favour of the AIG/Logistics Punjab, Lahore, within the period specified in Advance Acceptance of Tender and issuance of supply order. Performance guarantee shall be refunded on successful completion of the supply and obligations.

2.2 Firm/Individual Details

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

2.3 Delivery Place

The stores shall be received in designated store of CPO Complex. Goods Detail

2.4 Sample

The store/items required as per standard sample which can be seen in the office of the AIG Logistics, Punjab, CPO Complex, Lahore, in any working day during office hours.

2.5 Accounting Unit

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

2.6 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.

2.7 Affidavit

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



2.8 Tax Certificate

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.

2.9 Sample Submission

The bidders have to present/submit the samples as per the time and date of opening of bids as per advertisement.

Procuring Agency will physically inspect/ evaluate/ check the submitted/ presented samples at CPO Complex otherwise the offers shall be ignored. No extension in time will be granted.

2.9.1 Violation of Standard Sample

Stores found not according to the standard sample will be rejected at the cost of the contractor/ Supplier and may also result in forfeiture of security and blacklisting the firm/individual. **Payment to contractor/supplier** Upon receipt of stores and the inspection of stores, the inspection note and the bill for payment will be forwarded to the office of Accountant General Punjab, for payment to the contractor.

2.10 Prices

Prices charged by the Supplier for goods delivered under the supply order 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.

3. Declaration of Disqualification and Blacklisting

As per rule 19 of PPRA-2014, procuring agency (P.A) shall disqualify a supplier on the ground that he had provided false, fabricated or materially incorrect information or as per rule 21 of PPRA-2014 P.A may blacklist supplier in violation of stated rules.

3.1 Liquidated Damages in Case of Late Deliveries of Stores

The rate of the liquidated damages shall be 0.1 % of the contract price per day. The maximum amount of liquidated damages for the whole of the goods or part thereof shall be 10% of supply order price.

3.2 Inspection Criteria at the time of bid opening

- a. Inspection will be based on physical check/inspection and visual judgment, decision of technical committee will be final at the time of bid opening.



- b. If committee deem necessary it may send one or and all articles as per annex-B for lab testing. The inspection criteria of lab test are as mentioned in point "3.2.1".

3.2.1 Inspection Criteria

The contractor/ Supplier shall afford at his own expenses that Inspection Authority shall have full and free access at any time during the contract to the contractor's works and may notwithstanding any contractual terms to the contrary require the contractor/ Supplier to make arrangements for the stores or any part thereof, to be inspected at his premises or at any other place and the contractor/ Supplier shall reserve similar rights as regards any sub-contract he may make. The contractor/ Supplier shall pay all cost connected with such tests and provide without extra charges all materials, tools, labour and assistance of every kind which the Inspector may consider necessary for any tests and examination other than special or independent tests, which he shall enquire to be made on the contractor's premises, and shall pay all cost attendant thereon failing these facilities (in regard to which the Inspection Authority will be the sole Judge) at his own premises for making the tests. The contractors shall bear the cost out such test elsewhere. The contractors shall also provide and deliver free of charge at such place as the Inspection Authority may direct such material, as he may direct such material, as he may require for testing by chemical or other analysis or independent testing machine or means commonly in use according to the nature of the stores. In the event of such tests being unsatisfactory and resulting in or leading to the rejection of the stores concerned, the cost of the test will be borne by the contractor/ Supplier such costs will be assessed at the rates charged by the Laboratory concerned for work done for private firms and individuals.

3.3 Force Majeure

The Supplier shall not be liable for forfeiture of its Performance Guaranty/ bid Security, or termination/ blacklisting for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine



restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee of Ministry of Health, constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

3.4 Method of Test

The Inspection Authority where require (on the cost of bidder) shall have the right to put single and or all sorts of materials forming part of some or any part thereof to such test as he may think proper for the purpose of ascertaining whether the same are in accordance with the particulars and to cut out or off, and/ or destroy a portion from each delivery for such purpose without prejudice to this right:

-

3.5 Store expended in test:

If the test proves satisfactory/ unsatisfactory and the consignment is accepted/rejected, the expenses of stores of material expended in test will be paid by the bidder.

4. 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 issuance of supply order.
- ii. 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.
- iii. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
- iv. Mere fact lodging of a complaint shall not warrant suspension of the procurement process.



4.1 Inspection and Rejection

The Inspection Committee constituted for inspection of store may reject the whole consignment tendered for inspection if, after inspection of such portion thereof as he may decide at his discretion, he is satisfied that the consignment is unsatisfactory.

Rejection: If any stores are rejected as aforesaid then without prejudice to the foregoing provisions, the procuring agency shall be at liberty to:-

- i. Allow the contractor/ Supplier to resubmit stores in replacement of those rejected within a time specified by the Procuring agency, the contractor/ Supplier bearing the cost of freight on such replacement without being entitled to any extra payment, or
- ii. Terminate the contract and recover from the contractors the loss, the Procuring agency thereby incurs.
- iii. The decision of the Inspection Authority as regards rejection as aforesaid shall be final and binding on the parties. The contractor/ Supplier shall not be entitled to any gain on repurchase.

4.2 Schedule of Delivery

The completion of store is required by the consignee as per period specified in the contract.

4.3 Arbitration

After coming into force of the procurement contract/ supply order, dispute between the parties to the contract/ supply order shall be settled through arbitration as per PPRA Rule 68.

Complainant will submit appeal within 10 days, which will be decided within 15 days after receipt of the same by the arbitrator.



5. STANDARD FORMS



5.1

TENDER NOTICE

FOR

PROCUREMENT OF STATIONERY/COMPUTER STATIONARY ITEMS & TONERS.

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Toners	07 items (As per bidding Doc.)	

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6. The authority reserves the right to reject all bids or proposals in line with Rule 35 Punjab Procurement Rules 2014.

AIG/Logistics,
for Provincial Police Officer/IGP,
Punjab, Lahore.



5.2 Sample Collection Form

To be filled by Technical Committee of Procuring Agency				
Name of Item	Make/Model	Quantity	Detail/observation	Date of Submission
Punjab Police Department(Representative)				
To be filled by supplier/contractor				
Name of Item	Make/Model	Batch No.	Clarification of the Observation	Dated
Signature of Bidder				



5.3

Supply Order Form

In confirmation to 10% performance guarantee -----, dated -----.

**POLICE DEPARTMENT,
GOVERNMENT OF THE PUNJAB.**

1. Supply Order No. & Date **No. _____/Sty, Dated**

2. Supplier's Name & Address _____

3. Supplier's Sales Tax No _____

4. Particulars of Stores _____

ITEM	DESCRIPTION OF STORES SPECIFICATIONS	RATE PER METER RS.	TOTAL METERS.	TOTAL VALUE Rs.
1.	<i>(As per sample)</i>	(Including all taxes whatsoever)		

5. Delivery Date

6. Place of Delivery

7. Inspection Authority

8. Payment 100 % Payment will be made through A.G. Punjab (Supply Section)

9. Warranty (if any) _____



10. SPECIAL INSTRUCTIONS.

- a) The general and special conditions shall be made part and parcel of the supply order.
- b) The Contractor/ Supplier should as per terms of the contract submit his Bill on the prescribed Bill form duly machine numbered. In case of any deviation from the above-prescribed procedure the Payment Office will not be responsible for any delay so caused.
- c) The Contractor/ Supplier is required to issue 'Acknowledgement' immediately on receipt of Cheque from the Payment Officer. In case he fails to acknowledge the within 07-days, his subsequent payment will be held in abeyance
- d) The contractor/ Supplier is required to send specimen signatures (in triplicate) of their authorized representative who is competent to sign the bills and receive payment on their behalf for onward transmission to Audit Officer duly attested by the Purchase Officer to enable the Audit Office to verify if payment has been received by an authorized representative of the contractor. The change of the contractor's representative authorized to sign bills and receive payments, etc. should be promptly reported by the contractor/ Supplier to the Audit Office as well as to the purchase officer failing which the entire responsibility for wrong payment will lie on the contractor/supplier.
- e) Suppliers should note that if the stores inspected and released by the Inspection authority are rejected by the consignee or actual user / consumer then the same shall be re-inspected. Re-inspection of such stores by the Inspection Authority shall be in the presence of supplier's representative. If it is concluded that rejection is justified in term and conditions of contract, stores shall stand rejected and shall be replaced by the contractor/ Supplier at his own risk and cost, failing which the stores shall be purchased at his risk and expense.
- f) **Liquidated Damage**
The delivery period is essence of the contract. Liquidated damages will be imposed as per clause 3.1 of the bidding document. If the contractor/



Supplier fail to adhere to the delivery schedule and intend to seek extension thereof, it will be the sole discretion of the procuring agency either to grant or refuse extension in delivery period, on the basis of justification/reasoning provided by the bidder.

11. SECURITY

A sum of Rs._____ in the form of three Call Deposit Receipt bearing No____., dated _____ has been obtained as security for successful completion of the contract. In case the contractor/ Supplier fails to execute the contract satisfactorily, the amount of security shall be forfeited including Black listing of the firm/individual. The procuring agency also reserves the right to purchase the material from elsewhere without any notice at the risk and cost of the defaulting supplier/contractor.

AIG/Logistics,
for Provincial Police Officer/IGP,
Punjab, Lahore



ANNEXUE-A Technical Bid

a) Evaluation Technical Bid

All the bidders shall accept the bids by duly signing and stamping the technical evaluation criteria, on failing (non-acceptance/ unsigned and or unstamped this technical criteria) will resulting in disqualified the firm.

SR. #	Description	Acceptance by signing	Acceptance with company stamp
1	Original receipt for purchase of tender.		
2	3% Bid Security of Estimated Price.		
3	Acceptance of terms and condition, tender documents duly signed and stamped.		
4	<u>a) Copy of Valid NTN and STN/GST of firm/ business.</u> <u>b) Copy of CNIC(s) of bidder(s)/ firm owner(s)</u> <u>NOTE: COPIES REQUIRED SEPARATELY</u>		
5	Acceptance and authenticating the replacement of defective items found in supply at any stage under warranty shall be replaced. And Acceptance/acknowledgement and authenticating that the firm/individual/ business neither has been blacklisted on any grounds whatsoever or is being proceeded against or is involved in litigation. This certificate shall remain operative till the finalization of the procurement.		



6	Acceptance and authenticating that the bidder(s) 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 specifications/approved sample given with the bidding documents.		
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Note

- c. Provision of documentary evidence (where necessary) and authentication and acceptance of the above-mentioned criteria is mandatory for technical evaluation.**

b) Technical Bid Physical check and Inspection Criteria at the time of bid opening

- d. Inspection will be based on physical check/inspection and visual judgment, decision of technical committee will be final at the time of bid opening.
- e. If committee deem necessary it may send one or and all articles as per annex-B for lab testing. The inspection criteria of lab test is as mentioned in point "3.2.1".
- f. The bidders have to present/submit the samples as per the time and date of opening of bids as per advertisement (as per 2.9 & 1.5).
- g. Procuring Agency will physically inspect/ evaluate/ check the submitted/ presented samples at CPO Complex otherwise the offers shall be ignored.



ANNEXUE-B Financial Bid

The bidder/firm/ business will submit bid price item-wise and with the condition that if any tax is levied or enhanced during the delivery period same will be borne by the supplier.

Items –wise financial

S.#	Name of Items	Brand Name	Unit Price	Income Tax	Sales Tax	Other duties/ surcharge	Total Price incl. all taxes
1.	Laser Paper A/4 size (80 Gm) imported brand (500 Sheets)						
2.	Uniball Signo or equivalent						
3.	Uniball Eye Fine or equivalent						
4.	Elite Uniball Vision or equivalent						
5.	Schneider One Business Pen or equivalent						
6.	Shorthand Book (100 Leaves)						
7.	Peon Book						
8.	High Lighter Dollar or equivalent						
9.	Ball Point Dollar Clipper or equivalent						
10.	Lead Pencil						
11.	Sharpeners Dux or equivalent						
12.	Envelop (Khaki) 11"x5" Small size (Fine quality)						
13.	Envelop (Khaki) A/4 size (Fine quality)						
14.	Envelop White 3"x7" Small size						
15.	Envelop (White) A/4 size						
16.	Paper Rubber Dux or equivalent						
17.	Cotton Laces 36" long (50-tags bundle)						
18.	File Cover A/4 size both side glazy 260gms (Fine quality).						
19.	Register Narrow lined (300 Leaves) Legal size						
20.	Pen Fluid						
21.	Stapler Machine (Fine Quality)						
22.	File Board Raxion (A/4 Size) with Police Monogram & 1½"X4" magic						
23.	Flapper Raxion 3"x26" with Police-Monogram & 1½"X4" magic						



S.#	Name of Items	Brand Name	Unit Price	Income Tax	Sales Tax	Other duties/surcharge	Total Price incl. all taxes
24.	Gum Stick 20gms Dollar or equivalent						
25.	Paper Punch (Single)						
26.	Paper cutter						
27.	Color Flags						
28.	Ruler Steel						
29.	Stepler Machine Heavy Duty						
30.	Calculator 14-digit						
31.	Plastic Binding Sheet 20mm (Packet 100 sheets)						
32.	Color Paper A/4 size (Packet 100 sheets)						
33.	Stamp Pad Ink						
34.	Dak Folder Raxion with Police Monogram						
35.	Certificate Folder Raxion						
36.	USB 08-GB						
37.	USB 16-GB						
38.	USB 32-GB						
39.	USB 64-GB						

Note: If a firm qualifies in more than one item, department may issue one supply order against all items in which firm/bidder qualifies.

BIDDING DOCUMENTS
FOR
PROCUREMENT OF TONERS

Tender to be opened on _____

Name of Item(s) with Quantity List Attached

Total Estimate Price List Attached

Name of Firm/Individual _____



POLICE DEPARTMENT
GOVERNMENT OF PUNJAB



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1. Instructions to Bidders (ITB)

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

- i. Received without required 3% bid security of the estimated price with their technical proposal of the total value of their tender items in shape of Pay Order/ Call Deposit/Bank Draft in favour of the AIG/Logistics CPO, Police Department, Govt: of the Punjab.
- 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.

1.1. Validity

The offer must remain valid for upto **30.06.2020**.

1.2. Bidding Procedure

Single Stage-Two envelop procedure shall be opted for open competitive bidding.

- i. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
- ii. the envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
- iii. initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;
- iv. the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;
- v. the procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- vi. during the technical evaluation no amendments in the technical proposal shall be permitted;
- vii. the financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;



- viii. after the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned unopened to the respective bidders; and
- ix. The bid found to be the lowest evaluated bid shall be accepted.
- x. 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.

1.3 Right of Rejection

The Chief Purchase Officer reserves the right to reject all bids or proposals in line with Rule 35 of PPRA Rules 2014.

1.4 Evaluation Process

The evaluation of bidders shall be done in following steps:

1. Samples would be collected from firms/individuals for its technical evaluation and physical inspection.
2. Technical Evaluation criteria.
3. Financial evaluation.

1.5 Technical Evaluation Criteria

1.5.1 Technical bid Evaluation

All the bidders shall accept the bids by duly signing and stamping the technical evaluation criteria, on failing (non-acceptance/ unsigned and or unstamped this technical criteria) will resulting in disqualified the firm.

<i>SR. #</i>	Description	<i>Acceptance by signing</i>	<i>Acceptance with company stamp</i>
1	Original receipt for purchase of tender.		
2	3% Bid Security of Estimated Price.		
3	Acceptance of terms and condition, tender documents duly signed and stamped.		



4	Copy of Valid NTN and STN/GST of firm/ business.		
5	<p>Mandatory warranty for the period of one year.</p> <p>Acceptance and authenticating the replacement of defective items found in supply at any stage under warranty shall be replaced.</p> <p>And Acceptance/acknowledgement and authenticating that the firm/individual/ business neither has been blacklisted on any grounds whatsoever or is being proceeded against or is involved in litigation. This certificate shall remain operative till the finalization of the procurement.</p>		
6	Acceptance and authenticating that the bidder(s) 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 specifications/approved sample given with the bidding documents.		

Note

- i. Provision of documentary evidence (where necessary) and authentication and acceptance of the above-mentioned criteria is mandatory for technical evaluation.**

1.5.2 Technical Bid Physical check and Inspection Criteria at the time of bid opening

1. Inspection will be based on physical check/inspection and visual judgment, decision of technical committee will be final at the time of bid opening.
2. If committee deem necessary it may send one or and all articles as per annex-B for lab testing. The inspection criteria of lab test are as mentioned in point "3.2.1".



3. The bidders have to present/submit the samples as per the time and date of opening of bids as per advertisement (as per 2.9).
4. Procuring Agency will physically inspect/ evaluate/ check the submitted/ presented samples at CPO Complex otherwise the offers shall be ignored. No extension in time will be granted (as per 2.9).

1.6 Financial Evaluation Criteria

The bidder/firm/ business will submit bid price item-wise and with the condition that if any tax is levied or enhanced during the delivery period same will be borne by the supplier.

Items –wise financial

"Toners"				
Sr.#	Description	Present demand	Estimated Rate	Total Estimate
1.	Toner HP Laser Jet PRO 400 (80A) or equivalent.	150	2000	300000
2.	Toner HP Laser Jet PRO M402n or equivalent.	160	2800	448000
3.	Toner HP Laser Jet-2035, 2055-P (05A) or equivalent.	60	1800	108000
4.	Toner HP Laser Jet 85-A or equivalent.	30	1700	51000
5.	Toner HP Laser Jet Pro MFP M 127fn (83-A) or equivalent.	70	1700	119000
6.	Toner Canon L-170 (FX-328) or equivalent	90	2200	198000
7.	Toner Toshiba e Studio 3508A/4508A Genuine	40	28500	1140000

Supplier will submit separate financial item-wise/ lot wise.



Note: If a firm qualifies in more than one item, department may award one contract against all items in which firm/bidder qualifies.

2. General Terms & Conditions:

2.1 Performance Guarantee

The successful bidders shall deposit equal to 10% of the total cost of store as performance guarantee in the form of Deposit at Call/ Bank Guarantee in favour of the AIG/Logistics Punjab, Lahore, within the period specified in Advance Acceptance of Tender and issuance of supply order. Performance guarantee shall be refunded on successful completion of the supply and obligations.

2.2 Firm/Individual Details

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

2.3 Delivery Place

The stores shall be received in designated store of CPO Complex. Goods Detail

2.4 Sample

The store/ item-wise required as per standard sample which can be seen in the office of the AIG Logistics, Punjab, CPO Complex, Lahore, in any working day during office hours.

2.5 Accounting Unit

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



2.6 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.

2.7 Affidavit

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

2.8 Tax Certificate

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.

2.9 Sample Submission

The bidders have to present/submit the samples as per the time and date of opening of bids as per advertisement.

Procuring Agency will physically inspect/ evaluate/ check the submitted/ presented samples at CPO Complex otherwise the offers shall be ignored. No extension in time will be granted.

2.9.1 Violation of Standard Sample

Stores found not according to the standard sample will be rejected at the cost of the contractor/ Supplier and may also result in forfeiture of security and blacklisting the firm/individual.

2.10 Prices

Prices charged by the Supplier for goods delivered under the supply order 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.

.2.11 Payment to Contractor/supplier

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

3. Declaration of Disqualification and Blacklisting`

As per rule 19 of PPRA-2014, procuring agency (P.A) shall disqualify a supplier on the ground that he had provided false, fabricated or materially incorrect



information or as per rule 21 of PPRA-2014 P.A may blacklist supplier in violation of stated rules.

3.1 Liquidated Damages in Case of Late Deliveries of Stores

The rate of the liquidated damages shall be 0.1 % of the supply order price per day. The maximum amount of liquidated damages for the whole of the goods or part thereof shall be 10% of supply order price.

3.2 Inspection Criteria at the time of bid opening

- a) Inspection will be based on physical check/inspection and visual judgment, decision of technical committee will be final at the time of bid opening.
- b) If committee deem necessary it may send one or and all articles as per annex-B for lab testing. The inspection criteria of lab test are as mentioned in point "3.2.1".

3.2.1 Inspection Criteria

The contractor/ supplier shall afford at his own expenses that Inspection Authority shall have full and free access at any time during the contract to the supplier's works and may notwithstanding any contractual terms to the contrary require the contractor/ supplier to make arrangements for the stores or any part thereof, to be inspected at his premises or at any other place The contractor/ supplier shall pay all cost connected with such tests and provide without extra charges all materials, tools, labour and assistance of every kind which the Inspector may consider necessary for any tests and examination other than special or independent tests, which he shall enquire to be made on the supplier's premises, and shall pay all cost attendant thereon failing these facilities (in regard to which the Inspection Authority will be the sole Judge) at his own premises for making the tests. The supplier shall bear the cost out such test elsewhere. The supplier shall also provide and deliver free of charge at such place as the Inspection Authority may direct such material, as he may direct such material, as he may require for testing by chemical or other analysis or independent testing machine or means commonly in use according to the nature of the stores. In the event of such tests being unsatisfactory and resulting in or leading to the rejection of the stores concerned, the cost of the test will be borne by the contractor/ supplier such costs will be assessed at the rates charged by the Laboratory concerned for work done for private firms and individuals.



3.3 Force Majeure

The Supplier shall not be liable for forfeiture of its Performance Guaranty/ bid Security, or termination/ blacklisting for default if and to the extent that its delay in performance or other failure to perform its obligations under the supply order is the result of an event of Force Majeure. For the purposes of this clause Force Majeure means an act of God or an event beyond the control of the Supplier and not involving the supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The Committee of Ministry of Health, constituted for Redressal of grievances, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the supply order and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the supply order as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

3.4 Method of Test

The Inspection Authority where require (on the cost of bidder) shall have the right to put single and or all sorts of materials forming part of some or any part thereof to such test as he may think proper for the purpose of ascertaining whether the same are in accordance with the particulars and to cut out or off, and/ or destroy a portion from each delivery for such purpose without prejudice to this right:

3.5 Store expended in test:

If the test proves satisfactory/ unsatisfactory and the consignment is accepted/rejected, the expenses of stores of material expended in test will be paid by the bidder.

4. 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 issuance of supply order.
- ii. 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.
 - iii. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.
 - iv. Mere fact lodging of a complaint shall not warrant suspension of the procurement process.

4.1 Inspection and Rejection

The Inspection Committee constituted for inspection of store may reject the whole consignment tendered for inspection if, after inspection of such portion thereof as he may decide at his discretion, he is satisfied that the consignment is unsatisfactory.

Rejection: If any stores are rejected as aforesaid then without prejudice to the foregoing provisions, the procuring agency shall be at liberty to:-

- i. Allow the contractor/ Supplier to resubmit stores in replacement of those rejected within a time specified by the Procuring agency, the contractor/ Supplier bearing the cost of freight on such replacement without being entitled to any extra payment, or
- ii. Terminate the supply order and recover from the supplier the loss, the Procuring agency thereby incurs.
- iii. The decision of the Inspection Authority as regards rejection as aforesaid shall be final and binding on the parties. The contractor/ Supplier shall not be entitled to any gain on repurchase.

4.2 Schedule of Delivery

The completion of store is required by the consignee as per period specified in the supply order.

4.3 Arbitration

After coming into force of the procurement contract/ supply order, dispute between the parties to the contract/ supply order shall be settled through arbitration as per PPRA Rule 68.

Complainant will submit appeal within 10 days, which will be decided within 15 days after receipt of the same by the arbitrator.



5. STANDARD FORMS



5.1

TENDER NOTICE

FOR

PROCUREMENT OF STATIONERY/COMPUTER STATIONARY ITEMS & TONERS.

Punjab Police invites sealed tenders for fiscal year 2019-2020, based on the Punjab Procurement Rules 2014, from well-reputed firms registered with Income Tax and General Sales Tax Departments, for purchase for Central Police Office, Punjab, Lahore (detail lists of items/ articles is part of bidding document and being uploaded on PPRA and Punjab Police websites along with this advertisement (which may be downloaded or may be obtained from the undersigned office) for the stated procurement;

Stationery/Computer Stationary items	39- Items (As per bidding Doc.)	Bid Security 3% of the estimated price
Toners	07- Items (As per bidding Doc.)	

2. The bidders shall submit Earnest Money @3% of estimated price with their Technical proposal of tender items in the shape of Pay Order/Bank Drafts of any scheduled bank in favour of the AIG Logistics CPO Lahore. In case of non-acceptance of tenders, the earnest money will be refunded after finalization of the tender.

3. Tender documents containing terms & condition, method of procurement, are immediately available in the office of AIG/Logistics, CPO Punjab, Room No. 101, CPO Complex Bank Road, Old Anarkali, Lahore, may be collected on any working day during office hour up-to **20.01.2020** on the production of original treasury of fee @ Rs.500/- (non-refundable) on challan 32-A in the National Bank of Pakistan / State Bank of Pakistan under head "**CO2636-Police-Fees, fines & forfeitures**". The offers shall be accepted only with original/signed/stamped bidding documents. Photocopies would not be accepted.

4. Tender be addressed to the AIG Logistics CPO, Lahore, shall be received till **21.01.2020** to **11:30** A.M and shall be opened on **21.01.2020** at **12:00** A.M on the same day in the presence of bidders/authorized envoy in Central Police Office Punjab, Bank Road, Old Anarkali, Lahore. The delivery period shall be 15 days.

5. The authority reserves the right to reject all bids or proposals in line with Rule 35 Punjab Procurement Rules 2014.

AIG/Logistics,
for Provincial Police Officer/IGP,
Punjab, Lahore.



Sample Collection Form

To be filled by Technical Committee of Procuring Agency				
Name of Item	Make/Model	Quantity	Detail/observation	Date of Submission
Punjab Police Department(Representative)				
To be filled by supplier/contractor				
Name of Item	Make/Model	Batch No.	Clarification of the Observation	Dated
Signature of Bidder				



5.3 Supply Order Form

In confirmation to 10% performance guarantee -----, dated -----.

**POLICE DEPARTMENT,
GOVERNMENT OF THE PUNJAB.**

1. Supply Order No. & Date **No. _____/STY, Dated**

2. Supplier's Name & Address _____

3. Supplier's Sales Tax No _____

4. Particulars of Stores _____

ITEM	DESCRIPTION OF STORES SPECIFICATIONS	RATE PER METER RS.	TOTAL METERS.	TOTAL VALUE Rs.
1.	<i>(As per sample)</i>	(Including all taxes whatsoever)		

5. Delivery Date

6. Place of Delivery

7. Inspection Authority

8. Payment 100 % Payment will be made through A.G. Punjab (Supply Section)

9. Warranty (if any) _____



10. SPECIAL INSTRUCTIONS.

- a) The general and special conditions shall be made part and parcel of the supply order.
- b) The Contractor/ Supplier should as per terms of the supply order submit his Bill on the prescribed Bill form duly machine numbered. In case of any deviation from the above-prescribed procedure the Payment Office will not be responsible for any delay so caused.
- c) The Contractor/ Supplier is required to issue 'Acknowledgement' immediately on receipt of Cheque from the Payment Officer. In case he fails to acknowledge the within 07-days, his subsequent payment will be held in abeyance.
- d) The contractor/ supplier is required to send specimen signatures (in triplicate) of their authorized representative who is competent to sign the bills and receive payment on their behalf for onward transmission to Audit Officer duly attested by the Purchase Officer to enable the Audit Office to verify if payment has been received by an authorized representative of the contractor/supplier. The change of the contractor's representative authorized to sign bills and receive payments, etc. should be promptly reported by the contractor/ supplier to the Audit Office as well as to the purchase officer failing which the entire responsibility for wrong payment will lie on the supplier/contractor.
- e) Suppliers should note that if the stores inspected and released by the Inspection authority are rejected by the consignee or actual user / consumer then the same shall be re-inspected. Re-inspection of such stores by the Inspection Authority shall be in the presence of supplier's representative. If it is concluded that rejection is justified in term and conditions of supply order, stores shall stand rejected and shall be replaced by the contractor/ supplier at his own risk and cost, failing which the stores shall be purchased at his risk and expense.
- f) **Liquidated Damage**

The delivery period is essence of the purchase/supply order. Liquidated damages will be imposed as per clause 3.1 of the bidding document. If the



contractor/ supplier fail to adhere to the delivery schedule and intends to seek extension thereof, it will be the sole discretion of the procuring agency either to grant or refuse extension in delivery period, on the basis of justification/reasoning provided by the bidder.

11. SECURITY

A sum of Rs._____ in the form of three Call Deposit Receipt bearing No____., dated _____ has been obtained as security for successful completion of the contract. In case the contractor/ supplier fails to execute the supply order satisfactorily, the amount of security shall be forfeited including Black listing of the firm/individual. The procuring agency also reserves the right to purchase the material from elsewhere without any notice at the risk and cost of the defaulting contractor/supplier.

AIG/Logistics,
for Provincial Police Officer/IGP,
Punjab, Lahore



ANNEXUE-A Technical Bid

a) Evaluation Technical Bid

All the bidders shall accept the bids by duly signing and stamping the technical evaluation criteria, on failing (non-acceptance/ unsigned and or unstamped this technical criteria) will resulting in disqualified the firm.

SR. #	Description	Acceptance by signing	Acceptance with company stamp
1	Original receipt for purchase of tender.		
2	3% Bid Security of Estimated Price.		
3	Acceptance of terms and condition, tender documents duly signed and stamped.		
4	a) <u>Copy of Valid NTN and STN/GST of firm/ business.</u> b) <u>Copy of CNIC(s) of bidder(s)/ firm owner(s)</u> <u>NOTE: COPIES REQUIRED SEPARATELY</u>		
5	Mandatory warranty for the period of one year. Acceptance and authenticating the replacement of defective items found in supply at any stage under warranty shall be replaced. And Acceptance/acknowledgement and authenticating that the firm/individual/ business neither has been blacklisted on any grounds whatsoever or is being proceeded against or is involved in litigation. This certificate shall remain operative till the finalization of the procurement.		



6	Acceptance and authenticating that the bidder(s) 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 specifications/approved sample given with the bidding documents.		
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Note

c) Provision of documentary evidence (where necessary) and authentication and acceptance of the above-mentioned criteria is mandatory for technical evaluation.

b) Technical Bid Physical check and Inspection Criteria at the time of bid opening

- d) Inspection will be based on physical check/inspection and visual judgment, decision of technical committee will be final at the time of bid opening.
- e) If committee deem necessary it may send one or and all articles as per annex-B for lab testing. The inspection criteria of lab test is as mentioned in point "3.2.1".
- f) The bidders have to present/submit the samples as per the time and date of opening of bids as per advertisement (as per 2.9& 1.5).
- g) Procuring Agency will physically inspect/ evaluate/ check the submitted/ presented samples at CPO Complex otherwise the offers shall be ignored.



ANNEXUE-B Financial Bid

The bidder/firm/ business will submit bid price item-wise and with the condition that if any tax is levied or enhanced during the delivery period same will be borne by the supplier.

Supplier will submit separate financial item-wise/ lot wise.

Items –wise financial

S.#/ Lots	Name of Items	Brand Name	Unit Price	Income Tax	Sales Tax	Other duties/ surcharge	Total Price incl. all
1.	Toner HP Laser Jet PRO 400 (80A) or equivalent.						
2.	Toner HP Laser Jet PRO M402n or equivalent.						
3.	Toner HP Laser Jet-2035, 2055-P (05A) or equivalent.						
4.	Toner HP Laser Jet 85-A or equivalent.						
5.	Toner HP Laser Jet Pro MFP M 127fn (83-A).						
6.	Toner Canon L-170 (FX-328) or equivalent						
7.	Toner Toshiba e Studio 3508A/4508A Genuine						

Note: If a firm qualifies in more than one item, department may issue one supply order against all items in which firm/bidder qualifies.