

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

**TENDER NOTICE (FRAME WORK CONTRACT) FOR THE FINANCIAL 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 frame work contract for the purchase of following Items on F.O.R. basis for the current **financial year 2022-23 (up-till 30.06.2023)**.

S#	Head of Account	Closing Date	Estimated Cost
1.	Hot & Cold Items.	24.08.2022	1.00-Million
2.	Stationery Items.	24.08.2022	1.50-Million
3.	Printing Items.	24.08.2022	0.80-Million
4.	Computer Stationery Items	24.08.2022	0.90-Million
5.	Miscellaneous Stores items	24.08.2022	2.50-Million
6.	Tent & Tarpals.	24.08.2022	0.50-Million
7.	Purchase of other store items.	24.08.2022	0.20-Million
8.	Purchase of Plant & Machinery.	24.08.2022	2.50-Million
9.	Purchase of Furniture & Fixture.	24.08.2022	2.00-Million
10.	Purchase of Bed & Boxes.	24.08.2022	1.00-Million
11.	Purchase of other Machinery related Items.	24.08.2022	0.50-Million
12.	Purchase of Hardware & Equipment.	24.08.2022	0.20-Million
13.	Repair of Machinery.	24.08.2022	1.00-Million
14.	Repair of Furniture.	24.08.2022	0.50-Million
15.	Minor repair / Renovation of Police Buildings.	24.08.2022	5.00-Million
	<b>Total:-</b>		<b>23.6-Million</b>

Bids are to be addressed to the Senior Superintendent of Police Motor Transport, Punjab, Lahore **and shall be received by 18-08-2022 at 11:00 A.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. The **bids** shall be received under **"Single Stage – Two Envelops bidding procedure"** as contained in rule 38 (2) (a) of the Punjab Procurement Rules 2014 (amended). The bid of each store shall comprise a single package containing two separate envelopes. Each envelop shall contain separately the "Financial Proposal" and the "Technical Proposal". **All the rates will consider inclusive of GST/PST and valid upto 30.06.2023.**

3. Initially, the Technical Proposals will be opened on **18-08-2022** at 11:30 a.m. in the presence of bidders or their representatives, while the Financial Proposal shall remain (in sealed form) in the custody of the Motor Transport Authority and would be opened in the presence of qualified bidders after receipt of the evaluation report by the Technical Committee of this unit. The Technically qualified bids having lowest cost would be accepted. The financial proposals of bids found un-acceptable shall be returned un-opened to the respective bidders under the rules.

4. The bidding documents containing detail of items of each store, terms & conditions, technical evaluation criteria etc. are immediately available and can be obtained after publication of tender in newspapers or uploading of the same 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.1000/-, (non-refundable) for each store duly deposited in the NBP / State Bank of Pakistan on Treasury Challan Form 32-A under **"Head of Account CO-2636-Police-Fees, Fines & Forfeitures"**.

5. The bidders shall submit **bid security @2% of the estimated cost** with their Technical Proposals **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 contract obligations. The delivery time of stores would be 07-days.

6. The tender notice & Bidding Documents are also available at PPRA's website (<http://ppra.punjab.gov.pk>).

7. 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.

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**BIDDING DOCUMENTS  
FOR  
PROCUREMENT OF GOODS**



**PUNJAB POLICE**

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

## **TENDER NOTICE**

Office of Senior Superintendent of Police, Motor Transport Wing, Punjab, 236-Ferozepur Road, Lahore invites sealed bids for the purchase of Hot & Cold, Stationery, Printing, Computer Stationery, Miscellaneous Stores, Tent & Tarpal, Cost of Other Store, Plant & Machinery, Furniture, Bed & Boxes, Other machinery related items, Hardware & Equipment and Repair of Machinery, Repair of Furniture, Minor repair of Building etc. immediately for the financial year 2022-23. Bids should reach to the undersigned by 18.08.2022, till 11:00 A.M. and will be opened on the same day i.e. 18.08.2022 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.**

1. Tenders will be received in accordance with the Punjab Procurement Rules, 2014.
2. Only National Tax Number Holder Sales Tax registered firms/companies having experience in relevant field, can participate in the tenders.
3. Rs.1000/- fee (non-refundable) will be charged as tender/bidding documents.
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, on the basis of framework contract.

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## CHECK LIST

The provision of this check list is essential prerequisite alongwith submission of tenders.

<b>Sr.#</b>	<b>DETAIL</b>	<b>YES/NO</b>	<b>PAGE#</b>
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	i) An affidavit on stamp paper of Rs.100/- submitting following clauses: 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 Year) General Sales Tax Return (Last 01 Year)		
9	A certificate should be given by the bidders that they will be responsible for 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).		

## 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 cost 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 till **30.06.2023**.

### 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:-

- i. The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposal;
- ii. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL".
- iii. 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;
- iv. 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;
- v. 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 be found as per approved specifications.
- vi. During the technical evaluation, no amendments in the technical proposal shall be permitted;
- vii. 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;
- viii. The financial bids found technically non-responsive shall be returned un- opened to the respective bidders; and
- ix. The lowest evaluated bidder shall be issued purchase order and awarded the contract.
- 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.
- xi. The delivery period of the contract can be extended in special circumstances.
- xii. Provision of checklist is essential prerequisite along with submission of tenders.

### 1.3 **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.

### 1.4 **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.

## **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 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 07-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 PPR-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.
  - 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. \_\_\_\_\_

<b>Sr.</b>	<b>Name of Goods</b>	<b>Price per unit</b>	<b>G.S.T / P.S.T</b>	<b>Total</b>	<b>Quantity</b>	<b>Total Price including all taxes</b>

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

Note:

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

**Stamp & Signature of Bidder**

## PERFORMANCE GUARANTEE FORM

**To:** Senior Superintendent of Police, Motor Transport, Punjab, Lahore, 236,  
Ferozepur 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 \_\_\_\_\_, 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.**

## **BID DOCUMENT**

Tender is invited on prescribed format under sealed covers from NTN, GST & PST registered bidders/suppliers, for the Purchase of Hot & Cold, Stationery, Printing, Computer Stationery, Miscellaneous Stores, Tent & Tarpal, Cost of Other Store, Plant & Machinery, Furniture, Bed & Boxes, Other machinery related items, Hardware & Equipment and Repair of Machinery, Repair of Furniture, Minor repair of Building etc. during the financial year 2022-2023. Tender document containing tender form, list & specifications of items, 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	18-08-2022 up to 11:00am
Tenders Opening date & time	18-08-2022 up to 11:30am
Venue of office for receiving /opening Tender	Office of Senior Superintendent of Police Motor Transport, Punjab, Lahore.

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