

TENDER NOTICE

Motor Transport Wing, Punjab, Lahore, invites sealed tenders under the Punjab Procurement Rules 2014, only from well-reputed and financially sound Oil Distribution Companies/authorized dealers having previous experience as well as registered with Income Tax and Sales Tax Departments, for the purchase of lubricant items for Government vehicles. The delivery period would be 07 days. The bidders shall submit earnest money @ 3% of the total estimated price with their technical proposal and in case of acceptance of tender the bidders shall deposit a security @5% of the total value in shape of pay order. Tender be addressed to SSP/MT Wing, Punjab Lahore and reached by 27.09.2022 at 11:00 hours and will be opened on the same day i.e.27.09.2022 at 11:30 hours. The detail of tender specification and bidding documents can be obtained after its publication on written request on the company's letter head pad from the office of SSP/MT on any working day during office hour immediately after its publication. Tender documents fee @ 500/- (Non refundable) will be charged. The offer shall be accepted only with original bidding documents (Photocopies would not be accepted).



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**BIDDING DOCUMENTS
FOR
PROCUREMENT OF LUBRICANT**



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 Lubricant Items immediately for the financial year 2022-23. Bids should reach to the undersigned by 27.09.2022, till 11:00 A.M. and will be opened on the same day i.e. 27.09.2022 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.500/- 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. 3% 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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**OFFICE OF THE SR. SUPERINTENDENT OF POLICE, MOTOR TRANSPORT,
PUNJAB, LAHORE**

BIDDING DOCUMENTS

**FOR THE PROCUREMENT OF LUBRICANT ITEMS UNDER THE TENDER
PUBLICATION DAILY NEWSPAPER AND FLOATED ON PPRA'S & PUNJAB
POLICE WEBSITES AT CONSIGNEE'S END**

Date of opening: 27.09.2022

Time of receipt: 1100 hours

Time of opening 1130 hours

Delivery period: 07 Days

Superintendent of Police Motor Transport Punjab, Lahore invites sealed bids for the purchase of lubricant items for Government vehicles from well-reputed oil distribution Companies/Authorized Dealers having previous experience, financially strong and registered with the Sales Tax and Income Tax Department.

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

- i) Received without required earnest money in shape of pay order/call deposit in favour of the Senior Superintendent of Police M.T Wing Punjab, Lahore.
- ii) Received after the time and date fixed for its receipt.
- iii) The bidding document is unsigned.
- iv) The offer is ambiguous, conditional or incomplete in any respect.
- v) The offer is from a company blacklisted, suspended or removed by any Government department.
- vi) The offer received is of a shorter validity than required in the tender enquiry.
- vii) The offer is for store not conforming to specifications indicated in the bidding documents/tender notice.

3. All bidders must submit their bids under single "Stage-Two Envelope Procedure" as per clause 36 (a) of Punjab procurement Rules 2014.
- i) Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
 - ii) Initially, only the envelop marked "technical proposal" shall be opened;
 - iii) The envelope marked as "financial proposal" shall be retained in the custody of the purchase committee for MT Wing without being opened;
 - iv) The technical committee of the Police Department 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.
 - v) During the technical evaluation no amendments in the technical proposal shall be permitted;
 - vi) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
 - vii) After the evaluation and approval of the technical proposal, the purchase committee of MT Wing, 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 un-opened to the respective bidders;
 - viii) The bid found to be the lowest evaluated bid shall be accepted.
 - ix) The firm is bound to provide sample of every articles.

4. The earnest money @ 3% shall be submitted of estimated cost Rs.55,82,780/- in the shape of Pay Order/Bank Draft. Bids without earnest money will be rejected. In case of non-acceptance of bids, the earnest money will be refunded after finalization of the offer.

TERMS & CONDITIONS:-

5. A part from terms and conditions mentioned in the tender notice, the following remaining terms/conditions must be fulfilled at the time of submission of tender documents:-

Bidders shall submit complete details of past experience, postal address, Phones/Fax numbers, e-mail and website information,

The bidders must submit undertaking to have capacity/capability for execution of tendered of lubricant.

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 be signed properly. Offer with any overwriting shall in no circumstances be accepted.

An affidavit should be provided by the bidders that the company, including themselves personally, has never been blacklisted by any Government Department.

The bidders should specifically indicate their NTN/GST No. /circle of the Income Tax Department and should submit latest tax return as a proof that company is presently a tax paying business.

Stores found not according to the requirement of the Department will be rejected at the cost of supplier and may also result in forfeiture of security and black-listing the company. In case of delay in supply/condition of jobs, late delivery charges will be levied as per rules.

Supply will be provided at MT Wing Punjab Lahore. **The charges of lab test at any stage shall be paid by concerned company.**

CERTIFICATE TO BE FILLED IN BY BIDDER

6. We hereby confirm to have read carefully the description of lubricant items and all the terms & conditions of bidding documents/tender notice which is due for opening on 27.09.2022 for the supply of lubricant items agree to abide by all those terms & conditions.

7. We also hereby categorically confirm that stores offered by us are exactly to the particulars and required in your bidding documents/tender notice in all respects.

8. We accept that if the required Earnest Money is not furnished our offer is found lacking in any of the requirements to your bidding documents/tender notice, it shall be ignored.

9. We hereby confirm and adhere to the execution period required in the tender notice.

10. We also hereby confirm that the lubricant will be supplied as per tender specifications and in case of failure the purchaser reserves the rights to forfeit our security including blacklisting the company.

Name of Bidder: _____

Signature of Bidder: _____

Designation: _____

Seal: _____

Witness:

Name: _____ Signature: _____

Full address: _____

CNIC #: _____

Detail of Lubricant Items

Sr.#	Detail of lubricant items	API	SAE	Quantity
1.	Engine Oil (Petrol Vehicles New Model)	SN/SM	10/15W-40	1600-Liter
2.	Engine Oil (Petrol Vehicles Old Model)	SL/CF	20W-50	1600-Liter
3.	Engine Oil (Diesel Vehicles New Model)	CI-4	10/15W-40	1680-Liter
4.	Engine Oil (Diesel Vehicles Old Model)	CF	20W-50	1536-Liter
5.	Engine Oil (Motorcycles)	SL/CF	20W-50	660-Liter

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CHECK LIST

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

Sr.#	DETAIL	YES/NO	PAGE#
1	Original receipt for purchase of tender.		
2	3% 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 **3% 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 which can be seen in the office of the SSP/MT Punjab, 236-Ferozepur Road, Lahore, in any working day during office hours. **The bidders also submit Samples of all Lubricant Items on the tender opening date with their Technical Proposals.**

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 (3%) 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. _____

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

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, Oil Distribution Companies/authorized dealers for the Purchase of Lubricant Items 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 3% of estimated cost of the bid in shape of CDR in favour of Senior Superintendent of Police Motor Transport Punjab Lahore. Schedule of bidding process is given hereunder: -

Last date for submission of Bids	27-09-2022 up to 11:00am
Tenders Opening date & time	27-09-2022 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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