



**CENTRAL POLICE OFFICE, PUNJAB, LAHORE.**  
**TENDER NOTICE**

Punjab Police Department intends to execute repair/maintenance and (civil) works of the Police Buildings during Financial Year 2021-22 through **Open Competitive Bidding** under Rule 23 of Punjab Procurement Rules 2014.

<b>Task No</b>	<b>M/R WORK UNDER HEAD A13302-Residential Building &amp; A13303-OTHER BUILDING</b>	<b>Estimated Amount Million</b>
T-1.	M/R to CPO Office Punjab Lahore Turkish Block (Miscellaneous Work)	0.406
T-2.	M/R to CPO Office Punjab Lahore (DIG Operation CPO)	0.191
T-3.	Maintenance/Repair work CPO Museum	0.657
T-4.	Maintenance/Repair work office of IGP's Office at CPO Complex Punjab, Lahore. Preparing surface and painting with emulsion paint: two coats after scraping-15315 Sft.	0.409
T-5.	Maintenance/Repair Work Office AIG/Training CPO.	0.572
T-6	Providing and Fixing Work Station in Room No. 209(Social Media Cell) CPO Complex.	0.067
T-7	Renovation of Office Addl. IGP's Training at 2 <sup>nd</sup> Floor CPO Complex.	0.803
T-8.	Emulsion Paint IG Block Corridor at CPO Complex Punjab, Lahore. Preparing surface and painting with emulsion paint: two coat on old surface after scraping (Roof and walls:8810-Sft)	0.207
T-9.	Miscellaneous work IG Block at CPO Complex Punjab, Lahore.	0.258
T-10.	Renovation of office of DIG/HQrs at CPO Complex Punjab, Lahore.	0.064
T-11	Renovation/repair of CPO Complex -Seepage treatment of buildings, CPO Complex, Lahore.	4.133
T-12	Renovation/Alteration of CPO Complex- Providing/Laying Marble for stair steps.	4.882
T-13	Renovation/Alteration of CPO Complex -Ducting of hanging wires and shifting AC Vents-( Basement+ Ground +1 <sup>st</sup> Floor).	3.527
T-14	Renovation/Alteration of CPO Complex-Replacement of Fiber Roof Domes.	0.798
T-15	Renovation/Maintenance of Training Branch CPO Room No.202 at CPO Complex Punjab, Lahore..	1.770
T-16	Renovation of IT Server Room No.507, at CPO Complex Punjab, Lahore.	2.436
T-17	Renovation of CPO Complex-Paint of doors at Basement.	0.202
T-18	M/R of Flats/residences of CPO Pool under head A13302-Residential Building.	14.449

2. Work, wise sealed tenders are invited on the basis of Single Stage-One Envelope procedure (PPRA-38-1) from the interested contractors/firms having valid NTN/PNTN and registration renewed with Pakistan Engineering Council (PEC) and Communication and Works Department (C&W) Punjab or in any other Government Department or approved agency in relevant category for repair/maintenance (Civil) Works.

3. The terms and conditions/procedure of tenders are given below: -

- i. Work will be got done as per P.W.D. specifications.
- ii. Rates are based on market rates and Bi-annual issued by Government of the Punjab at the time of advertisement.
- iii. Bids are invited on percentage basis and work wise.
- iv. In case the tender rates are below than 5% MRS of the approved estimated amount as shown against each work, the lowest bidder will have to deposit additional performance security in the name of Provincial Police Officer (PPO) Govt. of the Punjab and draw the contract agreement. Security shall be refunded on successful completion of the contract.
- v. The bids prepared in accordance with the instruction given in the bidding documents must be accompanied by a bid security 3% of estimated cost (work wise) in the shape of Call at Deposit (CDR) from any of scheduled bank.
- vi. Bidding document for each Maintenance/Repair (Civil) Works will be issued separately at the prescribed rate
- vii. Request for issuance of bidding document for repair of office buildings will be submitted by the contractors/firms on firm's letter head (in original) alongwith challan form 32-A of **Rs.500/- (in original) Work Wise.**
- viii. The tender must be delivered in person or by the authorized agents intending bidder to the tender opening committee in sealed envelopes. No tender shall be accepted which are received by post or through other means.
- ix. Response time as per PPR-14 will be applicable during process of Tender acceptance.
- x. Detail of scope of work/BOQ will be given alongwith the bidding documents.

4. The bidding documents, containing detailed terms and conditions can be purchased IMMEDIATELY from the office of the **Assistant Inspector General (AIG)/Development, Room No. 102, 1<sup>st</sup> Floor CPO Complex, Bank Road, Old Anarkali, Lahore**, on submission of written request on firm's letter head (Photo copy/computer print/fax/email not acceptable) **till 05.04.2022 (Tuesday) during office timing**. Price of the bidding documents is **PKR.500/- (Rupees five hundred only) (non-refundable)** to be deposited through **Challan Form 32-A** under head of account **C02636-Police-Fees, Fines & Forfeiture** in NBP/State Bank of Pakistan. Bidding document can be VIEWED on [http:// www.punjabpolice.gov.pk](http://www.punjabpolice.gov.pk) for information only.

5. The proposals, prepared in accordance with the instructions provided in the bidding document, must reach office of **Assistant Inspector General (AIG)/Development, Room No. 102, 1<sup>st</sup> Floor CPO Complex, Bank Road, Old Anarkali, Lahore, on 07.04.2022 (Thursday) at 11:00 AM**. Proposals will be opened on the same day at **11:30 AM** in the presence of applicant firms or their authorized representative, who choose to be present. This advertisement is also available on [http:// www.punjabpolice.gov.pk](http://www.punjabpolice.gov.pk) and [http:// www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)

**AIG DEVELOPMENT/PURCHASE OFFICER**  
CPO Complex, Lahore Punjab, 1<sup>ST</sup> Floor Room No.102,  
Bank Road, Near Old Anarkali, Lahore  
Tel: 042-99212327 Fax: 042-99212467  
URL: [www.punjabpolice.gov.pk](http://www.punjabpolice.gov.pk)

# **BIDDING DOCUMENT**

**For repair/maintenance (civil) work of Police Buildings  
in FY 2021-22**

**NATIONAL COMPETITIVE BIDDING**



**PUNJAB POLICE DEPARTMENT  
GOVERNMENT OF THE PUNJAB**

## **AIG DEVELOPMENT/PURCHASE OFFICER**

CPO Complex, Lahore Punjab, 1ST Floor Room No.102,

Bank Road, Near Old Anarkali, Lahore

Tel: 042-99212327 Fax: 042-99212467

URL: [www.punjabpolice.gov.pk](http://www.punjabpolice.gov.pk)

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## 1. Assignment

Provincial Police Office (PPO) Lahore intends to execute Repair/Maintenance and Civil works as mentioned at tender notice during the Financial Year 2021-2022 through **Open Competitive Bidding** under Rule 23 of Punjab Procurement Rules 2014.

## 2. Invitation to bid

Sealed tenders are invited from the interested contractors/firms having valid NTN/PNTN and registration with Pakistan Engineering Council or Communication and Works Department (C&W) Punjab, or in any other Government Department or approved agency in relevant category for FY 2021-22.

## 3. Specifications

1. Scopes of works can be increased/decreased as per requirement and availability of funds.
2. Work will be got done as per P.W.D specifications.
3. Rates are based on market rates and Bi-annual issued by Government time to time.
4. Bids are invited on percentage (%age) basis.
5. In case the tender rates are below than 5% MRS of the approved estimated amount as per Task. The lowest bidder will have to deposit additional performance security in the name of Provincial Police Officer (PPO) Govt. of the Punjab and draw the contract agreement. Security shall be refunded on successful completion of the contract.
6. On completion of work, if the same is not found according to the standard specifications/up to the satisfaction of Police Department, or in case of failure to complete the work according to the contract, the security can be forfeited which may also result in blacklisting of the firm.
7. The bids prepared in accordance with the instruction given in the bidding documents must be accompanied by a bid security 3% of estimated cost Task wise in the shape of Call at Deposit (CDR) from any of scheduled bank.
8. The bids will be valid for 180 days.
9. The procureing agency may reject all bids or proposal at any time prior to the acceptance of bid proposal under the Rule 35 of Punjab Procurement Rules 2014.
10. Conditional tender will not be accepted.

11. No tender will be accepted which is received telegraphically or by post.
12. Procedure for open competitive bidding (single stage one envelope).
13. No tender will be issued on tender opening date.
14. The name and mailing address of the bidder shall be clearly marked left hand on the envelope.
15. All pages to be signed and stamped by the bidder.
16. The application on prescribed format (**See Annexures**) shall be prepared in the English language. Information in any other language shall be accomplished by its translation in English. Procurement Committee reserves the rights for dis-qualification in case of non-compliance of the above requirement.
17. The Applicants must respond to all questions and provide complete information as advised in this document. Any lapses to provide essential information may result in dis-qualification of the Applicant.
18. Any query regarding this this document may be addressed in writing to AIG Development/Purchase Officer CPO Complex, Lahore Punjab, 1<sup>st</sup> Floor Room No.102, Bank Road, Near Old Anarkali, Lahore till 05-04-2022, 11:00 AM.
19. A clarification meeting **will not be** held.
20. All PPRA Rules will be applicable during process of Tender acceptance.

#### 4 Mandatory requirement

Without attested copies of following information/documents, bid to be considered as disqualified

Sr. No.	Description	Document required
i	Enlistment record with Pakistan Engineering Council	Certificate of registration with Pakistan Engineering Council in relevant category alongwith renewal certificate of firm up till 30.06.2022.
ii	Enlistment record with C&W Department	Certificate of registration with C&W Department alongwith renewal certificate of firm up till 30.06.2022.
iii	Enlistment record with Government Organizations & other agencies	Attested copy of list may be attached
iv.	Similar nature projects M/R (Civil) Work having cost of Rs.5.00 Million or more completed in last three (03) years.	Attested copies of work order/technical sanction issued by the departments in favour of firm.
v.	Machinery/Equipment capability	Provide list of equipment available for execution of M&R (civil) work.
vi.	Financial Soundness (Closing bank balance/credit limit equal or more than estimated amount.	Signed and stamp copy of Bank statement/credit limit facility letter.

<b>Sr. No.</b>	<b>Description</b>	<b>Document required</b>
vii.	Registration with Income Tax Department (FBR)	NTN certificate to be attached
viii.	Registration with Punjab Revenue Authority.	PNTN certificate to be attached.
ix.	Litigation History in which Decision has been given against the firm(s) or blacklisting in past from any agency	An affidavit shall be submitted that firm has never been defaulted or black listed by any department/office.
x.	Detail of staff of firm	Details alongwith pay rolls of staff be attached.

## Letter of Application

[Letterhead paper of the Applicant including full postal address, telephone no., fax no., telex no., cable and e-mail address]

Date:.....

To:           AIG Development/Purchase Officer,  
              CPO Complex, Lahore Punjab, 1<sup>ST</sup> Floor Room No.102,  
              Bank Road, Near Old Anarkali, Lahore

Sir,

1.           Being duly authorized to represent and act on behalf of .....  
(hereinafter "the Applicant"), and having reviewed and fully understood all the information and requirements provided, the undersigned hereby apply as a bidder for the contract ..... [ *name of the Contract*]. Attached to this letter are copies of all the required documents.

2.           Your Procurement Committee and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

3.           Your Procurement Committee and its authorized representatives may contact the following persons for further information, if needed.

<b>General and Managerial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Personnel Inquiries</b>
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Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Technical Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

<b>Financial Inquiries</b>	
Contact 1	Telephone 1
Contact 2	Telephone 2

4. This application is made with the full understanding that:
- a. bids by applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
  - b. your Procurement Committee reserves the right to reject or accept any application as per evaluation criteria, cancel the prequalification process, and reject applications; and
  - c. your Procurement Committee shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for actions at 4 (b) here above.
  - d. your Procurement Committee shall not be liable for consequence of, and shall be under no obligation to inform the applicant of the grounds for, actions taken under para 4 (b) here above.

5. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

For and on behalf of (name of Applicant)

## Annexure-B

### Application Form General Information

All individual applicants applying for prequalification are requested to complete the information in this form. Nationality information is also to be provided. 1.

	Name of Firm / Company	
2.	Head Office Address	
3.	Telephone	Contact Person: Name: _____ Title: _____
4.	Fax	Telex
5.	Place of incorporation /Registration	Year of incorporation/registration

NATIONALITY OF OWNER(S)		
	NAME	NATIONALITY
1.		
2.		

**Application Form**

**Experience Details of Completed Contracts of Similar Nature Complexity**

Use a separate sheet for each contract:

1. Name of Contract  
Country
2. Name of Department / Agency
3. Department / Agency Address  
.....  
.....
4. Nature of Contract and special features relevant to the contract for which the Applicant wishes to prequalify  
.....  
.....
5. Contract Role (Tick One)  
a. Sole Contractor  
b. Sub- Contractor
6. Value of the total contract (in specified currencies) at completion, or at date of award for current contract  
Currency.....  
Currency.....  
Currency.....
7. Equivalent in PKR.
8. Date of Award:
9. Date of Completion:
10. Contract Duration (Years and Months)  
Years Months
11. List of Items supplied under the Contract:  
.....  
.....  
.....  
.....  
.....

**Application Form  
Personnel Capabilities**

For specific positions essential to contract implementation, Applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one Form for each candidate (Application Form Annexure-D)

1.	Title of Position
	Name of Prime Candidate.
	Name of Alternate Candidate
2.	Title of Position
	Name of Prime Candidate.
	Name of Alternate Candidate
3.	Title of Position
	Name of Prime Candidate.
	Name of Alternate Candidate
4.	Title of Position
	Name of Prime Candidate.
	Name of Alternate Candidate



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## Annexure-F

### Application Form Financial Capability

Applicants should provide financial information to demonstrate that they meet the requirements stated in the Instructions to Applicants

**Note:**

Must attach **Sales tax, PNTN, Income tax returns** and balance sheet credit facility letter for the year acquired in **Mandatory Requirement** of this document.

## Annexure-G

### Undertaking for Correctness of Information and Non-Blacklisting

(To be provided on the Rs. 100 Stamp Paper)

I, the undersigned, do hereby certify that all the statements made in this application / bid and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by Monitoring Committee at any time, if deems it necessary.

That the undersigned hereby authorize and request the bank, person, firm or corporation to furnish any additional information requested by the Procurement Committee deemed necessary to verify this statement regarding my (our) competence and general reputation.

That the undersigned understands and agrees that further qualifying information may be requested and I agree to furnish any such information at the request of the Monitoring Committee.

That the undersigned / Applicant is not insolvent and not blacklisted by any of Provincial or Federal Government Department, Central Procurement Committee, Organization, NGO, INGO, IGO, or any other autonomous or corporate body anywhere in Pakistan.

The undersigned certify that my firm / company is not involved in \*litigation or arbitration and has not been declared ineligible / debarred by any of the Federal / Provincial Government or any other entity due to any reason whatsoever and is eligible to carry out the business in Pakistan for which this Bid / Application for Prequalification is being made.

Signed by an authorized representative

Name of the Bidder:

Date: \_\_\_\_\_

*\*In case of involvement of applicant / bidder in any litigation or arbitration, current status or the proof of dispute resolution along with the history of litigation / arbitration for **last ten years** on Litigation History Form (See Annexures) shall be provided with the bid.*

## Annexure-H

[To be printed on a PKR 100 stamp paper]

### **Power of Attorney (For signatory of Application)**

**KNOW ALL MEN BY THESE PRESENTS THAT** by this Power of Attorney (“**Power of Attorney**”), [ *Insert name firm/Company*] having its registered office at [----- ], does hereby nominate, appoint and authorize Mr. \_\_\_\_\_ , having CNIC No. \_\_\_\_\_ hereinafter referred to as the “**Signatory of Application**”, to do in our name and on our behalf the following:

- i. Sign and submit to \_\_\_\_\_ or its authorized nominee, the Prequalification Application / Bid for “**Maintenance/Repair (Civil) Work**”, in response to the advertisement dated [\_\_\_\_\_ ] issued by Procurement Committee and all other documents and instruments required to submit the Prequalification Application/Bidding Documents.
- ii. execute all such contracts, deeds, documents and instruments as may be considered necessary and expedient in relation to the foregoing; and
- iii. do and carry out all other actions as may be required by the Procurement Committee in connection with the Prequalification / bidding process as a whole;
- iv. To immediately notify The Central Procurement Committee in writing of any impending or actual revocation as well as any change in the terms of this Power of Attorney.
- v. To do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Prequalification / Bid in response to the above referred Advertisement including signing and submission of all documents, instruments and deeds (including correcting any deficiencies or mistakes therein), attending any meetings organized by the Central Procurement Committee (including pre-bid conference meetings and bid opening meetings)and providing information/responses to the Central Procurement Committee in all matters in connection with our Bid.



We, *[Insert name of Firm/Company]*, do hereby ratify and confirm whatsoever the Signatory of Application shall do by virtue of these presents and further agree that whatever the Signatory of Application shall do or cause to be done pursuant to this Power of Attorney shall be binding on us.

Furthermore, each provision of this Power of Attorney is severable and distinct from the others. The invalidity, illegality or unenforceability of any one or more provisions of this Power of Attorney at any time shall not in any way affect or impair the validity, legality and enforceability of the remaining provisions hereof.

**IN WITNESS WHEREOF**, we have executed this **POWER OF ATTORNEY**  
as of [Date].

**FOR: [INSERT NAME OF BIDDER]**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CNIC/Passport No. \_\_\_\_\_

## Litigation History

Applicants should provide information on any history of litigation or arbitration resulting from contracts executed in the last ten years or currently under execution.

Sr.	Year	Award for or against Applicant	Name of client, cause of litigation / arbitration, and matter in dispute	Disputed amount (current value in PKR)	Current Status

## **FORM OF CONTRACT**

### **AGREEMENT FOR THE REPAIR/MAINTENANCE AND CIVIL WORKS OF CPO COMPLEX, PUNJAB**

These articles of the agreement framed and entered on the \_\_\_\_\_ day of August 2020, between the Assistant Inspector General of Police, Development Punjab on behalf of Police Officer, Punjab of the one party and Mr. \_\_\_\_\_ S/O \_\_\_\_\_ of M/S \_\_\_\_\_, the other party at cost of Rs. \_\_\_\_\_.

2. Witness, that in consideration of the stipulation herein after contained and by the said Provincial Police Officer, Punjab and the said representative, hereby undertakes on the execution of the repair/maintenance and civil works according to the approved specifications/scope of work.

3. That all the repair/maintenance and civil works shall be carried out (as approved by the Police Department) and finished/installed in a workmanship like manner to the satisfaction of the Police Department.

4. That of the said work shall be carried out immediately.

5. That the said work shall be carried out and finished in all respect according to approved specification/scope of work to the entire satisfaction of the Police Department/Inspection Committee and they shall be at liberty to reject the same if they did not approve, and such rejection shall be final and conclusive.

6. If the work is not found according to the approved specification/scope of work, during inspection or otherwise the decision of the Inspection Committee shall be final and penalty imposed by the said Committee, in any form or rejection of whole or partial shall be final.

7. That the accepted work shall be paid through the Accountant General, Punjab.

8. In case of default of any clause of whole agreement the decision of the Inspection Committee which may include forfeiture of security or black listing of the firm or any legal action shall be final.

9. And it is hereby lastly agreed that, if and so often as the said representative shall make default in the due performance of any one or more of the stipulation herein before contained and by him to be performed and observed, then and in any such case the Inspection Committee shall be at liberty to assess any amounts, shall represent the damages arising from any such default on the part of the said representative and the assessment of the said Inspection Committee shall be final and conclusive to the amount of such damages. Such amount shall there upon become payable by the said representative to the Provincial Police Officer, Punjab and the said officer shall be liberty to deduct and retain any amount so

assessed from any some money that may be or may become due and payable at after the time of such failure to the representative by the Provincial Police Officer, Punjab, whether by virue of this agreement or otherwise.

Name of contractor \_\_\_\_\_  
S/O \_\_\_\_\_  
Address \_\_\_\_\_  
CNIC No. \_\_\_\_\_  
Cell No \_\_\_\_\_

AIG/Development  
For Provincial Police Officer/IGP,  
Punjab

**In witness, the above agreement was signed**

Name of contractor \_\_\_\_\_  
S/O \_\_\_\_\_  
Address \_\_\_\_\_  
CNIC No. \_\_\_\_\_  
Cell No \_\_\_\_\_

AD/Development  
CPO, Punjab

**Note: Special Instructions:** Punjab Police shall formulate a detail contract including any terms & conditions at the time of execution of the contract.

**DETAIL OF M/R WORK**

1. Detail of scope of work to be executed as mentioned at Tender Notice (Task wise)
2. Detail of scope of work will be issued with bidding documents on written request of bidder.
3. Any other information may be sought from the office of AIG/Development, CPO during office hours.