PRE-QUALIFICATION DOCUMENT FOR BULLET PROOF HELMET

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS (OEM) OR AUTHORIZED SUPPLIERS/DEALERS OF (OEM)



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM for procurement of **BULLET PROOF HELMET** for Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM are invited to participate in Pre-Qualification Process and submit applications for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM shall be invited to get involved in further Procurement Procedures. Performance of each Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in. The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://punjabpolice.gov.pk & https://punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring agency (as per subsequent purchase order/contract).

Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM is also required to state in their applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of applications.

Under Punjab Procurement Rules 2014., the Procuring agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab

received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3.DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring agency or the Seller.
- II. "Procuring agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring agency to act as Procuring agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in accordance with **clause 4.7 & 4.8.**
- IV. "Purchase Order" means a document issued by the Procuring agency to the Supplier for the delivery of Goods or Services as required by the Procuring agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM) or Authorized Supplier/Dealer of OEM, whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means **BULLET PROOF HELMET** which the Seller is required to supply to the Procuring agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or

- utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the procuring agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the procuring agency in Para-6.
- XV. 'Grievance Redressal Committee' means a committee constituted by the procuring agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4.INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring agency in writing at the Procuring agency's address indicated in the Advertisement and this document. The Procuring agency will respond in writing or by Email to any request for

clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring agency including a description of the inquiry but without identifying its source. The Procuring agency reserves the right to amend the Pre-Qualification Document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM as per 3(VII) are eligible for joint venture agreement.

4.8. Joint Venture(JV)

4.8.1 Joint Venture(JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization

shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3.** All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.

- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before **-13.09.2018** as per advertisement date and time **11:00** Am at the following address:

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12:00 Noon in presence of Applicant's representative who choose to be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement

- between two or more Applicants, with or without the knowledge of the Procuring agency, designed to establish artificial Data/ Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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 indulged in any corrupt practice

4.18 No Conflict of Interest

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.

4.18.3 Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant

4.18.4 Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the procuring agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring agency reserves the right to take the following actions, and shall not be liable for any such actions:

- Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- ii. The Procuring agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of applications.
- iii. As authority competent to accept the application, the Procuring agency reserves the exclusive right to cancel the pre-Qualification process, accept or reject all applications.

5.1 Address of Procuring agency

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the Bidder's response in the Pre-Qualification Forms attached to the Submission Form (Annex-1). Successful applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors					
1	Financial Soundness					
2	Relevant Experience					
3	Manufacturing Facility					
4	Personnel Capabilities					

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.

- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3(III),3(VII),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks			
A	Financial Soundness	25			
В	Relevant Experience	25			
С	Manufacturing Facility	30			
D	D Personnel Capabilities				
	100				

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last* three financial years shall be submitted.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr.	Description	Marks	Explanation for Marks Obtained
No.			
a	Annual Turnover Annual Turnover of last three years	15	• Full Marks will be given if total of Annual Turnover of last three FY's (as per the audited financial Statements) is equal or above amounting Rs. 600 million (PKR) (or equivalent in other currency.)
			• Formula

			A = (Y1+Y2+Y3)/600 *15 Y1,Y2,Y3 representing annual turnover of last three years)
b	Bank Credit Limit/ Cash and Bank balance	10	 Full marks will be given if ''Bank Credit Limit'', ''Cash and Bank Balance'' jointly or severally is amounting to Rs. 300 million or more: Formula (Bank Credit Limit +Cash and Bank balance) /300* 10.
	Total Marks	25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a	Projects of similar nature and complexity such as making/supply of Bullet Proof Jackets or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in Last 03 Years		 20 marks will be given if applicant firm has project having total value of 400 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last three years) /400 *20 Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project.
b	Projects of ongoing similar nature and complexity such as making/supply of Bullet Proof Jackets for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country.		 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 150 Million or more. Formula= (Accumulated Total Cost of Project(s) in hand) /150 *05 For in hand Projects, Purchase Order / Contract Agreement of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Purchase Order/Contract Agreement indicating cost of respective project is Not attached along with relevant annexes.
	Total Marks	25	

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

Marks shall be awarded the basis of Manufacturing Facility. Whereas on Supplier/Firm/Company/Original Equipment Manufacturer (OEM)/Authorized Agents of OEM are eligible as per clause 3.iii, 3.vii & 4.7. (In case of supplier/firm/company other than Original Equipment Manufacturer is required to submit the authorization dealership/supplier certificate issued by OEM alongwith manufacturing capabilities/details as mentioned in 6.2.3). No marks shall be awarded if declaration of Manufacturing Facility of OEM is not provided along with Annex.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a	Production/Assemblin g unit with allied skilled staff.		Proof from relevant documents. • 10 Marks for having stitching machines = 10 marks. (Explanation: 01 Stitching Machines for one mark.) • 10 Marks for 01 cutter and 05 Stitchers / Tailors = 10 marks (Explanation: 01 Stitcher / Tailors for 02 marks) *Cutting Master is compulsory otherwise 05 marks will be deducted. • Manufacturer Authorization/Commitment (Soft Armor) for 4000 Jackets (approx.) within reasonable time frame as per delivery schedule = 05 marks • Manufacturer Authorization/ Commitment (Hard Armor) for 4000 Jackets (approx.) within reasonable time frame as per delivery schedule = 05 marks
	Total Marks	30	

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description Marks		Explanation for Marks Obtained				
a	Managerial Staff (05	05	Master's Degree with Minimum 03 years of relevant				
	professionals) (0.5 for		experience				
professiona		professional)	or				
			Bachelor with Minimum 05 years of relevant experience				
	Support Staff		 10 Marks will be given if applicant firm has 20 or more support staff. For staff, less than 20, marks shall be awarded as: 				

		(No of support staff/20) *10
Quality Certification and any other certification		• 05 Marks will be given if applicant firm has Quality Certification (relevant category). No mark if applicant firm has not provided quality Certification
Total Marks	20	

Important Note:

As per clauses 3.III and 3.VII, in case of the authorized agent / supplier / dealer of OEM) documents of Original Equipment Manufacturer (OEM) will only be considered for evaluation as per clause 6.2.3.

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

Sub	ject:										
Resp	pected Si	r,									
and l	naving rev							d con	dition set forth in th	e PQ	, D and
attac	hed annex	es.									
We	hereby	express	our	interest	and	apply	for	the	Pre-Qualification	of	item
			for	Police Dep	partme	nt.					
Attac	ched to thi	s letter are	copies	of origina	al docu	ments de	efining	<u>:</u>			

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring agency 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.
- 2. The Procuring agency and its authorized representatives may contact the following inquiry numbers:

-

General and Managerial Inquiries						
Contact 1	Telephone 1					
Contact 2	Telephone 2					
Personnel Inquiries						
Contact 1	Telephone 1					
Contact 2	Telephone 2					
Technical Inquiries						
Contact 1	Telephone 1					

Contact 2	Telephone 2	
Financial Inquir	ies	
Contact 1	Telephone 1	
Contact 2	Telephone 2	

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above. [Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

1.	Signed for and on behalf of [Name of the Le	ead Member]
	Signature:	
	Name:	
	Davier 4	
	Designation:	
	Date:	
	Seal:	

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
	[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr./Ms
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply of under this contract.
6.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount shall be as follows.

I. Signe	d for	and	on	behalf	of	[Name	of	the	Lead	Member]
Si	gnature:			-						
N	ame:			-						
D	esignation:	:		-						
D	ate:			-						
Se	eal:			-						
II. Si	gned for an	d on beh	alf of [N	Name of the	e Memb	oer]				
Si	gnature:			-						
N	ame:									
D	esignation:	:		-						
D	ate:			-						
Se	eal:			-						

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB POLICE has invited Application for Pre-Qualification for Supply of
(collectively the "Joint Venture" and individually as the "Member") being
members of the Joint Venture are interested in Pre-Qualification for the Project in accordance with the terms and conditions of the Pre-Qualification Document.
Whereas, it is necessary for the Joint Venture to designate one of the Joint Venture Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV, all acts, deeds and things as may be necessary in connection with the JV's Pre-Qualification Application for the Project and its execution.
Now Therefore Know All Men by These Presents
We,having our registered office a
, M/s,
having our registered office at,
and M/s, having our registered office
at
registered office] (hereinafter collectively referred to as the "Principals") do hereby irrevocably
designate, nominate, constitute, appoint and authorize M/s
, having its registered office a
, being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV and any one of us during the Prequalification process and, in the event the Joint Venture is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings participate in bidders' and other conferences, respond to queries, submit information/ documents, signand execute contracts and undertakings consequent to acceptance of the bid of the JV and generally to represent the JV in all its dealings with the Authority. We hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the power conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in
In witness whereof we the principals above named have executed this power of attorney on thisday of2018.

Members:

<u>Member 1</u>	Member 2
Signature:	Signature:
Name:	Name:
Title:	Title:
Address:	Address:
Witnesses: <u>Witness 1</u>	Witness 2
Signature:	Signature:
Name:	Name:
Title:	Title:
Address:	Address:

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized
 by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being
 issued.

Annex 4: General Information

PARTICULARS

Company Name	
Abbreviated Name	
National Tax No.	Sales Tax RegistrationNo.
No. of Employees	Company's Formation Date
Registered OfficeAddress	
State/Province	
City/Town	Postal Code
Phone	Fax
Email Address	Website Address
Branch Office	
City/Town	State/Province
Country	Postal Code
Phone	Fax
Factory/Workshop Office Address	
City/Town	State/Province
Country	Postal Code
Phone	Fax

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak	FY2014-2015	FY2015-2016	FY2016-2017
Rupees			
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover		_	

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

Annex-6: Similar Projects Summary of Similar Nature Project Completed

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint

Name: _____

Applicant.

(Applicant or member of Joint Venture)

Venture.					
Project Name	Year of Completion	Location	Value in PKR (Million)		

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the

^{*}Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of JV

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

Name: _____(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.					
Project Name	Year of Completion	Location	Value in PKR (Million)		

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

Annex8: Undertaking

Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:
(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
Date:

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

Annex 9: Personnel Capabilities Short CV

 Profession/Expertise Date of Birth Years with the Firm Nature of experience in this firm and others Education Other Training Key Qualifications (Maximum ¾ of a page) 	:
 4. Years with the Firm 5. Nature of experience in this firm and others 6. Education 7. Other Training 	:
5. Nature of experience in this firm and others6. Education7. Other Training	:
6. Education7. Other Training	:
7. Other Training	:
9	:
8. Key Qualifications (Maximum ¾ of a page)	:
	:

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of ${\bf JV}$

PRE-QUALIFICATION DOCUMENT FOR WINTER JACKET

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) for procurement of **WINTER JACKET** for Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established OEM are invited to participate in Pre-Qualification Process and submit Applications for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified OEM shall be invited to get involved in further Procurement Procedures. Performance of each OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://ppra.punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency (as per subsequent purchase order/contract).

OEM is also required to state in their Applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring Agency will not be responsible for any costs or expenses incurred by OEM in connection with the preparation or delivery of Applications.

Under Punjab Procurement Rules 2014., the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring Agency or the Seller.
- II. "Procuring Agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) in accordance with **clause 4.7** and **4.8**.
- IV. "Purchase Order" means a document issued by the Procuring Agency to the Supplier for the delivery of Goods or Services as required by the Procuring Agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring Agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring Agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM), whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means (**WINTER JACKET**) which the Seller is required to supply to the Procuring Agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the Procuring Agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the Procuring Agency in Para-6.

XV. 'Grievance Redressal Committee' means a committee constituted by the Procuring Agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring Agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring Agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the Advertisement and this document. The Procuring Agency will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring Agency including a description of the inquiry but without identifying its source. **The Procuring Agency reserves the right to amend the Pre-Qualification Document as a result**

of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Only OEM as per 3(VII) are eligible for joint venture agreement with other(s) OEM.

4.8. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3.** All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV,

each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before **13.09.2018** as per advertisement date and time **11:00** Am at the following address:

Senior Purchase Officer/

Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

_____.

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12:00 Noon in presence of Applicant's representative who choose be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring Agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring Agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring Agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring Agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring Agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring Agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Procuring Agency, designed to establish artificial Data/Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring Agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring Agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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;

not performed the contract up to the mark; or indulged in any corrupt practice

4.18 No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.
- **4.18.3** Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant
- **4.18.4** Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in

the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the Procuring Agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring Agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of Applications.
- iii. As authority competent to accept the Application, the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process, accept or reject all Applications.

5.1 Address of Procuring Agency

Senior Purchase Officer/ Addl: Inspector General of Police,

Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the Applicant's response in the Pre-Qualification Forms attached to the Submission Form (Annex-1). Successful

applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors				
1	Financial Soundness				
2	Relevant Experience				
3	Manufacturing Facility				
4	Personnel Capabilities				

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.
- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3.(iii),3.(vii),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	25
В	Relevant Experience	25

С	Manufacturing Facility	30
D	Personnel Capabilities	20
	100	

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last* three financial years shall be submitted.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr.	Description	Marks	Explanation for Marks Obtained
No.	2 050111011	1,101112	
a	Annual Turnover Annual Turnover of last three years		 Full Marks will be given if total of Annual Turnover of last three FY's (as per the audited financial Statements) is equal or above amounting Rs. 900 million (PKR) (or equivalent in other currency.) Formula A = (Y1+Y2+Y3)/900 *15 Y1,Y2,Y3 representing annual turnover of last three years)
b	Tangible Net Worth	05	 Full marks if Tangible Net worth is equal or above amounting Rs. 600 million. Tangible Net worth (in million)/ 600* 5.
С	Bank Credit Limit/ Cash and Bank balance		 Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" jointly or severally is amounting to Rs. 250 million or more: Formula (Bank Credit Limit +Cash and Bank balance) /250* 05.
	Total Marks	25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a	Projects of similar nature and complexity such as making/supply of Winter Jackets or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in Last 03 Years	20	 20 marks will be given if applicant firm has project having total value of 300 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last three years) /300 *20 Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Completion Certificate indicating cost of respective project is Not attached along with relevant annexures.
b	Projects of ongoing similar nature and complexity such as making/supply of Winter Jackets or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country.	05	 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 100 Million or more. Formula= (Accumulated Total Cost of Project(s) in hand) /100 *05 No marks shall be given if the accumulated total cost of projects in hand is less than Rs. 30 million. For in hand Projects, Purchase Order / Contract Agreement of respective project is mandatory indicating Cost of Project.
Total Marks		25	

6.2.3 Manufacturing/Production Capabilities

Marks shall be awarded on the basis of Manufacturing Facility of Original Equipment Manufacturer (OEM). No marks shall be awarded if declaration of Manufacturing Facility is not provided along with Annex.

a	Production/assembling unit with allied skilled staff.		 The applicant firm/ OM shall submit affidavit & proof of manufacturing indicating number of Similar Winter Jackets. Criteria of awarding marks: - If monthly production is 1500 winter jackets Full marks will be given i.e, 30 marks) For less than 1500 winter jackets production per month, marks shall be awarded as: (No of Winter jacket production /1500) * 30
Total Marks		30	

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a	Managerial Staff (10	05	Master's Degree with Minimum 03 years of relevant
	professionals)	(0.5 for each	experience
		professional)	or
			Bachelor with Minimum 05 years of relevant
			experience
Support Staff		10	• 10 Marks will be given if applicant firm has 20 or
			more support staff.
			• For staff, less than 20, marks shall be awarded as:
			(No of support staff/20) *10
	Quality Certification	05	• 05 Marks will be given if applicant firm has
	and any other		Quality Certification (relevant category).
	certification		No mark if applicant firm has not provided
			quality Certification
Total Marks		20	

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

Sub	Subject:										
Res	Respected Sir,										
	· ·	horized to	•					d con	dition set forth in th	e PQ	, D and
attac	hed annex	es.									
We	hereby	express	our	interest	and	apply	for	the	Pre-Qualification	of	item
			for	Police De	partme	nt.					
Atta	ched to thi	s letter are	copie	s of origin	al docu	ments de	efining	g:			

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring Agency 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.
- 2. The Procuring Agency and its authorized representatives may contact the following inquiry numbers:

General and Managerial Inquiries				
Contact 1	Telephone 1			
Contact 2	Telephone 2			
Personnel Inquiries				
Contact 1	Telephone 1			
Contact 2 Telephone 2				
Technical Inquiries				
Contact 1	Telephone 1			

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Contact 2	Telephone 2
Financial Inquir	ies
Contact 1	Telephone 1
Contact 2	Telephone 2

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring Agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring Agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above. [Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. 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 for and on behalf of [Name of the Lead Member]		
	Signature:	
	Name:	
	Designation:	
	Date:	
	Seal:	

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
	[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr./Ms
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply ofunder this contract.
6.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount shall be as follows.

I. Signed	for	and	on	behalf	of	[Name	of	the	Lead	Member]
Sign	ature:			-						
Nan	ne:			-						
Desi	ignation:	:		-						
Date	e :			-						
Seal	l :			-						
II. Sign	ed for an	d on beh	alf of [N	Name of th	e Memb	oer]				
Sign	nature:			-						
Nan	ne:			-						
Desi	ignation:	:		-						
Date	e :			-						
Seal	l :			-						

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB	POLICE	has invitedWhereas						Supply	of
	f the Joint V	lectively the "J'enture are interest of the Pre-Qual	oint Venture' ested in Pre-Qu	' and i	individually	as the	"Men	nber") be	U
Lead Memband things	oer with all n	for the Joint V ecessary power a ecessary in con	and authority to	do foi	r and on beha	alf of the	e JV, a	all acts, de	eeds
Now There	efore Know	All Men by The	se Presents						
									at
		fice at							<u> </u>
atregistered of designate, Lead Mem "Attorney" all business the event the regard, to das are nece not limited participate and executed.	ber and true) and hereby for and on be ne Joint Vent o on our beh ssary or requ to signing a in bidders' are e contracts ar		ely referred to titute, and one of the Contract, def of the Joint V all to the submorf all applications, respond to consequent to a	the repair of the point of the Joint Vorney (of us during the functions, Booth of the point of t	spective nar e "Principal and having its ne Member of lenture (here with power to ring the Prequency he execution all or any of its bid for ids and othe es, submit in	nes and s") do au s regis of the Jo einafter to sub-d ualificat a of the f such a t the Pro er docum	l addr hereby athorizatered bint Vorreferre elegate tion projects, de ojects, de oject, nents	office enture, as red to as e) to concess and et, and in eeds or thi including and writing cuments, s	the ably M/s at the the duct l, in this ings but ngs, sign
lawfully do	one or caused by this Power	ify and confirm I to be done by of Attorney and nereby conferred	our said Attor	ney pu deeds a	rsuant to and and things do	d in exe	rcise o ur sai	of the pov d Attorne	wers y in
In witness	whereof we _day of	the principals a	bove named l	iave ex	xecuted this	power (of atto	orney on	this

Members:

<u>Member 1</u>	Member 2
Signature:	Signature:
Name:	Name:
Title:	Title:
Address:	Address:
Witnesses: <u>Witness 1</u>	Witness 2
Signature:	Signature:
Name:	Name:
Title:	Title:
Address:	Address:

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: General Information

PARTICULARS

Company Name	·
Abbreviated Name	
National Tax No.	Sales Tax RegistrationNo.
No. of Employees	Company's Formation Date
Registered OfficeAddress	
State/Province	
City/Town	Postal Code
Phone	Fax
Email Address	Website Address
Branch Office	
City/Town	State/Province
Country	Postal Code
Phone	Fax
Factory/Workshop Office Address	
City/Town	State/Province
Country	Postal Code
Phone	Fax

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak	FY2014-2015	FY2015-2016	FY2016-2017
Rupees			
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover		_	

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

Annex-6: Similar Projects Summary of Similar Nature Project Completed

Project Name	Year of Completion	Location	Value in PKI (Million)

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead

Applicant.

member of JV

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.					
Project Name	Year of Completion	Location	Value in PKR (Million)		

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

Annex8: Undertaking

Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:
(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in th
supporting documents are true, correct and valid to the best of my knowledge and belief and may b verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish an additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agree to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
Date:

 $\frac{*Name, Signature, Stamp \ and \ Designation \ of the \ focal \ person \ nominated \ by \ Applicant \ or \ Lead}{member \ of \ JV}$

Annex 9: Personnel Capabilities Short CV

1.	Name	:
2.	Profession/Expertise	:
3.	Date of Birth	:
4.	Years with the Firm	:
5.	Nature of experience in this firm and others	:
6.	Education	:
7.	Other Training	:
8.	Key Qualifications (Maximum ¾ of a page)	•

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead $\underline{member\ of\ JV}$

PRE-QUALIFICATION DOCUMENT FOR STITCHED UNIFORM

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) for procurement of **STITCHED UNIFORM for** Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established OEM are invited to participate in Pre-Qualification Process and submit Applications for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified OEM shall be invited to get involved in further Procurement Procedures. Performance of each OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://ppra.punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency (as per subsequent purchase order/contract).

OEM is also required to state in their Applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring Agency will not be responsible for any costs or expenses incurred by OEM in connection with the preparation or delivery of Applications.

Under Punjab Procurement Rules 2014., the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring Agency or the Seller.
- II. "Procuring Agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) in accordance with **clause 4.7** and **4.8**.
- IV. "Purchase Order" means a document issued by the Procuring Agency to the Supplier for the delivery of Goods or Services as required by the Procuring Agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring Agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring Agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM), whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means (**STITCHED UNIFORM**) which the Seller is required to supply to the Procuring Agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the Procuring Agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the Procuring Agency in Para-6.

XV. 'Grievance Redressal Committee' means a committee constituted by the Procuring Agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring Agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring Agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the Advertisement and this document. The Procuring Agency will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring Agency including a description of the inquiry but without identifying its source. **The Procuring Agency reserves the right to amend the Pre-Qualification Document as a result**

of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Only OEM as per 3(VII) are eligible for joint venture agreement with other(s) OEM.

4.8. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3.** All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV,

each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before **13.09.2018** as per advertisement date and time **11:00** Am at the following address:

Senior Purchase Officer/

Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

_____.

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12:00 Noon in presence of Applicant's representative who choose be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring Agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring Agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring Agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring Agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring Agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring Agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Procuring Agency, designed to establish artificial Data/Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring Agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring Agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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;

not performed the contract up to the mark; or indulged in any corrupt practice

4.18 No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.
- **4.18.3** Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant
- **4.18.4** Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in

the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the Procuring Agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring Agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of Applications.
- iii. As authority competent to accept the Application, the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process, accept or reject all Applications.

5.1 Address of Procuring Agency

Senior Purchase Officer/

Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the Applicant's response in the Pre-Qualification Forms attached to the Submission Form (Annex-1). Successful

applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors
1	Financial Soundness
2	Relevant Experience
3	Manufacturing Facility
4	Personnel Capabilities

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.
- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3.(iii),3.(vii),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	25
В	Relevant Experience	25

С	Manufacturing Facility	30
D	Personnel Capabilities	20
	100	

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last* three financial years shall be submitted.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Annual Turnover A- Annual Turnover of last three years	15	 Full Marks will be given if total of Annual Turnover of last three FY's (as per the audited financial Statements) is equal or above amounting Rs. 1800 million (PKR) (or equivalent in other currency.) Formula A =(Y1+Y2+Y3) (in millions)/1800 *15 No marks will be given if (Y1+Y2+Y3) is less than Rs. 800 million *(Y1,Y2,Y3 representing annual turnover of last three years)
b)	Tangible Net Worth	05	 Full marks if Tangible Net worth is equal or above amounting Rs. 1000 million. Tangible Net worth (in million)/ 1000 * 5. No marks shall be awarded if Net Worth is less than Rs. 400 Million. *Tangible Net Worth= Total Assets - Total Liabilities – Intangible Assets

	Bank Credit		Criteria of awarding marks: -
	Limit/ Cash		• Full marks will be given if "Bank Credit Limit", "
	and Bank		Cash and Bank Balance" jointly or severally is
c)	balance	5	amounting to Rs. 500 million or more: -
			 Formula
			(Bank Credit Limit +Cash and Bank balance) (in
			million)/ 500* 5 .
	Total Marks	25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Projects of similar nature and complexity such as making/supply of Stitched Uniform or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in Last 03 Years	20	 20 marks will be given if applicant firm has project having total value of 800 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last three years) (in million) /800 *20 *Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). *For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Completion Certificate indicating cost of respective project is Not attached along with relevant annexures.

b)	Projects of ongoing similar nature and complexity such as making/supply of Stitched Uniform or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country.	05	 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 400 Million or more. Formula= (Accumulated Total Cost of Project(s) in hand) (in million)/400 *05
	Total Marks	25	

6.2.3 Manufacturing/Production Capabilities

Marks shall be awarded on the basis of Manufacturing Facility of Original Equipment Manufacturer (OEM). No marks shall be awarded if declaration of Manufacturing Facility is not provided along with Annex.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Production/ Assembling unit with allied skilled staff.	7.5 marks	 Weaving Unit: - Applicant must have air jet looms with capacity of producing cloth of required width=15 marks
		7.5	Dying Unit
		marks	Applicant must have Water Treatment
			plant and dying plant of vat for dying
			facilities of cloth of required width=15
			marks

Equi	hinery & Special pment required for onable unit	5 marks	 Monthly Capability of cutting & stitching of 40,000 sets (shirts + trouser) of Uniform or more=20 marks For less than 40,000 sets marks shall be awarded as: (No of Uniform Kits/40,000) *10 Applicants/manufacturer must have 100 stitching machines including all machines=3 marks Collar and cuff automatic fusing machine (02 No.) =2 marks (Maximum) Computerized marker and plotter equipment=1 mark
	tal Marks	30	

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Managerial Staff (10	05	Master's / Engineering degree with minimum 03 years of
	professionals)	(0.5 for each	relevant experience
		professional)	or
			Bachelor with minimum 05 years of relevant experience
b)	Support Staff	10	• 10 Marks will be given if applicant firm has
			200 or more support staff.
			• For staff, less than 200, marks shall be
			awarded as:
			(No of support staff/200) *10
b)	Quality Certification	05	• 05 Marks will be given if applicant firm
	and any other		has Quality Certification (relevant
	Certification		category).
			• No mark if applicant firm has not
			provided Quality Certification.

Total Marks	1 20
Total Marks	20

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

Sub	ject:										
Resp	pected Si	r,									
and l	naving rev		•					d con	dition set forth in th	e PQ	, D and
	hed annex								D 0 118		•.
We	hereby	express	our	interest	and	apply	for	the	Pre-Qualification	of	item
			for	Police De	partme	nt.					
Attac	ched to thi	is letter are	copies	s of origin	al docu	ments de	efining	g:			

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring Agency 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.
- 2. The Procuring Agency and its authorized representatives may contact the following inquiry numbers:

_	

General and Managerial Inquiries					
Contact 1	Telephone 1				
Contact 2	Telephone 2				
Personnel Inquiries					
Contact 1	Telephone 1				
Contact 2	Telephone 2				
Technical Inquiries					
Contact 1	Telephone 1				

Contact 2	Telephone 2			
Financial Inquiries				
Contact 1	Telephone 1			
Contact 2	Telephone 2			

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring Agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring Agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above. [Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

1.	Signed for and on behalf of [Name of the Le	ead Member]
	Signature:	
	Name:	
	Designation:	
	Date:	
	Seal:	

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
	[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr. /Ms
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply ofunder this contract.
6.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount shall be as follows.

I. Signe	d for	and	on	behalf	of	[Name	of	the	Lead	Member]
Si	gnature:			-						
N	ame:			-						
D	esignation:	:		-						
D	ate:			-						
Se	eal:			-						
II. Si	gned for an	d on beh	alf of [N	Name of the	e Memb	oer]				
Si	gnature:			-						
N	ame:									
D	esignation:	:		-						
D	ate:			-						
Se	eal:			-						

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB	POLICE			Application			alification and	for	Supply	of
	(col			oint Venture				"Mer	mber") b	eing
members o	f the Joint V	/enture are	intere	ested in Pre-Q ification Docu	ualific					
Lead Memband things	ber with all r	necessary p	ower a	enture to desi and authority nection with	o do fo	or and on	behalf of th	ne JV,	all acts, de	eeds
Now There	efore Know	All Men b	y The	se Presents						
										at
				, M/s						,
and M/s.				,		,	having ou	ır regi	istered of	ffice
				ely referred t						
designate,	nomir	nate,	const	titute,	appoin	t a	and a	uthori	ze	M/s
				_, being one	,	naving the Meml	its regi	oint V	Office enture as	at
Lead Mem	ber and true	e and lawf	ful att	_, being one orney of the	Joint	Venture	(hereinafte	r refer	red to as	the
				norize the Att						
•			-	and any one o	-			_		
				he Contract,		_	-	_		
regard, to d	o on our beh	alf and on	behalt	f of the Joint '	Ventur	e, all or a	ny of such	acts, d	eeds or th	ings
as are nece	ssary or req	uired or in	cident	al to the subn	nission	of its bi	d for the Pr	oject,	including	but
				of all applicat						_
				ices, respond	•					•
			_	consequent to	accept	ance of the	ne bid of the	: JV an	d general	ly to
represent th	ie JV in all it	s dealings	with th	ne Authority.						
	-			and do hereby our said Atto						_
conferred b	y this Power	r of Attorn	ey and	I that all acts, shall and sha	deeds	and thing	gs done by	our sai	id Attorne	y in
In witness				bove named	have e	executed	this power	of att	orney on	this
	_day of	20)18.							

Members:

	Member 1		Member 2
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Address:		Address:	
Witnesses:	Witness 1		Witness 2
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Address:		Address:	

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized
 by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being
 issued.

Annex 4: General Information

PARTICULARS

Company Name		
Abbreviated Name		
National Tax No.	Sales Tax RegistrationNo.	
No. of Employees	Company's Formation Date	
Registered OfficeAddress		
State/Province		
City/Town	Postal Code	
Phone	Fax	
Email Address	Website Address	
Branch Office		
City/Town	State/Province	
Country	Postal Code	
Phone	Fax	
Factory/Workshop Office Address		
City/Town	State/Province	
Country	Postal Code	
Phone	Fax	

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant $\,$ or Lead $\,$ member of JV

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak Rupees	FY2014-2015	FY2015-2016	FY2016-2017
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover			

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

Annex-6: Similar Projects Summary of Similar Nature Project Completed

Project Name	Year of Completion	Location	Value in PK (Million)
_			

member of JV

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.					
Project Name	Year of	Location	Value in PKR		
1 Toject I tame	Completion	Location	(Million)		

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

Annex8: Undertaking

Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:
(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish an additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agree to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
Date:

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

Annex 9: Personnel Capabilities Short CV

1.	Name	:
2.	Profession/Expertise	:
3.	Date of Birth	:
4.	Years with the Firm	:
5.	Nature of experience in this firm and others	:
6.	Education	:
7.	Other Training	:
8.	Key Qualifications (Maximum 3/4 of a page)	•

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead $\underline{member\ of\ JV}$

PRE-QUALIFICATION DOCUMENT FOR CUTTING & STICHING OF UNIFORM

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) for procurement of **CUTTING & STICHING OF UNIFORM** for Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established OEM are invited to participate in Pre-Qualification Process and submit Applications for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified OEM shall be invited to get involved in further Procurement Procedures. Performance of each OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://ppra.punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency (as per subsequent purchase order/contract).

OEM is also required to state in their Applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring Agency will not be responsible for any costs or expenses incurred by OEM in connection with the preparation or delivery of Applications.

Under Punjab Procurement Rules 2014., the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring Agency or the Seller.
- II. "Procuring Agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) in accordance with **clause 4.7** and **4.8**.
- IV. "Purchase Order" means a document issued by the Procuring Agency to the Supplier for the delivery of Goods or Services as required by the Procuring Agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring Agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring Agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM), whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means (CUTTING & STICHING OF UNIFORM) which the Seller is required to supply to the Procuring Agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the Procuring Agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the Procuring Agency in Para-6.

XV. 'Grievance Redressal Committee' means a committee constituted by the Procuring Agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring Agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring Agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the Advertisement and this document. The Procuring Agency will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring Agency including a description of the inquiry but without identifying its source. The Procuring Agency reserves the right to amend the Pre-Qualification Document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Only OEM as per <u>3(VII)</u> are eligible for joint venture agreement with other(s) OEM.

4.8. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3.** All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before **13.09.2018** as per advertisement date and time **11:00** Am at the following address:

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12:00 Noon in presence of Applicant's representative who choose be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring Agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring Agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring Agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest

evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring Agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring Agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring Agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Procuring Agency, designed to establish artificial Data/Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring Agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring Agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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;

not performed the contract up to the mark; or indulged in any corrupt practice

4.18 No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.
- **4.18.3** Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant
- **4.18.4** Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the Procuring Agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring Agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- The Procuring Agency will not be responsible for any costs or expenses incurred by ii. Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of Applications.
- As authority competent to accept the Application, the Procuring Agency reserves the iii. exclusive right to cancel the pre-Qualification process, accept or reject all Applications.

5.1 Address of Procuring Agency

Senior Purchase Officer/

Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the applicant's response in the Pre-**Forms Oualification** attached the Submission Form (Annex-1). to applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors					
1	Financial Soundness					
2	Relevant Experience					

3	Manufacturing Facility
4	Personnel Capabilities

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.
- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3.(iii),3.(vii),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	25
В	Relevant Experience	25
С	Manufacturing Facility	30
D	Personnel Capabilities	20
	100	

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last three financial years shall be submitted*.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr.	Description	Marks	Explanation for Marks Obtained	
No.				
	Annual		• Full Marks will be given if total of Annual Turnover of last	
	Turnover		three FY's (as per the audited financial Statements) is equal or	
			above amounting Rs. 2000 million (PKR) (or equivalent in	
a)	A- Annual	15	other currency.)	
	Turnover of		• Formula A =(Y1+Y2+Y3) (in millions)/2000 *15	
	last three			
	years			
	Tangible			
	Net Worth		• Full marks if Tangible Net worth is equal or above amounting	
b)			Rs. 1000 million.	
		05	• Tangible Net worth (in million)/ 1000 * 5.	
			Taligible Net Worth (in million)/ 1000 3.	
	Bank Credit		Criteria of awarding marks: -	
	Limit/ Cash		• Full marks will be given if "Bank Credit Limit", " Cash and	
	and Bank		Bank Balance' jointly or severally is amounting to Rs. 400	
->	balance	05		
c)	Dalance	05	million or more: -	
			• Formula	
			(Bank Credit Limit +Cash and Bank balance) (in	
			million)/400* 5	
	Total Marks	25		

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Projects of similar nature and complexity such as making/supply of cutting and Stitching of Uniform or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, ranger's constabulary and other govt. recognized departments and exports to any other country completed in Last 03 Years	20	 20 marks will be given if applicant firm has project having total value of 1000 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last three years) (in million) /1000 *20 * Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). *For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Completion Certificate indicating cost of respective project is Not attached along with relevant annexures.
b)	Projects of ongoing similar nature and complexity such as making/supply of Cutting and Stitching of Uniform or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country.	05 25	 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 400 Million or more. Formula= (Accumulated Total Cost of Project(s) in hand) (in million)/400 *05 *For In hand Projects, Purchase Order/Contract Agreement of respective project is mandatory indicating Cost of Project. Purchase Order/Contract Agreement indicating cost of respective project is compulsory to attach.

6.2.3 Manufacturing/Production Capabilities

Marks shall be awarded on the basis of Manufacturing Facility of Original Equipment Manufacturer (OEM). No marks shall be awarded if declaration of Manufacturing Facility is not provided along with Annex

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Production/assemblin g unit with allied skilled staff.	marks	 The applicant firm/ OEM shall submit affidavit & proof of manufacturing indicating number of Similar Cutting & Stitching of Uniform Cloth. Capability for Cutting & Stitching of Uniform: - Monthly Capability of cutting & stitching of 40,000 sets (shirts + trouser) of Uniform or more=20 marks For less than 40,000 sets marks shall be awarded as: (No of Uniform Kits/40,000) *20
b)	Machinery & Special Equipment required for reasonable unit	marks	 Applicants/manufacturer must have 100 stitching machines including all machines = 5 marks Collar and cuff automatic fusing machine (02 No.) = 3 marks (Maximum) Computerized marker and plotter equipment =2 marks
	Total Marks	30	

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	Marks	Explanation for Marks Obtained		
a)	Managerial Staff (10	05	 Master's degree with minimum 03 years of relevant 		
	professionals)	(0.5 for	experience		
		each	or		
		professiona	Bachelor with minimum 05 years of relevant		
		1)	experience		
b)	Support Staff	10	• 10 Marks will be given if applicant firm has 200 or		
			more support staff.		
			• For staff, less than 200, marks shall be awarded as:		
			(No of support staff/200) *10		
b)	Quality 05		• 05 Marks will be given if applicant firm has Quality		
	Certification/Any		Certification (relevant category).		
	Other Quality		 No mark if applicant firm has not provided Quality 		
	Certifications		Certification.		
	Total Marks	20			

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

Sub	ject:										
Res	pected Si	r,									
and	having rev							d con	dition set forth in th	e PQ	, D and
attac	hed annex	es.									
We	hereby	express	our	interest	and	apply	for	the	Pre-Qualification	of	item
			for	Police Dep	partme	nt.					
Atta	ched to thi	s letter are	copies	s of origina	al docu	ments de	efining	5 :			

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring Agency 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.
- 2. The Procuring Agency and its authorized representatives may contact the following inquiry numbers:

-	

General and Managerial Inquiries		
Contact 1	Telephone 1	
Contact 2	Telephone 2	
Personnel Inquiries		
Contact 1	Telephone 1	
Contact 2	Telephone 2	
Technical Inquiries		
Contact 1	Telephone 1	

Contact 2	Telephone 2	
Financial Inquiries		
Contact 1	Telephone 1	
Contact 2	Telephone 2	

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring Agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring Agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above. [Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

1.	Signed for and on behalf of [Name of the Le	ead Member]
	Signature:	
	Name:	
Designation:	Designation	
	Designation.	
	Date:	
	Seal:	
	Seal:	

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
	[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr. /Ms
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply ofunder this contract.
6.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount shall be as follows.

I. Signed	d for	and	on	behalf	of	[Name	of	the	Lead	Member]
a.										
Si	gnature:			-						·
Na	ame:			-						
De	esignation:			-						
Da	ate:			-						
Se	al:								·	
II Sic	oned for an	d on beh	alf of [N	Name of th	e Memb	oer]				
11. 518	siled for un	a on our	un or tr	varie or th	e ivienie					
Si	gnature:									
Na	ame:			-						
De	esignation:			-						
Da	ate:			-						
Se	al:			-						

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

		has invited							
		Whereaslectively the "J							
members o	f the Joint V	Venture are interest of the Pre-Qua	rested in Pre-Q	ualifica					_
Whereas, it	t is necessary	y for the Joint V	enture to design	gnate or	ne of the Jo	oint Ven	ture M	ember a	as the
Lead Memband things	ber with all n	necessary power necessary in cor	and authority to	o do for	and on beh	alf of th	e JV, a	ll acts,	deeds
Now There	efore Know	All Men by The	ese Presents						
			, M/s			_			,
having our	registered of	fice at			1			, 1	., .cc
and M/s				Γ4 1 6 ο μον	, ha	ving ou	r regis	stered ()ffice
		sinoften collectiv							
_	nomir	einafter collectiv	stitute, a	ppoint	and	a	uthoriz	æ	M/s
Lead Mem "Attorney" all business the event the regard, to desire as are neces not limited participate and execute represent the	ber and true) and hereby s for and on he he Joint Ven do on our beh essary or reque to signing a in bidders' are e contracts an	e and lawful at irrevocably autobehalf of the JV ture is awarded half and on behalf and submission and submission and other conferend undertakings as dealings with the ify and confirm	thorize the Atto and any one of the Contract, d If of the Joint V tal to the subm of all application nees, respond to consequent to a	Joint Vorney (vorney (Venture (he with power ring the Preche execution all or any of its bid foods and others, submit in the preche between the best of the best	to sub-cqualificand of the President of the President of the Information of the Informati	referr lelegate tion pr Project acts, de oject, i ments a on/ doc JV and	ed to a e) to concess and occess and et, and in eeds or the including and write cuments d genera	s the nduct nd, in this hings g but tings, , sign ally to
lawfully do	one or caused by this Power	d to be done by r of Attorney an hereby conferred	our said Attor d that all acts,	ney pui deeds a	rsuant to ar .nd things d	nd in exe lone by o	ercise o our said	of the po	owers ney in
In witness	whereof we _day of	the principals	above named l	nave ex	ecuted this	s power	of atto	orney or	ı this

Members:

Member 2
Signature:
Name:
Title:
Address:
Witness 2
Signature:
Name:
Title:
Address:

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized
 by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being
 issued.

Annex 4: General Information

PARTICULARS

Company Name	·
Abbreviated Name	
National Tax No.	Sales Tax RegistrationNo.
No. of Employees	Company's Formation Date
Registered OfficeAddress	
State/Province	
City/Town	Postal Code
Phone	Fax
Email Address	Website Address
Branch Office	
City/Town	State/Province
Country	Postal Code
Phone	Fax
Factory/Workshop Office Address	
City/Town	State/Province
Country	Postal Code
Phone	Fax

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak	FY2014-2015	FY2015-2016	FY2016-2017
Rupees			
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover			

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

Annex-6: Similar Projects Summary of Similar Nature Project Completed

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.					
Project Name	Year of Completion	Location	Value in PKR (Million)		

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*} If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.					
Project Name	Year of Completion	Location	Value in PKR (Million)		

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

Annex8: Undertaking

Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:
(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
Date:

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of \overline{JV}

Annex 9: Personnel Capabilities Short CV

1.	Name	:
2.	Profession/Expertise	:
3.	Date of Birth	:
4.	Years with the Firm	:
5.	Nature of experience in this firm and others	:
6.	Education	:
7.	Other Training	:
8.	Key Qualifications (Maximum ¾ of a page)	:

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead $\underline{member\ of\ JV}$

PRE-QUALIFICATION DOCUMENT FOR FULL SLEEVE WARM VEST

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) for procurement of **FULL SLEEVE WARM VEST** for Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established OEM are invited to participate in Pre-Qualification Process and submit Applications for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified OEM shall be invited to get involved in further Procurement Procedures. Performance of each OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://ppra.punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency (as per subsequent purchase order/contract).

OEM is also required to state in their Applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring Agency will not be responsible for any costs or expenses incurred by OEM in connection with the preparation or delivery of Applications.

Under Punjab Procurement Rules 2014., the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring Agency or the Seller.
- II. "Procuring Agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) in accordance with **clause 4.7** and **4.8**.
- IV. "Purchase Order" means a document issued by the Procuring Agency to the Supplier for the delivery of Goods or Services as required by the Procuring Agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring Agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring Agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM), whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means (**FULL SLEEVE WARM VEST**) which the Seller is required to supply to the Procuring Agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the Procuring Agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the Procuring Agency in Para-6.

XV. 'Grievance Redressal Committee' means a committee constituted by the Procuring Agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring Agen

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring Agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the Advertisement and this document. The Procuring Agency will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring Agency including a description of the inquiry but without identifying its source. **The Procuring Agency reserves the right to amend the Pre-Qualification Document as a result**

of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Only OEM as per 3(VII) are eligible for joint venture agreement with other(s) OEM.

4.8. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3.** All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV,

each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before - 13.09.2018 as per advertisement date and time 11:00Am at the following address:

Senior Purchase Officer/ Addl: Inspector General of Police,

Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

____.

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12.00 Noon in presence of Applicant's representative who choose be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring Agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring Agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring Agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring Agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring Agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring Agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Procuring Agency, designed to establish artificial Data/Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring Agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring Agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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 indulged in any corrupt practice

4.18 No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.
- **4.18.3** Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant
- **4.18.4** Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the

contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the Procuring Agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring Agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of Applications.
- iii. As authority competent to accept the Application, the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process, accept or reject all Applications.

5.1 Address of Procuring Agency

Senior Purchase Officer/

Addl: Inspector General of Police,

Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the applicant's response in the Pre-Qualification Forms attached to the Submission Form (Annex-1). Successful applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors
1	Financial Soundness
2	Relevant Experience
3	Manufacturing Facility
4	Personnel Capabilities

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.
- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3.(iii),3.(vii),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	25
В	Relevant Experience	25
С	Manufacturing Facility	30
D	Personnel Capabilities	20

Total	100
-------	-----

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last* three financial years shall be submitted.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr.	Description	Marks	Explanation for Marks Obtained
No.			
a)	Annual Turnover A- Annual Turnover of last three years	15	 Full Marks will be given if total of Annual Turnover of last three FY's (as per the audited financial Statements) is equal or above amounting Rs. 1200 million (PKR) (or equivalent in other currency.) Formula A = (Y1+Y2+Y3)/1200 *15 *(Y1,Y2,Y3 representing annual turnover of last three years)
b)	Tangible Net Worth	05	 Full marks if Tangible Net worth is equal or above amounting Rs. 600 million. Tangible Net worth (in million)/ 600 * 5.
c)	Bank Credit Limit/ Cash and Bank balance	5	Criteria of awarding marks: - • Full marks will be given if 'Bank Credit Limit', 'Cash and Bank Balance' jointly or severally is amounting to Rs. 200 million or more: - • Formula (Bank Credit Limit +Cash and Bank balance) (in million)/200* 5
	Total Marks	25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Projects of similar nature and complexity such as making/supply of warmer or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in Last 03 Years	20	 20 marks will be given if applicant firm has project having total value of 600 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last three years) (in million)//600 *20 *For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Completion Certificate indicating cost of respective project is Not attached along with relevant annexures.
	Projects of ongoing similar nature and complexity such as making/supply of warmer or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country.	05	 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 200 Million or more. Formula= (Accumulated Total Cost of Project(s) in hand) (in million)//200 *05 *For In hand Projects, Purchase Order/Contract Agreement of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Purchase Order/Contract Agreement indicating cost of respective project is Not attached along with relevant annexes.
	Total Marks	25	

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

Marks shall be awarded on the basis of Manufacturing Facility of Original Equipment Manufacturer (OEM). No marks shall be awarded if declaration of Manufacturing Facility is not provided along with Annex.

Sr. No.	Description	Marks	Explanation for Marks Obtained
------------	-------------	-------	--------------------------------

a)	Production/assemblin	30	•	The applicant firm/ OM shall submit affidavit & proof
	g unit with allied	marks		of manufacturing indicating number of Similar Full
	skilled staff.	max.		Sleeve Warm Vest.
			•	Criteria of awarding marks: -
			•	Monthly production of 40,000 Full Sleeve Warm Vest
				(Maximum 30 marks)
			•	For less than 40,000 Full Sleeve Warm Vest per month
				production, marks shall be awarded as:
			•	(No of Full Sleeve Warm Vest production /40,000) * 30
			•	No marks shall be awarded for monthly production of
				winter jacket is less than 10,000 per month.
	Total Marks	30		

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Managerial Staff (10 professionals)	(0.5 for	 Master's degree with minimum 03 years of relevant experience or Bachelor with minimum 05 years of relevant experience
b)	Support Staff	10	 10 Marks will be given if applicant firm has 50 or more support staff. For staff, less than 50, marks shall be awarded as: (No of support staff/50) *10
b)	ISO Certification	05	 05 Marks will be given if applicant firm has ISO Certification (relevant category). No mark if applicant firm has not provided Quality Certification.
	Total Marks	20	

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

Sub	ject:										
Res	pected Si	r,									
and	having rev							d con	dition set forth in th	e PQ	, D and
attac	hed annex	es.									
We	hereby	express	our	interest	and	apply	for	the	Pre-Qualification	of	item
			for	Police Dep	partme	nt.					
Atta	ched to thi	s letter are	copies	s of origina	al docu	ments de	efining	5 :			

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring Agency 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.
- 2. The Procuring Agency and its authorized representatives may contact the following inquiry numbers:

-

General and Managerial Inquiries						
Contact 1	Telephone 1					
Contact 2	Telephone 2					
Personnel Inquiries						
Contact 1	Telephone 1					
Contact 2	Telephone 2					
Technical Inquiries						
Contact 1	Telephone 1					

Contact 2	Telephone 2				
Financial Inquiries					
Contact 1	Telephone 1				
Contact 2	Telephone 2				

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring Agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring Agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above. [Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

1.	1. Signed for and on behalf of [Name of the Lead Member]				
	Signature:				
	Name:				
	Designation:				
	Date:				
	Seal:				

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
	[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr. /Ms (Name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the JV's Representative in the name and on the behalf of their Joint Venture.
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply of under this contract.
6.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount, shall be as follows.

I. Sign	ed	for	and	on	behalf	of	[Name	of	the	Lead	Member]
S	Signat	ure:			-						· · · · · · · · · · · · · · · · · · ·
N	Name:	:			-						
Ι	Design	ation:									
Ι	Date:				-						
S	Seal:				-						
Т. С		C		16 60	T C.1	M 1	1				
11. S	agned	for and	on ben	alt of [N	name of the	e Memb	oer]				
S	Signat	ure:			-						
N	Name:	:			-						
Ι	Design	ation:			-						
I	Date:				-						
S	Seal:				-						

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB	POLICE	has invited	Application			alification and			
	(col	whereas lectively the "J							
members of	f the Joint V	enture are inters of the Pre-Qual	ested in Pre-Q	ualifica					
Lead Memband things	er with all n	for the Joint V ecessary power ecessary in con	and authority to	o do fo	r and on b	ehalf of th	e JV, a	all acts, de	eeds
Now There	fore Know	All Men by The	ese Presents						
									at
having our 1	registered of	fice at	, IVI/S						
and M/satregistered of designate, Lead Memle "Attorney") all business the event the regard, to do as are necessor limited participate is and execute	ber and true and hereby for and on the Joint Vent o on our beh ssary or requ to signing a n bidders' ar	inafter collectiv	being one torney of the horize the Atto and any one of the Contract, of of the Joint Veral to the submof all applications, respond to consequent to a	[the report of the property of	having the Memb Venture (with powering the Faceuse, all or an of its biddids and ces, submi	having ou names and ipals") do nd a its register of the Johereinafter to sub-derequalification of the ny of such a for the Prother docurt informatic	r reginal address references the control of the con	office enture, as red to as e) to concess and et, and in eeds or this including and writing cuments, s	the ably M/s at the the duct l, in this ings but ngs, sign
lawfully do conferred b	ne or caused y this Power	ify and confirm I to be done by of Attorney and hereby conferred	our said Attord that all acts,	ney pu deeds a	rsuant to and thing	and in exe s done by o	ercise o our sai	of the pov d Attorne	wers y in
In witness	whereof we _day of	the principals a	above named	have ex	xecuted t	his power	of atto	orney on	this

Members:

Member 2
Signature:
Name:
Title:
Address:
Witness 2
Signature:
Name:
Title:
Address:

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized
 by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being
 issued.

Annex 4: General Information

PARTICULARS

Company Name		
Abbreviated Name		
National Tax No.	Sales Tax RegistrationNo.	
No. of Employees	Company's Formation Date	
Registered OfficeAddress		
State/Province		
City/Town	Postal Code	
Phone	Fax	
Email Address	Website Address	
Branch Office		
City/Town	State/Province	
Country	Postal Code	
Phone	Fax	
Factory/Workshop Office Address		
City/Town	State/Province	
Country	Postal Code	-
Phone	Fax	

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak Rupees	FY2014-2015	FY2015-2016	FY2016-2017
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover			

^{*} If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of JV

Annex-6: Similar Projects Summary of Similar Nature Project Completed

Project Name	Year of Completion	Location	Value in PK (Million)
	1		, , ,

member of JV

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.				
Project Name	Year of Completion	Location	Value in PKR (Million)	

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead $\underline{\text{member of JV}}$

^{*} If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Annex8: Undertaking

Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:

member of JV

(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
Date:

24

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead

Annex 9: Personnel Capabilities Short CV

1.	Name	:
2.	Profession/Expertise	:
3.	Date of Birth	:
4.	Years with the Firm	:
5.	Nature of experience in this firm and others	:
6.	Education	:
7.	Other Training	:
8.	Key Qualifications (Maximum ¾ of a page)	•

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

PRE-QUALIFICATION DOCUMENT FOR UNIFORM CLOTH

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) for procurement of **UNIFORM CLOTH for** Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established OEM are invited to participate in Pre-Qualification Process and submit Applications for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified OEM shall be invited to get involved in further Procurement Procedures. Performance of each OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://ppra.punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency (as per subsequent purchase order/contract).

OEM is also required to state in their Applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring Agency will not be responsible for any costs or expenses incurred by OEM in connection with the preparation or delivery of Applications.

Under Punjab Procurement Rules 2014., the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring Agency or the Seller.
- II. "Procuring Agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) in accordance with **clause 4.7** and **4.8**.
- IV. "Purchase Order" means a document issued by the Procuring Agency to the Supplier for the delivery of Goods or Services as required by the Procuring Agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring Agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring Agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM), whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means (**UNIFORM CLOTH**) which the Seller is required to supply to the Procuring Agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the Procuring Agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the Procuring Agency in Para-6.

XV. 'Grievance Redressal Committee' means a committee constituted by the Procuring Agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring Agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring Agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the Advertisement and this document. The Procuring Agency will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring Agency including a description of the inquiry but without identifying its source. **The Procuring Agency reserves the right to amend the Pre-Qualification Document as a result**

of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Only OEM as per 3(VII) are eligible for joint venture agreement with other(s) OEM.

4.8. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3.** All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV,

each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before **13.09.2018** as per advertisement date and time **11:00** Am at the following address:

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

_____.

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12:00 Noon in presence of Applicant's representative who choose be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring Agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring Agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring Agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring Agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring Agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring Agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Procuring Agency, designed to establish artificial Data/Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring Agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring Agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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;

not performed the contract up to the mark; or indulged in any corrupt practice

4.18 No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.
- **4.18.3** Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant
- **4.18.4** Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in

the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the Procuring Agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring Agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of Applications.
- iii. As authority competent to accept the Application, the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process, accept or reject all Applications.

5.1 Address of Procuring Agency

Senior Purchase Officer/ Addl: Inspector General of Police,

Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the Applicant's response in the Pre-Qualification Forms attached to the Submission Form (Annex-1). Successful

applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors	
1	Financial Soundness	
2	Relevant Experience	
3	Manufacturing Facility	
4	Personnel Capabilities	

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.
- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3.(iii),3.(vii),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	25
В	Relevant Experience	25

С	Manufacturing Facility	30			
D	Personnel Capabilities	20			
	Total				

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last* three financial years shall be submitted.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr.	Description	Marks	Explanation for Marks Obtained
No.	-		-
a)	Annual Turnover A- Annual Turnover of last three years	15	 Full Marks will be given if total of Annual Turnover of last three FY's (as per the audited financial Statements) is equal or above amounting Rs. 1800 million (PKR) (or equivalent in other currency.) Formula A =(Y1+Y2+Y3) (in millions)/1800 *15 *(Y1,Y2,Y3 representing annual turnover of last three years)
b)	Tangible Net Worth	05	 Full marks if Tangible Net worth is equal or above amounting Rs. 600 million. Tangible Net worth (in million)/ 600 * 5.
c)	Bank Credit Limit/ Cash and Bank balance	05	 Criteria of awarding marks: - Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" jointly or severally is amounting to Rs. 400 million or more: - Formula (Bank Credit Limit +Cash and Bank balance) (in million)/400*
	Total Marks	25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Projects of similar nature and complexity such as making/supply of		• 20 marks will be given if applicant firm has project having
Uniform or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in Last 03 Years	20	 total value of 600 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last three years) (in million) /600 *20 * Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). *For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Completion Certificate indicating cost of respective project is Not attached along with relevant annexures.
Projects of ongoing similar nature and complexity such as making/supply of Uniform or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country. Total Marks	25	 10 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 200 Million or more. Formula= (Accumulated Total Cost of Project(s) in hand) (in million)/200 *10 *For in hand Projects, Purchase Order/Contract Agreement of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Purchase Order/Contract Agreement indicating cost of respective project is Not attached along with relevant annexes.

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

Marks shall be awarded on the basis of Manufacturing Facility of Original Equipment Manufacturer (OEM). No marks shall be awarded if declaration of Manufacturing Facility is not provided along with Annex.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Production/assembl ing unit with allied skilled staff.	15 marks	 Weaving Unit: - Applicant must have air jet looms with capacity of producing cloth of required width=15 marks
		15 marks	 Dying Unit: - Applicant must have Water Treatment plant and dying plant of vat for dying facilities of cloth of required width=15 marks
	Total Marks	30	

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Managerial Staff (10 professionals)	05 (0.5 for each professiona 1)	 Master's degree with minimum 03 years of relevant experience or Bachelor with minimum 05 years of relevant experience
b)	Support Staff	10	 10 Marks will be given if applicant firm has 50 or more support staff. For staff, less than 50, marks shall be awarded as: (No of support staff/50) *10
b)	ISO Certification	05	 05 Marks will be given if applicant firm has ISO Certification (relevant category).
	Total Marks	20	

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

Sub	ject:										
Resp	pected Si	r,									
and l	naving rev		•					d con	dition set forth in th	e PQ	, D and
attac	hed annex	tes.									
We	hereby	express	our	interest	and	apply	for	the	Pre-Qualification	of	item
			for	Police De	partme	nt.					
Attac	ched to thi	is letter are	copies	s of origin	al docu	ments de	efining	g:			

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring Agency 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.
- 2. The Procuring Agency and its authorized representatives may contact the following inquiry numbers:

_	

General and Managerial Inquiries					
Contact 1	Telephone 1				
Contact 2	Telephone 2				
Personnel Inquiries					
Contact 1	Telephone 1				
Contact 2	Telephone 2				
Technical Inquiries					
Contact 1	Telephone 1				

Contact 2	Telephone 2
Financial Inquir	ies
Contact 1	Telephone 1
Contact 2	Telephone 2

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring Agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring Agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above. [Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

1.	Signed for and on behalf of [Name of the Le	ead Member]
	Signature:	
	Name:	
	Designation:	
	Date:	
	Seal:	

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
	[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr./Ms
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply of under this contract.
6.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount shall be as follows.

I. Signed	for	and	on	behalf	of	[Name	of	the	Lead	Member]
Sign	nature:			-						
Nan	ne:			-						
Desi	ignation:			-						
Date	e:									
Seal	l :									
II. Sign	ed for an	d on beh	alf of [N	Name of th	e Memb	oer]				
Sigr	nature:			-						
Nan	ne:									
Desi	ignation:									
Date	e :									
Seal	l :									

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB	POLICE	has invited	Application			alification			
	(col	whereas lectively the "J							
members of	f the Joint V	enture are inters of the Pre-Qual	ested in Pre-Q	ualifica					
Lead Memband things	er with all n	for the Joint V ecessary power ecessary in con	and authority to	o do fo	r and on b	ehalf of th	e JV, a	all acts, de	eeds
Now There	fore Know	All Men by The	ese Presents						
									at
having our	registered of	fice at	, IVI/S						
and M/satregistered of designate, Lead Memle "Attorney") all business the event the regard, to do as are necessor limited participate is and execute	ber and true and hereby for and on the Joint Vent o on our beh ssary or requ to signing a n bidders' ar	inafter collectiv	being one torney of the horize the Atto and any one of the Contract, of of the Joint Veral to the submof all applications, respond to consequent to a	of the repoint of the Joint Vorney (f us duduring to Joint, Joint Vorney, and Joint	having the Penture (with powering the Penture (and of its biddids and ces, submi	having ou names and ipals") do nd a its register of the Johereinafter to sub-drequalification of the ny of such a for the Prother docurt informatic	r reginal address references, de control de	office enture, as red to as e) to concess and et, and in eeds or this including and writing cuments, s	the ably M/s at the the duct l, in this ings but ngs, sign
lawfully do conferred b	ne or caused y this Power	ify and confirm I to be done by of Attorney and hereby conferred	our said Attord that all acts,	ney pu deeds a	rsuant to and thing	and in exe s done by o	ercise o our sai	of the pov d Attorne	wers y in
In witness	whereof we _day of	the principals a	above named l	have ex	xecuted t	his power	of atto	orney on	this

Members:

	Member 1		Member 2
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Address:		Address:	
Witnesses:	Witness 1		Witness 2
Signature:		Signature:	
Name:		Name:	
Title:		Title:	
Address:		Address:	

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: General Information

PARTICULARS

Company Name		
Abbreviated Name		
National Tax No.	Sales Tax RegistrationNo.	
No. of Employees	Company's Formation Date	
Registered OfficeAddress		
State/Province		
City/Town	Postal Code	
Phone	Fax	
Email Address	Website Address	
Branch Office		
City/Town	State/Province	
Country	Postal Code	
Phone	Fax	
Factory/Workshop Office Address		
City/Town	State/Province	
Country	Postal Code	
Phone	Fax	

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak	FY2014-2015	FY2015-2016	FY2016-2017
Rupees			
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover			

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

Annex-6: Similar Projects Summary of Similar Nature Project Completed

Venture.			
Project Name	Year of Completion	Location	Value in PKI (Million)

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead

Applicant.

member of JV

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to

(Applicant or member of Joint Venture)

complete the information in this form. Use a separate sheet for each Member of a Joint Venture.			
Project Name	Year of Completion	Location	Value in PKR (Million)

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead $\underline{\text{member of JV}}$

Annex8: Undertaking

Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:
(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
Date:

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of JV

Annex 9: Personnel Capabilities Short CV

1.	Name	:
2.	Profession/Expertise	:
3.	Date of Birth	:
4.	Years with the Firm	:
5.	Nature of experience in this firm and others	:
6.	Education	:
7.	Other Training	:
8.	Key Qualifications (Maximum ¾ of a page)	•

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

PRE-QUALIFICATION DOCUMENT FOR T-SHIRT

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) for procurement of **T-SHIRT** for Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established OEM are invited to participate in Pre-Qualification Process and submit Applications for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified OEM shall be invited to get involved in further Procurement Procedures. Performance of each OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://ppra.punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency (as per subsequent purchase order/contract).

OEM is also required to state in their Applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring Agency will not be responsible for any costs or expenses incurred by OEM in connection with the preparation or delivery of Applications.

Under Punjab Procurement Rules 2014., the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring Agency or the Seller.
- II. "Procuring Agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) in accordance with **clause 4.7** and **4.8**.
- IV. "Purchase Order" means a document issued by the Procuring Agency to the Supplier for the delivery of Goods or Services as required by the Procuring Agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring Agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring Agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM), whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means (**T-SHIRT**) which the Seller is required to supply to the Procuring Agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the Procuring Agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the Procuring Agency in Para-6.

XV. 'Grievance Redressal Committee' means a committee constituted by the Procuring Agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring Agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring Agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring Agency in writing at the Procuring Agency's address indicated in the Advertisement and this document. The Procuring Agency will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring Agency including a description of the inquiry but without identifying its source. **The Procuring Agency reserves the right to amend the Pre-Qualification Document as a result**

of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring Agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Only OEM as per 3(VII) are eligible for joint venture agreement with other(s) OEM.

4.8. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3.** All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.
- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV,

each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before **13.09.2018** as per advertisement date and time **11:00** Am at the following address:

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

____·

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12:00 Noon in presence of Applicant's representative who choose be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring Agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring Agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring Agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring Agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring Agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring Agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Procuring Agency, designed to establish artificial Data/Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring Agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring Agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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;

not performed the contract up to the mark; or indulged in any corrupt practice

4.18 No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.
- **4.18.3** Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant
- **4.18.4** Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in

the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the Procuring Agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring Agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of Applications.
- iii. As authority competent to accept the Application, the Procuring Agency reserves the exclusive right to cancel the pre-Qualification process, accept or reject all Applications.

5.1 Address of Procuring Agency

Senior Purchase Officer/ Addl: Inspector General of Police,

Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the Applicant's response in the Pre-Qualification Forms attached to the Submission Form (Annex-1). Successful

applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors
1	Financial Soundness
2	Relevant Experience
3	Manufacturing Facility
4	Personnel Capabilities

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.
- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3.(iii),3.(vii),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	25
В	Relevant Experience	25

С	C Manufacturing Facility			
D	20			
	100			

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last three financial years shall be submitted*.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

~							
Sr.	Description	Marks	Explanation for Marks Obtained				
No.							
a)	Annual Turnover A- Annual Turnover of last three years	15	 Full Marks will be given if total of Annual Turnover of I three FY's (as per the audited financial Statements) is equal above amounting Rs. 1200 million (PKR) (or equivalent other currency.) Formula A = (Y1+Y2+Y3)/1200 *15 *(Y1,Y2,Y3 representing annual turnover of last three year) 				
b)	Tangible Net Worth	05	 Full marks if Tangible Net worth is equal or above amounting Rs. 600 million. Tangible Net worth (in million)/ 600 * 5. 				
c)	Bank Credit Limit/ Cash and Bank balance	05	 Criteria of awarding marks: - Full marks will be given if "Bank Credit Limit", " Cash and Bank Balance" jointly or severally is amounting to Rs. 200 million or more: - Formula (Bank Credit Limit +Cash and Bank balance) (in million)/200* 5 				

Total Marks	25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Projects of similar nature and complexity such as making/supply of T-Shirts or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in Last 03 Years b Projects of ongoing similar nature and complexity such as making/supply of T-Shirts or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in Last 03 Years b Projects of ongoing similar nature and complexity such as making/supply of T-Shirts or similar for Pakistan national forces (army, navy, air force), a 20 marks will be given if applicant firm has project havi total value of 800 Million and above in last three years. • Formula= • (Accumulated Total Cost of Project(s) in last three years. • Formula= • (Accumulated Projects, Completion Certificate/Proof Supply of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Completic Certificate indicating cost of respective project is Nattached along with relevant annexures. • Formula= • (Accumulated Total Cost of Project(s) in has not default in any manner(s). • *For Completed Projects, Completion Certificate/Proof Supply of respective project is Matached along with relevant annexures. • Formula= • (Accumulated Total Cost of Project(s) in hand by in given if applicant firm has similar nature and projects in hand and having sum of Cost of Project amounting to Rs. 200 Million or more. • Formula= • (Accumulated Total Cost of Project(s) in hand having sum of Cost of Project amounting to Rs. 200 Million or more. • Formula= • (Accumulated Total Cost of Project(s) in hand having sum of Cost of Project amounting to Rs. 200 Million or more. • Formula= • (Accumulated Total Cost of Project(s) in hand (in million total value of 800 Million and above in last three years.	Sr.	Description	Marks	Explanation for Marks Obtained
b Projects of ongoing similar nature and complexity such as making/supply of T-Shirts or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and	No. a)	Projects of similar nature and complexity such as making/supply of T-Shirts or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in		 20 marks will be given if applicant firm has project having total value of 800 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last three years) (in million)//800 *20 * Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). *For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Completion Certificate indicating cost of respective project is Not
country. Total Marks 25	b	Projects of ongoing similar nature and complexity such as making/supply of T-Shirts or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country.		 Formula= (Accumulated Total Cost of Project(s) in hand) (in million)//200 *10 *For In hand Projects, Purchase Order/Contract Agreement of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Purchase Order/Contract Agreement indicating cost of respective

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

Marks shall be awarded on the basis of Manufacturing Facility of Original Equipment Manufacturer (OEM). No marks shall be awarded if declaration of Manufacturing Facility is not provided along with Annex.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Cutting Department	7.5 marks	 Applicant manufacturer must have cutting department comprising 50 Employees (Minimum). Otherwise no marks will be given and firm will be disqualified.
b)	Stitching unit / department	7.5 marks	 Applicant manufacturer must have stitching unit/department comprising 100 employees. (Minimum). Otherwise no marks will be given and firm will be disqualified.
c)	Toe/Heal Seat Lasting unit	7.5 marks	 Applicant manufacturer must have Toe/Heal Seat Lasting unit/department comprising 10 employees (Minimum). Otherwise no marks will be given and firm will be disqualified.
d)	Injection moulding mending	7.5 marks	 Applicant manufacturer must have Injection moulding mending unit/department comprising 10 employees. Otherwise no marks will be given and firm will be disqualified.
	Total Marks	30	

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Managerial Staff (10 professionals)	05 (0.5 for each professiona 1)	 Master's degree with minimum 03 years of relevant experience or Bachelor with minimum 05 years of relevant experience
b)	Support Staff	10	 10 Marks will be given if applicant firm has 50 or more support staff. For staff, less than 50, marks shall be awarded as: (No of support staff/50) *10
b)	ISO Certification	05	05 Marks will be given if applicant firm has ISO Certification (relevant category).
	Total Marks	20	

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

Sub	ject:										
Resp	ected Si	r,									
and l	naving rev		•					d con	dition set forth in th	e PQ	, D and
attac	hed annex										
We	hereby	express	our	interest	and	apply	for	the	Pre-Qualification	of	item
			for	Police Dep	partme	nt.					
Attac	ched to thi	is letter are	copies	s of origina	al docu	ments de	efining	g:			

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring Agency 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.
- 2. The Procuring Agency and its authorized representatives may contact the following inquiry numbers:

_	

General and Managerial Inquiries					
Contact 1 Telephone 1					
Contact 2	Telephone 2				
Personnel Inquiries					
Contact 1	Telephone 1				
Contact 2 Telephone 2					
Technical Inquiries					
Contact 1	Telephone 1				

Contact 2	Telephone 2				
Financial Inquiries					
Contact 1	Telephone 1				
Contact 2	Telephone 2				

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring Agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring Agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above. [Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

1.	Signed for and on behalf of [Name of the Lead Member]				
	Signature:				
	Name:				
	Designation:				
	Date:	<u></u>			
	Seal:				

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
	[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr./Ms
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply of under this contract.
6.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount shall be as follows.

I. Sign	ed	for	and	on	behalf	of	[Name	of	the	Lead	Member]
S	Signat	ure:			-						
N	Name	:			-						
Ι	Desigr	nation:									
Ι	Date:				-						
S	Seal:				-						
Т. С		C		16 60	T C.1	M 1	1				
11. S	agned	for and	on ben	alt of [N	name of the	e Memb	oer]				
S	Signat	ure:			-						
N	Name	:			-						
I	Desigr	nation:			-						
I	Date:				-						
S	Seal:				-						

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB	POLICE	has invitedWhereas						Supply	of
	f the Joint V	lectively the "J'enture are interest of the Pre-Qual	oint Venture' ested in Pre-Qu	' and i	individually	as the	"Men	nber") be	U
Lead Memband things	oer with all n	for the Joint V ecessary power a ecessary in con	and authority to	o do fo	r and on beh	alf of th	e JV, a	all acts, de	eeds
Now There	efore Know	All Men by The	se Presents						
									at
		fice at							,
atregistered of designate, Lead Mem "Attorney" all business the event the regard, to das are nece not limited participate and executed.	ber and true) and hereby for and on be ne Joint Vent o on our beh ssary or requ to signing a in bidders' are e contracts ar		ely referred to titute, application of the Joint V al to the submost all applications, respond to consequent to a	the repair of the property of the Joint Vorney (of us during the vorney fenture ission ons, Bo querio	spective na and having it ne Member Venture (he with power ring the Prec the executio , all or any of ids and oth es, submit ir	mes and ls") do and a register the Jo qualification of the porture to such a for the Preser documentormatic	d addr hereby uthorizestered bint Vorefern delegate tion project acts, de oject, ments	office enture, as red to as e) to concess and et, and in eeds or thi including and writing cuments, s	the ably M/s at the the duct l, in this ings but ngs, sign
lawfully do	one or caused by this Power	ify and confirm I to be done by of Attorney and nereby conferred	our said Attor	ney pu deeds a	rsuant to ar and things d	nd in exe one by o	ercise o our sai	of the pov d Attorne	wers y in
In witness	whereof we _day of	the principals a	ibove named l	1ave ez	xecuted this	s power	of atto	orney on	this

Members:

Member 2
Signature:
Name:
Title:
Address:
Witness 2
Signature:
Name:
Title:
Address:

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: General Information

PARTICULARS

Company Name		
Abbreviated Name		
National Tax No.	Sales Tax RegistrationNo.	
No. of Employees	Company's Formation Date	
Registered OfficeAddress		
State/Province		
City/Town	Postal Code	
Phone	Fax	
Email Address	Website Address	
Branch Office		
City/Town	State/Province	
Country	Postal Code	
Phone	Fax	
Factory/Workshop Office Address		
City/Town	State/Province	
Country	Postal Code	
Phone	Fax	

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak	FY2014-2015	FY2015-2016	FY2016-2017
Rupees			
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover		_	

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

Annex-6: Similar Projects Summary of Similar Nature Project Completed

Project Name	Year of Completion	Location	Value in P
_	1		I

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead

member of JV

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.					
Project Name	Year of Completion	Location	Value in PKR (Million)		

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead $\underline{member\ of\ JV}$

Annex8: Undertaking

Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:
(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
- <u></u>
Date:

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

Annex 9: Personnel Capabilities Short CV

1.	Name	:
2.	Profession/Expertise	:
3.	Date of Birth	:
4.	Years with the Firm	:
5.	Nature of experience in this firm and others	:
6.	Education	:
7.	Other Training	:
8.	Key Qualifications (Maximum ¾ of a page)	:

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

PRE-QUALIFICATION DOCUMENT FOR BULLET PROOF JACKET

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS (OEM) OR AUTHORIZED SUPPLIERS/DEALERS OF (OEM)



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM for procurement of **Bullet Proof Jacket** for Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM are invited to participate in Pre-Qualification Process and submit applications for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM shall be invited to get involved in further Procurement Procedures. Performance of each Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://punjabpolice.gov.pk & https://ppra.punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring agency (as per subsequent purchase order/contract).

Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM is also required to state in their applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of applications.

Under Punjab Procurement Rules 2014., the Procuring agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab

received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3.DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring agency or the Seller.
- II. "Procuring agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring agency to act as Procuring agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in accordance with **clause 4.7 & 4.8.**
- IV. "Purchase Order" means a document issued by the Procuring agency to the Supplier for the delivery of Goods or Services as required by the Procuring agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM, whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means **Bullet Proof Jacket** which the Seller is required to supply to the Procuring agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or

- utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the procuring agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the procuring agency in Para-6.
- XV. 'Grievance Redressal Committee' means a committee constituted by the procuring agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4.INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring agency in writing at the Procuring agency's address indicated in the Advertisement and this document. The Procuring agency will respond in writing or by Email to any request for

clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring agency including a description of the inquiry but without identifying its source. The Procuring agency reserves the right to amend the Pre-Qualification Document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM as per 3(VII) are eligible for joint venture agreement.

4.8. Joint Venture(JV)

4.8.1 Joint Venture(JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization

shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3**. All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.

- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before **13.09.2018** as per advertisement date and time **11:30** Am at the following address:

Senior Purchase Officer/
Addl: Inspector General of Police,
Logistics & Procurement, Punjab,
Coxt. of the Punjab, Police Department

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12:00 Noon in presence of Applicant's representative who choose to be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement

- between two or more Applicants, with or without the knowledge of the Procuring agency, designed to establish artificial Data/Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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 indulged in any corrupt practice

4.18 No Conflict of Interest

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.

4.18.3 Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant

4.18.4 Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the procuring agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- ii. The Procuring agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of applications.
- iii. As authority competent to accept the application, the Procuring agency reserves the exclusive right to cancel the pre-Qualification process, accept or reject all applications.

5.1 Address of Procuring agency

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the Bidder's response in the Pre-Qualification Forms attached to the Submission Form (Annex-1). Successful applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors
1	Financial Soundness
2	Relevant Experience
3	Manufacturing Facility
4	Personnel Capabilities

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.

- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3(III),3(VII),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	25
В	Relevant Experience	25
С	Manufacturing Facility	30
D	20	
	100	

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last* three financial years shall be submitted.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr.	Description	Marks	Explanation for Marks Obtained	
No.				
a	Annual Turnover Annual Turnover of last three years	15	• Full Marks will be given if total of Annual Turnover of last three FY's (as per the audited financial Statements) is equal or above amounting Rs. 750 million (PKR) (or equivalent in other currency.)	
			• Formula	

			A = (Y1+Y2+Y3)/750 *15 Y1,Y2,Y3 representing annual turnover of last three years)
b	Bank Credit Limit/ Cash and Bank balance		 Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" jointly or severally is amounting to Rs. 400 million or more: Formula (Bank Credit Limit +Cash and Bank balance) /400* 10.
	Total Marks	25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a	Projects of similar nature and complexity such as making/supply of Bullet Proof Jackets or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in Last 03 Years		 20 marks will be given if applicant firm has project having total value of 500 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last three years) /500 *20 Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project.

b	Projects of ongoing similar nature and complexity such as making/supply of Bullet Proof Jackets for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country.		 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 150 Million or more. Formula= (Accumulated Total Cost of Project(s) in hand) /150 *05 For in hand Projects, Purchase Order / Contract Agreement of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Purchase Order/Contract Agreement indicating cost of respective project is Not attached along with relevant annexes.
	Total Marks	25	

6.2.3 Manufacturing/Production Capabilities

Facility. Marks shall be awarded on the basis of Manufacturing Whereas Supplier/Firm/Company/Original Equipment Manufacturer (OEM)/Authorized Agents of OEM are eligible as per clause 3.iii, 3.vii & 4.7. (In case of supplier/firm/company other than Original Equipment Manufacturer is required to submit the authorization dealership/supplier certificate issued by OEM alongwith manufacturing capabilities/details as mentioned in 6.2.3). No marks shall be awarded if declaration of Manufacturing Facility of OEM is not provided along with Annex.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a	Production/assembling unit with allied skilled staff.		Proof from relevant documents. • 10 Marks for having stitching machines = 10 marks. (Explanation: 01 Stitching Machines for one mark.) • 10 Marks for 01 cutter and 05 Stitchers / Tailors = 10 marks (Explanation: 01 Stitcher / Tailors for 02 marks) *Cutting Master is compulsory otherwise 05 marks will be deducted. • Manufacturer Authorization/Commitment (Soft Armor) for 4000 Jackets (approx.) within reasonable time frame as per delivery schedule = 05 marks • Manufacturer Authorization/ Commitment (Hard Armor) for 4000 Jackets (approx.) within reasonable time frame as per delivery schedule = 05 marks
	Total Marks	30	

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	Marks	Explanation for Marks Obtained		
a	Managerial Staff (10	05	Master's Degree with Minimum 03 years of relevant		
	professionals)	(0.5 for each	experience		
		professional)	or		
			Bachelor with Minimum 05 years of relevant		
			experience		
	Support Staff 10		• 10 Marks will be given if applicant firm has 20 or		
			more support staff.		
			• For staff, less than 20, marks shall be awarded as:		
			(No of support staff/20) *10		
	Quality Certification	05	• 05 Marks will be given if applicant firm has		
	and any other		Quality Certification (relevant category).		
	certification		No mark if applicant firm has not provided		
			quality Certification		
	Total Marks	20			

Important Note:

As per clauses 3.III and 3.VII, in case of the authorized agent / supplier / dealer of OEM) documents of Original Equipment Manufacturer (OEM) will only be considered for evaluation as per clause "6.2.3".

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police. Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

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Respected Sir.

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Being	duly	authorized	to	represent	and	act	on	behalf	of
				, and having	reviewed	and fu	llv unde	rstood all	of the

terms and condition set forth in the PQD and attached annexes. **Pre-Oualification** We hereby express our interest and apply for the item for Police Department.

Attached to this letter are copies of original documents defining:

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring agency 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.
- 2. The Procuring agency and its authorized representatives may contact the following inquiry numbers:

General and Managerial Inquiries				
Contact 1	Telephone 1			
Contact 2	Telephone 2			
Personnel Inquiries				
Contact 1	Telephone 1			
Contact 2 Telephone 2				
Technical Inquiries				

of

Contact 1	Telephone 1				
Contact 2	Telephone 2				
Financial Inquiries					
Contact 1 Telephone 1					
Contact 2	Telephone 2				

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.

[Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]

- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

1.	Signed	for	and	on	behalf	of	[Name	of	the	Lead	Member]
	Sigr	nature:									
	Nan	ne:									
	Desi	ignation	:								
	Date	e:									
	Seal	l :									

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr. /Ms
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply of under this contract.
5.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount, shall be as follows.

I.	Signed	for	and	on	behalf	of	[Name	of	the	Lead	Member]
	Signa	ature:									
	Namo										
	Desig	gnation:									
	Date	:									
	Seal:										
	II. Signe	d f	or a	and	on	behalf	of _	[Name	of	the	Member]
	Signa	nture:									
	Name	e:									
	Desig	gnation:									
	Date	:									
	Seal:										

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB	POLICE	has invited							
	(col	whereas llectively the "	·Ioint Ventur						
members of	the Joint V	Venture are intensions of the Pre-Quantum	erested in Pre-	Qualific					_
Whereas, it is	is necessary	y for the Joint	Venture to des	signate o	one of the	Joint Ven	ture M	ember a	s the
Lead Membe	er with all n is may be r	necessary power necessary in co	r and authority	to do fo	or and on b	ehalf of th	ie JV, a	ll acts, d	deeds
Now Theref	fore Know	All Men by Th	nese Presents						
1		20 1	, M/s						
naving our re	egistered of	fice at			1	naving of	ır ragio	stared o	, offica
and wi/s				Ithe re	espective	names an	n regis d addr	esses of	the
		einafter collecti		to as th	ne "Princi	pals") do		irrevoc	
						its regi	stered	office	at
Lead Memb "Attorney") all business the event the regard, to do as are necess not limited to participate in sign and exc generally to We hereby a lawfully don conferred by	and true and hereby for and on le e Joint Ven o on our beh sary or requ to signing a n bidders' ecute contr represent th agree to rat ne or caused this Power	e and lawful as irrevocably au behalf of the JV ture is awarded alf and on behauired or incider and submission and other confracts and under the JV in all its different and confirmed to be done by the of Attorney as thereby conferred	attorney of the athorize the At and any one of the Contract, alf of the Joint and to the substance of all applications of all applications with the and do hereby our said Attend that all acts and that all acts and that all acts and the and the and the and that all acts and the and the and the and that all acts and the and th	e Joint of torney (of us during of the Venture of the Authors of the Venture of the Authors of the Venture of	Venture (It (with power pring the Property of its bid Bids and of ueries, substituting and configuration and things)	requalification of the y of such a for the Potther document informace of the formal action and in exception of the done by a d	r referridelegate attion projects, de roject, i ments a mation e bid of ts, deecercise cour said	ed to ase) to corocess and the and write of the JV	s the nduct and, in this hings g but tings, nents, and hings owers are yin
	vhereof we day of	the principals	above named	l have e	xecuted th	nis power	of atto	orney on	ı this

Members:

Member 2
Signature:
Name:
Title:
Address:
Witness 2
Signature:
Name:
Title:
Address:

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized
 by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being
 issued.

Annex 4: General Information

PARTICULARS

Company Name	
Abbreviated Name	
National Tax No.	Sales Tax RegistrationNo.
No. of Employees	Company's Formation Date
Registered OfficeAddress	
State/Province	
City/Town	Postal Code
Phone	Fax
Email Address	Website Address
Branch Office	
City/Town	State/Province
Country	Postal Code
Phone	Fax
Factory/Workshop Office Address	
City/Town	State/Province
Country	Postal Code
Phone	Fax

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak	FY2014-2015	FY2015-2016	FY2016-2017
Rupees			
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover		_	

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

Annex-6: Similar Projects Summary of Similar Nature Project Completed

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to

(Applicant or member of Joint Venture)

Applicant.

complete the information in this form. Use a separate sheet for each Member of a Joint Venture.						
Project Name	Year of Completion	Location	Value in PKR (Million)			
	1		L			

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the

 $[\]frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

Name: _____(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.						
Project Name	Year of Completion	Location	Value in PKR (Million)			
	1					

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

Annex8: Undertaking

Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:
(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
Date:

*Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of ${\bf JV}$

Annex 9: Personnel Capabilities Short CV

1.	Name	:
2.	Profession/Expertise	:
3.	Date of Birth	:
4.	Years with the Firm	:
5.	Nature of experience in this firm and others	:
6.	Education	:
7.	Other Training	:
8.	Key Qualifications (Maximum ¾ of a page)	:

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of ${\bf JV}$

PRE-QUALIFICATION DOCUMENT FOR BOOTS (ANKLE & FIELD)

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS (OEM) OR AUTHORIZED SUPPLIERS/DEALERS OF (OEM)



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM for procurement of (**BOOTS** (**ANKLE & FIELD**)) for Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM are invited to participate in Pre-Qualification Process and submit applications for Pre-Oualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM shall be invited to get involved in further Procurement Procedures. Performance of each Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://punjabpolice.gov.pk & https://punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring agency (as per subsequent purchase order/contract).

Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM is also required to state in their applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of applications.

Under Punjab Procurement Rules 2014., the Procuring agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab

received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3.DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring agency or the Seller.
- II. "Procuring agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring agency to act as Procuring agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in accordance with **clause 4.7 & 4.8.**
- IV. "Purchase Order" means a document issued by the Procuring agency to the Supplier for the delivery of Goods or Services as required by the Procuring agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM) or Authorized Supplier/Dealer of OEM, whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means (**BOOTS** (**ANKLE & FIELD**)) which the Seller is required to supply to the Procuring agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or

- utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the procuring agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the procuring agency in Para-6.
- XV. 'Grievance Redressal Committee' means a committee constituted by the procuring agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4.INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring agency in writing at the Procuring agency's address indicated in the Advertisement and this document. The Procuring agency will respond in writing or by Email to any request for

clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring agency including a description of the inquiry but without identifying its source. The Procuring agency reserves the right to amend the Pre-Qualification Document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM as per 3(VII) are eligible for joint venture agreement.

4.8. Joint Venture(JV)

4.8.1 Joint Venture(JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization

shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3**. All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.

- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before **13.09.2018** as per advertisement date and time **11:00** Am at the following address:

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12:00 Noon in presence of Applicant's representative who choose to be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement

- between two or more Applicants, with or without the knowledge of the Procuring agency, designed to establish artificial Data/ Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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 indulged in any corrupt practice

4.18 No Conflict of Interest

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.

4.18.3 Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant

4.18.4 Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the procuring agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- ii. The Procuring agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of applications.
- iii. As authority competent to accept the application, the Procuring agency reserves the exclusive right to cancel the pre-Qualification process, accept or reject all applications.

5.1 Address of Procuring agency

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the Bidder's response in the Pre-Qualification Forms attached to the Submission Form (Annex-1). Successful applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	o. Evaluation on the basis of following factors	
1 Financial Soundness		
2	Relevant Experience	
3	Manufacturing Facility	
4	Personnel Capabilities	

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.

- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3(III),3(VII),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	25
В	Relevant Experience	25
С	Manufacturing Facility	30
D	Personnel Capabilities	20
	100	

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last three financial years shall be submitted*.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr.	Description	Marks	Explanation for Marks Obtained
No.			

a)	Annual Turnover A- Annual Turnover of last three years	15	 Full Marks will be given if total of Annual Turnover of last three FY's (as per the audited financial Statements) is equal or above amounting Rs. 800 million (PKR) (or equivalent in other currency.) Formula A =(Y1+Y2+Y3)/1500 *15 *(Y1,Y2,Y3 representing annual turnover of last three years)
b)	Tangible Net Worth	05	 Full marks if Tangible Net worth is equal or above amounting Rs. 500 million. Tangible Net worth (in million)/ 500* 5. No marks shall be awarded if Net Worth is less than Rs. 250 million.
c)	Bank Credit Limit/ Cash and Bank balance	5	 Criteria of awarding marks: - Full marks will be given if 'Bank Credit Limit', 'Cash and Bank Balance' jointly or severally is amounting to Rs. 200 million or more: - Formula (Bank Credit Limit +Cash and Bank balance) (in million)/200* 5.
	Total Marks	25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
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Projects of ongoing similar nature and complexity such as making/supply of Boots or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country. Projects of ongoing similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 200 Million or more. Formula= (Accumulated Total Cost of Project(s) in hand) /200 *05 *For In hand Projects, Purchase Order/Contract Agreement of respective project is mandatory indicating Cost of Project. Total Marks. 155 156 157 158 15	r c r f f c r c	Projects of similar nature and complexity such as making/supply of Boots or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. Recognized departments and exports to any other country completed in Last 03 Years	20	 20 marks will be given if applicant firm has project having total value of 400 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last three years) /400 *20 * Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). *For Completed Projects, Completion
TOTAL VIATES 1 /)	b)	ongoing similar nature and complexity such as making/supply of Boots or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other	25	similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 200 Million or more. • Formula= (Accumulated Total Cost of Project(s) in hand) /200 *05 *For In hand Projects, Purchase Order/Contract Agreement of respective project is mandatory

6.2.3 Manufacturing/Production Capabilities

Marks shall awarded basis Manufacturing be on the of Facility. Whereas Supplier/Firm/Company/Original Equipment Manufacturer (OEM)/Authorized Agents of OEM are eligible as per clause 3.iii, 3.vii & 4.7. (In case of supplier/firm/company other than Original Equipment Manufacturer is required to submit the authorization dealership/supplier certificate issued by OEM alongwith manufacturing capabilities/details as mentioned in 6.2.3). No marks shall be awarded if declaration of Manufacturing Facility of OEM is not provided along with Annex.

Sr. No.	Description	Marks	Explanation for Marks Obtained					
a	Cutting Department	7.5 mar ks	 Applicant manufacturer must have cutting department comprising 50 Employees (Minimum). Otherwise no marks will be given and firm will be disqualified. 					
b	Stitching unit / department	7.5 marks	 Applicant manufacturer must have stitching unit/department comprising 100 employees. (Minimum). Otherwise no marks will be given and firm will be disqualified. 					
С	Toe/Heal Seat Lasting unit	7.5 marks	 Applicant manufacturer must have Toe/Heal Seat Lasting unit/department comprising 10 employees (Minimum). Otherwise no marks will be given and firm will be disqualified. 					
d	Injection molding mending	7.5 marks	 Applicant manufacturer must have Injection molding mending unit/department comprising 10 employees. Otherwise no marks will be given and firm will be disqualified. 					
	Total Marks	30						

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	Marks	Explanation for Marks Obtained
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a	Managerial Staff (10	05	Master's Degree with Minimum 03 years of relevant					
	professionals)	(0.5 for each	experience					
		professional)	or					
			Bachelor with Minimum 05 years of relevant					
			experience					
	Support Staff	10	• 10 Marks will be given if applicant firm has 20 or					
			more support staff.					
			• For staff, less than 20, marks shall be awarded as:					
			(No of support staff/20) *10					
	Quality Certification	05	• 05 Marks will be given if applicant firm has					
	and any other		Quality Certification (relevant category).					
	certification		No mark if applicant firm has not provided					
			quality Certification					
	Total Marks	20						

Important Note:

As per clauses 3.III and 3.VII, in case of the authorized agent / supplier / dealer of OEM) documents of Original Equipment Manufacturer (OEM) will only be considered for evaluation as per clause 6.2.3.

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

Sub	ject:										
Res	pected Si	ir,									
and	having rev		•					d con	dition set forth in th	e PQ	, D and
We	hed annex hereby		our	interest	and	apply	for	the	Pre-Qualification	of	item
				Police Dep			<i>α</i>				
Atta	ched to thi	is letter are	copie	s of origina	al docu	ments de	etining	Σ:			

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring agency 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.
- 2. The Procuring agency and its authorized representatives may contact the following inquiry numbers:

-

General and Managerial Inquiries							
Contact 1 Telephone 1							
Contact 2	Telephone 2						
Personnel Inquir	ries						
Contact 1	Telephone 1						
Contact 2	Telephone 2						

Technical Inquiries						
Contact 1	Telephone 1					
Contact 2	Telephone 2					
Financial Inquiries						
Contact 1	Telephone 1					
Contact 2	Telephone 2					

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.

[Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]

- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

1.	Signed for and on benaif of [Name of the Le	cad Member]
	Signature:	
	Name:	
	Designation:	
	Date:	·
	Seal:	

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
	[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr./Ms
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply of under this contract.
6.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount shall be as follows.

I.	Signed	for	and	on	behalf	of	[Name	of	the	Lead	Member]
	Signa	ture:			-						
	Name	: :			-						
	Desig	nation:			-						
	Date:				-						
	Seal:				-						
	II. Signed	d for an	d on beh	alf of [N	Name of the	e Memb	oer]				
	Signa	ture:			-						
	Name	:			-						
	Desig	nation:			-						
	Date:				-						
	Seal:				-						

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB	POLICE	has invited	Application			alification			
	(col	whereas lectively the "J							
members of	f the Joint V	enture are inters of the Pre-Qual	ested in Pre-Q	ualifica					
Lead Memband things	er with all n	for the Joint V ecessary power ecessary in con	and authority to	o do fo	r and on b	ehalf of th	e JV, a	all acts, de	eeds
Now There	fore Know	All Men by The	ese Presents						
									at
having our	registered of	fice at	, IVI/S						
and M/satregistered of designate, Lead Memle "Attorney") all business the event the regard, to do as are necessor limited participate is and execute	ber and true and hereby for and on the Joint Vent o on our beh ssary or requ to signing a n bidders' ar	inafter collectiv	being one torney of the horize the Atto and any one of the Contract, of of the Joint Veral to the submof all applications, respond to consequent to a	of the repoint of the Joint Vorney (f us duduring to Joint, Joint Vorney, and Joint	having the Penture (with powering the Penture (and of its biddids and ces, submi	having ou names and ipals") do nd a its register of the Johereinafter to sub-drequalification of the ny of such a for the Prother docurt informatic	r reginal address references, de control de	office enture, as red to as e) to concess and et, and in eeds or this including and writing cuments, s	the ably M/s at the the duct l, in this ings but ngs, sign
lawfully do conferred b	ne or caused y this Power	ify and confirm I to be done by of Attorney and hereby conferred	our said Attord that all acts,	ney pu deeds a	rsuant to and thing	and in exe s done by o	ercise o our sai	of the pov d Attorne	wers y in
In witness	whereof we _day of	the principals a	above named l	have ex	xecuted t	his power	of atto	orney on	this

Members:

Member 2
Signature:
Name:
Title:
Address:
Witness 2
Signature:
Name:
Title:
Address:

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized
 by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being
 issued.

Annex 4: General Information

PARTICULARS

Company Name	
Abbreviated Name	
National Tax No.	Sales Tax RegistrationNo.
No. of Employees	Company's Formation Date
Registered OfficeAddress	
State/Province	
City/Town	Postal Code
Phone	Fax
Email Address	Website Address
Branch Office	
City/Town	State/Province
Country	Postal Code
Phone	Fax
Factory/Workshop Office Address	
City/Town	State/Province
Country	Postal Code
Phone	Fax

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak	FY2014-2015	FY2015-2016	FY2016-2017
Rupees			
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover			

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

Annex-6: Similar Projects Summary of Similar Nature Project Completed

Project Name	Year of Completion	Location	Value in PK (Million)

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant $\,$ or Lead $\,$ member of JV

Applicant.

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

Name: _____(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.					
Project Name	Year of Completion	Location	Value in PKR (Million)		

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

Annex8: Undertaking

Affidavit for Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:
(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
Date:

*Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

Annex 9: Personnel Capabilities Short CV

1.	Name	:
2.	Profession/Expertise	:
3.	Date of Birth	:
4.	Years with the Firm	:
5.	Nature of experience in this firm and others	:
6.	Education	:
7.	Other Training	:
8.	Key Qualifications (Maximum ¾ of a page)	:

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of ${\bf JV}$

PRE-QUALIFICATION DOCUMENT FOR ASSAULT RIFFLE (7.62×39MM)

July 2018

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS (OEM) OR AUTHORIZED SUPPLIERS/DEALERS OF (OEM)



Punjab Police Department, Government of Punjab

CPO Complex, Lahore Punjab, 1st Floor Room No.114, Bank Road, Near Old Anarkali, Lahore Tel: 042-99213400 Fax: 042-99211715 URL: www.punjabpolice.gov.pk

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1.INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2018-19

Punjab Police intends to Pre-Qualify Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM for procurement of **ASSAULT RIFFLE** (7.62×39MM) for Punjab Police, complete in all respects. In accordance with clause "Eligible Firms, all reputable, registered and established Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM are invited to participate in Pre-Qualification Process and submit applications for Pre-Qualification.

A transparent evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity. The Pre-Qualified Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM shall be invited to get involved in further Procurement Procedures. Performance of each Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.The Pre-Qualification document carrying all details can be downloaded from Punjab police's as well as PPRA website (https://punjabpolice.gov.pk & https://ppra.punjab.gov.pk) for information only. The applications along with all prescribed/related pre-qualification documents shall be received in sealed envelope by hand or through registered mail to the Senior Purchase Officer/Additional Inspector General of Police, Logistics & Procurement, Punjab, Lahore. The Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM should be fully and completely responsible for all the deliveries and deliverables to the Procuring agency (as per subsequent purchase order/contract).

Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM is also required to state in their applications the name, title, fax number and e-mail address of their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Procuring agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of applications.

Under Punjab Procurement Rules 2014., the Procuring agency reserves the exclusive right to cancel the pre-Qualification process and reject all Applications.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be governed under Rule 16 & 17 of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab

received during the completion of the process. These may be obtained from PPRA's and Punjab Police Websites.

3.DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- I. "Authorized Representative" means any representative appointed, from time to time, by the Procuring agency or the Seller.
- II. "Procuring agency" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Procuring agency to act as Procuring agency for the purposes of the Contract.
- III. "Eligible applicants" means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in accordance with **clause 4.7 & 4.8.**
- IV. "Purchase Order" means a document issued by the Procuring agency to the Supplier for the delivery of Goods or Services as required by the Procuring agency.
- V. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring agency and the Seller.
- VI. "Contract" means the agreement entered into between the Procuring agency and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- VII. The Seller "means the Original Equipment Manufacturer (OEM) or Authorized Supplier/Dealer of OEM, whose Application has been accepted.
- VIII. "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
 - IX. "Day" means calendar day.
 - X. "Goods" means (**ASSAULT RIFFLE** (7.62×39MM) which the Seller is required to supply to the Procuring agency under the Purchase Order/Contract against each item.
 - XI. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XIII. "Origin" shall be considered to be the place where the Goods are produced/manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or

- utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XIV. 'Pre-qualification committee' means a committee constituted by the procuring agency (of odd members) to evaluate applications to ascertain whether the applicant document correspond to the evaluation criteria formulated by the procuring agency in Para-6.
- XV. 'Grievance Redressal Committee' means a committee constituted by the procuring agency (of odd members) to address objections/complaints in the procurement process that may occur prior to enter into bidding process/ procurement contract and furnish its specific recommendations accordingly.

4.INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Pre-Qualification Document and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit one (01) original, one (01) hard copy and one (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and/or "COPY". In the event of any discrepancy between the original and the copy, the original shall prevail.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring agency will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring agency, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification of the Pre-Qualification Document shall contact the Procuring agency in writing at the Procuring agency's address indicated in the Advertisement and this document. The Procuring agency will respond in writing or by Email to any request for

clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications. The Procuring agency shall forward copies of its response to all applicants who have acquired the Pre-Qualification Document directly from the Procuring agency including a description of the inquiry but without identifying its source. The Procuring agency reserves the right to amend the Pre-Qualification Document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring agency may amend the Pre-Qualification Document by issuing Addendum/Corrigendum. Any Addendum/Corrigendum issued shall be part of the Pre-Qualification Document and shall be communicated in writing or by Email to all, who have obtained the Pre-Qualification Document.

4.6. Letter of Application

The applicant shall submit Application form along with Pre-Qualification Application as per **Annex-1**. This form shall be completed without any alteration to its format.

4.7. Eligible Applicants

This Invitation for Pre-Qualification is open to all original Manufacturers, within Pakistan and abroad. Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM as per 3(VII) are eligible for joint venture agreement.

4.8. Joint Venture(JV)

4.8.1 Joint Venture(JV) Agreement

Firms may submit Pre-Qualification Application in a Joint Venture of two or more firms. Pre-Qualification Document shall be signed by authorized representative of the Joint Venture. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2.** Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member JV

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as lead member during the Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization

shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-3**. All responsibility for successful completion of the work as per tender documents shall be with the lead member.

4.8.3 Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. The Pre-Qualification of a Joint Venture does not necessarily Pre-Qualify any of its members to bid individually or as a member in any other Joint Venture.

4.8.4 Basic Requirements for Joint Venture (JV)

- a) Following are minimum qualification requirements: -
- i) The lead partner shall not score less than 40 percent of all qualifying criteria given in paras 6.2.
- ii) Each of the partners shall not score less than 25 percent of all the qualifying criteria given in paras 6.2.

iii) Maximum number of partners in JV is 'TWO'.

- iv) In case an applicant firm wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project will not be considered during evaluation.
- v) In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all documents required hereunder to bind the entire JV agreement to the contents thereof.
- vi) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants but such JV agreement is limited to maximum of 2 firms only.
- vii) The foreign/international OEM (not registered in Pakistan) should submit the OEM certificate issued by respective country's government/autonomous body or TUV, CE or DFA.
- b) Any change in a prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -
- i) Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii) The new partners to a JV are not qualified individually or as another JV; or
- iii) In the opinion of the Procuring Agency, a substantial reduction in competition would result.

- c) Bid shall be signed by all members in the JV so as to legally bind all Standard Procedure for Pre-Qualification of Supplier.
- d) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liability with respect to the contract.
- e) The prequalification of a JV does not necessarily prequalify any of its partners individually or as a partner in any other JV or association. In case of dissolution of a JV, each one of the constituent firms may prequalify if they meet all the prequalification requirements and any partner of J.V has requested/shall request for the same and then its prequalification shall be subject to the written approval of the Procuring Agency.

4.9 Submission of Pre-Qualification Application

Application for Prequalification (**One original and two Copies**, 01 hard & 01 soft) must be received in sealed envelopes to be delivered by hand or through registered mail on or before **13.09.2018** as per advertisement date and time **11:30** AM at the following address:

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex, 1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400 Fax: 042-99211715.

Envelope should be clearly marked "Application for Pre- Qualification for Supply of

4.10 Opening of Pre-Qualification Application

The Pre-Qualification Applications shall be opened on the same day i.e. 13.09.2018 as per advertisement date and time 12:00 Noon in presence of Applicant's representative who choose to be present in the conference room of POLICE DEPARTMENT at the address given under Clause 4.9.

According to PPRA Rules 2014, Procuring agency shall open the applications and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

4.11 Late Submission of Pre-Qualification Applications

The Pre-Qualification application which is received after the closing date and time as mentioned in advertisement, shall not be entertained.

4.12 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Procuring agency's evaluation of the applicant's Pre-Qualification or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of **Punjab Procurement Rules**, 2014.

4.13 Updating Prequalification Information

Pre-Qualified Applicants shall inform the Procuring agency of any material change in information that might affect their qualification status. Applicants shall be required to update key Pre- Qualification information at the time of bidding. Prior to award of contract, the lowest evaluated bidder will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Procuring agency.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process, either individually as an Applicant or as a member of a Joint Venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

4.15 Compliance

The Successful Firm/Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective bidder shall indemnify the Procuring agency, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Firms/ Joint Venture's breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring agency defines for the purposes of this provision, the terms set forth below:

- i. "Corrupt Practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Pre-Qualification process or in contract execution.
- ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification; "Collusive Practice" means a scheme or arrangement

- between two or more Applicants, with or without the knowledge of the Procuring agency, designed to establish artificial Data/ Information.
- iii. "Coercive Practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the prequalification process.

Procuring agency will reject an application for Pre-Qualification, if it determined that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring agency will sanction a Firm/Joint Venture/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per clause 20 and 21 of PPRA Rules 2014 respectively which;

- i) Declaration of ineligibility:
 - (a) Subject to rule 21, the procuring agency may, after providing an opportunity of hearing, declare, through a notification, an applicant for prequalification as ineligible for participating in any public procurement process for such period as it may determine on account of his engaging, directly or through an agent, in corrupt practice.
 - (b) A copy of the notification shall be provided to the affected person and to the Authority.
- ii) Blacklisting: 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 indulged in any corrupt practice

4.18 No Conflict of Interest

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if:

- **4.18.1** Applicant have common controlling shareholders or other ownership interest.
- **4.18.2** Applicant is also a constituent of another applicant.

4.18.3 Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Pre-Qualification of either or each of the other applicant

4.18.4 Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

As stated in PPRA Rules 2014 (Clause-18), "A procuring agency, at any stage of the procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the procuring agency may decide".

4.20 International commitments of the Government.

- i. If any provision of these rules is in conflict with any obligation or commitment of the Government arising out of an international agreement with a state or states, or any international financial institution, the provisions of such international agreement, to the extent of conflict shall prevail.
- ii. Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan.

5 PROCURING AGENCY'S RIGHTS

The Procuring agency reserves the right to take the following actions, and shall not be liable for any such actions:

- i. Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Pre-Qualification process.
- ii. The Procuring agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM in connection with the preparation or delivery of applications.
- iii. As authority competent to accept the application, the Procuring agency reserves the exclusive right to cancel the pre-Qualification process, accept or reject all applications.

5.1 Address of Procuring agency

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab,

Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-

99213400 Fax: 042-99211715.

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification will be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel & equipment and other relevant information as demonstrated by the Bidder's response in the Pre-Qualification Forms attached to the Submission Form (Annex-1). Successful applicants/firms/JV fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) will be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors
1	Financial Soundness
2	Relevant Experience
3	Manufacturing Facility
4	Personnel Capabilities

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

- a. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms. Foreign firms must attach similar certificate of registration from the respective registration body of their home country.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other applicable by Law). Foreign firms must attach similar certificate of registration from the Tax Authority of their home country.
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last Year Bank Statement (for the period July 01, 2017 to June 30, 2018), verified by respective Bank.
- e. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation.
- f. Judicial Affidavit declaring "Neither the firms nor its Directors, Stakeholders, as a whole or as a part of the firm have ever been black listed/ defaulted by any government agency/ department/organization".
- g. Provide separate undertaking that the information supplied by the firm is correct.

- h. Affidavit on Non-Judicial stamp paper declaring "OEM/Supplier will supply the product from that "Country" which has not been banned/embargo by Government of Pakistan".
- i. Copy of Punjab Engineering Council Certificate (*Optional for required category, if any)
- j. Copy of Registration status of applicant (Company, Partnership Firm, Sole Proprietor ship, NGO etc.)

Note: Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer of OEM /All members of Joint venture have to meet in full the aforementioned basic Eligibility Criteria (and as per clauses- 3(III),3(VII),4.7 & 4.8).

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks			
A	Financial Soundness	25			
В	Relevant Experience	25			
С	Manufacturing Facility	30			
D	D Personnel Capabilities				
	Total	100			

Important Note.

Marks shall only be given, if the Applicant fills the Annexures as per instructions given in this Document. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

If any previous Contract(s)/Purchase Order(s) or any relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, Letter from Banks and copy of audited financial statements for *last* three financial years shall be submitted.

No marks shall be given if letter from Banks (In case of Credit Line) & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr.	Description	Marks	Explanation for Marks Obtained			
No.						
a	Annual Turnover	15	• Full Marks will be given if total of Annual Turnover of last			
	Annual Turnover		three FY's (as per the audited financial Statements) is equal or			
	of last three years		above amounting Rs. 500 million (PKR) (or equivalent in			
			other currency.)			
			• Formula			

b	Tangible Net Worth		A = (Y1+Y2+Y3)/500 *15 Y1, Y2, Y3 representing annual turnover of last three years) • Full marks if Tangible Net worth is equal or above amounting Rs. 150 million. • Tangible Net worth (in million)/ 150* 5
С	Bank Credit Limit/ Cash and Bank balance		 Full marks will be given if ''Bank Credit Limit'', ''Cash and Bank Balance'' jointly or severally is amounting to Rs. 200 million or more: Formula (Bank Credit Limit +Cash and Bank balance) /200* 05
	Total Marks	25	

6.2.2 Relevant Experience

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a	Projects of similar nature and complexity such as making/supply as per this prequalification product or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country completed in Last 05 Years		 20 marks will be given if applicant firm has project having total value of 100 Million and above in last three years. Formula= (Accumulated Total Cost of Project(s) in last five years) /100 *20 Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating Cost of Project.

b	Projects of ongoing similar nature and complexity such as making/ supply as per this pre-qualification product or similar for Pakistan national forces (army, navy, air force), provinces/ICT forces i.e. police, rangers constabulary and other govt. recognized departments and exports to any other country.		 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 15 Million or more. Formula= (Accumulated Total Cost of Project(s) in hand) /05 *05 For in hand Projects, Purchase Order / Contract Agreement of respective project is mandatory indicating Cost of Project.
	Total Marks	25	

6.2.3 Manufacturing/Production Capabilities

Marks shall be awarded on the basis of Manufacturing Facility. Whereas Supplier/Firm/Company/Original Equipment Manufacturer (OEM)/Authorized Agents of OEM are eligible as per clause 3.iii, 3.vii & 4.7. (In case of supplier/firm/company other than Original Equipment Manufacturer is required to submit the authorization dealership/supplier certificate issued by OEM along with manufacturing capabilities/details as mentioned in 6.2.3). No marks shall be awarded if declaration of Manufacturing Facility of OEM is not provided along with Annex.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a	OEM Production, either applied directly by OEM or Through authorized agent/Supplier or as stated in this document		 The applicant firm/ OM shall submit affidavit & proof of manufacturing indicating number of Similar ASSAULT RIFFLE (5.56×45mm) Calibre. Proof of relevant documents either the Original Equipment Manufacturer (OEM) itself participated or through Authorized agent/firm. Criteria of awarding marks: - Full marks will be awarded on providing relevant documents otherwise will be disqualified.
	Total Marks	30	

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant. Attach detail of staff and affidavit of Employment of staff.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a	Members/Personnel' s/Managerial Staff)	10 (02 marks for each professional/ persons)	 Bachelor's degree and relevant experience as: a) 10 years of experience in arm forces (Police/Navy/Army/Air force/any other arm forces), b) 10 years of experience working in arms & ammunition production factory or equivalent, c) Having arms dealership licence since more than 10 years and working in same field. Note: One person will be considered once.
b	Quality Certification and any other certification	10	• 05 Marks will be given if applicant firm has Quality Certification (relevant category).
	Total Marks	20	

Important Note:

As per clauses 3.III and 3.VII, in case of the authorized agent / supplier / dealer of OEM) documents of Original Equipment Manufacturer (OEM) will only be considered for evaluation as per clause "6.2.3".

Annex 1: Cover Letter

To

Senior Purchase Officer/ Addl: Inspector General of Police, Logistics & Procurement, Punjab, Govt: of the Punjab, Police Department,

CPO Complex,1st Floor, Bank Road, Near Old Anarkali, Lahore. Tel: 042-99213400

Fax: 042-99211715.

Sub	ject:									
Res	pected Si	ir,								
and			•				d con	dition set forth in th	e PQ	, D and
				interest Police De		for	the	Pre-Qualification	of	item
Atta	ched to thi	is letter are		•		efining	g:			

- a. The Applicant's legal status
- b. The principal place of business
- c. The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).
- 1. The Procuring agency 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.
- 2. The Procuring agency and its authorized representatives may contact the following inquiry numbers:

General and Managerial Inquiries

Contact 1 Telephone 1
Contact 2 Telephone 2

Personnel Inquiries

Contact 1 Telephone 1
Contact 2 Telephone 2

Telephone 2

Technical Inquiries

Contact 1 Telephone 1

Telephone 1

Telephone 1

Contact 2	Telephone 2		
Financial Inquir	ies		
Contact 1	Telephone 1		
Contact 2	Telephone 2		

- 3. This application is made with the full understanding that:
 - a. Bids by prequalified applicants will be subject to verification of all information submitted for prequalification at the time of bidding;
 - b. The Procuring agency reserves the right to reject or accept all application, may cancel the prequalification process.
 - c. The Procuring agency shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above. [Applicants who are not joint ventures should delete Para 4&5 and initial the deletions.]
- 4. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.
- 5. We confirm that in the event that we bid, that bid as well as any resulting contract will be:
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
- 6. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Ι.	. Signed for and on behalf of [Name of the Lead Member]							
	Signature:							
	Name:							
	Designation:							
	Date:							
	Seal:							

Annex 2: Joint Venture Agreement (Should be a Formal JV agreement on a Stamp Paper of value PKR 1,000)

	To:
	[Name and address of the Leading Member firm] who for the purpose of this Agreement shall hereinafter called "Lead Member"
	[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:
1.	That they will legalize a Joint Venture in case that a Contract for the Production/Distribution/Supply of is awarded to their Joint Venture.
2.	That they have nominated Mr. /Ms
3.	That they authorized Mr./Ms
4.	That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5.	That this Joint Venture is constituted for the purpose of the execution of the Production/Distribution/Supply of under this contract.
6.	That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7.	That each member's share of the Work, stated as percentage of the total contract amount shall be as follows.

I. Signed	for	and	on	behalf	of	[Name	of	the	Lead	Member]
G.A.										
Sign	ature:			-						
Nan	ne:			-						
Desi	ignation:			-						
Date	e :			-						
Seal	:			-						
II. Sign	ed for an	d on beh	alf of [N	Name of the	e Memb	oer]				
Sign	nature:			-						
Nan	ne:			-						
Desi	ignation:			-						
Date	e:			-						
Seal	:			-						

Annex 3: Lead Member of JV

(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB	POLICE	has invited	Application			alification and			
	(col	whereas lectively the "J							
members of	f the Joint V	enture are inters of the Pre-Qual	ested in Pre-Q	ualifica					
Lead Memband things	er with all n	for the Joint V ecessary power ecessary in con	and authority to	o do fo	r and on b	ehalf of th	e JV, a	all acts, de	eeds
Now There	fore Know	All Men by The	ese Presents						
									at
having our	registered of	fice at	, IVI/S						
and M/satregistered of designate, Lead Memle "Attorney") all business the event the regard, to do as are necessor limited participate is and execute	ber and true and hereby for and on the Joint Vent o on our beh ssary or requ to signing a n bidders' ar	inafter collectiv	being one torney of the horize the Atto and any one of the Contract, of of the Joint Veral to the submof all applications, respond to consequent to a	of the repoint of the Joint Vorney (f us duduring to Joint, Joint Vorney, and Joint	having the Penture (with powering the Penture), all or an of its bid ids and ces, submi	having ou names and ipals") do nd are its register of the Johnereinafter to sub-derequalification of the my of such are for the Prother docurt information	r reginal address references, de control de	office enture, as red to as e) to concess and et, and in eeds or this including and writing cuments, s	the ably M/s at the the duct l, in this ings but ngs, sign
lawfully do conferred b	ne or caused y this Power	ify and confirm I to be done by of Attorney and hereby conferred	our said Attord that all acts,	ney pu deeds a	rsuant to and thing	and in exe s done by o	ercise o our sai	of the pov d Attorne	wers y in
In witness	whereof we _day of	the principals a	above named l	have ex	xecuted t	his power	of atto	orney on	this

Members:

Member 2
Signature:
Name:
Title:
Address:
Witness 2
Signature:
Name:
Title:
Address:

(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized
 by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being
 issued.

Annex 4: General Information

PARTICULARS

Company Name	
Abbreviated Name	
National Tax No.	Sales Tax RegistrationNo.
No. of Employees	Company's Formation Date
Registered Office	
State/Province	
City/Town	Postal Code
Phone	Fax
Email Address	Website Address
Branch Office	
City/Town	State/Province
Country	Postal Code
Phone	Fax
Factory/Workshop Office Address	
City/Town	State/Province
Country	Postal Code
Phone	Fax

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\quad or\ Lead}{member\ of\ JV}$

^{*}Please attach copies of NTN, GST Registration & Professional Tax Certificate

Annex-5: Financial Soundness

Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Financial Soundness

Applicant (Lead Member of a Joint Venture, in case of JV) applying for prequalification is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years (if FY 2017-18 audit is complete then below FY may read as (FY2015-16, FY 2016-17, FY2017-18).

Financial Information in Pak	FY2014-2015	FY2015-2016	FY2016-2017
Rupees			
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current Assets			
Current Liabilities			
Profits Before Taxes			
Profits After Taxes			
Total Debt			
Total Equity			
Total Revenue			
Annual Turnover		_	

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

 $\frac{*Name, Signature, Stamp\ and\ Designation\ of\ the\ focal\ person\ nominated\ by\ Applicant\ or\ Lead}{member\ of\ JV}$

Annex-6: Similar Projects Summary of Similar Nature Project Completed

Name:	
(Applicant or member of Joint Venture)	

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

Project Name	Year of Completion	Location	Value in PKR (Million)

*Name, Signature, Stamp and Designation of the focal person nominated by Applicant or Lead member of JV

Annex 7: Similar Project in Hand Summary of Similar Nature Project in hand

^{*} If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

Name:
(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

Project Name	Year of Completion	Location	Value in PKR (Million)

Annex8: Undertaking

Affidavit for Correctness of Information

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

(To be printed on PKR 100 Stamp Paper)

Name:
(Applicant or member of Joint Venture)
The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.
The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.
The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the PUNJAB POLICE .
PUNJAB POLICE undertake to treat all information provided as confidential.
Signed by an authorized Officer of the firm
Title of Officer:
Name:
Date:

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

Annex 9: Personnel Capabilities Short CV

^{*}Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of ${\bf JV}$