

TENDER NOTICE (FRAME WORK CONTRACT)

Police Department (CPO Complex, Lahore) invites sealed tenders (Frame work Contract) based on the Punjab Procurement Rules 2014, from well reputed firms, registered with Income Tax and Sales Tax Departments, for the procurement of Hot & Cold items, Stationery Items, Printing & Publication, Conference/Seminars, Uniform Articles, Exhibition & Fair, Computer Stationery, Other Store/frame work items, Misc. Other/Petty articles (Frame work), Other Muharram Duties, Entertainment & Gift, Purchase of Furniture, Repair of Machinery & Equipment and Repair of Furniture, etc, The estimated cost of the tender (Tender/Frame work contract) would be **Rs.54,315,000/-**. Bid security 3% of (Head Wise Budget) amount must be accompanied in the form of CDR/Bank Guarantee/Demand Draft/Pay Order as per bidding documents.

Tenders addressed to the Inspector General of Police, Punjab, Lahore, Attention: AIG/Logistics, CPO, Lahore, shall be received till **14.09.2022** till **11:00 am**, and shall be opened on the same day at 11:30 am in the presence of bidders in CPO Complex, Bank Road, Old Anarkali, Lahore.

Tender documents containing terms & Condition break up of miscellaneous items etc. are immediately available and can be obtained from the office of AIG/Logistics, CPO Complex, Bank Road, Old Anarkali, Lahore during office hours (09:00 am to 05:00 pm) up to **13.09.2022** at the cost of Rs.500/- of each head of account through Challan Form 32-A (*non-refundable*) duly deposited under "Head of Account C02636-Police-Fees, Fines & Forfeiture" in the NBP/ State Bank of Pakistan

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

AIG/Logistics,
for Inspector General of Police,
Punjab, Lahore.

PUNJAB POLICE DEPARTMENT.

**BIDDING DOCUMENTS THROUGH TENDER/Framework
CONTRACT. (Financial Year 2022-2023)**

FOR THE PROCUREMENT _____

OPENING TENDER DATE _____

NAME OF FIRM _____



**Police Department,
Government of Punjab**

CPO Complex, Lahore Punjab, 3rd Floor,

Bank Road, Near Old Anarkali, Lahore

Tel: 042-99214004 Fax: 042-99211715

URL: www.punjabpolice.gov.pk

Assistant Director Logistics,
CPO, Punjab Lahore

**AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.**

1 INVITATION TO BIDDERS

BIDDING DOCUMENTS OF HOT & COLD, STATIONERY ITEMS, PRINTING & PUBLICATION, CONFERENCE/SEMINARS, UNIFORM ARTICLES, EXHIBITION & FAIR, COMPUTER STATIONERY, OTHER STORE ITEMS, OTHER STORE TENDER/FRAME WORK ITEMS, MISC. OTHER/PETTY ARTICLES, OTHER MUHARRAM DUTIES, ENTERTAINMENT & GIFTS, PURCHASE OF FURNITURE & FIXTURE, REPAIR OF MACHINERY & REPAIR OF FURNITURE, ITEMS AND ETC THROUGH TENDER/FRAME WORK CONTRACT. (F/Y 2022-2023).

Sealed Bids are invited from firms engaged in trading, registered with Tax Department (I.T. Tax, Sales Tax & Punjab Sales Tax).

Bidding Document, in the English language, can be purchased by the interested bidders on the submission of a written application to the address below and upon payment of a non-refundable fee of Pak Rs. 500/- of each head of account which should be deposited in Govt. Treasury under Head CO2636- Police -Others in the NBP/ State Bank of Pakistan, Lahore.

Sr. No.	Head of Accounts	Amount (Rs.)
1.	AO3304 Hot & Cold	520,000
2.	AO3901 Stationery	9,200,000
3.	AO3902 Printing & Publication	1,020,000
4.	AO3903-Conference/Seminars	1,000,000
5.	AO3906-Uniform Articles	500,000
6.	AO3918-Exhibition & Fair	200,000
7.	AO3955-Computer Stationery	4,175,000
8.	AO3970-001-Other Stores	23,200,000
9.	AO3970-001-Other Stores (Misc. petty articles)	
10.	AO3970-039-Other (Muharram Duties)	500,000
11.	AO6301-Entertainment & Gifts	1,000,000
12.	AO9701-Purchase of Furniture & Fixture	6,000,000
13.	A13101-Repair of Machinery	6,000,000
14.	AO13201 Repair of Furniture	1,000,000

Bids must be delivered to the address below at or before **14.09.2022 at 11:00 AM Hours**. All Bids must be accompanied by a Bid Security of **3%** of the estimated price in the form of CDR/Bank Guarantee/Demand Draft/Pay Order as per bidding documents. Late bids shall be rejected. The Bids will be opened on the same day at **11:30 AM Hours** in the presence of the Bidders' representatives who choose to attend at the address below. Interested eligible Bidders may obtain further information from office of AIG/Logistics CPO at the address given below till **13.09.2022 09:00 to 17:00 hours**.

Bidding Documents are immediately available after date of publication. Punjab Police will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can be downloaded from Punjab police's website <https://www.punjabpolice.gov.pk> and PPRA Punjab website <http://www.ppra.org.pk> for information only.

AIG/Logistics
for Provincial Police Office
Punjab, Lahore.

CPO Complex, 3rd Floor, Bank Road, Near Old Anarkali, Lahore
Tel: 042-99214004 Fax: 042-99211715
Website: www.punjabpolice.gov.pk

BIDDING DOCUMENTS POLICE DEPARTMENT.

1. Police Department invites sealed bids for the procurement of aforementioned store form well-reputed firms having previous experience, financially sound and registered with the Sales Tax and Income Tax Departments. The bid should be addressed to AIG/Logistics CPO.
2. The bidders are instructed to examine the tender notice/bidding documents, term & conditions and specifications carefully. Any offer not received as per requirements is liable to be ignored. No offer shall be considered if:-
 - i). Received without required bid security i.e. (3% of the allotted budget with technical proposal) in shape of CDR/Bank Guarantee/Demand Draft/Pay order as per bidding documents in favour of AIG/Logistics CPO.
 - ii). Received after the time and date fixed for its receipt.
 - iii). The bidding documents are unsigned/unstamped.
 - iv). The price should be inclusive of all taxes per unit with total value of contract.
 - v). The offer is from a firm blacklisted, suspended or removed by any Government Department.
3. The offer must remain valid for upto 30.06.2023 from the date of opening the tender.
4. All bidder must submit their bids under "single Stage –Single Envelope procedure as per Punjab Procurement Rules 2014, as under:-
 - i). the bid shall be a package consisting of Technical & Financial Proposal.
 - ii). the envelope shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL".
 - iii). In the first instance, the "TECHNICAL PROPOSAL" & FINANCIAL PROPOSAL" will be opened by the tender evaluation Committee and matter will be referred to the purchase Committee for final decision.
 - iv). No amendment in any documents shall be permitted.
 - v). The purchase committee shall evaluate and finalize the procurement process.

- vi). The lowest evaluated bidder shall be awarded the Contract;
- 5. AIG/Logistics CPO reserves the right to reject all bids or proposals in the line with Rule 35 of PPRA Rules 2014.

6. Redressal Committee

A redressal grievance committee has been constituted to decide/address the complaints / issue that may occur prior entering into contract under PPRA-2014.

7. General Terms & Conditions:

- i. The successful lowest evaluated bidders shall deposit equal to 10% of the total cost of store as performance guarantee in the form of Deposit at Call/ Bank Guarantee in favour of the AIG/Logistics, Punjab, CPO, Lahore, within the period specified in Advance Acceptance of Tender before entering in the contract. Performance guarantee shall be refunded on successful completion of the contract obligations and NOC from the Indenter.
- ii. In case of indigenous stores, the bidders who are manufacturer must indicate name and address of their works in Pakistan from where they indent to supply the store. Other must enclose authorization certificate from the manufacturer that he undertakes to manufacture the offered store on their firm's behalf strictly in accordance with tender specifications.
- iii. Bidders shall submit complete details of their, offices, workplaces, staff alongwith postal address, Phones/Fax numbers, E-mail and Website information.
- iv. The stores shall be received in CPO. No Other destination shall be acceptable. Stores shall be inspected physically and thereafter operationally tested at the cost of the contractor.
- v. The bidders are required to specify make, brand, country of origin and furnish detailed descriptive literature/catalogue (where applicable) alongwith their offers for respective item.
- vi. The Offers of warranted products and after sales service would be given preference and the same should clearly be mentioned in the bids.
- vii. The store is required as per specifications and indenter's sealed sample (where applicable), which can be seen in the office of the AIG/Logistics, Punjab CPO Complex, Lahore, in any working day during office hours.

- viii. A certificate should be given by the bidders that they will be responsible for the free replacement of stores if the same is found to be substandard and or at variance with the specification given with the bidding documents.
- ix. An affidavit should be provided by the bidders that their firm has never been blacklisted by any Government Department.
- x. Stores found not according to the standard specifications will be rejected at the cost of the contractor and may also result in forfeiture of security and blacklisting the firm. However, the store may be accepted if the offered store has higher/better specification than the standard specific.
- xi. Upon receipt of stores and the inspection of stores, the inspection note and the bill for payment will be forwarded to the office of Accountant General Punjab, for payment to the Contractor.
- xii. In case of approval / acceptance of technical & financial evaluation / bid, advance acceptance letter will be issued to the qualified bidder. The bidder will be required to submit 10% performance guarantee within 3 days of the issuance of advance acceptance letter failing which the bidder will be issued final notice giving an extension of 3 days for submission of 10% performance guarantee. If the bidder does not respond to the final notice to deposit required performance guarantee, the procuring agency will be deemed to consider that the bidder is incapable to supply the mandatory merchandise/service and the said procurement process with the supplier will be treated as null and void. The deposited bid security (3%) will be confiscated.

8. Blacklisting of Contractors / Suppliers

Contractors/ Suppliers may be blacklisted, Inter alia for the following reasons:-

- i) Making false statements and allegations to gain undue advantage.
- ii) Commission of fraud.
- iii) Commission of embezzlement, criminal breach of trust, cheating forgery, falsification or destruction of record, receiving stolen property, false use of trade-mark giving false evidence and furnishing of false information.
- iv) Failure to make payments of outstanding dues including any dues on account of contract placed at the risk and cost of the contractor.
- v) Professional misconduct i.e. failure to proceed with the signed contract, withdrawal of the commitment, quoting ridiculously lower rate and then withdrawing the offer and not responding the written communication.
- vi) Failure to complete supply or part thereof within the contract period.

- vii) The blacklisting shall be for a specified period commensurate with the seriousness of the cause. As a general rule, the period shall not be less than three years. The blacklisted firms would be eligible for participation in tenders at the expiry of the prescribed period unless it is determined by the authority that blacklisting for an additional period.

9. Liquidated Damages in Case of Late Deliveries of Stores

- i. The rate of the liquidated damages shall be 0.1 % of the contract price per day. The maximum amount of liquidated damages for the whole of the goods or part thereof shall be 10% of the contract price.
- ii. The penalty shall be only for the stores supplied late, except where the undelivered stores hold up the delivered stores in that case the liquidated damages shall be for the total value of the contract.
- iii. The contractor who refuses to pay liquidated damages or delays supplies shall be blacklisted. The Audit Officer shall make payment of the balance amount after deduction on liquidated damages without reference to the Purchase Officer subject to later adjustment concerned. Any subsequent refund if desired shall be treated as the refund of revenue. Refund will be made by the concerned Audit Officer on submission of bill in the usual form by the supplier. The fact of the refund will be noted against original entries of deduction to guard against double payment.
- iv. Recovery of the liquidated damages may be affected from payments due to the contractors from other purchases organizations as well.
- v. The question of refund of liquidated damages may be taken up with AIG/Logistics, CPO on the representations of the affected party and refund in full or part thereof, may be allowed on merits having regard to condoning circumstances obtaining in the case. Before, making the refund the supplier concern should be required to give an undertaking (in writing) to the effect that the decision is acceptable to him and that it shall not be subject to any legal proceedings or arbitration at a later date.

10. Extension in Delivery Period.

The evaluating extension in delivery period would be the sole discretion of AIG/Logistics CPO, examining the circumstance with or without imposing liquated damages.

11. Imposition of price reduction (PR)

(i) In case of any deviation / variation of the supplied stores from standard specifications of the department, it will be the discretion of the Inspection Authority to accept the sotes with suitable Price Reduciton (PR).

(ii) The affected party shall submit an appeal against the decision of Inspection Authority within 15 days of the decision before AIG/Logistics CPO. The effected contractor can file (within 15 days) an appeal to the Addl: Inspector General of Police, Logistics & Procurement, Punjab against the decision of AIG/Logistics. Before filing the appeal he should be required to give an under taking (in writing) to this effect that the decision of the Inspector General of Police is acceptable to him and that it shall not be subject to any legal proceedings or arbitration at the later date.

12. Inspection Criteria

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

13. Method of Test.

The inspection authority shall have the right to put all sorts of materials forming part of some or any part thereof to such test as he may consider proper for the purpose of ascertaining whether the same are in accordance with the particulars and to cut out or off, and/or destroy a portion from each delivery for such purpose without prejudice to this right:-

- i) If the test proves satisfactory and the assignment is accepted, the quantity of stores of material expended in test will be borne by the supplier.
- ii) If the stores or materials fail in test, and the consignment is rejected the quantity expended in test will be treated as not having been delivered.

14. Arbitration.

After signing of procurement contract any dispute between parties to the contract shall be settled through arbitration. Method of arbitration would be as under:-

- i) Aggrieved party shall submit an appeal against any decision / act of the Authority (within 15 days) before AIG/Logistics CPO, who shall entrust the matter to a three members Arbitration Committee to examine the case and the committee submit its recommendations before the AIG/Logistics, CPO within 15 days.

- 15.** The affected party can file (within 15 days of the decision) a revision appeal to the Addl: IGP Logistics & Procurement, Punjab against the decision of AIG/Logistics CPO. Before filing the revision appeal he should be required to give an undertaking (in writing) to the effect that the decision of the Inspector General of Police is

acceptable to him and that it shall not be subject to any legal proceeding or arbitration at a later date.

- 16. Schedule Of Delivery**:-The completion of store is required by the consignee as per period specified in the contract.

BIDDING EVALUATION CRITERIA [HOT & COLD, PRINTING & PUBLICATION, CONFERENCE/SEMINARS, UNIFORM ARTICLES, EXHIBITION & FAIR, MISC. OTHER/PETTY ARTICLES (FRAME WORK), OTHER MUHARRAM DUTIES & ENTERTAINMENT & GIFTS,.

Bidding will be based on applicant fulfilling the following qualification criteria:

Checklist	Responsive	Non-Responsive
i) Registration with Income Tax Authorities (National Tax Number NTN) at least three years old (Issued till July 2019)		
ii) Copy of Registration with Sales Tax Authorities (STRN)		
iii) Copy of Registration (Professional Tax Certificate)		
iv) Affidavit on non-judicial Stamp Paper of Rs. 100 (i) The firm has not been black listed from any Department. (ii) The documents/photocopies provided with bid are authentic. In case of any fake/bogus document look at any stage. The firm shall be black listed as per Rules/Laws. (iii) Affidavit for correctness of information. (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.		
v) Vendor Number with proposal/bid		
vi) Original Bid Security 3% of quarterly allotted funds by the Government.		
vii) Firm's sample should be as per Specifications / Approved Sample.		

The firm/dealer would not be considered qualified provided the mandatory checklist is not provided.

Technical / Financial Proposals should be dully typed / printed. If any bid found hand-written, the same will be rejected.

Any one non-responsive will lead to non-responsive/disqualification and Financial proposal of the same will be returned sealed/un-opened.

Firms have to participate in whole items of the purchased head.

BIDDING EVALUATION CRITERIA - PURCHASE OF FURNIUTRE & FIXTURE.

Bidding will be based on applicant fulfilling the following qualification criteria:

Checklist	Responsive	Non-Responsive
i) Registration with Income Tax Authorities (National Tax Number NTN) at least three years old (Issued till July 2019)		
ii) Copy of Registration with Sales Tax Authorities (STRN)		
iii) Copy of Registration (Professional Tax Certificate)		
iv) Affidavit on non-judicial Stamp Paper of Rs. 100 (i) The firm has not been black listed from any Department. (ii) The documents/photocopies provided with bid are authentic. In case of any fake/bogus document look at any stage. The firm shall be black listed as per Rules/Laws. (iii) Affidavit for correctness of information. (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.		
v) Vendor Number with proposal/bid		
vi) Original Bid Security 3% of Quarterly allotted funds by the Government.		
vii) Firm's sample should be as per Specifications / Approved Sample.		

The firm/dealer would not be considered qualified provided the mandatory checklist is not provided.

Technical / Financial Proposals should be dully typed / printed. If any bid found hand-written, the same will be rejected.

Any one non-responsive will lead to non-responsive/disqualification and Financial proposal of the same will be returned sealed/un-opened.

BIDDING EVALUATION CRITERIA [OTHER TENDER ITEMS] (FRAME WORK).

Bidding will be based on applicant fulfilling the following qualification criteria:

Checklist	Responsive	Non-Responsive
i) Registration with Income Tax Authorities (National Tax Number NTN) at least three years old (Issued till July 2019)		
ii) Copy of Registration with Sales Tax Authorities (STRN)		
iii) Copy of Registration (Professional Tax Certificate)		
iv) Affidavit on non-judicial Stamp Paper of Rs. 100 (i) The firm has not been black listed from any Department. (ii) The documents/photocopies provided with bid are authentic. In case of any fake/bogus document look at any stage. The firm shall be black listed as per Rules/Laws. (iii) Affidavit for correctness of information. (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.		
v) Vendor Number with proposal/bid		
vi) Original Bid Security (vendors to submit bid in lots, specifying rate of each items. 03% of the total estimated price of lots will be attached with bid security. Rate of each item will be evaluated separately.		
vii) Firm's sample should be as per Specifications / Approved Sample.		

The firm/dealer would not be considered qualified provided the mandatory checklist is not provided.

Technical / Financial Proposals should be dully typed / printed. If any bid found hand-written, the same will be rejected.

Any one non-responsive will lead to non-responsive/disqualification and financial proposal of the same will be returned sealed/un-opened.

BIDDING EVALUATION CRITERIA [STATIONERY, COMPUTER STATIONERY (FRAME WORK)]

Bidding will be based on applicant fulfilling the following qualification criteria:

Checklist	Responsive	Non-Responsive
i) Registration with Income Tax Authorities (National Tax Number NTN) at least three years old (Issued till July 2019)		
ii) Copy of Registration with Sales Tax Authorities (STRN)		
iii) Copy of Registration (Professional Tax Certificate)		
iv) Affidavit on non-judicial Stamp Paper of Rs. 100 (i) The firm has not been black listed from any Department. (ii) The documents/photocopies provided with bid are authentic. In case of any fake/bogus document look at any stage. The firm shall be black listed as per Rules/Laws. (iii) Affidavit for correctness of information. (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.		
v) Vendor Number with proposal/bid		
vi) Original Bid Security (vendors to submit bid in lots, specifying rate of each items. 03% of the total estimated price of lots will be attached with bid security. Rate of each item will be evaluated separately.		
vii) Firm's sample should be as per Specifications / Approved Sample.		

The firm/dealer would not be considered qualified provided the mandatory checklist is not provided.

Technical / Financial Proposals should be dully typed / printed. If any bid found hand-written, the same will be rejected.

Any one non-responsive will lead to non-responsive/disqualification and financial proposal of the same will be returned sealed/un-opened.

BIDDING EVALUATION CRITERIA [REPAIR OF MACHINERY & EQUIPMENT, REPAIR OF FURNITURE] (FRAME WORK).

Bidding will be based on applicant fulfilling the following qualification criteria:

Checklist	Responsive	Non-Responsive
i) Registration with Income Tax Authorities (National Tax Number NTN) at least three years old (Issued till July 2019)		
ii) Copy of Registration with Sales Tax Authorities (STRN)		
iii) Copy of Registration with Punjab Revenue Authority (PST)		
iv) Copy of Registration (Professional Tax Certificate)		
v) Affidavit on non-judicial Stamp Paper of Rs.100 (i) The firm has not been black listed from any Department. (ii) The documents/photocopies provided with bid are authentic. In case of any fake/bogus document look at any stage. The firm shall be black listed as per Rules/Laws. (iii) Affidavit for correctness of information. (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.		
vi) Vendor Number with proposal/bid		
vii) Original Bid Security 3% of Quarterly allotted funds by the Government.		
viii) Firm's sample should be as per Specifications / Approved Sample.		

The firm/dealer would not be considered qualified provided the mandatory checklist is not provided.

Technical / Financial Proposals should be dully typed / printed. If any bid found hand-written, the same will be rejected.

Any one non-responsive will lead to non-responsive/disqualification and financial proposal of the same will be returned sealed/un-opened.

Price Schedule

Sr. No.	Name of item	Unit Price including all taxes

Detail of items will be provided on production of Challan of Rs.500/-

Total Price in Words (Inclusive of All Applicable Taxes):

Note:

- a) **Bid for all items shall be quoted.**

Stamp & Signature of Bidder _____

Bid Security Form

The Total Bid Security amounting to Rs. _____ (Rupees _____ only)
in shape of "Call Deposit Receipt" of the Bank (Name) _____ is attached
in accordance with Clause 14 of the Instructions to Bidders. The enclosed CDR number
is _____.

Signature of Bidder _____

Affidavit for Correctness of information

(To be printed on PKR 100 Stamp Paper)

Name: _____

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document 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, company 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**.

- (i) The firm has not been black listed from any Department.
- (ii) (ii) The documents/photocopies provided with bid are authentic. In case of any fake/bogus document look at any stage. The shall be black listed as per Rules/Laws.
- (iii) Affidavit for correctness of information.
- (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or Public Department

PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____