

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

**TENDER NOTICE FOR THE REPAIR OF OFFICE BUILDING (WASHROOMS) FOR THE
FINANICAL YEAR, 2022-23**

Senior Superintendent of Police, Motor Transport, Punjab, Lahore **invites sealed bids** based on the Punjab Procurements Rules 2014, from well-reputed and financially sound firms having previous experience in specific field as well as registered with Income Tax, Sales Tax and Punjab Sales Tax Departments etc. (where applicable) for the repair of office building (Washroom) for the current **financial year 2022-23:-**

S#	Head of Account	Closing Date	Estimated Cost	Bid Security 2%
1.	Repair of office Building (Washrooms)	27.04.2023	1.500-Million	30,000

Bids are to be addressed to the Senior Superintendent of Police Motor Transport, Punjab, Lahore **and shall be received by 27.04.2023 at 11:00A.M and shall be opened at 11:30 A.M on the same day**, in Motor Transport Wing, Punjab, Lahore. (In case of public holiday the next working day shall be considered).

2. Sealed bids are invited on the basis of **"Single Stage – One Envelops bidding procedure"** as contained in rule 38 (I) of the Punjab Procurement Rules 2014 (amended) Work will be done as per P.W.D specifications. Rates are based on market rates and bi-annual issued by Government of the the Punjab at the time of advertisement. The bids prepared in accordance with the instruction given in the bidding documents must be accompanied by a id security 2% of estimated cost in the shape of Call deposit (CDR) from any scheduled Bank. The bid security shall be refunded after finalization of tendering process. However, the successful bidders shall deposit equal to 5% of the total value of contract as performance guarantee within the period specified in Advance Acceptance Notice. The Performance Guarantee shall be refunded on successful completion of the contractual obligations.

3. The bidding documents containing detail terms & conditions, Scope of work are immediately available and can be obtained after uploading of tender on PPRA's website from the office of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore by hand on submission of a written request on firm's letter head, on any working day during office hours, a day before the bids opening at the cost of Rs.500/-, non-refundable duly deposited in the State Bank of Pakistan or Treasury Challan Form 32-A under **"Head of Account CO-2636-Police-Fees, Fines & Forfeiture"**.

4. The bidders shall submit **bid security @ 2% of the estimated price in shape of CDR/Bank Draft/Bankers cheque** of any scheduled bank in favour of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore. The bid security will be refunded after finalization of the tenders. However, the **successful bidders shall deposit equal to 5% of the total value** of the contract as performance guarantee **in shape of CDR/Bank Draft/Bankers cheque/Bank Guarantee** which shall be refunded on successful completion of the contractual obligations. The completion of work/repairing time of washrooms would be 07-days.

5. The authority reserves the right to reject all bids or proposals in line with rule 35 of PPRA rules, 2014.



(HASSAN MUSHTAQ SUKHERA) PSP

Sr. Superintendent of Police,

Motor Transport, Punjab, Lahore.

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**BIDDING DOCUMENTS
FOR REPAIR OF OFFICE BUILDING (WASHROOMS)**

For the Year 2022-2023



PUNJAB POLICE

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

BIDDING DOCUMENT

Minor Repair / renovation of Office Building (Washrooms)

Tender is invited on prescribed format under sealed covers from NTN, GST & PST registered bidders/firms for minor repair/renovation of office Building (Washrooms) during the financial year 2022-2023. Tender documents containing tender form, detail of work, terms & conditions can be obtained from Procurement office of the Senior Superintendent of Police Motor Transport Punjab Lahore as well as on PPRA website. The bidder is required to furnish a bid security equal to 2% of estimated cost of the bid in shape of CDR in favour of Senior Superintendent of Police Motor Transport Punjab Lahore. Schedule of bidding process is given hereunder: -

Last date for submission of Bids	27.04.2023 up to 11:00 am
Tenders Opening date & time	27.04.2023 up to 11:30 am
Venue of office for receiving /opening Tender	Office of Senior Superintendent of Police Motor Transport, Punjab, Lahore.


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TENDER NOTICE

Office of Senior Superintendent of Police, Motor Transport Wing, Punjab, 236-Ferozepur Road, Lahore invites sealed bids for the REPAIR OF OFFICE BUILDING (Wash Rooms), immediately for the financial year 2022-23. Bids should reach to the undersigned by 27.04.2023, till 11:00 A.M. and will be opened on the same day i.e. 27.04.2023 at 11:30 A.M. in the presence of bidders / Committee. Tender Notice is available on the PPRA's website as well as Punjab Police Website at (<http://ppra.punjab.gov.pk> & <http://www.punjabpolice.gov.pk>).

TERMS & CONDITIONS.

1. Tenders will be received in accordance with the Punjab Procurement Rules, 2014 (amended).
2. Only National Tax Number Holder, Sales Tax, Punjab Sales tax Departments registered firms/companies having experience in relevant field, can participate in the tenders.
3. Rs.500/- fee (non-refundable) deposited in the State Bank of Pakistan on Treasury Challan Form 32-A, under "**Head of Account CO-2636-Police-Fees, Fines & Forfeiture**".
4. The bidders shall submit a bank draft/pay order of bid security i.e. 2% of the estimated price.
5. The successful lowest bidder shall submit a bank draft/pay order i.e. 5% of the total value of contract amount as performance guarantee.
6. The rates quoted shall be valid upto 30.06.2023.



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CHECK LIST

The provision of this check list is essential pre-requisite alongwith submission of tenders.

Sr.#	DETAIL	YES/NO	PAGE#
1	Original receipt for purchase of tender.		
2	2% Bid Security of Estimated Price.		
3	Minimum one-year business history from the date of authorization.		
4	Acceptance of terms and conditions, tender documents duly signed and stamped.		
5	Firm/Company profile.		
6	An affidavit on stamp paper of Rs.100/- submitting following clause: that neither the firm/individual has been blacklisted on any grounds whatsoever or is involved in litigation. This certificate shall remain operative till the completion of the repair work.		
7	Audited Financial Statement, National tax number Holder Certificate, General Sale Tax Number Certificate, Professional Certificate, (Last 03 Year) General Sales Tax Return (Last 01 Year)		
8	A certificate should be given by the bidders that they will be responsible to carry out the works as per estimated by the Building Department.		

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1. **Specific Instructions to Bidders.**

The bidders are instructed to examine the tender notice/ bidding documents, terms & conditions, specifications/Items carefully with their rates. Any offer not received as per requirements is liable to be ignored. No offer shall be considered if:-

1.1 Bid Security.

- i. Received without required **2 % bid security** of the estimated price of the total value of their tender items in shape of Pay Order/Bank Draft in favour of the Senior Superintendent of Police Motor Transport, Wing, Punjab, Lahore.
- ii. Received after the time and date fixed for its receipt.
- iii. The bidding documents are unsigned.
- iv. The offer is ambiguous, conditional or incomplete in any respect shall be ignored.
- v. The offer is from a firm/individual blacklisted, suspended or removed by any Government Department.
- vi. Punjab Procurement Rules 2014 shall be the governing rules for the Bidding process.

1.2. Validity

The offer must remain valid for upto **30.06.2023**.

1.3. Bidding Procedure

All bidders must submit their bids under "Single Stage-one Envelope Procedure" as per Rule 38 (1) of Punjab Procurement Rules 2014, as under:-

- i. The lowest evaluated bidder shall be issued work order and awarded the contract.
- ii. The bidder/firm/individual will submit bid price with the condition that if any tax is levied or enhanced during the delivery period same will be borne by the supplier.
- iii. The delivery period of the contract can be extended in special circumstances.
- iv. Provision of checklist is essential prerequisite along with submission of tenders.

1.4 Right of Rejection

The Senior Superintendent of Police, Motor Transport, Punjab, Lahore may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Rule 35 of PPRA Rules 2014.

General Terms & Conditions:

2.1 Performance Guarantee

The successful lowest bidder shall deposit equal to **05% of the total value of contract amount** as performance guarantee in the form of Pay Order/ Bank Drafts or other form of bank guarantee in favour of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore, for a period as specified in advance acceptance letter before entering in the contract. Performance guarantee shall be released after successful completion of the contract obligations.

2.2 Firm/Individual Details

Bidders shall submit complete details of their firm/individual, offices, workplaces and staff along with postal address, Phones / Fax numbers, E-mail and Website information.

2.3 Work/repair Detail

The bidders are required to specify work detail and furnish detailed descriptive literature/catalogue (where applicable)

2.4 Work Completion Period

Work completion Period will be 07-days. The authority may, at its discretion, extend completion work period.

2.5 Documentation Standards

Any erasing/ cutting/ crossing etc. appearing in the offer must be properly signed by the person signing the bid. Moreover, all pages to the bidding documents must also be properly signed. Offer with any overwriting shall in no circumstances be accepted.

2.6 Affidavit

An affidavit should be provided by the bidders that their firm/individual has never been blacklisted by any Government Department.

