



**POLICE DEPARTMENT
GOVERNMENT OF SINDH**

**Bid Document
PROCUREMENT OF**

.....

M/s.....

2013-2014



Invitation to Bid

Affix /Paste Advertisement (IFB or EOI)

Instruction to bidder

- i. The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.
- ii. The Police department, Government of Sindh, request Tender Bids in sealed envelopes as per information required in this document. Proponents applying for bids should submit Financial Proposal and Technical Proposal in two separate envelopes.
- iii. The Technical Proposal should contain all the bid items without quoting the price and must list firm's clientele, details of past project, items specification etc. Financial bids of firms not obtaining minimum passing criteria on Technical basis will not be opened.
- iv. Interested /Eligible bidders may obtain further information on the bid and inspect the bidding documents at the office of AIGP/M.T Sindh, Police M.T Sindh Workshop, Police Headquarters, Garden, Karachi.
- v. All bids must be accompanied by a earnest money (2%) of total bid amount, and must be delivered to the office of the AIGP/M.T Sindh, on or before **1130 hours on 29.05.2014**. The bids will be publicly opened in the office of the DIGP/Technical & Transport, Sindh, CPO, Ground floor at 1200 hours on the same day in presence of bidders who wish to remain present.
- vi. The Police department, Government of the Sindh will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery bids.
- vii. Bidders shall submit bids, which comply with the bidding documents, For alternate bids bidder has to purchase separate bidding documents and alternate bid shall be treated as separate bid.
- viii. As authority competent to accept the tender, the Purchase reserves the right to accept or reject one or all the tenders in accordance with SPPRA Rules 2010.
- ix. All prices quoted must include any Taxes applicable, i.e. Income Tax, Sales Tax or any other tax imposed by government by law. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.



BID FORM for _____

To:

Inspector General of Police,
Sindh Karachi.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned, offer to supply, deliver and test in conformity with the said bidding documents (Technical and Financial proposals are attached as annexure-B and annexure-C respectively) are submitted herewith separately as per your requirement.

We undertake, if our Bid is accepted, to complete the supply in accordance with the delivery time mention in this tender documents.

If our Bid is accepted, we will provide the performance security in the sum equivalent to equal to 10% percent of the Contract Price i.e., Rs. for the due performance of the Contract as per bid Security Form.

Dated this _____ day of _____ 201_____

WITNESS

BIDDER (Sign + Seal)

Signature: -----

Signature: -----

Name:-----

Name:-----

Title:-----

Title:-----

Address:-----

Address:-----

CNIC #:-----

CNIC #:-----



PERFORMANCE SECURITY FORM (Applicable in case of bank guarantee)

To: Inspector General of Police, Sindh,
Karachi-Pakistan.

WHEREAS (Name of the Contractor)

Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for the purchase of hardware including "_____", dated ____ 201____, (hereinafter called "the Contract").

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total Sum of Rs. 10% of the total contract value (Amount of the guarantee), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums, within the limits of 10% of the total contract value (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until ____ day of _____, 201____, or the warranty period.

[NAME OF GUARANTOR]

Signature _____

Name _____

Titel _____

Address _____

Seal _____

(vii) Supply Capabilities

Responsive Organization should clearly indicate the duration of delivery of quoted item(s) specified in Annexure D

Sr. No.	Item	Action Item	Response time (in hours)
1		Replacement	
		Repair	
		Re-configuration	
		Backup Replacement	

(viii) Compliance to Specification

The Responding Organization (RO) to provide information as per (Annexure-D). RO may not propose any kind of refurbished item in their technical proposals.

(ix) Financial Capabilities

The RO(s) shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

(x) Liquidated damages.

- a) It is utmost importance that schedule to tender should be filled in very carefully in the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulate period Security deposit will be forfeited in favor of the Police Department, Government of Sindh, Karachi as stated at sub clause (d).
- b) An affidavit that the firm declares details of litigation with any client during the last 5 years be provided.
- c) An affidavit that the firm has never been blacklisted by any Government Department.
- d) Liquidated damages of 0.025% per day up to 10% of the contract price will be deducted for delayed supply/delivery of equipments then purchaser reserve the right to cancel the contract, forfeit the performance security and black list the firm.



- (i) The technical proposals will be opened on the same day at 1200 hours at the same address. The responding organization shall deliver 2 (two) copies of the technical & financial proposal each copy being physically separated, bound, sealed and labeled as "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" (one Original and one copy), labeled as such on their respective envelopes. The bid security of 2% of the offer in shape of Bank guarantee or Pay Order shall be enclosed in the envelope marked "FINANCIAL PROPOSAL" without the financial proposal shall not be considered and bid shall be rejected.
- (ii) Proposals shall be dropped in the sealed tender box kept in the office of DIGP/T & T, Sindh, CPO Building, Lt Chundrigar Road, Karachi, upto 11:30 hours. Samples / Brochures should however be delivered by hand or courier so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

(iii) **Submission of Proposal**

The complete proposals should be submitted by 11:30 hours on 29.05.2014 at the address given in 2(ii) above.

The format of submission of proposal is attached as Annexure A and Annexure-B. Please provide original brochures and samples of all the items proposed.

***CNIC copies of Owner/Authorized person along with witness should be enclosed.
(Please provide photocopies of relevant documents).***

(iv) **Opening of Proposals**

The proposals submitted against this RFP will be opened on date mentioned above at 12:00 hours in front of the **Purchase Committee** of Sindh Police.

3. Evaluation and Comparison of Technical and Financial Bids

The evaluation will be performed assuming the Contract will be awarded to the bid most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated cost.



Information Required

A General

- 1 Name of Bidder _____
- 2 No of Years in business in Pakistan _____
- 3 No of Offices locations in Pakistan _____
- 4 Annual Turnover (Million Rs.) _____
- 5 Value of projects in hand (details may be given) _____
- 6 Year of Incorporation _____
- 7 Status of the Bidder
 - Sole Proprietor _____
 - Partnership Firm _____
 - Private Limited Company _____
 - Public Limited Company _____
 - Entity registered / incorporated
outside Pakistan (Give details) _____
 - Other (Please specify) _____
- 8 Names of Owner / Partners / Chief Executive / Directors _____
- 9 Details of Registered Head Office (Address, Phone, Facsimile, Email
and Website information) _____

4. Contacting the Purchaser

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

5. Cancellation of bidding process.

The procuring agency shall, upon request by any of the bidder, communicate to such bidder, grounds for the cancellation of bidding process, but is not required to justify such grounds.

Sample Contract Agreement

1. This contract agreement is made and entered into on _____, 201____, BY AND BETWEEN.

i) **Inspector General of Police, Sindh Central Police Office, I.I. Chundrigar Road, Karachi**, hereinafter referred as Purchaser, which expression shall unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns officers delegated to perform functions procurements for and on behalf of various units of Sindh Police department of ONE PART.

AND

ii) _____
_____ having its registered office at hereinafter referred as supplier, which expression shall, unless repugnant to the context of meaning thereof, be deemed to include its successors and permitted assigns of the OTHER PART.

2. WHEREAS the Inspector General of Police, Sindh is entrusted with responsibility of procurement of item / articles during current financial year 2013-2014 as per description, with specification and quantity, given below:-

S.NO.	DESCRIPTION OF ARTICLES WITH SPECIFICATION	QUANTITY/ NUMBER	Delivery
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3. AND WHEREAS, the **Inspector General of Police, Sindh**, in accordance with The Public Procurement Rules, 2010 as adopted by Government of Sindh vide notification No. _____ dated: _____.

- vi) That all articles accepted shall be paid for the **AIGP/Logistics, CPO, Sindh** at the rate of specified below (C&I: Destination) within financial year 2013-2014.

ITEM / ARTICLE	RATE PER UNIT

- vii) In case **M/s.** _____ make default, in the due performance of this agreement/contract in part or full, **DIGP/T & T, Sindh** shall be at liberty to impose and recover L.D. Charges not exceeding 0.0.25% per month thereof. The penalty shall be applicable only to the extent of items/articles supplied late.
- viii) The **AIGP/M.T, Sindh** shall have right to assess, demand and recover any damages suffered by Police Department due to late supply of the items/articles from the supplier.
- ix) The **AIGP/M.T, Sindh** shall be at liberty to deduct and retain the amount so assessed from the bill that may be or may become due and payable at or after the time of such failure to the **M/s.** _____ by the said **AIGP/M.T, Sindh**, whether by virtue of agreement or otherwise.
- x) The IGP Sindh shall not be responsible for non-performance of this agreement due to change in law, rules and policy of the government as notified in official gazette from time to time.
- xi) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract agreement and both parties shall be bound by it.
6. This contract agreement shall be construed, and the legal relations created herein will be determined in accordance with the laws of Islamic Republic of Pakistan.
7. Any notice required under this contract agreement shall be in writing and shall be effective when received by the addressee at its given address.



Technical Proposal Form

Bidder's Profile		
Name		
Official Address		
Telephone(s) No.		
Official Fax No.		
GST Registration No.		
Income Tax Reg. No.		
Sr. No.	Quoted Hardware/Equipment/Furniture Specifications	Supply During (in Months)
1		

Note: Please read carefully the whole document and provide all necessary details with proof of evidence.

BIDDER (Sign + Seal)



Financial Proposal Form

Bidder's Profile	
Name	
Official Address	
Telephone(s) No.	
Official Fax No.	
GST Registration No.	
Income Tax Reg. No.	
No. of years in business	

Sr. No.	Hardware/Equipment/Furniture Name	Quantity	Unit Cost (Rs)	Total Cost (Rs)

Total Cost in Pak Rupees

(in words _____)

Note: Earnest money will be equivalent to 2% of the total bid cost.
 Only Pay Order/Bank Draft for earnest money will be acceptable in favour of DIGP/I & T, Sindh, Ground Floor, Central Police Office, I.I Chundrigar Road, Karachi.

BIDDER (Sign + Seal)



(SPECIFICATION)

SPECIFICATION OF AUTOMATIC PFI PANEL (POWER FACTOR) WITH ACCESSORIES REQUIRED FOR 150 KVA, PMT, INSTALLED BY KESC AT POLICE M.T SINDH WORKSHOP, POLICE HQTRS, GARDEN, KARACHI.

COMPONENT

POWER FACTOR IMPROVEMENT PLANT

Reactive power regulators (P.F Controller 6 steps) ,
static Italy or equivalent.

Contactors	MC 32	MC-32	MC-50	Hundai Korea or equivalent.
Capacitors	7.5 KVAR	12.5 KVAR	25 KVAR	Aulux Italy or equivalent.
Circuit Breakers.	30 AMPS	30 AMPS	50 AMPS	Terasaki Japan or equivalent.
Breakers	300 Amp			Terasaki Japan or equivalent.

03 Manual on auto Tele-Mechanic or equivalent.

09 Indication Lights. Taiwan or equivalent.

03 Control Breaker Hager or equivalent.

09 Discharge Resistor Taiwan or equivalent.

01 Volt Meter Taiwan or equivalent.

01 Ampere meter Taiwan or equivalent.

02 Current Transformer Comcos Spain or equivalent.

01 Electric Steel Panel
Floor standing box with powder coating

CABLE:

400 Meter (Approx:) :- 70 mm 4 core Cable Pakistan Cables or equivalent.

150 Meter (Approx:) :- 16 mm 4 core Cable Pakistan Cables or equivalent.

OTHERS.

Installation at site Required

Warranty Required for 1 year (Minimum)