

**POLICE DEPARTMENT  
GOVERNMENT OF SINDH**



**Bid Document**

**2013-14**

---

[www.sindhpolice.gov.pk](http://www.sindhpolice.gov.pk)

M/s \_\_\_\_\_

**2013-2014**



- 1) *Instructions to Bidders on pg # 2*
- 2) *Bid form is attached on pg # 4*
- 3) *Bid Security Form is attached on pg # 5*
- 4) *Performance Security Form is attached on pg # 6*
- 5) *Evaluation Criteria is attached on pg # 11*
- 6) *Sample Contract Agreement is attached as Annexure-A*
- 7) *Technical Proposal Form is attached as Annexure-B*
- 8) *Financial Proposal Form is attached as Annexure-C*
- 9) *Technical Specification is attached as Annexure-D*



### **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/Logistics, 2<sup>nd</sup> Floor, CPO Building, I.I.Chundrigar Road, 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/Logistics, on or before **1400** hours on 15-07-2014. The bids will be publicly opened in the Committee Room of CPO ground floor at **1430** 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.



- x. Enquiries regarding this NIT shall be submitted in writing to:  
AIGP/Logistics,  
Central Police Office, Sindh  
2<sup>nd</sup> Floor, CPO Building, I.I. Chundrigar Road, Karachi  
Phone: (92-21) – 99212631, Fax (92-21) – 99213839.
- xi. Every page of the tender document should be signed and sealed by the bidder.
- xii. The details of this notice are also available on website of Police department ([www.sindhpolice.gov.pk](http://www.sindhpolice.gov.pk)) and Government of Sindh ([www.sindh.gov.pk](http://www.sindh.gov.pk)).

**AIGP/Logistics**  
For Inspector General of Police /  
Sindh Karachi.



**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 mentioned 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 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 #:-----



**BID SECURITY FORM**

WHEREAS \_\_\_\_\_ (hereinafter called "the Bidder" has submitted its bid dated \_\_\_\_\_ for the purchase of " \_\_\_\_\_", (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We \_\_\_\_\_ (Name of Bank) of \_\_\_\_\_ (Name of Country) having our registered office at \_\_\_\_\_ (address of Bank) hereinafter called "the Bank") are bound into the Inspector General of Police, Sindh, Karachi, Pakistan (hereinafter called "the Purchaser") in the sum of \_\_\_\_\_, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
  - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
  - (b) Fails or refuses to execute the Contract Form, when requested.

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to 28 days beyond the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)  
By \_\_\_\_\_  
(Title)  
**Authorized Representative**



**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 .....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 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 .0% 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 \_\_\_\_\_



## 1. General Terms & Conditions

### (i) Bid Bond

- a. A bid bond, and bid security in the shape of a Pay Order / Bank Draft in favor of AIGP/Logistics equivalent to 2% of the total cost of bid should be submitted along with the tender.
- b. Details of Pay Order /Bank Draft shall be mentioned in the technical proposal without mentioning the amount. (Copy of Pay Order /Bank Draft may be enclosed after hiding the amount).

### (ii) Validity of the proposal

All proposal and price shall remain valid for a period of 30<sup>th</sup> June 2014 from the closing date of the submission of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

### (iii) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

### (iv) Withholding Tax, Salcs Tax and other Taxes

The responding organization is hereby informed that the Government shall deducted tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Police department. The responding organization will be responsible for all taxes on transaction and/or income, which may be levied by government. If responding organization is exempted from any specific taxes, then it will provide the relevant documents with the proposal.

### (v) Stamp Duty

Stamp duty for contract documents shall be borne by responding organization/bidder at the time of signing of contract.

### (vi) OEM relationships & Warranties

- Hardware equipment should have warranty, including parts and labour and license (if any).
- All Management Software provided should have warranties for one year against defects/bugs as well as updates.
- The responding organization (RO) to be authorized Partner / reseller, of

**THE ORIGINAL MANUFACTURER.**





**(vi) 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 I the detailed Technical proposal.

**(x) Liquidated damages.**

- a) It is utmost importance that schedule to tender should be filled in very carefully an 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.



(xi) **Delivery Time**

- \_\_\_\_\_ months/weeks after issuance of purchase order.
- **Mode of payment:** 100% after supply of item(s)/equipment(s) and successful testing on site.
- Release of performance guarantee after completion of warranty period.

Execution / Delivery of all the items of the Bid will be at Central Police Office Sindh, CPO Building, I.I. Chundrigar Road, Karachi.

- xii. The earnest money is refundable after finalization of the bid, in case of return of financial bids un opened to non responsive bidders, on request after opening of financial bids or when award / placement of purchase order is finalized. The bidders will, however, have to apply for refund through a written request on their company/firm letter head addressed to AIGP/Logistics.
- xiii. The successful bidder will have to deposit 10% security of the amount of contract, in the form of pay order, bank guarantee or any other financial instrument recognized by Government of Pakistan, to the satisfaction of AIGP/Logistics and AIGP/Finance. The same will be returned on due completion of the contract and warranty period.
- xiv. To conform, the approved specifications, the evaluation criteria of bids will be base on the technical expert opinion, observation of evaluation committee and terms and condition set forth in the bidding documents, tender notice and Bid Form or as deemed appropriate by the Purchase Committee.
- xv. Date of opening of the Financial Proposals will be announced separately. The proposal of only those bidders will be considered/ opened which are declared qualified after evaluation of technical bids and upon fulfilling all the condition by the Purchase Committee. Further enquiry can be made from AIGP/Logistics, CPO, on telephone No.99212631, 99212057.
- xvi. Conditional tenders/bids will not be acceptable.
- xvii. Authority Letter from Principal Company for product and vender authentication shall be provided with the bid.
- xviii. Police department reserves the right to increase or decrease the scope of work/number of items without assigning any reason.

**2. Mode of Delivery and Address**

Technical & Financial proposals (2 copies each) should be submitted by 1400 hours at the address given below:

Office of AIGP/Logistics, CPO  
2<sup>nd</sup> Floor, CPO Building, I.I. Chundrigar Road, Karachi  
Tel # 99212631, Fax # 99213839



(i) The technical proposals will be opened on the same day at 1500 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 "TEHNICAL 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 AIGP/Logistics upto 14:30 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 14:00 hours on \_\_\_\_\_ 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 14:30 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.



### Evaluation Criteria and Comparison of Bid

The Technical and Financial Bids shall be evaluated on the basis of following parameters.

S#	Evaluation Parameter	Marks	Brief Questionnaire
1	<b>Technical Proposal</b>	<b>700</b>	
1A	Hard Specifications	300	Compliance with required specifications mentioned at annexure D.
1B	Support Capabilities	100	Undertaking to provide maximum period of comprehensive warranty. Provided list of Support team and list of Service Centers.
1C	Financial Capabilities	200	<ul style="list-style-type: none"><li>• Annual Turn Over / Auditable Accounts of the firm.</li><li>• Company History years in business?</li><li>• Affidavit/Undertaking that the firm is never been black listed and if firm is defaulter in any manner may submit the reason.</li></ul>
1D	Relevant Experience	100	Minimum three work orders for the above work. (Note: Government organizations will be preferred).

N.B.

Minimum passing/qualifying marks is 60% i.e. 420 marks out of 700 marks. The bid not obtaining minimum qualifying score shall not be considered for financial evaluation and their financial proposals shall be returned unopened. Out of the bids qualifying the technical criteria, the bid with lowest evaluated cost shall be awarded contract provided it meets all other procedural requirements.

The Bidder should provide the following required information and placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form.



## 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. Purchaser's Right to Accept the Bid or Reject the Bid

The Purchaser reserves the right to accept or reject the bid in according with PPRA Rules-2004, and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchase's action.



## Definitions

In this Contract, the following terms shall be interpreted as indicated:

- **“Purchaser”** means the Sindh Police Department, Government of the Sindh, Karachi – Pakistan
- **“Contractor”** means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.
- **“Contract”** means the agreement entered into between the Purchase and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- **“Commencement Date of the Contract”** means the date of signing of the Contract between the Purchaser and the Contractor.
- **“Contractor Price”** means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- **“Contractor Value”** means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.
- **“Services”** means services, such as testing and other such obligations of the Contractor covered under the Contract.
- **“Works”** means all items to be provided and work to be done by the Contractor under the Contract.
- **“RO”** means Responding Organization/ Bidder Firm.
- **“RFP”** means Request for Proposal.



## 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
---	---	---	
---	---	---	
---	---	---	

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:** \_\_\_\_\_.



4. That M/s. \_\_\_\_\_ participated in the response of open tenders, floated by IGP Sindh, by submitting technical and financial bids, after necessary evaluation of the item / articles described above; the Departmental Committee opened the financial bids in front of all bidders on \_\_\_\_\_.
5. That the rates offered by M/s. \_\_\_\_\_ for the item / articles as shown and given above, were found to be lowest offered in comparative terms with the rates of other bidders participating in the process. Therefore, on the recommendation of Departmental Committee, the IGP Sindh has accorded approval to place purchase/procurement order with M/s. \_\_\_\_\_ on terms and conditions specified below:-

**NOW THEREFORE PARTIES HEREBY AGREE AS FOLLOWS**

- i) That M/s. \_\_\_\_\_ shall supply products/items, articles described and specified alongwith quantity the above within \_\_\_\_ days from the date of signing of this agreement.
- ii) That all deliveries shall be made at \_\_\_\_\_, Sindh, Karachi between on working days only.
- iii) That every article shall be made and finished in all respects to entire satisfaction of Departmental Inspection Committee which shall be at liberty to reject any item/article or part thereof if it is not in accordance with approved sample and specification mentioned in the tender documents submitted by supplier at the time of bidding, and evaluated and approved for this purchase order and such rejection shall be final. The no appeal or review will be permissible against the decision of inspection committee.
- iv) That the **AIGP/Logistics, CPO, Sindh**, shall give written receipt signed by him giving out complete details, exhibiting the number of items/articles delivered and the number items/articles accepted and rejected, and such receipts shall be conclusive evidence of the acceptance and rejection of the number of articles specified as accepted and rejected.
- v) That all articles rejected shall be taken back and removed by the M/s. \_\_\_\_\_ and nothing shall become due or recoverable by the M/s. \_\_\_\_\_ in respect on account of items/articles so rejected.





- vi) That all articles accepted shall be paid for the **AIGP/Logistic, CPO, Sindh** at the rate of specified below (C&F Destination) within financial year \_\_\_\_\_.

ITEM / ARTICLE	RATE PER UNIT

- vii) In case M/s. \_\_\_\_\_ make default, in the due performance of this agreement/contract in part or full, **AIGP/Logistic, CPO, 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/Logistic, CPO, 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/Logistic, CPO, 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/Logistic, CPO, 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.



8. If any term, conditions, or provision in this Agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavour in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in the Agreement. If the parties fail to agree on such amendments, such invalid terms, condition or provision will be served from remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
9. This agreement may be amended only in writing signed by both the parties.
10. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

---

AIGP/Logistics  
On behalf of IGP, Sindh

---

**Witness:**

1) \_\_\_\_\_

2) \_\_\_\_\_



## 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 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.	Name of Work	Quantity	Unit Cost (Rs)	Total Cost (Rs)
<b>Total Cost in Pak Rupees</b>				
(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  
AIGP/Logistics, Central Police Office, Sindh, Karachi.

\_\_\_\_\_  
BIDDER (Sign + Seal)