

**POLICE DEPARTMENT
GOVERNMENT OF SINDH**



Bid Document

2014-15

www.sindhpolice.gov.pk

M/s _____

2014-2015

Invitation to Bid



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, 2nd 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 ____ hours on _____. The bids will be publicly opened in the Committee Room of CPO ground floor at ____ 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. Purchase Committee reserves the right to accept or reject one or all the tenders in accordance with SPPRA Rules-2010.
- ix. Price should be quoted on C&F Basis.
- x. Prices should be quoted on the letter head of the Manufactures
- xi. Technical Specification should be on letterhead of manufacture.
- xii. In case of warranty required, warranty should also be on the letterhead of manufacturer.



Police Department, Government of Sindh (www.sindhpolice.gov.pk)

- xiii. Enquires regarding this RFP shall be submitted in writing to:
AIGP/Logistics,
Central Police Office, Sindh
2nd Floor, CPO Building, I.I. Chundrigar Road, Karachi
Phone: (92-21) – 99212631, Fax (92-21) – 99213839.
- xiv. Every page of the tender document should be signed and sealed by the bidder.
- xv. The details of this notice are also available on website of Police department (www.sindhpolice.gov.pk) and SPPRA (www.sppra.gov.pk).

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



BID FORM for _____

To:
Inspector General of Police,
Police Department
Government of 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-A and annexure-B 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_____

BIDDER (Sign + Seal)

WITNESS

Signature:-----
Name:-----
Title:-----
Address:-----
CNIC #:-----

Signature:-----
Name:-----
Title:-----
Address:-----
CNIC #:-----

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 Provincial Police Officer, 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: Provincial Police Officer, Sindh,
Karachi-Pakistan.

WHEREAS (Name of the Contractor)

Herein after called "the Contractor" has undertaken, in pursuance of the bid for the purchase of hardware including " _____ ", dated _____ 201____, (herein after 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 _____



1. **General Terms & Conditions**

(i) **Bid Bond**

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.

(ii) **Validity of the proposal**

All proposal and price shall remain valid for a period of 90 days from the date of opening of tender.

(iii) **Withholding Tax, Sales 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.

(iv) **Stamp Duty**

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

(v) **OEM relationships & Warranties**

- a. Hardware Arm & Ammunition should have warranty, including parts and labour and license (if any).
- b. 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	

(vii) Compliance to Specification

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

(viii) 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 0.25% per day up to 10% of the contract price will be deducted for delayed supply/delivery of Arm & Ammunitions then purchaser reserve the right to cancel the contract, forfeit the performance security and black list the firm.

(ix) Delivery Time

- _____ months/weeks after issuance of purchase order.
- **Mode of payment:** 100% after supply of item(s)/Arm & Ammunition(s) and successful testing on site.
- Release of performance guarantee after completion of warranty period.
- Pre-inspection expense will be pay by the bidder.



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

- (x) 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 Manufactures/Authorized Distributers/Authorized Dealers letter head addressed to AIGP/Logistics.
- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) Conditional tenders/bids will not be acceptable.
- (xv) Authority Letter from Principal Company for product and vender authentication shall be provided with the bid.
- (xvi) 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 _____ hours at the address given below:

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



- (i) The technical proposals will be opened on the same day at _____ 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 _____ hours. 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 _____ hours on _____ 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 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 _____ hours in front of the **Purchase Committee** of Sindh Police.

3. Evaluation and Comparison of Technical and Financial Bids

The evaluation will be done by evaluation & technical committee, 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.

Sif	Elevation Parameter	Brief Questionnaire	Marks
1	Technical Proposal		700
IA	<u>HARD SPECIFICATION</u>	<ul style="list-style-type: none"> a. Compliance with required specification. 400 b. Technical Specification on Manufacturer original letter head with stamp. 50 c. Under taking on Manufacture letter head that the goods will be supplied brand new from current production. 50 d. Dealership authorization Certificate. 25 e. Service Center Facility 25 	
IB	<u>SUPPORT CAPABILITY</u>	<ul style="list-style-type: none"> a. Affidavit: (that the firm has not been blacklisted by Government / non-Government Autonomous Body) 50 b. Undertaking to provide maximum period of comprehensive warranty and after sales & support for maintenance of hardware. 50 c. Provide list of Support team and list of Service Centre. 50 	

N.B.

Minimum passing/qualifying marks is 80% 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. The bidder has to give certified copies of the following :

- i. An affidavit to the fact that neither the bidder's company nor any company that the individual has been a director / partner in, has never been black listed for supplying inferior items.
- ii. Testate the shelf life of items that have a shelf life stating the period of shelf life starting from an ending on.

5. Besides on success of his /her bid, agrees to a random on ground inspection tests of the items provided at the time of supply by team of experts details / earmarked by the Inspector General of Police.

6. 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.

7. 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-2010, 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.



Technical Proposal Form

Bidder's Profile				
Name				
Official Address				
Telephone(s) No.				
Official Fax No.				
GST Registration No.				
Income Tax Reg. No.				
Sr. No.	Specifications	Make & Model	Country of Origin	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.	Arm & Ammunition 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 AIGP/Logistics, Central Police Office, Sindh, Karachi.

BIDDER (Sign + Seal)