

## NOTICE INVITING TENDER

1/- The Police Department Government of Sindh, invites sealed Tenders from eligible Bidders / Firms registered with Sales Tax and Income Tax Department for the repair of Machinery & Equipment of Special Security Unit (SSU) Sindh, Karachi for the current financial year 2015-16.

S.No.	Repair Renovation of SSU	Qty	Bid Security	Estimated Cost in Rs.	Tender Fee
1	Repair of Moving Target in firing range	06	1 %	500,000/-	Rs. 500/-
2	Repair of HYT Walkie Talkie sets	50	1 %		Rs. 500/-

2/- Complete Details are available in Tender documents, which can be purchased from the office of the AIGP / Security Sindh Karachi near Hassan Square Karachi from 07-03-2016 till 24-03-2016 during office hours by submitting an application on their letter head along with tender fees (non-refundable) and also be downloaded from the Sindh Police website ([www.sindhpolice.gov.pk](http://www.sindhpolice.gov.pk)) or SPPRA website ([www.spprasindh.gov.pk](http://www.spprasindh.gov.pk))

3/- Single Stage One Envelop by hand procedure will be followed, Bids in sealed envelopes should be submitted / dropped in the tender box kept in office of the AIGP / Security Sindh Karachi near Hassan Square Karachi up-to 24-03-2016 till 1330 hrs. The Bid shall be opened on the same day i.e. (24-03-2016) at 1400 hrs and at the same venue in the presence of Bidding Committee and intending bidders who choose to be present on the occasion.

4/- Bid Security 1% of the total bid in the form of Pay Order in favor of the AIGP / Security Sindh Karachi should be submitted with Bids.

5/- Only bids offered on the prescribed tender form issued by the Police department shall be accepted. However, additional sheets may be attached, if required.

6/- Conditional tender / application will not be entertained.

7/- The Procuring Agency may reject any or all bids or postpone date as per relevant provisions of SPP Rules, 2010

Contact Details: Tel: 021-992446450  
Fax: 021-99243865

-sd-

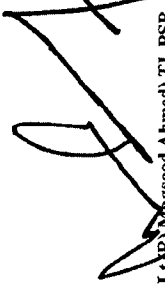
**Lt (R) Maqsood Ahmed) TI, PSP**  
Assistant Inspector General of Police,  
**Security**  
Sindh, Karachi.

GNBR/3/5

**Annual Procurement Plan**

(Works, Goods & Services)  
Financial Year 2015-16

S.No.	Description of Procurement	Quantity (where applicable)	Estimated unit cost (where applicable)	Estimated total cost	Funds allocated	Source of funds (ADP/Non ADP)	Proposed Procurement method	Timing of procurement				Remarks
								1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	Machinery and Equipment			0.5 million	yes funds allocated	Sindh Police	Single Stage one envelop				4th Qtr	

  
Lt (R) Magsood Ahmed) TL, FSP  
Assistant Inspector General of Police,  
Security  
Sindh, Karachi.



GOVERNMENT OF SINDH  
POLICE DEPARTMENT

No. G-I/ 144 /2016:Karachi

Dated 26.02.2016.

**ORDER**

Procurement Committee of the following Officers are hereby constituted for the Repair of Machinery & Equipment for Special Security Unit Sindh during the current financial year 2015-16:-

**Procurement Committee**

1. DIGP/South Zone Karachi (Chairman)
2. DSP/Special Security Unit Sindh (Secretary)
3. DSP/Muhafiz Karachi (Member)
4. Rep. of Home Department Sindh (Member)
5. Rep. of Civil Defence Sindh (Member)

**Functions and Responsibilities of Procurement Committee(s)**

As per SPPRA Rules 2010: Procurement Committee(s) shall be responsible for:


1. Preparing bidding documents;
2. Carrying out technical as well as financial evaluation of the bids.
3. Preparing evaluation report;
4. Making recommendations for the award of contract to the competent authority;
5. Inspection of the articles; and
6. Perform any other function ancillary and incidental to the above.

Sd/-

INSPECTOR GENERAL OF POLICE,  
SINDH, KARACHI.

Copy to following for information and necessary action.

1. All concerned Officers
2. AIGP/Security Sindh Karachi
3. PS to IGP Sindh.
4. PS to DIGP/HQ Sindh

  
(FAISAL BASHIR MEMON) PS?

AIGP/Logistics,

For Inspector General of Police.

GOVERNMENT OF SINDH  
POLICE DEPARTMENT

No. 3157-63 E&amp;C/III-Clothing/2015-16.

Datcd. 19-10-2015

O R D E R

In pursuance of provision No. 31 of SPPRA Rules 2010, a Committee known as "Redressal of Grievances and Settlement of Disputes Committee" headed by Additional Inspector General of Police Traffic Sindh consisting of the following officers is constituted with immediate effect for the Financial year 2015-16:-

- |                                 |          |
|---------------------------------|----------|
| 1. DIGP/SRP Sindh               | (Member) |
| 2. AIGP/Training Sindh          | (Member) |
| 3. Representative of A.G. Sindh | (Member) |
| 4. Representative of IG Prison  | (Member) |

Sd/-

INSPECTOR GENERAL OF POLICE  
SINDH, KARACHI.

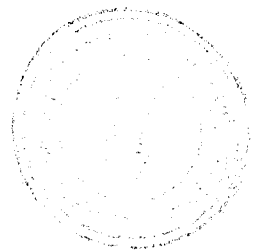
Copy following for information &amp; necessary action to:-

1. Accountant General Sindh Karachi.
2. I.C. Prison Karachi.
3. DIGP/SRP Sindh.
4. AIGP/Training Sindh.
5. PS to IGP Sindh.
6. PA to Addl: IGP/Traffic Sindh Karachi.

(FAISAL BASHIR MEMON) PSP  
AIGP/LOGISTIC  
FOR INSPECTOR GENERAL OF POLICE  
SINDH, KARACHI.



**BIDDING**  
**DOCUMENTS**  
**FOR**  
**THE REPAIR**  
**OF**  
**MACHINERY**  
**AND**  
**EQUIPMENT**





# *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 Biding 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 as per one stage single envelope
- 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/Security, PHQ Hassan Square Karachi. Phone number 021-99243864 fax No. 021-99243865
- v. All bids must be accompanied by a earnest money (1%) of total bid amount, and must be delivered to the office of the AIGP/Security, PHQ Hassan Square Karachi. Phone number 021-99243864 fax No. 021-99243865 on or before \_\_\_\_ hours on \_\_\_\_\_.2016. 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. Procuring agency can cancel the bidding process at any time prior to the acceptance of a proposal as per provision of Rule-25(1) of 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 RFP shall be submitted in writing to:  
AIGP/Security,  
PHQ Hassan Square Karachi.  
Phone number 021-99243864  
fax No. 021-99243865
- 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 SPPRA, Government of Sindh ([www.sppra.gov.pk](http://www.sppra.gov.pk)).

-sd-

**AIGP/Security**

For Inspector General of Police

Sindh Karachi.





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 #:-----



**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 bonds 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.



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

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 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 \_\_\_\_\_





## 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 the opening of Technical Proposals. 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, 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.

### (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, items/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.**





**(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 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 of the contract price will be deducted for delayed supply/delivery of item/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/Security. 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.
- 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 AIGP/Security, PHQ Hassan Square Karachi.

Phone number 021-99243864 fax No. 021-99243865

- (i) The t proposals will be opened on the same day at \_\_\_\_\_ hours at the same address. The bid security of 1% of the offer in shape of Bank guarantee or Pay Order shall be enclosed in the envelope
- (ii) Proposals shall be dropped in the sealed tender box kept in the office of AIGP/Security upto \_\_\_\_\_ 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 \_\_\_\_\_ hours on \_  
2016 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 **Procurement 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 confirming to Eligibility Criteria and most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated cost.



a. **Eligibility Criteria**

- Valid Registration with Income Tax.
- Valid Registration with Sales Tax
- Company History years in business
- Under taking on stamp paper that firm is not involved in any litigation, Department rift, abandoned or unnecessary delay in completion of any work in the Government Department.
- Affidavit/Undertaking on stamp paper that the firm has not been black listed previously by any executing agency.

(Note: All documents are mandatory and must be provided otherwise the bid will not be considered).

**Evaluation Criteria and Comparison of Bid**

The Proposals shall be evaluated on the basis of following parameters.

S.#	Evaluation Parameter	Marks	Brief Questionnaire												
1	Specifications	300	Compliance with required specifications. Attach Brochures of quoted items.												
2	Financial Capabilities	200	<ul style="list-style-type: none"> <li>• Bank statement of last ( ) years <table border="1" style="margin-left: 20px;"> <tr> <td>Minimum three year</td> <td>Marks 75</td> </tr> <tr> <td>More than three year</td> <td>Marks 100</td> </tr> <tr> <td>Less than three year</td> <td>Each year obtain 25- Marks</td> </tr> </table> </li> <li>• Annual turnover of last ( )years <table border="1" style="margin-left: 20px;"> <tr> <td>Minimum three year</td> <td>Marks 75</td> </tr> <tr> <td>More than three year</td> <td>Marks 100</td> </tr> <tr> <td>Less than three year</td> <td>Each year obtain 25- Marks</td> </tr> </table> </li> </ul>	Minimum three year	Marks 75	More than three year	Marks 100	Less than three year	Each year obtain 25- Marks	Minimum three year	Marks 75	More than three year	Marks 100	Less than three year	Each year obtain 25- Marks
Minimum three year	Marks 75														
More than three year	Marks 100														
Less than three year	Each year obtain 25- Marks														
Minimum three year	Marks 75														
More than three year	Marks 100														
Less than three year	Each year obtain 25- Marks														
3	Relevant Experience	200	<ul style="list-style-type: none"> <li>• Bidder should provide Work Orders relating to work/supply mentioned in the Tender Notice. <table border="1" style="margin-left: 20px;"> <tr> <td>Minimum three Work Orders</td> <td>Marks 150</td> </tr> <tr> <td>More than three Work Orders</td> <td>Marks 200</td> </tr> <tr> <td>Less than three Work Orders</td> <td>Each year obtain 50- Marks</td> </tr> </table> </li> </ul>	Minimum three Work Orders	Marks 150	More than three Work Orders	Marks 200	Less than three Work Orders	Each year obtain 50- Marks						
Minimum three Work Orders	Marks 150														
More than three Work Orders	Marks 200														
Less than three Work Orders	Each year obtain 50- Marks														
	Total Marks	700													



N.B.

Minimum passing/qualifying marks is 80% i.e. 560 marks out of 700 marks. The bid not obtaining minimum qualifying score shall not be considered and rejected. Out of the bids qualifying the Evaluation 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 SPP 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.



# 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 2015-2016 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: \_\_\_\_\_.

**Annexure-A-2/4**

4. That \_\_\_\_\_ M/s.



Police Department, Government of Sindh ([www.sindhpolice.gov.pk](http://www.sindhpolice.gov.pk))

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/Security, PHQ hassan squire karachi**, 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.

**Annexure-A-3/4**

- vi) That all articles accepted shall be paid for the **AIGP/Logistic, CPO, Sindh** at the rate of specified below (FOR 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/Security, PHQ hassan sqre karachi** shall be at liberty to impose and recover L.D. Charges not exceeding 0.025% per month thereof.. The penalty shall be applicable only to the extent of items/articles supplied late.
- viii) The **AIGP/Security, PHQ hassan sqre karachi** 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/Security, PHQ hassan sqre karachi** 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/Security, PHQ hassan squire karachi** 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.
- Annexure-A-4/4**
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) \_\_\_\_\_



## **BILL OF QUANTITIES**





**A. Preamble**

1. The Bill of Quantities shall be read in conjunction with the Conditions of Contract, Specifications and Drawings.
2. The quantities given in the Bill of Quantities are estimated and provisional, and are given to provide a common basis for bidding. The basis of payment will be the actual quantities of work executed and measured by the Contractor and verified by the Engineer and valued at the rates and prices entered in the priced Bill of Quantities, where applicable, and otherwise at such rates and prices as the Engineer may fix as per the Contract.
3. The rates and prices entered in the priced Bill of Quantities shall, except insofar as it is otherwise provided under the Contract include all costs of Contractor's plant, labour, supervision, materials, execution, insurance, profit, taxes and duties, together with all general risks, liabilities and obligations set out or implied in the Contract. Furthermore all duties, taxes and other levies payable by the Contractor under the Contract, or for any other cause, as on the date 28 days prior to deadline for submission of Bids, shall be included in the rates and prices and the total Bid Price submitted by the Bidder.
4. A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of items against which the Contractor will have failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
5. The whole cost of complying with the provisions of the Contract shall be included in the items provided in the priced Bill of Quantities, and where no items are provided, the cost shall be deemed to be distributed among the rates and prices entered for the related items of the Works.
6. General directions and description of work and materials are not necessarily repeated nor summarised in the Bill of Quantities. References to the relevant sections of the Bidding Documents shall be made before entering prices against each item in the priced Bill of Quantities.



7. Provisional sums included and so designated in the Bill of Quantities shall be expended in whole or in part at the direction and discretion of the Engineer in accordance with Sub-Clause 58.2 of Part I, General Conditions of Contract.





Appendix-D to Bid

**BILL OF QUANTITIES**

**B. Work Items**

1. The Bill of Quantities contains the following Bills and Schedule:

(By way of example)

S.No.	Description	qty
1	Repair of Moving target in firing range	06
2	Repair of HYT walkie talkie sets	50

Work Schedule

Summary Bill of Quantities

2. Bidders shall price the Bill of Quantities in Pakistani Rupees only.



Appendix-D to Bid

**BILL OF QUANTITIES**

**Bill No. 1 Repair Renovation of SSU**

Item	Description	Unit	Quantity	Rate		Amount Rupees
				Rupees in figures	Rupees in words	
1	2	3	4	5		6
101	Repair of Moving target in firing range		03			
102	Repair of HYT walkie talkie sets		50			
103						
104						
105						
106						
107						
108						
Total for Bill No. 1						
(Carried forward to Summary Page)						



**BD-4**

**C. Schedule Book**

S.No.	Description	Qty	Rate	Amount
1	Repair of Moving target in firing range	06		
2	Repair of HYT walkie talkie sets	50		



(INTEGRITY PACT)

**DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC.  
PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN  
CONTRACTS WORTH RS. 10.00 MILLION OR MORE**

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_  
Contract Value: \_\_\_\_\_  
Contract Title: \_\_\_\_\_

..... [Name of Supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoP through any corrupt business practice.

Without limiting the generality of the foregoing, [name of Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies



available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [name of Supplier] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

Name of Buyer: .....

Name of Seller/Supplier: .....

Signature: .....

Signature: .....

[Seal]

[Seal]



**FORMS**

**BID SECURITY**  
**PERFORMANCE SECURITY**  
**CONTRACT AGREEMENT**  
**MOBILIZATION ADVANCE GUARANTEE/BOND**





# **BID SECURITY**



**(Bank Guarantee)**

Security Executed on

\_\_\_\_\_

(Date)

Name of Surety (Bank) with Address:

\_\_\_\_\_

(Scheduled Bank in Pakistan)

Name of Principal (Bidder) with Address

\_\_\_\_\_

\_\_\_\_\_

Penal Sum of Security Rupees . \_\_\_\_\_ (Rs.

\_\_\_\_\_ )

Bid Reference No.

\_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bid and at the request of the said Principal (Bidder) we, the Surety above named, are held and firmly bound unto

\_\_\_\_\_

(hereinafter called the 'Employer') in the sum stated above for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Bidder has submitted the accompanying Bid dated \_\_\_\_\_ for Bid No. \_\_\_\_\_ for \_\_\_\_\_ (Particulars of Bid) to the said Employer; and

WHEREAS, the Employer has required as a condition for considering said Bid that the Bidder furnishes a Bid Security in the above said sum from a Scheduled Bank in Pakistan or from a foreign bank duly counter-guaranteed by a Scheduled Bank in Pakistan, to the Employer, conditioned as under:

- (1) that the Bid Security shall remain in force up to and including the date 28 days after the deadline for validity of bids as stated in the Instructions to



Bidders or as it may be extended by the Employer, notice of which extension(s) to the Surety is hereby waived;

- (2) that the Bid Security of unsuccessful Bidders will be returned by the Employer after expiry of its validity or upon signing of the Contract Agreement; and
- (3) that in the event of failure of the successful Bidder to execute the proposed Contract Agreement for such work and furnish the required Performance Security, the entire said sum be paid immediately to the said Employer pursuant to Clause 15.6 of the Instruction to Bidders for the successful Bidder's failure to perform.

NOW THEREFORE, if the successful Bidder shall, within the period specified therefor, on the prescribed form presented to him for signature enter into a formal Contract with the said Employer in accordance with his Bid as accepted and furnish within twenty eight (28) days of his being requested to do so, a Performance Security with good and sufficient surety, as may be required, upon the form prescribed by the said Employer for the faithful performance and proper fulfilment of the said Contract or in the event of non-withdrawal of the said Bid within the time specified for its validity then this obligation shall be void and of no effect, but otherwise to remain in full force and effect.

**BS-2**

PROVIDED THAT the Surety shall forthwith pay the Employer the said sum upon first written demand of the Employer (without cavil or argument) and without requiring the Employer to prove or to show grounds or reasons for such demand, notice of which shall be sent by the Employer by registered post duly addressed to the Surety at its address given above.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Bidder) has duly performed his obligations to sign the Contract Agreement and to furnish the requisite Performance Security within the time stated above, or has defaulted in fulfilling said requirements and the Surety shall pay without objection the said sum upon demand from the Employer forthwith and without any reference to the Principal (Bidder) or any other person.



IN WITNESS WHEREOF, the above bounden Surety has executed the instrument under its seal on the date indicated above, the name and seal of the Surety being hereto affixed and these presents duly signed by its undersigned representative pursuant to authority of its governing body.

SURETY (Bank)

WITNESS:

Signature \_\_\_\_\_

\_\_\_\_\_

1. \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

Corporate Secretary (Seal)

Corporate Guarantor (Seal)

2. \_\_\_\_\_

\_\_\_\_\_

Name, Title & Address



# FORM OF PERFORMANCE SECURITY



**(Bank Guarantee)**

Guarantee No. \_\_\_\_\_

Executed on \_\_\_\_\_

Expiry date

\_\_\_\_\_

[Letter by the Guarantor to the Employer]

Name of Guarantor (Bank) with

address: \_\_\_\_\_

(Scheduled Bank in Pakistan)

Name of Principal (Contractor) with

address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Penal Sum of Security (express in words and figures) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Letter of Acceptance No. \_\_\_\_\_ Dated

\_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound unto the \_\_\_\_\_ (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for \_\_\_\_\_ (Name of Contract) for the

\_\_\_\_\_

\_\_\_\_\_ (Name of Project).



NOW THEREFORE, if the Principal (Contractor) shall well and truly perform and fulfill all the undertakings, covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby, waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contract and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 49, Defects Liability, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum stated above and it is a condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

**PS-2**

We, \_\_\_\_\_ (the Guarantor), waiving all objections and defences under the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Contractor) has duly performed his obligations under the Contract or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the Employer forthwith and without any reference to the Principal or any other person.



IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

\_\_\_\_\_  
Guarantor (Bank)

Witness:

1. \_\_\_\_\_

Signature

\_\_\_\_\_

Name

\_\_\_\_\_

Corporate Secretary (Seal)

Title

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Name, Title & Address

Corporate Guarantor

(Seal)





## FORM OF CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the “Agreement”) made on the \_\_\_\_\_ day of \_\_\_\_\_ (month) 20\_\_\_\_ between \_\_\_\_\_ (hereafter called the “Employer”) of the one part and \_\_\_\_\_ (hereafter called the “Contractor”) of the other part.

WHEREAS the Employer is desirous that certain Works, viz \_\_\_\_\_ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnesseth as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy defects therein in conformity and in all respects with the provisions of the Contract.
2. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
3. No compensation shall be allowed for any delay cost in starting of the work
4. All works should be done in accordance with the specification has been mentioned in non schedule items for finished items work
5. The items and quantities, in the tender should not be treated as final it could be changed according to the site requirements and condition.
6. The running payment of work should be allowed against the supply of materials and subject.
7. No premium shall be allowed on Non Schedule items.



8. No separate payment for carriage of material shall be paid.
9. All material required shall be made procured and brought at site by contractor at his own cost from approved source.
10. No payment of extra items shall be made unless written order in given to contractor for execution and approved by the competent authority.
11. Income Tax shall be deducted from the bills on the value of work done and paid as per latest orders of competent authority
12. The completion time of this work is 90 days only, from the date of signed of this agreement.
13. In case of loss of the material / machinery & other equipments for repair / renovation brought by contractor, this unit will not be responsible.
14. The competent authority is authorized to demolish the un-satisfactory work done by the contractor and no payment will be made in this regard.
15. Contractor will be responsible for the curing of the water for all finishing masonry work minimum 07 days and will arrange any shortage of water himself.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of Employer

\_\_\_\_\_

\_\_\_\_\_

(Seal)

(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:



---

---

(Name, Title and Address)

(Name, Title and Address)





**MOBILIZATION ADVANCE GUARANTEE/BOND**

Guarantee No. \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_

WHEREAS \_\_\_\_\_ (hereinafter called the 'Employer') has entered into a Contract for \_\_\_\_\_  
(Particulars of Contract)  
with \_\_\_\_\_ (hereinafter called the "Contractor").

AND WHEREAS, the Employer has agreed to advance to the Contractor, at the Contractor's request, an amount of Rupees \_\_\_\_\_ (Rs \_\_\_\_\_) which amount shall be advanced to the Contractor as per provisions of the Contract.

AND WHEREAS, the Employer has asked the Contractor to furnish Guarantee to secure the mobilization advance for the performance of his obligations under the said Contract.

AND \_\_\_\_\_ WHEREAS,

\_\_\_\_\_  
(Scheduled Bank in Pakistan or Insurance Company acceptable to the Employer)  
(hereinafter called the "Guarantor") at the request of the Contractor and in consideration of the Employer agreeing to make the above advance to the Contractor, has agreed to furnish the said Guarantee.

NOW, THEREFORE, the Guarantor hereby guarantees that the Contractor shall use the advance for the purpose of above mentioned Contract and if he fails and commits default in fulfilment of any of his obligations for which the advance payment is made, the Guarantor shall be liable to the Employer for payment not exceeding the aforementioned amount.

Notice in writing of any default, of which the Employer shall be the sole and final judge, on the part of the Contractor, shall be given by the Employer to the Guarantor, and on such first written demand, payment shall be made by the Guarantor of all sums



then due under this Guarantee without any reference to the Contractor and without any objection.

This Guarantee shall remain in force until the advance is fully adjusted against payments from the Interim Payment Certificates of the Contractor or until \_\_\_\_\_ whichever is earlier.

(Date)

The Guarantor's liability under this Guarantee shall not in any case exceed the sum of Rupees \_\_\_\_\_ (Rs \_\_\_\_\_).

This Guarantee shall remain valid up to the aforesaid date and shall be null and void after the aforesaid date or earlier if the advance made to the Contractor is fully adjusted against payments from Interim Payment Certificates of the Contractor provided that the Guarantor agrees that the aforesaid period of validity shall be deemed to be extended if on the above mentioned date the advance payment is not fully adjusted.

MG-2

GUARANTOR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 1. Signature
- 2. Name
- 3. Title



WITNESS



1.

\_\_\_\_\_

\_\_\_\_\_

Corporate Secretary (Seal)

2.

\_\_\_\_\_

(Name Title & Address)

\_\_\_\_\_

Corporate Guarantor (Seal)