



DEPUTY INSPECTOR GENERAL OF POLICE  
TRAFFIC (LICENSING & TRAINING) KARACHI  
GOVERNMENT OF SINDH

**TENDER NOTICE**

Sealed tenders are invited in accordance with the Sindh Public Procurement Rules, 2010 from contractors/contracting firms for following works of the Police Department.

S #	SCOPE OF THE WORK	EARNEST MONEY	TENDER FEE	DURATION OF COMPLETION WORK
1.	Provision of services for Polycarbonate Driving License Card Printing using Laser Engraver for Driving License Branches of Sindh	2.0 % of Total Bid	Rs. 2,000/-	Yearly Contract

**TERMS & CONDITIONS:**

- i. Contractors/Contracting Firms should be registered (FBR) Income Tax, Sales Tax and Sindh Revenue Board (NTN and STN registration certificates will be required).
- ii. Contractors/Contracting Firms are advised to quote rates on Unit basis.
- iii. Payments shall be made for the works on basis of job, unit basis on completion in a month on the basis of quantity & verification in accordance with specification.
- iv. The contractors/contracting firms will be required to show evidence of experience, capability in respect of personnel/machinery, financial position etc (Profile of the Firm).
- v. Contractors/Contracting Firms black listed by Government Departments or agency will not be allowed to participate in the tender/bid (participating contractors/contracting firms will be required to submit affidavit to the effect that they are not black listed), for any Government Department.
- vi. Only bids offered on the prescribed Tender Form issued by this department shall be accepted. However, additional sheets may be attached, if required.
- vii. Conditional tender / application will not be entertained.
- viii. Validity of bid/offer shall be at least 90 days from the date of opening of tender.
- ix. The competent authority reserves the right to reject all or any tender/bid subject to and in accordance with the relevant provisions of the Sindh Public Procurement Rules, 2010 and conditions contained in Tender Documents.

**INFORMATION & PROCEDURE:**

1. Complete set of bidding documents containing the scope of work and relevant details along-with specification can be obtained by the interested Contractors/Contracting Firms from the office of the D.I.G.P Traffic, (L&T), 11<sup>th</sup> Zamzama Street (Adjacent DL Branch) Clifton, Karachi, **from publication of NIT till 28-02-2017** during working hours on payment of tender fee (non refundable). Method of Procurement will be single stage two envelope.
2. The bid in accordance with single sage two envelope procedure (Technical bid and financial bid sealed in separate envelopes and both envelopes sealed in a single envelope) should be submitted upto **28<sup>th</sup> February 2017 @ 10:00 am**. The Bids will be opened by the Departmental Procurement Committee on same date (**28-2-2017**) at **11:00 am** in the presence of duly authorized representatives (who may like to be present) of Contractors/Contracting firms participating in the tender/bid.
3. Any other information relating to this tender/bid or detail of work or any further clarification can be obtained from the DIGP Traffic (L&T) Clifton, Karachi at given address during office hours before opening of tender.
4. The Contractors/Contracting Firms are advised in their own interest to fully understand scope of work and quality/quantities. They may also visit the site to asses themselves any additional/incidental work (availability of electricity, water or any other item) which may come up before or during execution of the work of this tender for the reason that no extra cost will borne out by Police Department for such eventualities nor any extension in time will be provided on such pretext.

Deputy Inspector General of Police  
Traffic Licensing & Training  
Karachi.  
Ph: 021-99250521



GOVERNMENT OF SINDH  
POLICE DEPARTMENT

No. G-1/ 1059 /2016/Karachi

Dated 19 .12.2016.

**ORDER**

SUBJECT:- **CONSTITUTION OF COMMITTEES FOR THE PROCUREMENT OF SERVICES FOR CENTRALIZED PRINTING AND CENTRALIZED DISPATCH CENTER**

The following Committees are hereby constituted for the procurement of Services for centralized printing and centralized dispatch center for Driving License Branch Karachi during current financial year 2016-17:-

- i) **Procurement Committee**
  1. DIGP/Traffic (L&T) Karachi (Chairman)
  2. ADIGP/Admin Traffic Karachi (Member)
  3. DSP/Admin Traffic (L&T) Karachi (Secretary)
  4. Rep. of Information Technology, Sindh (Member)
  5. Rep. of Home Department, Sindh (Member)
- ii) **Inspection Committee**
  1. AIGP/Establishment, CPO, Sindh, Karachi (Chairman)
  2. SP/Traffic West Karachi (Member)
  3. DSP/D.L. Branch Nazimabad Karachi (Secretary)
  4. Rep. of Industries Department, Sindh (Member)
  5. Rep. of Civil Defence, Sindh, (Member)
- iii) **Redressal of Grievance & Settlement of Disputes Committee**
  1. Addl.IGP/Traffic Sindh Karachi (Chairman)
  2. AIGP/Logistics, CPO, Sindh, Karachi (Secretary)
  3. DSP/D.L. Branch Korangi, Karachi (Member)
  4. Rep. of Accountant General, Sindh (Member)
  5. Rep. of Sindh Technical Education & Vocational Training Authority (STEVTA), Karachi. (Member)

Sd/-

INSPECTOR GENERAL OF POLICE,  
SINDH, KARACHI.

Copy to following for information:-

1. Secretary Home Department, Government of Sindh, Karachi for nominating the representative.
2. Secretary Science & Information Technology, Govt. of Sindh, Karachi for nominating the representative.
3. Accountant General Sindh Karachi for nominating the representative.
4. Addl.IGP/Traffic Karachi.
5. DIGP/Traffic (L&T), Karachi.
6. Director Commerce & Industries Department, Govt. of Sindh Karachi for nominating the representative.
7. Director Civil Defence Sindh, Karachi for nominating the representative.
8. Director Sindh Technical Education & Vocational Training Authority (STEVTA) Karachi for nominating the representative.
9. AIGP/Establishment, CPO, Sindh, Karachi.
10. ADIGP/Admin Traffic Karachi.
11. SP/Traffic West Karachi.
12. DSP/Admin Traffic (L&T) Karachi.
13. DSP/D.L. Branch Nazimabad Karachi.
14. DSP/D.L. Branch Korangi, Karachi
15. PS to IGP Sindh.
16. PS to DIGP/Finance, Sindh, Karachi.

(Qamar Raza Jiskani)PSP  
AIGP/Logistics,

For Inspector General of Police,  
Sindh Karachi.



**OFFICE OF THE DEPUTY INSPECTOR GENERAL OF POLICE,**  
**TRAFFIC (LICENSING & TRAINING), KARACHI**

**ANNUAL PROCUREMENT PLAN**  
**(WORKS, GOODS & SERVICE)**  
Financial Year: 2016-2017

S. #	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 Procurements				Remarks
								1 <sup>st</sup> Qtr	2 <sup>nd</sup> Qtr	3 <sup>rd</sup> Qtr	4 <sup>th</sup> Qtr	
01	Provision of Services for Polycarbonate Driving License Card Printing using Laser Engraver for Driving License Branches of Sindh.	300,000	250	75,000,000	-	Own Resource						

  
**(IMRAN AHMED KHAN)**

DSP/Admin

For, Deputy Inspector General of Police  
Traffic Licensing & Training  
**Karachi.**



Office of the  
Deputy Inspector General of Police  
License & Training Karachi  
Government of Sindh



**"Provision of Services for Polycarbonate Driving License Card Printing  
using Laser Engraver for Driving License Branches of Sindh"**

February 2017

**N.B**

*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.*

## Contents

Definitions .....	3
Invitation to Bid.....	5
General Terms & Conditions .....	7
Selection Criteria.....	10
Instructions for Responding Organizations .....	10
Submission of Proposal.....	10
Opening of Proposals .....	10
Basis of Evaluation and Comparison of Bid .....	11
Special Instructions.....	13
Mandatory Requirement .....	13
Contacting the Purchaser.....	15
Purchaser's Right to Accept the Bid or Reject the Bid.....	15
Scope of Work.....	16
BILL OF QUANTITY.....	17
ALONGWITH DETAILED TECHNICAL SPECIFICATION .....	17
BID FORM .....	20
BID SECURITY FORM .....	21
PERFORMANCE SECURITY FORM .....	22

## Definitions

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

"Bid" means a tender, or an offer by a person, consultant, firm, company or an organization expressing willingness to undertake a specified task at a price, in response to an invitation by a Procuring Agency.

"Bid with Lowest Evaluated Cost" means the bid quoting lowest cost amongst all those bids evaluated to be substantially responsive.

"Bidder" means a person or entity submitting a bid.

"Bidding Documents" means all documents provided to the interested bidders to facilitate them in preparation of their bids in uniform manner.

"Bidding Process" means the procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract.

"Contract" means the agreement entered into between the Purchaser 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.

"Contract Price" means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.

"Contractor" means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.

"Contract 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.

"Goods" means articles and object of every kind and description including raw materials, drugs and medicines, products, equipment, hardware, machinery, spares and commodities in any form, including solid, liquid and gaseous form, and includes services identical to installation, transport,

• maintenance and similar obligations related to the supply of goods, if the value of these services does not exceed the value of such goods.

• "Government" means the Government of Sindh.

"Procurement Proceedings" means all procedures relating to public procurement, starting from solicitation of bids up to award of contract.

"Procuring Agency" means DIG Traffic License & Training Karachi, Government of Sindh.

"Supplier" means a person, firm, company or an organization that undertakes to supply goods and services related thereto, other than consulting services, required for the contract.

"Services" means services, such as printing of Polycarbonate cards, testing, training and other such obligations of the Contractor covered under the Contract.

"Works" means all items mentioned in BOQ to be provided and services to be rendered & work to be done by the Contractor under the Contract.

## Invitation to Bid

Deputy Inspector General of Police Traffic License & Training Karachi, Government of Sindh (hereinafter referred to as Purchaser), invites sealed bids from eligible bidders for **“Polycarbonate Driving License Card Printing using Laser Engraver:”**

1. Tender Bids in sealed envelope as per information are required. Proponents applying for bids should submit one single envelope containing the technical & financial proposal. The interested bidder must have valid NTN, GST & PST (SRB). Only Registered Income Tax, Sales Tax & Provincial Sales Tax (PST) registered firms are eligible to participate.
2. The bidder must quote for the complete specification. The uncompleted bid will be rejected as non-responsive.
3. The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
4. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.
5. Interested eligible bidders may obtain further information on the bid and collect the bidding documents from the office of DIG L&T Karachi Driving License Clifton Branch Karachi, Tel: +92-21-99250521 / Fax: +92-21-99250511 from **7<sup>th</sup> February 2017** during office Hours, i.e. from 9:00 am to 5:00 pm on payment of document fee of Rs. 2,000/- in the form of Pay order/Demand Draft in favor of DIG Traffic License & Training Karachi till **10:00 AM on Tuesday 28<sup>th</sup> February 2017**. The bidding document can also be downloaded from the website of SPPRA, in which case document fee may be submitted along with the bid. Only the bids submitted with the document fee will be considered as eligible for participating in the bidding process.
6. All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of DIG Traffic L&T Karachi and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
7. DIG Traffic L&T Karachi, Government of Sindh will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
8. The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.
9. The Procuring Agency shall have right of rejecting all or any of the tenders as per SPPR 2010.



10. All quoted prices must include all applicable taxes, such as General Sales Tax, Income Tax, Provincial Sales Tax (PST) and/or etc. If not specifically mentioned in the bid, then it will be presumed that the prices include all the taxes. Purchaser will not be responsible and would not pay any additional amount in case of changing in tax rate by the Government of Sindh or Government of Pakistan.

11. Rights and obligations of the procuring agency and the consultant shall be governed by General and Special conditions of contract signed between the procuring agency and the consultant.

12. Execution/installation of all the components of the bid may be at Purchaser's or any remote offices located at other areas or as per the decision of Purchaser at the time of deployment.

13. The following shall result in blacklisting of suppliers, contractors, or consultants, individually or collectively as part of consortium:

- (a) Conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence;
- (b) Involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract;
- (c) Final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion;
- (d) Willful failure to perform in accordance with the terms of one or more than one contract;
- (e) Failure to remedy underperforming contracts, as identified by the procuring agency, where underperforming is due to the fault of the contractor, supplier or consultant.

14. Failure to complete the contract within the stipulated time period will invoke penalty of 0.025% of the total cost per day. In addition to that, Performance Guarantee (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.

15. An interested bidder, who has obtained bidding documents, may request for clarification of contents of the bidding document in writing, and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid.



**(IMRAN AHMED KHAN)**

**DSP Admin**

**Traffic L&T Karachi**

**Secretary Procurement Committee**

## General Terms & Conditions

- Bids not confirming to the terms, conditions and specifications stipulated in this RFP will be rejected.
- Deputy Inspector General of Sindh Police Traffic, License & Training Karachi, and Government of Sindh invites this tender under **single stage - Two envelope procedure, under SPPR 2010.**
- Proposal after due date and time will not be accepted for any reason. Proposals must not be sent by Facsimile or e-mail. Such submissions will not be accepted for any reason.
- Bid / Proposal shall comprise one single envelope containing the separate technical proposal envelope & separate financial proposal envelope and required information mentioned below:
  - (i) relevant experience ;(ii) turn-over of at least last three years;(iii) registration with Income Tax, Sales Tax & Provincial Sales Tax (SRB) (iv) Registration
- The bidder must bid for the complete package. Bidding for individual items will be rejected as non-responsive.
- All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

### (i) Bid Security

- All bids must be accompanied by an earnest money/bid security of two percent (2%) of total bid amount, in the form of 'pay order', 'demand draft' or 'bank guarantee' in the name of DIG L&T Karachi, Sindh, and must be accompanied with the bid in a separate sealed envelope marked as "Earnest Money/Bid Security". Bid without earnest money/bid security of required amount and prescribed form shall be rejected.
- The bid security of the unsuccessful bidder will be released by PMU BOR after award of work or after expiry of bid validity period whereas the bid security money of successful bidder will be released after the submission of performance security equivalent to 5% of contract price.
- The performance security of the successful bidder will be released after issuance of successful completion certificate by the DIG L&T Karachi, Government of Sindh.
- All/any terms and conditions not specified here shall be dealt with reference to pertinent SPPRA rules 2010.

**(ii) Validity of the proposal**

- All proposal and price shall remain valid for a period of 90 days 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 Pakistani Rupees (PKR). The Bid prices and rates are fixed during currency of contract and under no circumstance shall any contractor be entitled to claim enhanced rates for any item in this contract.

**(iv) Withholding Tax, Sales Tax and other Taxes**

- The responding organization is hereby informed that the Government shall deduct 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 Government. The responding organization will be responsible for all taxes on transactions and/or income, which may be levied by government. If responding organization is exempted from any specific taxes, then it is requested to provide the relevant documents with the proposal.

**(v) OEM relationships**

- The support and Maintenance should be supplied through verifiable distribution channel in Pakistan.
- The responding organization (RO) or one of the Joint Bidding Company to be authorized Partner/ Reseller, OF THE ORIGINAL MANUFACTURER.

**(vi) Compliance to Specifications**

- The Responding Organization (RO) to provide information as per (Compliance sheet). RO may not propose any kind of refurbished equipment / Hardware / components in their technical proposals.

**(vii) Financial Capabilities**

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

**(viii) Penalty Clause**

- It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulated period Earnest Money will be forfeited in favor of the DIG L&T Karachi, Government of Sindh, Karachi.
  - An affidavit that the firm has not been entangled in litigation with any client during the last 5 years.

- An affidavit that the firm has never been blacklisted by any Government Department.
- Liquidated damages of 0.025% per day of the contract price per day will be deducted for delayed delivery of goods and services.

**(ix) Support Capabilities**

Responding organization should indicate the support capabilities for the provided equipment and hardware in the following format:

	Item	Action Item	Maximum Response Time
1	Laser Engraver Printer	Repair	01 Week
		Parts Replacement	02 working Days
		Consumables	12 Hours
		Re-Configuration	2 Working Days

**The technical offer must be submitted (in duplicate) with the following documents**

1. Company Profile with complete address, telephone No. Fax. No. and e-mail address and contact person.
  2. Letter or Agreement of Authorized Partner from the principal or Distributor of this region to install, integrate and operate such systems.
  3. Partnership / Reseller letter or agreement copy which authorize Bidder to sell or market the proposed hardware products in Pakistan.
  4. Details of Installed Infrastructure if available at Bidders office for Online Backup support.
  5. Hot Spare or Back-up Units Details (for this Project).
  6. Drawings, operational manuals and brochures of the products and services offered.
  7. Complete schedule of supply, installation, testing and commissioning is to be provided.
  8. Ability to provide after sales support.
- Final selection shall be based on the assessment of Technical and Financial proposals.
  - Authenticated Financial Statements of last three years should also be submitted with Technical Proposals.

## **Selection Criteria**

Single stage two-envelope procedure will be used for the final selection of the vendor for the supply, installation and commissioning of the required printer & integration with Sindh Deriving License Software. Bid / Proposal shall comprise one single envelope containing the technical & financial proposal (separately sealed) and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

## **Instructions for Responding Organizations**

### **Communication**

Enquiries regarding this bidding document shall be submitted in writing/email to:

Deputy Inspector General of Sindh Police Traffic License & Training, Driving License Clifton Branch Karachi, Tel: +92-21-99250521 / Fax: +92-21-99250511.

### **Mode of Delivery and Address**

Proposal should be submitted on or before **Tuesday 28<sup>th</sup> February 2017 at 10:00AM** at the address given below:

*Deputy Inspector General of Sindh Police  
Traffic Licensing & Training  
Driving License Branch Clifton Karachi  
Tel: +92-21-99250521 / Fax: +92-21-99250511*

Proposals shall 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.**

## **Submission of Proposal**

The bidder must bid for at least one complete package. Bidding for individual items from packages will be rejected as non-responsive. Proposals can be submitted on or before **Tuesday 28<sup>th</sup> February 2017 at 10:00AM** at the office of Deputy Inspector General of Sindh Police Traffic License & Training Driving License Clifton Branch Karachi, Tel: +92-21-99250521 / Fax: +92-21-99250511. Bid / Proposal shall comprise one single envelope containing the technical & financial proposal (sealed in separate envelope) and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

The Bank Draft for Bid Bond to be enclosed in a separate envelope, labeled as "Bank Draft/Earnest Money (Bid Bond)", and which should be sealed. Proof of Sales Tax and NTN & PST numbers should also be provided. (Please provide photocopies of all relevant documents).

## **Opening of Proposals**

The proposals submitted against the subject RFP will be opened by the Procurement Committee of PMU, Board of Revenue, Sindh on **Tuesday 28<sup>th</sup> February 2017 at 11:00 AM** in the Committee room

of Deputy Inspector General of Sindh Police Traffic License & Training Karachi, Tel: +92-21-99250521 Fax: +92-21-99250511 in presence of all the bidders, or their representatives, who may choose to be present.

**Evaluation and Comparison of Technical and Financial Bids**

Bid / Proposal shall comprise one single envelope containing the technical & financial proposal (Sealed separately) and required information mentioned in General Terms & Conditions. All bids received will be opened and evaluated in the manner prescribed in the evaluation criteria of bidding document.

**Basis of Evaluation and Comparison of Bid**

The bidders meeting the following criteria will be eligible for consideration of financial bid against the tender.

S.No.	Criteria	Compliant	Non-Compliant
1	05 Year in relevant Business (Attach certificate of incorporation)		
2	Authorization letter from principal/partner or authorized distributor		
3	Average turnover of 50 million in Business during last 3 years (attach audited financial statements)		
4	Completed at least 03 projects of Supply, Installation and Commissioning of PVC Cars, Plastic Card Printers along with Allied Services and support & maintenance (attach successful completion certificate)		
5	ISO 9001or equivalent certification (attach valid certificate)		
6	Having certified Laser Engraver Printer Engineers (at least 02) on company payroll for at least last 02 years proposed for this project (attach certificates and payroll)		
7	Compliance of proposed delivery schedule as per requirement (attach affidavit on stamp paper)		
8	Bid quoted for complete package		
9	Bid Security @ 2% submitted in prescribed form		
10	Registration with NTN, GST, PST		

### **Preliminary Evaluation Checklist**

The Bidder should fill out this Form by providing all the required information and Placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form. Please note that all required information should be provided on this Form and no document should be attached.

#### **Information Required**

##### **a) General**

- 1 Name of Bidder or Group of companies going into bid.
- 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)

##### **b) Details of total staff employed**

- 1 No of permanent staff employed: Technical /Managerial
- 2 Cumulative Experience (in years)
- 3 Total No. of Support professionals in Technical Domain
- 4 Total No. of Staff assigned for the proposed project.

##### **c) Support Capabilities**

- 1 Experience in Support area
- 2 No. of Staff employed: (Capable of providing Support)
- 3 Cumulative Experience (in years)
- 4 List of Customers of "Support" along with contact details.
- 5 Installation and Configuration will be the responsibility of the successful Bidder.
- 6 Bidder should have backup equipment to provide sufficient services.

##### **d) Joint Ventures**

Bids submitted by a joint venture of two or more companies or partners shall comply with the following requirements:

- a) The Bid, and in case of successful Bid, the Contract form, shall be signed by the lead bidder duly nominated by all the JV partners;

- b) One of the partners shall be authorized to be Incharge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners;
- c) The partner Incharge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the joint venture;
- d) all partners of the joint venture shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (b) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- e) The JV Agreement for this project entered into by the joint venture partners on stamp paper duly attested by Notary Public shall be submitted with the Bid.

#### **Special Instructions**

- Incomplete applications will not be considered.
- Any firm, which furnishes wrong information, will be liable for legal proceeding and if any contract is awarded, the same will be cancelled.
- Board of Revenue reserves the right to accept or reject any or all proposals without assigning any reason thereof.
- Authority Letter or Agreement from Principal Company or its Distributor for product and vendor authentication.
- The tender must be filled on prescribed form without any alteration/over writing.
- Conditional tenders/bids will not be acceptable.
- Board of Revenue reserves the right to increase or decrease the scope of work / number of items without assigning any reason.
- Only companies registered with Sales Tax and Income Tax Departments shall be eligible to participate in the tender (proof of registration is required).
- Every page of this tender document should be signed and sealed by the bidder.

#### **Mandatory Requirement**

- By submission of documentary evidence in its bid, the Bidder must establish to the Purchaser's satisfaction:
  - that it has the required experience and technical know-how for the project scope of work; and
  - that it has financial capability to perform the Contract.



- By submission of documentary evidence in its bid, the Bidder, or in case of a joint bid, any of the partners, has not been blacklisted by any government or public sector organization.
- Bidder must be registered with FBR, GST, PST (Attached certificates)
- Bidder must be ISO 9001-2015 certified (Attached certificate)
- Bidder must give a demo of proposed of Polycarbonate Card printed using proposed Laser Engraver on the date of submission of bid at 3:00 PM
- Failure to comply with or satisfy any of the above clauses would result in disqualification and rejection of bid.

#### Technical Evolution Criteria

S. No.	Description	Marks
	<b><u>Specialization:</u></b>	<b>150</b>
	Printer Expert (1 Required)	50
	Certified Hardware Experts (25 marks each)	50
	Project Manager (PMP Certified) (45 marks)	50
	<b><u>Experience:</u></b>	<b>200</b>
	Authorized Distributor of Printer offered	50
	Projects Card supplies in Government Organization (25 points each)	50
	Projects of supplies of Card Printers (25 Points each)	50
	Project of Card supplies Rs.150-200 Million (25) Rs.100-149 Million (15)	50
	<b><u>Financial Capability:</u></b>	<b>150</b>
	Minimum Turnover for each of last three fiscal years	
	a. At least Rs. 200 Million - 150	
	b. At least Rs. 100 Million - 100	
	c. Less than Rs. 100 Million - 75	
	<b><u>Understanding of the Assignment:</u></b>	<b>100</b>
	Bidder must establish through submitted documents, of Cards supplies, printer and understanding of the project.	

		<b>100</b>
	<b><u>Demo of Products proposed:</u></b> Printing of Driving License approved Template using proposed Laser Engraver on Proposed Polycarbonate card.	<b>150</b>
	<b><u>Certifications</u></b>	<b>150</b>
	ISO 9001-2015 or equivalent	50
	Presentation of Support Methodology	100

#### **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.

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

The Purchaser reserves the right to accept or reject the bid 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 Purchaser's action as per SPP Rules, 2010.

## Scope of Work

The Purchaser is the only authority of Karachi providing Driving Licenses to citizens and has been entrusted with

- Provide Driving Licenses to qualified drivers
- Medical Screening of citizen
- Impart public awareness about traffic rules & regulations
- Collect revenue of license fee through Pakistan Post office
- Collect fee of Medical, Cards Lamination, NADRA Verification etc.

A customized software launched in Karachi Driving License Branches which are issuing around 200,000 cards annually and around 40,000 cards in interior Sindh. The same software will be deployed in entire Sindh Driving License Branches with one single design template (already approved by IGP Sindh) with security features like Mayfair, Ghost Pictures, Neno Text, QR Codes.

The concept of engaging a vendor to provide services include:

- Supply pre-printed Polycarbonate with spaces available for personalization of cards by Laser engraver on yearly basis
- Perform printing services for Driving License with design template of Sindh Driving License
- Integration with Software of Driving License
- Provide Resident engineers to handle the printing and maintenance of Laser engravers.
- Keep sufficient stock of cards, spare parts of laser engraver to make sure smooth operations.
- Construct a printing room at DL Clifton with Proper air-conditioning, furniture & fixtures etc.

**BILL OF QUANTITY**  
**ALONGWITH DETAILED TECHNICAL SPECIFICATION**

<p><b>Contactless Pre Printed Card with Security Features</b></p> <ul style="list-style-type: none"> <li>• Operating Frequency 13.56 MHz</li> <li>• Chip type: ISO/IEC 14443</li> <li>• EEPROM : 1 KB</li> <li>• Physical Characteristics: ISO 7810 ID1 , CR 80</li> <li>• Card Body : 100% Polycarbonate Material</li> </ul> <p><b>Security Features:</b></p> <ul style="list-style-type: none"> <li>• UV-A dull substrate material</li> <li>• Tamper proof card body</li> <li>• Tagged substances for genuine authentication</li> <li>• Guilloche Design</li> <li>• Anti-scan pattern</li> <li>• Micro printed text</li> <li>• Duplex security pattern</li> <li>• Rainbow printing</li> <li>• UV florescent ink</li> <li>• Taggant Ink</li> <li>• IR up- converting Ink</li> <li>• Color Shifting Ink</li> <li>• Optical Variable Ink</li> <li>• Buried UV Florescent</li> <li>• Laser Serial Number printing</li> <li>• Deliberate error into the design or microprint</li> <li>• Security background overlapping the portrait image area</li> <li>• Printing dynamic data elements using digital imaging technologies</li> </ul> <p>Cards must exceed all ISO 24789-1 requirements for Identification Cards (Successful bidder must provide a recent report for the following tests:</p> <ul style="list-style-type: none"> <li>• ISO 7810 physical card characteristics</li> <li>• ISO 14443 + contactless card test</li> <li>• ANSI /INCIT 322 for durability</li> </ul>	<p>300,000 cards per anum</p>
<p><b>Laser Engraver Printer with following speciation or higher</b></p> <ul style="list-style-type: none"> <li>• Laser Type: 7W air cooled DPSS laser</li> <li>• Polycarbonate cards recommended, ABS, PC, PET, PETG, comp.</li> <li>• Laser Personalization: Sub-surface and tactile laser engraving, microtext, MLI/CLI</li> <li>• Communication Interface: Ethernet LAN</li> <li>• Registration Capability : Camera Vision System</li> <li>• Laser Resolution: 600 DPI</li> </ul>	

<ul style="list-style-type: none"> <li>● Laser Speed: Up to 2300 cards per 8-hour shift</li> <li>● Power Input: 1 00-240 VAC, 8.5 A MAX, 50 Hz - 60 Hz</li> <li>● Operating Environment : 60°F to 90°F (15°C to 32°C), 20% to 80% non-condensing humidity</li> <li>● Certification: Class 1 Laser, UL, CE, FCC Class-A</li> <li>● Printer Password Protection on Workbench and printer display</li> <li>● With Locking Card Input &amp; Output Hoppers &amp; Lockable Printer, Engraver and Laminator Housing</li> <li>● Color Printing <ul style="list-style-type: none"> <li>○ Print Resolution: 300 DPI</li> <li>○ Single-side YMC* Print Speed : Up to 1200 cards per 8-hour shift/24 seconds per card (YMC with transfer)</li> <li>○ Up to 992 cards per 8-hour shift/29 seconds per card (YMCK with transfer): Up to 992 cards per 8-hour shift/29 seconds per card (YMCK with transfer)</li> <li>○ With Multiple Print Mode Selection &amp; Simultaneous Printing/Encoding</li> <li>○ Memory : 32 MB</li> <li>○ Certification : UL, CE, IC, FCC Class-A, CCC, BSMI, KC, MIC, S-Mark</li> <li>○ Touch Screen Display: 3.2" display</li> </ul> </li> <li>● Environmental Standard: Dual-Cooling Fans &amp; Replaceable Fan Filter</li> <li>● Card Size: CR-80 only</li> <li>● Card Input Capacity (2 Hoppers) : 400 cards (.030" / .762mm)</li> <li>● Card Exception Feed</li> <li>● With Dual-Sided Simultaneous Lamination, Andon Production Status Light, ISO Card Flattener, Encoders: ISO Mag Stripe, Contactless &amp; Contact Smart Cards</li> </ul>	
--	--

**Technology Features**

1. The Vendor must describe the technology, type and standards.

**Warranty**

1. Describe in detail the warranties provided by the vendor and manufacturer for electrical equipment which should not be less than one (01) year.

**Maintenance and Support**

1. Describe system maintenance options available for a period of one (01) year
2. Indicate the replacement parts inventory.

**Technical Specifications**

Note: Vendors should submit their bid with equivalent or higher configuration.

**Delivery schedule**

The successful bidder would be required to carry out the supply, installation and commissioning of the BOQ items within a period of 02 weeks after signing of contract.

### PRICE SCHEDULE

The bidders should submit their price bid/financial proposal in the following prescribed format detailing item, its quantity, unit price & total price in accordance with the terms and conditions and provisions of this bidding document.

S. #	Item	Unit	Qty	Unit Price	Total Price
1.	<p><b>Contactless Pre Printed Card with Security Features</b></p> <ul style="list-style-type: none"> <li>• Operating Frequency 13.56 MHz</li> <li>• Chip type: ISO/IEC 14443</li> <li>• EEPROM : 1 KB</li> <li>• Physical Characteristics: ISO 7810 ID1 , CR 80</li> <li>• Card Body : 100% Polycarbonate Material</li> </ul> <p><b>Security Features:</b></p> <ul style="list-style-type: none"> <li>• UV-A dull substrate material</li> <li>• Tamper proof card body</li> <li>• Tagged substances for genuine authentication</li> <li>• Guilloche Design</li> <li>• Anti-scan pattern</li> <li>• Micro printed text</li> <li>• Duplex security pattern</li> <li>• Rainbow printing</li> <li>• UV florescent ink</li> <li>• Taggant Ink</li> <li>• IR up- converting Ink</li> <li>• Color Shifting Ink</li> <li>• Optical Variable Ink</li> <li>• Buried UV Florescent</li> <li>• Laser Serial Number printing</li> <li>• Deliberate error into the design or microprint</li> <li>• Security background overlapping the portrait image area</li> <li>• Printing dynamic data elements using digital imaging technologies</li> </ul> <p>Cards must exceed all ISO 24789-1 requirements for Identification Cards (Successful bidder must provide a recent report for the following tests:</p> <ul style="list-style-type: none"> <li>• ISO 7810 physical card characteristics</li> <li>• ISO 14443 + contactless card test</li> <li>• ANSI /INCIT 322 for durability</li> </ul>	PC	300,000		

**BID FORM**

To,

Deputy Inspector General of Sindh Police,  
Traffic Licensing & Training,  
Driving License Branch Clifton,  
Karachi.

Sir,

SUBJECT: **"Polycarbonate Driving License Card Printing using Laser Engraver:"**  
"

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver, test and impart training in conformity with the said bidding documents for the Total Bid Price.

Pak Rupees (in figures \_\_\_\_\_ in words \_\_\_\_\_ )

or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this bid.

We undertake, if our bid is accepted, to complete the works in accordance with the Contract Execution Schedule.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 5% of the Contract Price for the due performance of the Contract.

We agree to abide by this Bid for the period of ninety (90) days from the date fixed for bid opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

Dated this-----day of -----2017

**WITNESS**

Signature -----  
Name -----  
Title -----  
Address -----

**BIDDER**

Signature -----  
Name -----  
Title -----  
Address -----

## BID SECURITY FORM

WHEREAS  [Name of Bidder]  (hereinafter called "the Bidder" has submitted its bid dated  [date]  for the "Polycarbonate Driving License Card Printing using Laser Engraver:" (hereinafter called "the Bid").

KNOW ALL MEN by these presents that we  [Name of the Bank]  of  [Name of Country]  having our registered office at  [Address of Bank]  (hereinafter called "the Bank") are bound into the Project Management Unit, Reforms Wing & Special Cell, Board of Revenue, Government of 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-----, 2017

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. or

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 -----, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

By  [Bank] .  
(Title)  
Authorized Representative



**PERFORMANCE SECURITY FORM**

To,  
Deputy Inspector General of Sindh Police,  
Traffic License & Training,  
Driving License Branch Clifton,  
Karachi.

WHEREAS  [Name of the Contractor]  hereinafter called "the Contractor" has undertaken, in pursuance of the bid for **"Polycarbonate Driving License Card Printing using Laser Engraver** dated \_\_\_\_\_ 2017, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with 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 of  [Amount of the guarantee in words and figures] , 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 as specified by you, within the limits of  [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 \_\_\_\_\_, 2017, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Seal \_\_\_\_\_