

## OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE SECURITY SPECIAL BRANCH KARACHI.

Phone No.021-99212667 Fax No. 021-99211013

## TENDER NOTICE

In accordance with Sindh Public Procurement Rules,2010, Amended 2013), the Police Department, Government of Sindh, invites tenders from Suppliers / firms registered with Income Tax Department for the procurement of following Medicine & Feeding Items for Russian Dogs of K-9 Unit Security special Branch, Karachi.

S.No	Name of Items
a.	Diamond Natural Adults Chicken / Rice flavor or equivalent
b.	Yogurt or equivalent
c.	Different Medicine & Vaccinations

## **INSTRUCTIONS:**

-1

- Signal Stage One envelope Procedure will be adopted for the tender process. Each bid shall comprise one signal envelope containing the financial proposal and required information mentioned in Evaluation Criteria of Bidding Documents.
- Interested suppliers / firms may obtain the tender document for the supply of above items for the office of the SSP/Security Special Branch Arambagh Police Complex, Karachi by submitting an application on their letter head along with tender frees Rs.500/from 28-04-2017 to 14-05-2017.
- 3. Sealed tenders on prescribed Performa in duplicate along with 2% earnest money of the total bid in the form of Pay Order (Payee's A/c in favor of SSP/Security Special Branch Karachi should be dropped in the tender box kept in the office of the SSP/Security Special Branch Arambagh Police Complex, Karachi 15.05.2017 at 1400 hours.
- 4. The tenders shall be opened on 15.05.2017 at 1430 hours in presence of Procurement Committee and in presence of representatives of bidders who choose to be present on the occasion in the Committee in the office of the SSP/Security Special Branch Arambagh Police Complex, Karachi.
- 5. Only Suppliers / Firms registered with Income Tax Department are eligible to participate in the tenders (Documentary proof required).
- 6. All items should be best quality wise and samples may also be provided.
- 7. Only bid offered on the prescribed tender form issued by the Police Department accepted. However, additional sheets may be attached, if required.
- 8. Conditional tender/ application will not be entertained.
- 9. Competent authority can cancel the bidding process at any time prior to the acceptance of a proposal as per provision of Rules-25(1) of SPPRA Rules 2010.

(JAVED ALI MAHAR) PSP Senior Superintendent of Police (Security) Special Branch Karachi.



021-99211013

# OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE SECURITY SPECIAL BRANCH KARACHI.

No.SB/SEC-II/1025-30 /2017 Karachi, Dated 05.04.2017.

#### ORDER

SUBJECT:-

Fax No.

& FEEDING ITEMS FOR DOGS OF K-9 UNIT SPECIAL BRANCH KARACHI DURING FINANCIAL YEAR 2016-17.

The following Committees are hereby constituted for the Procurement of Medicines & Feeding for Dogs of K-9 Unit Special Branch Karachi during current financial year 2016-17.

#### **Procurement Committee**

i)	DIGP/Special Branch Karachi	Chairman
ii)	SSP/Security Special Branch Karachi	Secretary
iii)	SSP/Intelligence Special Branch Karachi	Member
iv)	Rep: of Live Stock Department	Member
v)	Rep: Civil Defense Department	Member

### Inspection Committee

i)	SSP Technical Special Branch Karachi	Chairman
ii)	DSP FRS SB Karachi	Member
iii)	DSP K-9 Unit, Special Branch Karachi	Member

## Redressal of Grievance & Settlement of Disputes Committee

i)	The Addl:IGP Special Branch Karachi	Chairman
ii)	DSP K-9 Unit, Special Branch Karachi	Member
iii)	Rep: of AG Sindh Karachi	Member

## Sd/-INSPECTOR GENERAL OF POLICE SINDH, KARACHI.

## Copy to:-

- The Secretary Live Stock Department Government of Sindh Karachi for nominating representative
- 2. The Accountant General Sindh Karachi.
- 3. The Addl:IGP/Special Branch Sindh Karachi.
- The DIGP/Special Branch Karachi.
- 5. The Director Civil Defense Sindh for nominating representative.
- 6. The SSP Intelligence, Technical Special Branch Karachi.
- 7. The PS to IGP Sindh, Karachi.
- 8. The DSP FRS & K-9 Unit SB Karachi.

(JAVED'ALI MAHAR) PSP

Senior Superintendent of Police (Security) Special Branch Karachi.



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## OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE SECURITY SPECIAL BRANCH KARACHI.

## ANNUAL PROCUREMENT PLAN

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  1st 2nd 3rd	Remarks
1.	Feeding for Dogs			Rs.800,000/-	Rs.800,000/-	Non ADP	Single Stage One Envelope		Items to be procured
2.	Purchase of Medicine & Drugs			Rs.500,000/-	Rs.500,000/-	Non ADP	Single Stage One Envelope		after opening of tender

(JAVED ALI MAHAR) PSP

Senior Superintendent of Police (Security) Special Branch Karachi.

## Police Department Government of Sindh



## Bid Document 2016-17

Medicines & Feeding Items for Dogs

www.sindhpolice.gov.pk

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



- 1) Instructions to Bidders on pg # 2
- 2) Bid from is attached on pg #3
- 3) Bid Security Form is attached on pg # 4
- 4) Performance Security Form is attached on pg #5
- 5) Evaluation Criteria is attached on pg # 9
- 6) Sample Contract Agreement is attached as Annexure-A
- 7) Financial Proposal Form is attached as Annexure-B



## Invitation to Bid

Affix /Paste Advertisement (IFB or EOI)

#### Instruction to bidder

- The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, approved samples. 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.
- The Police department, Government of Sindh, request Tender Bids in sealed envelope as per information required in this document.
- iii. Interested/Eligible bidders may obtain further information on the bid and inspect the bidding documents at the office of Senior Superintendent of Police Arambagh Police Complex, Karachi.
- iv. All bids must be accompanied by a earnest money (2%) of total bid amount, and must be delivered to the office of the SSP/Security Special Branch Arambagh Police Complex, on or before 1400 hours on \_\_\_\_\_\_. The bids will be publicly opened in the office of the SSP/Security Special Branch at 1430 hours on the same day in presence of bidders who wish to remain present.
- v. 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.
- vi. 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.
- Competent authority can cancel the bidding process at any time prior to the acceptance of a proposal as per provision of Rule 25(1) of SPP Rules. 2010.
- viii. 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.
- Enquiries regarding this RFP shall be submitted in writing to:
   The Senior Superintendent of Police,

   Security Special Branch Ground Floor, Arambagh Police Complex,
   Karachi Phone: (92-21) 99212667, Fax (92-21) 99211013.
- Every page of the tender document should be signed and sealed by the bidder.
- xi. The details of this notice are also available on website of Police department (www.sindhpolice.gov.pk) and SPPRA, Government of Sindh (www.sppra.gov.pk).

Senior Superintendent of Police Security Special Branch Karachi.



BID FORM for	
To: The Senior Superintendent of Pe Security Special Branch Karachi	
for the above Contract, we, the undersi	ts, the receipt of which is hereby duly acknowledged gned, offer to supply, deliver and test in conformit Financial proposals are attached as annexure-l arately as per your requirement.
We undertake, if our Bid is accepted, to time mention in this tender documents.	complete the supply in accordance with the deliver
	the performance security in the sum equivalent to rice i.e., Rs for the due performance of th
Dated this day of	201
WITNESS	BIDDER (Sign + Seal)
Signature:	Signature:
Name:	Name:
Title:	Title:
\ddress:	Address:
CNIC #:	CNIC #:



## BID SECURITY FORM

WHEREAS		(h	ereinafter called	"the Bidde	r" has submitted
its bid dated _		for the purchas	e of "		
		", (hereinafter called "the	Bid").		
KNOW ALL	MEN (Nai	by these presents that We ne of Country) having ou	r registered offic	(N	ame of Bank) of
of Bank) here Security, Spec	inafter o ial Bran	called "the Bank") are bou ch Karachi, Pakistan (here , for whice	ind into the Sen inafter called "t	ior Superinte he Purchase	endent of Police, r") in the sum of
said Purchase	r, the Ba	nk bonds itself, its success	sors and assigns,	by these pre	sents.
Scaled with th	e Comn	non Seal of the Bank this	day c	of	_, 201
THE CONE	OITION	IS of this obligation are:			
1.		Bidder withdraws its Bid lder on the Bid Form; or	during the perio	d of bid val	idity specified by
2.	If the	Bidder does not accept the	corrections of	his Total Bio	l Price; or
3.		Bidder, having been no user during the period of b		cceptance of	f its Bid by the
	(a)	Fails or refuses to furn with the Instructions to I		ance securit	y, in accordance
	(b)	Fails or refuses to execut	e the Contract I	orm, when	requested.
receipt of, its provided that owing to the	first wri in its de occurrer	to the Purchaser up to tten demand, without the mand the Purchaser will r nce of one or both or all n or conditions.	Purchaser having the that the amount of that the amount of the that the amount of the thick is t	g to substan ount claimed	tiate its demand, I by it is due to it
		main in force up to 28 da reof should reach the Ban			validity, and any
			By	NAME OF	
8			Auth	(Title) orized Rep	



## PERFORMANCE SECURITY FORM (Applicable in case of bank guarantee)

To:

The Senior Superintendent of Police , Security Special Branch Karachi-Pakistan.

WHEREAS	(Name of the Contractor)		
of hardware inclu		en, in pursuance of the bid for, dated	the purchase
AND WHEREA	<b>.S</b> we have agreed to give the C	ontractor a Guarantee:	
of the Contractor the guarantee), an Contractor to be sums, within the	, up to a total Sum of Rs	Guarantor and responsible to you to see the total contract value on your first written demand and without cavil or argument contract value (Amount of Gow grounds or reasons for you	(Amount of declaring the , any sum or uarantee) as
This guarantee is	valid until day of		y period.
NAME OF GU	ARANTORJ		
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 SSP/Security Special Branch Karachi 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 Tender. 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) Liquidated damages.

- a) 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 noncompletion of supply within stipulate period Security deposit will be forfeited in favor of the Police Department, Government of Sindh, Karachi.
- b) An affidavit that the firm declares details of litigation with any client during the last 5 years is provided.
- An affidavit that the firm has never been blacklisted by any Government Department.
- d) Liquidated damages of 0.025% per day of the contract price will be deducted for delayed supply/delivery of items then purchaser reserve the right to cancel the contract, forfeit the performance security and black list the firm.



## (vii) Delivery Time

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

Execution / Delivery of all the items of the Bid will be at K-9 Unit Police Headquarter Garden Karachi.

- (viii) 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 SSP/Security Special Branch. The same will be returned on due completion of the contract.
- (ix) To conform, the approved samples, the evaluation criteria of bids will be base on the technical expert opinion, observation and terms and condition set forth in the bidding documents, tender notice and Bid Form or as deemed appropriate by the Purchase Committee.
- (x) Further enquiry can be made from SSP/Security, Special Branch on telephone No.99212667.
- xii. Conditional tenders/bids will not be acceptable.
- xiii. Authority Letter from Principal Company for product and vender authentication shall be provided with the bid.
- xiv. 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

Proposals (2 copies each) should be submitted by 1400 hours at the address given below:

Office of SSP/Security, Special Branch Arambagh Police Complex, Karachi Tel # 99212667, Fax # 99211013

i) The tender will be opened on the same day at 1430 hours at the same address. The responding organization shall deliver 2 (two) copies of the Tender documents. The bid security of 2% of the offer in shape of Bank guarantee or Pay Order shall be enclosed in the envelope without the bid security shall not be considered and bid shall be rejected.



ii) Proposals shall be dropped in the sealed tender box kept in the office of SSP/Security upto 1400 hours. Samples should however be delivered by hand 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 1400 hours on \_\_\_\_\_ at the address given in 2(ii) above.

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

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

## Opening of Proposals

The proposals submitted against this RFP will be opened on date mentioned above at 14:30 hours in front of the **Purchase Committee** of Sindh Police.

## 3. Evaluation and Comparison of Technical and Financial Bids

The evaluation will be performed assuming the Contract will be awarded to the bid 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	Brie	f Quest	ionnaire
1	Approved Samples	300	Compliance with require	d Sampl	es of Food items.
			Bank statement of las	st ( )	years
			Minimum three year	Marks	75
			More than three year	Marks	100
2 Fina	PO 1 2 1 2 1 2 1 2 1 2 1 2 2 2 2 2 2 2 2	200	Less than three year	Each y	vear obtain 25- Marks
	Financial Capabilities		Annual turnover of last ( )years		
			Minimum three year	Marks	75
			More than three year	Marks	100
			Less than three year	Each y	vear obtain 25- Marks
			Bidder should pro- work/supply mention		Work Orders relating to the Tender Notice:
2	Dalaman Pananiana	2000	Minimum three Work C	Orders	Marks 150
3	Relevant Experience	200	More than three Work 9	Orders	Marks 200
			Less than three Work C	)rders	Fach 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.

## Information Required

#### A General

- 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 apportion able 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 C	ontract Ag	greement	
1.	This contract	agreement is ma	de and entere	d into on, 20	ı_, by And
1	BETWEEN.				
<i>*</i> -	i)	Senior Superin	ntendent of	Police, Security S	pecial Branch
		Arambagh Pol	ice Compole	x, Karachi, hereinal	ter referred as
		Purchaser, which	n expression sl	nall unless repugnant to	o the context or
		meaning thereof	, be deemed to	o include its successor	s and permitted
		assigns officers of	delegated to pe	rform functions procu	rements for and
		on behalf of va	arious units o	f Sindh Police depart	ment of ONE
		PART.			
			AN	1D	
	ii)				
		h	aving its regis	tered office at hereins	after referred as
ä		supplier, which	expression sha	ll, unless repugnant to	the context of
				o include its successor	s and permitted
		assigns of the O	THER PART.		
			41 (2007)		ari arangan
				Sindh is entrusted wi	
			- 10°	rrent financial year 20	015 2016 as per
C	lescription an	d quantity, given l	pelow:		
0.110	Proc	name or or		QUANTITY/	Delivery
S.NO.	DESC	RIPTION OF A	RTICLES	NUMBER	
		355			
				-55	
				ident of Police, Se	
				rement Rules, 2010	
(	Fovernment	of	Sindh	vide notif	ication No.
			dated:		



Annexure-A-2/4 4. That M/s. participated in the response of open tenders, floated by SSP/Security Special Branch, by submitting financial proposal, after necessary evaluation of the item / articles described above; the Departmental Committee opened the financial bids in front of all bidders on 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 SSP/Security Special Branch has accorded approval to place purchase/procurement order with M/s. on terms and conditions specified below:-NOW THEREFORE PARTIES HEREBY AGREE AS FOLLOWS 1) That M/s. shall supply products/items, articles described alongwith quantity the above within \_\_\_\_ days from the date of signing of this agreement. 11) That all deliveries shall be made at ......, Sindh, Karachi between on working days only. That every article shall be made and finished in all respects to entire 111) 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 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 SSP/Security, Special Branch 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. That all articles rejected shall be taken back and removed by the M/s. V) and nothing shall become due or recoverable

by the M/s.

in respect on account of items/articles so rejected.

vi) That all articles accepted shall be paid for the SSP/Security Special Branch, Arambagh Police Complex Karachi at the rate of specified below (FOR Destination) within financial year \_\_\_\_\_\_.

RATE PER UNIT

- viii) The SSP/Security Special Branch 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 SSP/Security Special Branch 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 SSP/Security Special Branch, whether by virtue of agreement or otherwise.
- x) The SSP/Security Special Branch shall not be responsible for nonperformance 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.
- 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.
- 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.
- IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

Senior Superintendent of Police Security Special Branch Karachi

ess:			



Annexure -" B"

## Financial Proposal Form

. Continue		Bidder's Profil	e	
Name				
Official Add	ress			
Telephone(s)	) No.			
Official Fax	No.			
GST Registr	ation No.			
Income Tax	Reg. No.			
No. of years	in business			
Sr.Ņo.	Item Name	Quantity	Unit Cost (Rs)	Total Cost (Rs) inclusive all taxes
(in words	Tota	al Cost in Pak R	upces	

Note: Earnest money will be equivalent to 2% of the total bid cost.

Only Pay Order/Bank Draft for earnest money will be acceptable in favour of SSP/Security Special Branch, Arambagh Police Complex Karachi.

BIDDER (Sign + Seal)