



**OFFICE OF THE  
ASSISTANT INSPECTOR GENERAL OF POLICE  
MOTOR TRANSPORT SINDH,  
KARACHI**

No. 3344-46 /M.T./VEH/2018/Karachi,

Dated: 26 /03/2018

To,

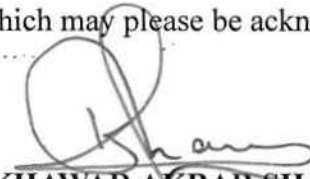
✓ Sindh Public Procurement Regulatory Authority  
Barrack No.8, Secretariat 4A, Court Road,  
Karachi  
Tel: 9221-99205356

Subject: **DOCUMENTS/INFORMATION REQUIRED FOR FORM "A" OF  
SPPRA**

Reference to above, please find following documents/information as desired by the  
authority:

Sr. #	Required by SPPRA	Documents/reply
1	Notice Inviting Tender	Attached (flag "A")
2	Notification of Procurement Committee	Attached (flag "B")
3	Notification of Complaint Redressal Committee	Attached (flag "C")
4	Bidding documents	Attached (flag "D")
5	Annual Procurement Plan	Attached (flag "E")
6	Method of receiving courier	By hand (in drop box)

Please also find enclosed PO # \_\_\_\_\_ dated \_\_\_\_\_ for  
Rs.2,000/- (rupees two thousand only) as SPPRA fee, which may please be acknowledged.

  
**(KHAWAR AKBAR SHAIKH) PSP**  
Assistant Inspector General of Police  
Motor Transport Sindh, Karachi  
(Secretary Purchase Committee)

Copy for information:

- i. The DIGP T&T Sindh
- ii. Master file

SPPRA INWARD DIARY  
No: 7430  
DATED 24/03/2018



POLICE DEPARTMENT,  
GOVERNMENT OF SINDH

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

No. 3347 MT/VEH/2018/Karachi dt: 26/03/2018

## **TENDER NOTICE**

In accordance with Sindh Public Procurement Rules, 2010 (Amended 2017), the Police Department, Government of Sindh, invites tenders from Manufacturers / Authorized Dealers who are Registered with FBR, having registration certificates of GST/SRB (whichever applicable) for the Procurement of following Transport for Sindh Police:-

S.No.	Name of Vehicles	Quantity	Tender Document Fee (non-refundable)
1	LIGHT TOWING HYDRAULIC SYSTEM FOR PICKUPS	25 No(s)	Rs.2,000/-
2	MOTORCYCLES 150CC	416 No(s)	Rs.2,000/-

### **INSTRUCTION:**

1. **SINGLE STAGE - TWO ENVELOPES** procedure will be adopted for the tender process. Bids shall comprise of a single package containing two separate envelopes. Each envelope shall contain separately sealed financial proposal and technical proposal. Envelopes shall be marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**" in bold and legible letters to avoid confusion.
2. Only manufacturers/authorized dealers registered with Income Tax and Sales Tax Departments) are eligible to participate in the tender (documentary proof required).
3. Tender documents can be obtained on submission of a written request on company's letterhead along with copy of NTN, GST or SRB & CNIC of authorized representative of the firm and after paying tender fees in form of Cash (non-refundable) from following address:

**Office of Assistant Inspector General of Police,**  
**Motor Transport Sindh,**  
**Police Headquarters South, Garden Karachi**  
**Tel: 021-99216175**

4. **Date of issuance of Bidding Documents**

From date of publication (during working hours i.e. 09:00 a.m. up to 05:00 p.m.) up to 13<sup>th</sup> April 2018 till 10:00 a.m.

5. **Date of Receipt of Bidding Documents**

From date of publication up to 13<sup>th</sup> April 2018 till 02:30 p.m.

**6. Date of Opening of Bids**

On 13<sup>th</sup> April 2018 at 03:00 p.m.

7. Sealed tenders on prescribed proforma in duplicate along with 2% earnest money of the total bid in form of Pay Order / Demand Draft in favor of **INSPECTOR GENERAL OF POLICE, SINDH KARACHI** should be dropped in tender box placed at Office of Assistant Inspector General of Police, Motor Transport Sindh, Police Headquarters South, Garden Karachi.
8. Only bids offered on the prescribed tender form issued by the Police Department or downloaded from SPPRA & Sindh Police websites shall be accepted. However, additional sheet can be attached, if required.
9. Conditional tender / application will not be entertained.
10. Competent authority can cancel the bidding process at any time prior to the acceptance of proposal as per provision of Rule-25(1) of SPPRA Rules, 2010.
11. Competent authority reserves the rights to increase/decrease quantity of aforementioned item(s) and to accept or reject any or all applications or tenders as per rule and no claim whatsoever, will be entertained in this regard. Authority's decision in this respect shall be final.

Sd/-

**Assistant Inspector General of Police**  
**Motor Transport Sindh**  
(Secretary, Purchase Committee)



**GOVERNMENT OF SINDH  
POLICE DEPARTMENT**

No. 5065-68 /M.T./VEH/2017/Karachi,

Dated: 24/07/2017

**ORDER**

Subject: - **CONSTITUTION OF PURCHASE COMMITTEE FOR PURCHASE OF TRANSPORT DURING CFY 2017-18**

The competent authority is pleased to approve the Purchase Committee comprising following members for procurement of transport during current financial year 2017-18.


1	DIGP, T&T Sindh	Chairman
2	AIGP, Operations Sindh	Member
3	AIGP, Motor Transport Sindh	Secretary
4	Rep. of Home Dept. Govt. of Sindh	Member
5	Rep. of Transport Dept. Govt. of Sindh	Member

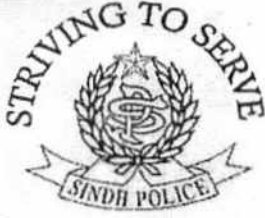
**SD/-**  
**(A.D KHOWAJA) PPM & BAR PSP**  
Inspector General of Police  
Sindh, Karachi

No. /M.T./VEH/2017/Karachi, Dated: -2017

Copy for information:

- i. All above concerned
- ii. PS to IGP Sindh
- iii. Master file

  
**(ABDUL AZIM TUNIO) PSP**  
AIGP/MT Sindh  
For Inspector General of Police  
Sindh, Karachi



GOVERNMENT OF SINDH  
POLICE DEPARTMENT

No. 5069-72/M.T./VEH/2017/Karachi,

Dated: 24/07/2017

**ORDER**

Subject: - **CONSTITUTION OF GRIEVANCE REDRESSAL COMMITTEE FOR PURCHASE OF TRANSPORT DURING CFY 2017-18**

The competent authority is pleased to approve the Grievance Redressal Committee comprising following members for procurement of transport during current financial year 2017-18.

1	Addl. IGP, Traffic Sindh	Chairman
2	DIGP, West Zone Karachi	Member
3	AIGP, Welfare Sindh	Secretary
4	Rep. of A.G. Sindh Govt. of Sindh	Member
5	Rep. of S.T.E.V.T.A	Member

SD/-


(A.D KHOWAJA) PPM & BAR PSP  
Inspector General of Police  
Sindh, Karachi

No. /M.T./VEH/2017/Karachi,

Dated: -2017

Copy for information:

- i. All above concerned
- ii. PS to IGP Sindh
- iii. Master file

  
(ABDUL AZIM TUNIO) PSP  
AIGP/MT Sindh  
For Inspector General of Police  
Sindh, Karachi



**POLICE DEPARTMENT  
GOVERNMENT OF SINDH**

**Bid Document  
PROCUREMENT OF  
TRANSPORT FOR SINDH POLICE**

.....  
**Motorcycle (150cc)**

**M/s.....**

**2017-2018**







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### Invitation to Bid

#### Instruction to bidder

- i. The bidder is expected to examine the bidding documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect would result in the rejection of the bid.
- ii. The Police Department, Government of Sindh, request Tender Bids in sealed envelopes as per information required in this document. Proponents applying for bids should submit **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in two separate envelopes.
- iii. The **TECHNICAL PROPOSAL** should contain all the bid items without quoting the price and must list firm's clientele, details of past project, items specification etc. Financial bids of firms not obtaining minimum passing criteria on technical basis will not be opened.
- iv. Interested/eligible bidders may obtain further information on the bid and inspect the bidding documents at **Office of Assistant Inspector General of Police, Motor Transport Sindh, Police Headquarters South, Garden Karachi.**
- v. All bids must be accompanied by earnest money (2% of total bid amount in favor of Inspector General of Police, Sindh) and delivered in tender box placed at the **Office of Assistant Inspector General of Police, Motor Transport Sindh, Police Headquarters South, Garden Karachi.**, from date of publishing of tender in newspapers up to 2<sup>nd</sup> March 2018 at 02:30p.m.
- vi. The Police Department, Government of Sindh will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery of bids.
- vii. Competent authority can cancel the bidding process at any time prior to the acceptance of the proposal as per provision of rule-25(1) of SPPRA 2010 (amended 2017).
- viii. All prices quoted must include any taxes (applicable) i.e. Income Tax, Sales Tax or any other tax imposed by the Government by law. If not specifically mentioned in the quotation, then it will be presumed that the prices include all taxes (applicable).
- ix. Enquiries regarding this RFP shall be submitted in writing to:  
**Assistant Inspector General of Police**  
**Motor Transport Sindh**  
**Police Headquarters South, Garden Karachi**  
Phone: (9221) – 99216175, Fax (9221) – 99216176





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

- 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.sindh.gov.pk](http://www.sindh.gov.pk).

**Sd/-**

AIGP, Motor Transport, Sindh  
For Inspector General of Police  
Sindh, Karachi





**BID FORM for** \_\_\_\_\_

To:

Inspector General of Police,  
Sindh Karachi.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above contract, we, the undersigned, offer to supply, deliver and test in conformity with the said bidding documents (Technical and Financial Proposals are attached as annexure-B and annexure-C respectively) are submitted herewith separately as per your requirement.

We undertake, if our bid is accepted, to complete the supply in accordance with the delivery time mention in this tender documents.

If our bid is accepted, we will provide the performance security in the sum equivalent to 10% 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 binds itself, its successors and assigns, by these presents.

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

THE CONDITIONS of this obligation are:

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

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

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

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





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

To: Inspector General of Police, Sindh,  
Karachi, Pakistan.

**WHEREAS** (Name of the Contractor)

Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for 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 \_\_\_\_\_

Title \_\_\_\_\_

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 **INSPECTOR GENERAL OF POLICE, SINDH** 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 **90 DAYS** after submission of proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

(iii) **Currency**

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

(iv) **Withholding tax, sales tax and other taxes**

The responding organization/bidder 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 tax, 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 labor and license (if any).
- Management Software(s) (if 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 replacement/repair 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 on 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, as stated at sub clause (d).
- b) An affidavit that the firm declares details of litigation with any client during the last 5 years will be provided.
- c) An affidavit that the firm has never been blacklisted by any Government Department will be provided.
- d) Liquidated damages @ **3% per month of the contract price will be deducted for delayed supply/delivery of items/equipment.** So the purchaser reserves the right to cancel the contract, forfeit the performance security and black list the firm.





(xi) **Delivery Time**

- 90 days after issuance of purchase or as mutually agreed in the contract.
- **Mode of payment:** 100% after supply of item(s)/equipment(s) and successful inspection.
- Release of performance guarantee after completion of warranty period.

Execution / Delivery of all the items of the Bid will be at, **Motor Transport Sindh Workshop, Police Headquarters South, Garden Karachi.**

- (xii) The earnest money is refundable after finalization of the bid, in case of return of financial bids unopened 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 letterhead addressed to AIGP/MT Sindh.
- (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 IGP Sindh**. The same will be returned on due completion of the contract and warranty period.
- (xiv) Parties whose bids are accepted shall have to sign a written contract with Police Department Government of Sindh as per format at Annexure "A" or on mutually agreed terms & conditions/format by both the parties.
- (xv) To conform, the approved specifications, the evaluation criteria of bids will be based on the technical expert opinion, observation of procurement committee and terms & condition set-forth in the bidding documents, tender notice and bid form or as deemed appropriate by the Purchase Committee.
- (xvi) Date of opening of 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 to the Purchase Committee. Further enquiry can be made from AIGP/MT Sindh on Phone: (9221) – 99216175, Fax (9221) – 99216176 during office hours on working days.
- (xvii) Conditional tenders/bids will not be acceptable.
- (xviii) Authority letter from Principal Company for product and vender authentication shall be provided with the bid.
- (xix) Police department reserves the rights to increase or decrease the scope of work/number of items quantity as per SPPRA rules 2010 (amended 2017).







2. **DELIVERY/OPENING OF RFP (Request for proposal) IS AS UNDER:**

Technical & Financial Proposals should be submitted by 1400 hours at the address given below:

**OFFICE OF ASSISTANT INSPECTOR GENERAL OF POLICE,  
MOTOR TRANSPORT SINDH,  
POLICE HEADQUARTERS SOUTH, GARDEN KARACHI.  
Phone: (9221) – 99216175, Fax (9221) – 99216176**

- i. The technical proposal will be opened on the same day at \_\_\_\_\_ hours at the same address. The responding organization shall deliver 2 (two) copies of the technical & financial proposal each copy being physically separated, bound, sealed and labeled as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” (one original and one copy) labeled as such on their respective envelopes. The bid security of 2% of the offer in shape of bank guarantee or pay order shall be enclosed in the envelope marked “FINANCIAL PROPOSAL”. Without the bid security the financial proposal shall not be considered and bid shall be rejected.
- ii. The proposal shall be dropped in the sealed tender box kept in the office of AIGP Motor Transport Sindh, Police Headquarter South, Garden Karachi upto 1400 hrs. Samples should however be provided when required for the technical evaluation. Proposal received by fax or email shall not be accepted.
- iii. **Submission of Proposals**  
Complete proposals should be submitted by 02:30 p.m. at on 2<sup>nd</sup> March 2018 at the address given in 2(ii) above.  
Format of submission of proposal is attached as Annexure-B and Annexure-C.  
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 03:00 p.m. in front of Procurement Committee of Sindh Police.





3. **EVALUATION & COMPARISON OF TECHNICAL & FINANCIAL BIDS:**

The evaluation will be performed assuming the contract will be awarded to the bids conforming to eligibility criteria and most closely confirming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated costs.

a. **Eligibility Criteria**

- Valid Registration with Income Tax
- Valid Registration with Sales Tax
- Company History years in business
- Undertaking on stamp paper that the 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, bid will not be considered.*

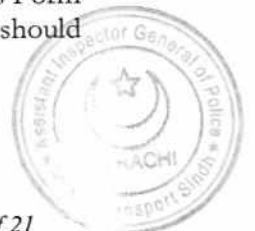
b. **Evaluation Criteria and Comparison of Bids**

The proposals shall be evaluated on following parameters:

S.#	Evaluation Parameter	Marks	Brief Questionnaire
1	Specifications	400	Compliance with required specification (mentioned at annex D) and evaluation of provided sample. Minimum Passing marks 100% i.e. 400 (mandatory)
2	Financial Capabilities (Average turnover of the company for last 2 years)	200	Above 90 million up to 100 million = 60 marks (mandatory) Above 100 million up to 110 million = 100 marks Above 110 million up to 120 million = 150 marks More than 120 million = 200 marks
3	Company experience (from date of operation)	100	Certificate of incorporation: Above 3 up to 4 years = 50 marks (mandatory) Above 4 up to 5 years = 75 marks More than 5 years = 100 marks
4	Relevant Experience	100	Works order relating to work/supply mentioned in the tender notice: Three work orders = 50 marks (mandatory) Four work orders = 75 marks Above four work orders = 100 marks

Note: *Bidders shall be required to obtain aggregate 70% (i.e. 560 out of 800 marks including 100% Marks in Specification and minimum passing marks in all categories is mandatory) evaluation criteria to qualify for the evaluation of Financial Bids. The bids not obtaining minimum qualifying score shall not be considered and therefore rejected.*

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

#### General

- 1 Name of Bidder \_\_\_\_\_
- 2 Number of years in business (Pakistan) \_\_\_\_\_
- 3 Number of offices (located in Pakistan) \_\_\_\_\_
- 4 Annual turnover (million in PKR) \_\_\_\_\_
- 5 Value of projects in hand (details may be given) \_\_\_\_\_
- 6 Year of incorporation \_\_\_\_\_
- 7 Status of the bidder (check relevant box below)

- 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, Fax, Email & Website) \_\_\_\_\_

#### 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 (amended 2017), 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 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.
- **“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 \_\_\_\_\_ 2017, 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) **M/s.** \_\_\_\_\_ 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 products/vehicles/articles during current financial year 2016-2017 as per description and quantity, given below:-

S.NO.	DESCRIPTION OF VEHICLE(S)	QUANTITY
---	---	---
---	---	---

3. AND WHEREAS, the **Inspector General of Police, Sindh**, in accordance with The Public Procurement Rules, 2010 as adopted by Government of Sindh vide notification No. \_\_\_\_\_ **dated:** \_\_\_\_\_.





4. That the **SUPPLIER** participated in the response of open tenders, floated by **IGP Sindh**, by submitting technical and financial bids, after necessary evaluation of the products/vehicles/articles described above. The Departmental Committee opened the financial bids in front of all bidders on \_\_\_\_\_ **2017**.
5. That the rates offered by the **SUPPLIER** for the products/vehicles/articles as shown and given below, 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 to the **SUPPLIER** on terms and conditions specified below: -
6. **NOW THEREFORE PARTIES HEREBY AGREED AS FOLLOWS**
  - i) That, **SUPPLIER** shall supply products/vehicles/articles described and specified along with quantity mentioned in clause 2 above within **\*\*\*** days from the date of signing of this agreement.
  - ii) That, all deliveries shall be made to **AIGP/MOTOR TRANSPORT SINDH, KARACHI** at address **POLICE HEADQUARTERS SOUTH, GARDEN KARACHI** between **0900 to 1600 hrs** (on working days only) by the **SUPPLIER**.
  - iii) That, every products/vehicles/articles shall be made and finished in all respects to entire satisfaction of Departmental Inspection Committee of the **PURCHASER**, which shall be at liberty to reject any product/vehicle/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. No appeal or review will be permissible against the decision of Departmental Inspection Committee.
  - iv) That, the **AIGP, MT SINDH**, shall give written receipt signed by him giving out complete details, exhibiting the number of product/vehicles/articles **DELIVERED, ACCEPTED** and **REJECTED**. Such receipt shall be conclusive evidence of the acceptance and rejection of the number of products/vehicles/articles specified as **ACCEPTED** and **REJECTED**.
  - v) That, all products/vehicles/articles **REJECTED** shall be taken back and removed by the **SUPPLIER** and nothing shall become due or recoverable by the **SUPPLIER** in respect on account of products/vehicles/articles so rejected.





- vi) That, PAYMENT of all products/vehicles/articles ACCEPTED shall be made by **AIGP, Logistics, Sindh** at below specified rate (F.O.R Destination Basis) within financial year 2017-18.

ITEM / ARTICLE	RATE PER UNIT

- vii) That, in case **SUPPLIER** defaults in the due performance of this agreement/contract in part or full, **AIGP, MT Sindh** (Secretary, Purchase Committee) shall be at liberty to impose and recover **LATE DELIVERY CHARGES @ 3% per month** thereof. The penalty shall be applicable only to the extent of product/vehicles/articles supplied late.
- viii) The **AIGP, MT Sindh** shall have right to assess, demand and recover any damages suffered by the **PURCHASER** due to late supply of the product/vehicles/articles from the **SUPPLIER**.
- ix) The **AIGP, MT Sindh** shall be at liberty to deduct and retain the amount so assessed from the bill that may be or may become due and payable at or after the time of such failure to the **SUPPLIER**, whether by virtue of agreement or otherwise.
- x) That, the **SUPPLIER** shall provide 10% Performance Security against total cost of contract and this Performance Security should be valid at least **90 days** beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by the **PURCHASER** as per clause 39 of SPPRA 2010 (Amended 2017).
- xi) The **PURCHASER** 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.
- xii) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract and both parties shall be bound by it.
7. 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.
8. Any notice required under this contract shall be in writing and shall be effective when received by the addressee at its given address.





**Annexure-A(4/4)**

- 9. If any term, conditions, or provision in this agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor 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.
- 10. This agreement may be amended only in writing signed by both the parties.
- 11. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

---

**AIGP, MT Sindh**  
**Secretary, Purchase Committee**  
 On behalf of IGP, Sindh

---

Mr. \*\*\*\*\*  
 M/s. \*\*\*\*\*  
 On behalf of supplier

**Witness:**

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

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







## **Technical Proposal Form**

<b>Bidder's Profile</b>		
Name		
Official Address		
Telephone(s) No.		
Official Fax No.		
GST Registration No.		
Income Tax Reg. No.		
Sr. No.	Quoted Hardware/Equipment/Furniture Specifications	Supply Duration (in Months)
1		

**Note:** Please read carefully the whole document and provide all necessary details with proof of evidence.

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





### **Financial Proposal Form**

Bidder's Profile				
Name				
Official Address				
Telephone(s) No.				
Official Fax No.				
GST Registration No.				
Income Tax Reg. No.				
No. of years in business				
Sr. No.	Quoted Item Name	Quantity	Unit Cost (Rs) (with all Govt. taxes)	Total Cost (Rs) (inclusive all taxes)
<b>Total Cost in Pak Rupees</b>				
(in words. _____)				

**Note:** Earnest money will be equivalent to 2% of the total bid cost. Only Pay Order/Bank Draft for earnest money will be acceptable in favor of IGP, Sindh, Karachi.

BIDDER (Sign + Seal)





CATEGORY		TECHNICAL SPECIFICATION	YES	NO
1	General	Brand New		
		Unregistered		
		Complete in all respects		
		Color (Police Blue & White)		
2	Engine	4 Stroke SOHE Air Cooled		
		Ignition Self Start Kick Start		
		Fuel (EFI)		
3	Transmission	5 Speed Constant Mesh		
4	Final Drive	Roller Chain		
5	Brake System	Disk Brake		
6	Equipment	Both Side View Mirror		
		Standard Tool & other Accessories		
<b>POLICE MODEL ACCESSORIES</b>				
7	Additional Frames & Brackets	✓ Front Safeguard Made with 1" MS pipe (thick 16-SWG or higher) with powder coated black color		
		✓ Rear frame to hold rear boxes & LED light Made with 1" MS pipe (thick 16-SWG or higher) with powder coated black color		
		✓ Side frames (to hold side boxes) Made with 1" MS pipe (thick 16-SWG or higher) on both sides of bikes with powder coated black color		
8	Front Visor	Medium size imported		
9	ABS Boxes	Rear Center Box made with FRP (3mm thick): Size: 11"x8"x4" (L x W x H) Side L/R Boxes made with FRP (3mm thick): Size: 12"x6"x9" (L x W x H)		
10	PA System	Imported 50 to 60 watt siren & public address system along with clip on microphone		
11	Integrated Multifunction Handgrip	Imported integrated multifunction switch grip for controlling LED flashing lights & PA system		
12	LED Flashing Lights	✓ Two imported LED flashing lights will be installed at the front of the bike		
		✓ One LED telescopic pole light		





**POLICE DEPARTMENT  
GOVERNMENT OF SINDH**

**Bid Document  
PROCUREMENT OF  
TRANSPORT FOR SINDH POLICE  
.....  
Light Towing Hydraulic System**

**M/s.....**

**2017-2018**







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### Invitation to Bid

#### Instruction to bidder

- i. The bidder is expected to examine the bidding documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect would result in the rejection of the bid.
- ii. The Police Department, Government of Sindh, request Tender Bids in sealed envelopes as per information required in this document. Proponents applying for bids should submit **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in two separate envelopes.
- iii. The **TECHNICAL PROPOSAL** should contain all the bid items without quoting the price and must list firm's clientele, details of past project, items specification etc. Financial bids of firms not obtaining minimum passing criteria on technical basis will not be opened.
- iv. Interested/eligible bidders may obtain further information on the bid and inspect the bidding documents at **Office of Assistant Inspector General of Police, Motor Transport Sindh, Police Headquarters South, Garden Karachi.**
- v. All bids must be accompanied by earnest money (2% of total bid amount in favor of Inspector General of Police, Sindh) and delivered in tender box placed at the **Office of Assistant Inspector General of Police, Motor Transport Sindh, Police Headquarters South, Garden Karachi.**, from date of publishing of tender in newspapers up to 2<sup>nd</sup> March 2018 at 02:30p.m.
- vi. The Police Department, Government of Sindh will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery of bids.
- vii. Competent authority can cancel the bidding process at any time prior to the acceptance of the proposal as per provision of rule-25(1) of SPPRA 2010 (amended 2017).
- viii. All prices quoted must include any taxes (applicable) i.e. Income Tax, Sales Tax or any other tax imposed by the Government by law. If not specifically mentioned in the quotation, then it will be presumed that the prices include all taxes (applicable).
- ix. Enquiries regarding this RFP shall be submitted in writing to:  
**Assistant Inspector General of Police**  
**Motor Transport Sindh**  
**Police Headquarters South, Garden Karachi.**  
Phone: (9221) – 99216175, Fax (9221) – 99216176





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

- 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.sindh.gov.pk](http://www.sindh.gov.pk).

**Sd/-**

AIGP, Motor Transport, Sindh  
For. Inspector General of Police  
Sindh, Karachi







**BID FORM for \_\_\_\_\_**

To:

Inspector General of Police,  
Sindh Karachi.

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above contract, we, the undersigned, offer to supply, deliver and test in conformity with the said bidding documents (Technical and Financial Proposals are attached as annexure-B and annexure-C respectively) are submitted herewith separately as per your requirement.

We undertake, if our bid is accepted, to complete the supply in accordance with the delivery time mention in this tender documents.

If our bid is accepted, we will provide the performance security in the sum equivalent to 10% 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 binds itself, its successors and assigns, by these presents.

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

**THE CONDITIONS** of this obligation are:

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

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

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

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





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

To: Inspector General of Police, Sindh,  
Karachi, Pakistan.

**WHEREAS** (Name of the Contractor)

Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for 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 \_\_\_\_\_

Title \_\_\_\_\_

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 **INSPECTOR GENERAL OF POLICE, SINDH** 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 **90 DAYS** after submission of proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

### (iii) Currency

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

### (iv) Withholding tax, sales tax and other taxes

The responding organization/bidder 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 tax, 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 labor and license (if any).
- Management Software(s) (if 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 replacement/repair 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 on 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, as stated at sub clause (d).
- b) An affidavit that the firm declares details of litigation with any client during the last 5 years will be provided.
- c) An affidavit that the firm has never been blacklisted by any Government Department will be provided.
- d) Liquidated damages @ **3% per month of the contract price will be deducted for delayed supply/delivery of items/equipment.** So the purchaser reserves the right to cancel the contract, forfeit the performance security and black list the firm.





(xi) **Delivery Time**

- 90 days after issuance of purchase or as mutually agreed in the contract.
- **Mode of payment:** 100% after supply of item(s)/equipment(s) and successful inspection.
- Release of performance guarantee after completion of warranty period.

Execution / Delivery of all the items of the Bid will be at, **Motor Transport Sindh Workshop, Police Headquarters South, Garden Karachi.**

- (xii) The earnest money is refundable after finalization of the bid, in case of return of financial bids unopened 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 letterhead addressed to AIGP/MT Sindh.
- (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 IGP Sindh**. The same will be returned on due completion of the contract and warranty period.
- (xiv) Parties whose bids are accepted shall have to sign a written contract with Police Department Government of Sindh as per format at Annexure "A" or on mutually agreed terms & conditions/format by both the parties.
- (xv) To conform, the approved specifications, the evaluation criteria of bids will be based on the technical expert opinion, observation of procurement committee and terms & condition set-forth in the bidding documents, tender notice and bid form or as deemed appropriate by the Purchase Committee.
- (xvi) Date of opening of 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 to the Purchase Committee. Further enquiry can be made from AIGP/MT Sindh on Phone: (9221) – 99216175, Fax (9221) – 99216176 during office hours on working days.
- (xvii) Conditional tenders/bids will not be acceptable.
- (xviii) Authority letter from Principal Company for product and vender authentication shall be provided with the bid.
- (xix) Police department reserves the rights to increase or decrease the scope of work/number of items quantity as per SPPRA rules 2010 (amended 2017).





2. **DELIVERY/OPENING OF RFP (Request for proposal) IS AS UNDER:**

Technical & Financial Proposals should be submitted by 1400 hours at the address given below:

**OFFICE OF ASSISTANT INSPECTOR GENERAL OF POLICE,  
MOTOR TRANSPORT SINDH,  
POLICE HEADQUARTERS SOUTH, GARDEN KARACHI.  
Phone: (9221) – 99216175, Fax (9221) – 99216176**

- i. The technical proposal will be opened on the same day at \_\_\_\_\_ hours at the same address. The responding organization shall deliver 2 (two) copies of the technical & financial proposal each copy being physically separated, bound, sealed and labeled as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” (one original and one copy) labeled as such on their respective envelopes. The bid security of 2% of the offer in shape of bank guarantee or pay order shall be enclosed in the envelope marked “FINANCIAL PROPOSAL”. Without the bid security the financial proposal shall not be considered and bid shall be rejected.
- ii. The proposal shall be dropped in the sealed tender box kept in the office of AIGP Motor Transport Sindh, Police Headquarter South, Garden Karachi upto 1400 hrs. Samples should however be provided when required for the technical evaluation. Proposal received by fax or email shall not be accepted.
- iii. **Submission of Proposals**  
Complete proposals should be submitted by 02:30 p.m. at on 2<sup>nd</sup> March 2018 at the address given in 2(ii) above.  
Format of submission of proposal is attached as Annexure-B and Annexure-C.  
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 03:00 p.m. in front of Procurement Committee of Sindh Police.





### 3. EVALUATION & COMPARISON OF TECHNICAL & FINANCIAL BIDS:

The evaluation will be performed assuming the contract will be awarded to the bids conforming to eligibility criteria and most closely confirming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated costs.

#### a. Eligibility Criteria

- Valid Registration with Income Tax
- Valid Registration with Sales Tax
- Company History years in business
- Undertaking on stamp paper that the 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, bid will not be considered.*

#### b. Evaluation Criteria and Comparison of Bids

The proposals shall be evaluated on following parameters:

S.#	Evaluation Parameter	Marks	Brief Questionnaire
1	Specifications	400	Compliance with required specification (mentioned at annex D) and evaluation of provided sample. Minimum Passing marks 100% i.e. 400 (mandatory)
2	Financial Capabilities (Average turnover of the company for last 2 years)	200	Above 5 million up to 8 million = 60 marks (mandatory) Above 8 million up to 11 million = 100 marks Above 11 million up to 14 million = 150 marks More than 14 million = 200 marks
3	Company experience (from date of operation)	100	Certificate of incorporation: Above 3 up to 4 years = 50 marks (mandatory) Above 4 up to 5 years = 75 marks More than 5 years = 100 marks
4	Relevant Experience	100	Works order relating to work/supply mentioned in the tender notice: Three work orders = 50 marks (mandatory) Four work orders = 75 marks Above four work orders = 100 marks

Note: *Bidders shall be required to obtain aggregate 70% (i.e. 560 out of 800 marks including 100% Marks in Specification and minimum passing marks in all categories is mandatory) evaluation criteria to qualify for the evaluation of Financial Bids. The bids not obtaining minimum qualifying score shall not be considered and therefore rejected.*

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

#### General

- 1 Name of Bidder \_\_\_\_\_
- 2 Number of years in business (Pakistan) \_\_\_\_\_
- 3 Number of offices (located in Pakistan) \_\_\_\_\_
- 4 Annual turnover (million in PKR) \_\_\_\_\_
- 5 Value of projects in hand (details may be given) \_\_\_\_\_
- 6 Year of incorporation \_\_\_\_\_
- 7 Status of the bidder (check relevant box below)
  - 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, Fax, Email & Website)  
\_\_\_\_\_

#### 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 (amended 2017), 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 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.
- **“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 \_\_\_\_\_ 2017, 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) **M/s.** \_\_\_\_\_ 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 products/vehicles/articles during current financial year 2016-2017 as per description and quantity, given below:-

S.NO.	DESCRIPTION OF VEHICLE(S)	QUANTITY
---	---	---
---	---	---

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 the **SUPPLIER** participated in the response of open tenders, floated by **IGP Sindh**, by submitting technical and financial bids, after necessary evaluation of the products/vehicles/articles described above. The Departmental Committee opened the financial bids in front of all bidders on \_\_\_\_\_ **2017**.
5. That the rates offered by the **SUPPLIER** for the products/vehicles/articles as shown and given below, 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 to the **SUPPLIER** on terms and conditions specified below: -
6. **NOW THEREFORE PARTIES HEREBY AGREED AS FOLLOWS**
  - i) That, **SUPPLIER** shall supply products/vehicles/articles described and specified along with quantity mentioned in clause 2 above within **\*\*\*** days from the date of signing of this agreement.
  - ii) That, all deliveries shall be made to **AIGP/MOTOR TRANSPORT SINDH, KARACHI** at address **POLICE HEADQUARTERS SOUTH, GARDEN KARACHI** between **0900 to 1600 hrs** (on working days only) by the **SUPPLIER**.
  - iii) That, every products/vehicles/articles shall be made and finished in all respects to entire satisfaction of Departmental Inspection Committee of the **PURCHASER**, which shall be at liberty to reject any product/vehicle/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. No appeal or review will be permissible against the decision of Departmental Inspection Committee.
  - iv) That, the **AIGP, MT SINDH**, shall give written receipt signed by him giving out complete details, exhibiting the number of product/vehicles/articles **DELIVERED, ACCEPTED** and **REJECTED**. Such receipt shall be conclusive evidence of the acceptance and rejection of the number of products/vehicles/articles specified as **ACCEPTED** and **REJECTED**.
  - v) That, all products/vehicles/articles **REJECTED** shall be taken back and removed by the **SUPPLIER** and nothing shall become due or recoverable by the **SUPPLIER** in respect on account of products/vehicles/articles so rejected.





- vi) That, PAYMENT of all products/vehicles/articles ACCEPTED shall be made by **AIGP, Logistics, Sindh** at below specified rate (F.O.R Destination Basis) within financial year 2017-18.

ITEM / ARTICLE	RATE PER UNIT

- vii) That, in case **SUPPLIER** defaults in the due performance of this agreement/contract in part or full, **AIGP, MT Sindh** (Secretary, Purchase Committee) shall be at liberty to impose and recover **LATE DELIVERY CHARGES @ 3% per month** thereof. The penalty shall be applicable only to the extent of product/vehicles/articles supplied late.
- viii) The **AIGP, MT Sindh** shall have right to assess, demand and recover any damages suffered by the **PURCHASER** due to late supply of the product/vehicles/articles from the **SUPPLIER**.
- ix) The **AIGP, MT Sindh** shall be at liberty to deduct and retain the amount so assessed from the bill that may be or may become due and payable at or after the time of such failure to the **SUPPLIER**, whether by virtue of agreement or otherwise.
- x) That, the **SUPPLIER** shall provide 10% Performance Security against total cost of contract and this Performance Security should be valid at least **90 days** beyond the date of completion of contract to cover defects liability period or maintenance period subject to final acceptance by the **PURCHASER** as per clause 39 of SPPRA 2010 (Amended 2017).
- xi) The **PURCHASER** 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.
- xii) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract and both parties shall be bound by it.
7. 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.
8. Any notice required under this contract shall be in writing and shall be effective when received by the addressee at its given address.





- 9. If any term, conditions, or provision in this agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor 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.
- 10. This agreement may be amended only in writing signed by both the parties.
- 11. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

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**AIGP, MT Sindh**  
**Secretary, Purchase Committee**  
 On behalf of IGP, Sindh

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**Mr.\*\*\*\*\***  
**M/s.\*\*\*\*\***  
 On behalf of supplier

**Witness:**

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

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





## **Technical Proposal Form**

<b>Bidder's Profile</b>		
Name		
Official Address		
Telephone(s) No.		
Official Fax No.		
GST Registration No.		
Income Tax Reg. No.		
Sr. No.	Quoted Hardware/Equipment/Furniture Specifications	Supply Duration (in Months)
1		

**Note:** Please read carefully the whole document and provide all necessary details with proof of evidence.

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





**Financial Proposal Form**

Bidder's Profile				
Name				
Official Address				
Telephone(s) No.				
Official Fax No.				
GST Registration No.				
Income Tax Reg. No.				
No. of years in business				
Sr. No.	Quoted Item Name	Quantity	Unit Cost (Rs) (with all Govt. taxes)	Total Cost (Rs) (inclusive all taxes)
<b>Total Cost in Pak Rupees</b>				
(in words. _____)				

**Note:** Earnest money will be equivalent to 2% of the total bid cost. Only Pay Order/Bank Draft for earnest money will be acceptable in favor of IGP, Sindh, Karachi.

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







**Annexure – D**

Sr.	DESCRIPTION	YES	NO
1	Chassis reinforcement will be of 4mm HRC pressed angle & plate up to 8ft. in length approx.		
2	Road spring leaves enhancement various spacing		
3	Chassis platform will be of 4"x2"x3/16" precast channel 36" long with U-chassis bolts 6 nos. 5/8" dia shaft		
4	Jack foundation will be of 4"x2"x3/16" precast channel various in length 7 Nos. supported with triangle plates		
5	Boom male part 4"x2"x5/16" pressed channel box type		
6	Boom female part 3.5"x1.5"x5/16" box type having 5/8" dia spring loading pin		
7	4" dia bush with inside pin 3" dia with lath work		
8	3/8" thick plate for tyre hanger welded on 2" dia 3/16" thick 50" long with side plates 4 nos. 5/8" thick with 1" square shaft rods		
9	DC 12 volt Hydraulic pump with motor 800kgs lifting capacity, high pressure hydraulic pipes, nipples various type, key switch and wiring 6mm from battery to motor		
10	Hydraulic jack single or double stage type 1.25" or 1.5"/2" shaft 12" to 15" working or single shaft type		
11	Complete system will be painted with synthetic enamel paint black		
12	Front bumper 5mm HRC pressed channel with towing hook & cement filling		
13	Synthetic enamel black paint on entire installed system		



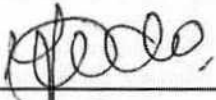
**TENTATIVE PROCUREMENT PLAN FY 2017-18**


S.#	Description	Method	Qty.	Price (estimated)	Cost (estimated)
1	Pickup 4X2 S/C	Direct Contracting	300	2,355,000	706,500,000
2	Pickup 4X4 S/C	Direct Contracting	30	3,450,000	103,500,000
3	Pickup 4X4 D/C	Direct Contracting	50	3,800,000	190,000,000
4	Car 1300cc	Direct Contracting	30	1,750,000	52,500,000
5	Jeep 3000cc (Fortuner)	Direct Contracting	5	5,500,000	27,500,000
6	Canopy for pickups	Tendering	479	249,900	119,702,100
7	Hiace Van	Direct Contracting	2	6,000,000	12,000,000
8	Water Tanker (5000 ltr.)	Tendering	10	4,000,000	40,000,000
9	Troop Carrier	Tendering	15	3,000,000	45,000,000
10	Ambulance (ALS)	Tendering	10	7,500,000	75,000,000
11	Fork Lifters (3ton capacity)	Tendering	20	3,000,000	60,000,000
12	Heavy Recovery vehicle (8-15ton)	Tendering	2	22,500,000	45,000,000
13	Light Recovery vehicle (2-5ton)	Tendering	10	12,500,000	125,000,000
14	Light Toe Hydraulic System	Tendering	25	325,000	8,125,000
15	Motorcycles 250cc	Tendering	125	1,100,000	137,500,000
16	Motorcycles 150cc	Tendering	416	225,000	93,600,000
17	Motorcycles 125cc	Direct Contracting	50	140,000	7,000,000
			<b>1,579</b>		

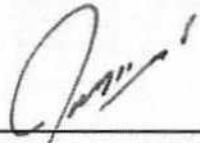
<b>GRAND TOTAL</b>	<b>1,847,927,100</b>
<b>Budget Allocation for CFY 2017-18</b>	<b>1,847,970,000</b>
<b>BALANCE</b>	<b>42,900</b>

  
 \_\_\_\_\_  
**Suhail Anjum Jafri**  
 Rep. Home Department GoS  
 Member

  
 \_\_\_\_\_  
 Rep. Transport Department GoS  
 Member

  
 \_\_\_\_\_  
**Tanveer Alam Odho, PSP**  
 AIGP, Operations Sindh  
 Member

  
 \_\_\_\_\_  
**Abdul Hameed Khoso, PSP**  
 AIGP, Motor Transport Sindh  
 Secretary

  
 \_\_\_\_\_  
**Imran Yaqoob Minhas, PSP**  
 DIGP, Technical & Transport Sindh  
 Chairman