



POLICE DEPARTMENT,
GOVERNMENT OF SINDH

www.sindhpolice.gov.pk

No.

MT/VEH/2018/Karachi dt: /02/2018

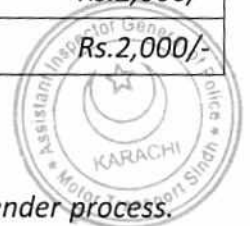
TENDER NOTICE

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	WATER TANKER (5,000 ltrs.)	10 No(s)	Rs.2,000/-
2	TROOP CARRIERS (26-30 Capacity)	15 No(s)	Rs.2,000/-
3	HEAVY RECOVERY VEHICLES (10-15 Tons)	02 No(s)	Rs.2,000/-
4	LIGHT RECOVERY VEHICLES (2-5 Tons)	10 No(s)	Rs.2,000/-
5	LIFE SAVING AMBULANCE	10 No(s)	Rs.2,000/-
6	FORK LIFTER (3 Ton Capacity)	02 No(S)	Rs.2,000/-
7	LIGHT TOWING HYDRAULIC SYSTEM FOR PICKUPS	25 No(S)	Rs.2,000/-
8	MOTORCYCLES 250CC	125 No(s)	Rs.2,000/-
9	MOTORCYCLES 150CC	416 No(s)	Rs.2,000/-

INSTRUCTION:

- 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.
- Only manufacturers/authorized dealers registered with Income Tax and Sales Tax Departments and having valid EDB certificate (for sr. # 1 to 4 only) 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 2nd March 2018 till 10:00 a.m.

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

From date of publication up to 2nd March 2018 till 02:30 p.m.

6. **Date of Opening of Bids**

On 2nd March 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,

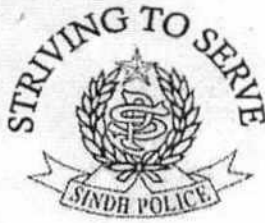
Dated: -2017

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

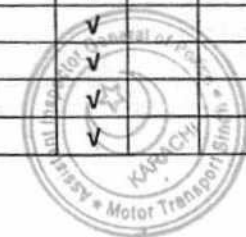
(ABDUL AZIM TUNIO) PSP
AIGP/MT Sindh
For Inspector General of Police
Sindh, Karachi





ANNUAL PROCUREMENT PLAN
(WORKS, GOODS & SERVICES)
Financial Year 2017-18

Sr.#	Description of Procurement	Quantity (Nos.)	Estimated Cost	Estimated Total	Funds Allocated	Source of Funds ADP/Non ADP	Proposed Procurement Method	Timing of procurements				Remarks
			(PKR in million)					1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	
1	Pickup 4X2 S/C	300	2.355	706.500	1,848	Non ADP	Direct Contracting		✓			
2	Pickup 4X4 S/C	30	3.450	103.500			Direct Contracting		✓			
3	Pickup 4X4 D/C	50	3.800	190.000			Direct Contracting		✓			
4	Car 1300cc	30	1.750	52.500			Direct Contracting		✓			
5	Jeep 3000cc (Fortuner)	5	5.500	27.500			Direct Contracting		✓			
6	Canopy for pickups	479	0.250	119.750			Tendering		✓			
7	Hiace Van	2	6.000	12.000			Direct Contracting		✓			
8	Water Tanker (5000 ltr.)	10	4.000	40.000			Tendering		✓			
9	Troop Carrier	15	3.000	45.000			Tendering		✓			
10	Ambulance (ALS)	10	7.500	75.000			Tendering		✓			
11	Fork Lifters (3ton capacity)	20	3.000	60.000			Tendering		✓			
12	Heavy Recovery vehicle (8-11)	2	22.500	45.000			Tendering		✓			
13	Light Recovery vehicle (2-5td)	10	12.500	125.000			Tendering		✓			
14	Light Toe Hydraulic System	25	0.325	8.125			Tendering		✓			
15	Motorcycles 250cc	125	1.100	137.500			Tendering		✓			
16	Motorcycles 150cc	416	0.225	93.600			Tendering		✓			
17	Motorcycles 125cc	50	0.140	7.000			Direct Contracting		✓			
		1,579		1,848	1,848							



(Abdul Hameed Khoso) PSP
AIGP MT Sindh
Secretary, Purchase Committee



**POLICE DEPARTMENT
GOVERNMENT OF SINDH**

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

.....
Fork Lifter (3 Ton Capacity)

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 2nd 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)

- 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 and SPPRA, Government of Sindh 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.



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

(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 2nd 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 70 million up to 80 million = 60 marks (mandatory) Above 80 million up to 90 million = 100 marks Above 90 million up to 100 million = 150 marks More than 100 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

Bidder's Profile		
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)
Total Cost in Pak Rupees				
(in words. _____)				

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

BIDDER (Sign + Seal)





Annexure – D

CATEGORY	TECHNICAL SPECIFICATION	YES	NO
GENERAL	Brand new		
	Unregistered		
	Latest model		
	Complete in all respects		
	Police Blue color		
ENGINE	4 Stroke diesel		
	Capacity 4000cc to 4500cc		
TRANSMISSION	Manual 5 speed		
BRAKE SYSTEM	Power assist disc brake		
EQUIPMENT	Power steering		
	Both sides view mirror		
	Both sides sun shades		
	Seat belt (cabin)		
	Spare wheel		
	Standard tool & other accessories		

SUPER STRUCTURE

Sub Frame	Pressed steel section	4.5 mm		
Cross Member	Pressed steel section	3.2 mm		
Floor	Chequered Steel Sheet	2.5 ~ 3.2 mm		
Front Board	Pressed steel section	2.0 mm		
Side Walls	Pressed steel section	2.0 mm		
Awning pipe	G.I. Pipes	O.D. ¾" and 1"		
Canopy Cover	Canvas			
Body Mounting	U-Bolt / Fish Plate			
Tool Box	Steel Sheet	1.6 mm		
Mud Guards	Steel Sheet	1.6 mm		
Mud flaps	Provided			
Cross Member	Pressed Steel Section	3.2mm		
SEATS	Bench type folding seats fitted with wooden planks			
PRIMER	All parts coated with oven baked Epoxy primer prior to fabrication			
PAINT	Synthetic Enamel Paint Police Blue with logo & branding			





**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 2nd 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)

- 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 and SPPRA, Government of Sindh 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.



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

(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 2nd 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:** _____.





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

Bidder's Profile		
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)
Total Cost in Pak Rupees				
(in words. _____)				

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





**POLICE DEPARTMENT
GOVERNMENT OF SINDH**

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

.....
Motorcycle (150cc)

M/s.....

2017-2018







	Page #
1) Instructions to Bidders	3 to 4
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13) Specification (Annex-D)	21





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 2nd 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)

- 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 and SPPRA, Government of Sindh 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.





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

(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 2nd 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.





- 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

Bidder's Profile		
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)
Total Cost in Pak Rupees				
(in words. _____)				

Note: Earnest money will be equivalent to 2% of the total bid cost. Only Pay Order/Bank Draft for earnest money will be acceptable in 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		
POLICE MODEL ACCESSORIES				
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
.....
Advance Life Saving Ambulance**

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 2nd 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)

- 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 and SPPRA, Government of Sindh 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 2nd 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 70 million up to 80 million = 60 marks (mandatory) Above 80 million up to 90 million = 100 marks Above 90 million up to 100 million = 150 marks More than 100 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

Bidder's Profile		
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)
Total Cost in Pak Rupees				
(in words. _____)				

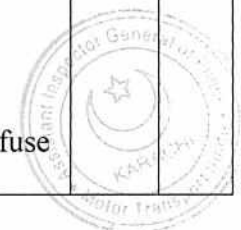
Note: Earnest money will be equivalent to 2% of the total bid cost. Only Pay Order/Bank Draft for earnest money will be acceptable in favor of IGP, Sindh, Karachi.

BIDDER (Sign + Seal)





CATEGORY	TECHNICAL SPECIFICATION	YES	NO
PATIENT COMPARTMENT, EQUIPMENT AND ACCESSORIES			
General	Brand New		
	Unregistered		
	Right Hand Drive		
	Complete in all respects		
Engine	4 Stroke Diesel / Petrol		
	Capacity from 2400cc to 3000cc		
Transmission	Manual 5 Speed		
Brake System	Power Assist Disc Brake		
Equipment	Air Conditioner		
	Power Steering		
	Both Sides View Mirror		
	Both Sides Sun Shades		
	Seat Belts		
	Spare Wheel		
	Standard Tool & Other Accessories		
Ambulatory Requirement			
Floor	Made of water and termite proof half inch thick ply-wood or imported HDF laminated with PVC coating. The floor should be carpeted with flexible, non-slip, non-standing, and water proof and washable special Vinyl covering at-least 2mm thick in a single piece flooring. All side gaps should be sealed with silicon.		
Internal Ceiling	All internal ceiling is replaced with F/G ceiling which is waterproof, washable and disinfect able.		
ABS sheets on side walls	All side wall in patient compartment poshes made of hand board is replaced with washable disinfect able ABS sheets and this is to ensure cleanliness.		
Partition Wall	In between driver and patient compartment of 3/4" lamination sheet molded with F/G mat fixed with steel brackets to side walls. One window with sliding glasses.		
Side Utility Panel	Made of ABS/F.G molded material on the right side. Having following items:- <ul style="list-style-type: none"> ✓ Examination LED's light. ✓ Oxygen outlets (02). ✓ Oxygen alarm. ✓ Space for tissue box and gloves box. ✓ All switches and sockets (12 volts) and fuse box. 		





AED and suction unit cabinet large	Made of ABS / FG material with rounded edges, top to accommodate AED having special lock system and bottom to accommodate suction unit to be installed on the right side of the vehicle.		
Overhead Cabinet	One overhead cabinet Made of ABS / FG material attach with ceiling for storage of misc. items.		
Electrical Wiring	All electrical wiring of ambulatory compartment should be of wiring harness system with no joint and taping having all connector system and having a separate fuse box for each operation. All wires should be of 10mm, 8mm and 6mm size and should be of fire retardant material. There should be a separate maintenance-free battery of 40 amps for ambulatory compartment which is to be charged through the vehicle generator. There should be a 220 volts inlet and outlet sockets for outside source of 220 volts. One 220 volt inverter will be provided for continuous suppliers of 220 for changing of various medical equipment.		
Main Automatic Loading Stretcher	Main Stretcher automatic loading type made of aluminum alloy/stainless steel frame with 4+2 loading wheels and adjustable head section. The mattress should be 2" thick with best quality foam, upholstered with best quality washable PVC coated Rexene with pillow with two safety belts and two side guards. Approx. size 6' 3" x 1' 9" (L x W) with 3' Ht. in standing position and 1' Ht. in collapsible position. Locking system for stretcher at front and right side of the stretcher and S.S. sheet on the floor under his stretcher. Detachable IV rod with the stretcher (best quality) .		
One Folding Stretcher Four Fold	Bedding area made of very strong water proof PVC coated washable orange parachute cloth and special carrying bag made of Parachute and structure made of 1 1/4" round light-weight aluminum alloy (best quality) .		
Platform	Special platform made of F/G reinforced with S/s sheet having space underneath for storage of Spine Board.		



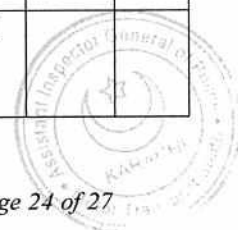


<p>Four Persons Bench Made of Single Piece F/G Material with Rounded Edges</p>	<p>Make of 3” special preformed polyurethane foam with minimum 16” width, made over a storage box open-able in two parts. Seat cover of best quality artificial leather and seat belts. Back of the bench should be cushioned with approximately 12” height to accommodate spine board at its back. One side bar made of 1” MS pipe chrome plated / powder coated. (in case of High Roof)</p>		
<p>One Person Crew Seat</p>	<p>Revolving (in case of High Roof) Fixed to the body of the vehicle with seat belt at the head end of patient with best quality artificial leather / fabric.</p>		
<p>Medical Cabinet</p>	<p>Made of high quality non staining scratch resistant, rust proof, water proof fiber glass and ABS material. All front doors & Drawers having double side finished with self-lockable latch type handles made of plastic material. All doors having self-closable imported surface hinges. Cabinet having four sections.</p> <p>1. Oxygen Section To accommodate two M.F size O2 cylinders, should have double steel brackets with rubber padding. The door having plexi glass window, an internal light with a door switch to be provided Floor of cabinet matted with vinyl flooring.</p> <p>2. Disposable Section Disposable section having 3 to 4 shelves for various disposables</p> <p>3. Drawers Section Having 5 to 7 drawers (depending upon the size of vehicle) All drawers made of S/S sheet material. All drawers having special self-closing & self-retaining catcher railing which is not self-opened during rush driving.</p> <p>4. Wash Basin Section This section having special molded wash basin with tap, having a water reservoir of 18 to 20 Liters capacity, water is dispensable through an electrical pump operated through a foot switch at the cabinet door. Top of the cabinet having rounded edges & corners One soap dispenser & one toilet roll holder to be provided.</p>		





AED Defibrillator	<ul style="list-style-type: none">✓ AED Defibrillator (Automatic external defibrillation with CPR feedback).✓ The AED must give audio and visual prompts like 'PUSH HARDER' and 'GOOD COMPRESSIONS' to assist the user during a Rescue.✓ The AED must work on Biphasic Waveform having a maximum energy setting of 200Joules.✓ The AED must use consumer lithium batteries. These batteries must offer a five year shelf-life and be readily available at local retail outlets and must not be defibrillator manufacturer dependent.✓ The electrode must have a shelf life of 3-4 years. (Panel A)		
Suction Apparatus	Rechargeable battery operator suction unit 18 lit/min airflow with bacteria filters. One liter auto clearable bottle 2. 25 liter/min air flow with rechargeable original mounting bracket. (Panel A)		
Pulse Oximeter	The handheld pulse oximeter provides an easy and accurate assessment of oxygen saturation and pulse rate from adults to neonates. Truly portable, this pocket-size handheld oximeter will hold up in the most demanding environments. Pulse oximeter provides a cost-effective, environmentally friendly solution for your monitoring needs. The memory version offers approx.: 18 hours of data storage. (Panel A)		
Nebulizer	Ultrasonic Nebulizer with rechargeable battery.		
Portable Aluminum O2 Cylinder	One Portable Aluminum Oxygen Cylinder approx.: 2.2 liter capacity with regulator in carrying Bag.		
Spine board	Spine board that reduces the possibility of contamination during transportation of the patient. High density completely recyclable polyethylene, molded into a unique, one piece shell; this technique guarantees the B-back. The exclusive Spencer Contour head immobilizer has been studied to assure the optimum head immobilization of traumatized patients. (best quality)		
B.P Apparatus	One BP apparatus with wall mounted large dial type 5/6" imported with one stethoscope. (Panel A)		





Philadelphia collar	Adjustable Philadelphia Collar easy access for pulse checking, advanced airway management procedures and visualization through the oversized hole in correspondent. (Adult & Paed Size) 01 Each. Adjustable Philadelphia Collar (Adult & Paed Size). (Panel A)		
Glucometer	Glucometer with 50 strips. (Panel A)		
Oxygen Supply System	Brand new MF (48 cu.ft.) two imported oxygen cylinders duly tested and filled by the Govt. approved company with electronic Low Oxygen Alarm, Changeover system and high pressure piping made of imported flexible material and brass sockets and connectors. The pressure regulator of cylinder should be imported. Oxygen would be delivered through two outlets with one flow meter and mask.		
Bleeding Kit Packed in Kidney Tray	<ul style="list-style-type: none">✓ Kidney S.S 8".✓ Needle holder (01).✓ Artery Forceps (02).✓ Toothed Forceps (01).✓ Tourniquets (04).✓ Tissue Scissor (01).✓ Sponge Holder (01).✓ Dressing Scissor (01).✓ Crepe Bandages small & large (02 each).✓ Gauze Packs large (04).✓ Catgut 2/0 (05).		
Two EMT Kit	Small EMT kit made of artificial leather attachable with the belt having following items:- <ul style="list-style-type: none">✓ 01 scissor.✓ 01 forceps.✓ 01 Pen light.✓ 01 face mask.✓ 01 CPR mask.✓ 01 tourniquet.		





<p>Stitching Kit in Stainless Steel Tray</p>	<ul style="list-style-type: none"> ✓ Saw Cutter (01). ✓ Needle holder (01). ✓ Artery Forceps (02). ✓ Toothed Forceps (01). ✓ Tissue Scissor (01). ✓ Sponge Holder (01). ✓ Dressing Scissor (01). ✓ Crepe Bandages small & large (02 each). ✓ Gauze Packs large (04). ✓ Silk 2/0 & 1 size 2 each with needle. ✓ Tourniquets (04). ✓ Inj Xylocaine (05). ✓ Inj Pethidine & Dicloran (02). ✓ Inj. Mexolon (02). ✓ Inj. Distill Water (04). ✓ D/Syringes 5cc (05). ✓ D/Syringes 10cc (05). 		
<p>Hard Carrying case</p>	<p>One Resuscitation Hard Carrying Case made of ABS material with wall bracket.</p> <ul style="list-style-type: none"> ✓ Ambo Bag adult and pads size. ✓ One portable BP apparatus with stethoscope. ✓ Hand Operated Manual Suction Apparatus. ✓ Laryngoscope with four curved blades. ✓ Professional torch. ✓ Mouth opener. ✓ Endotracheal tubes (diff) size. ✓ Airways (diff) sizes. ✓ Gloves Nichiband. ✓ Containment Bags. 		
<p>1xFirst Aid Bag</p>	<p>Made of very strong water proof PVC coated washable red parachute cloth. Design to store the following items:-</p> <ul style="list-style-type: none"> ✓ Pyodine Solution. ✓ Dressing Scissor. ✓ Pyodine Powder. ✓ 4x4 Gauze Pad and Sticking. ✓ Forceps. ✓ Cotton bandages. <p>Bag having partitions inside made of P.P material.</p>		



Hand Search Light	Rechargeable LED hand search light.		
Spot Lamp	Spot Lamp with flexible neck for patient examination.		
Back Flood Light	Back search light, adequate internal lighting for handling the patients at night.		
I.V Hooks	Hooks for intravenous infusion set will be placed on both sides. Local Made S/S Material.		
Fire Extinguishers	2 Kg Halotron in Driver compartment and 6 Kg Dry Chemical Powder type fixed with bracket to the side-wall.		
Frosted Glass	Window Glass of patient compartment, 2/3 frosted with high quality of colorless, opaque imported vinyl sticker.		
Trash box	Stainless steel with 10 liters capacity, attached to the floor and with plastic removable and washable inner lining.		
Syringe Cutter	One syringe cutter.		
Rescue Equipment	<ul style="list-style-type: none">✓ Safety Belts (02).✓ Safety Harness (02).✓ Fire Man Ax (01).✓ Crow Bars (01).✓ Emergency Search Light (01).✓ Leather Gloves (06).✓ Caution sign tape roll (03).✓ 14" Bolt Cutter.✓ Full face mask for Fire Escape and Toxic Gases.✓ Safety rope 30 meter long having 11mm diameter.✓ Triangular traffic signs.		





**POLICE DEPARTMENT
GOVERNMENT OF SINDH**

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

.....
Motorcycle (250cc)

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 2nd 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)

- 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 and SPPRA, Government of Sindh 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

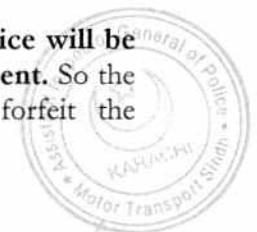
The Responding Organization (RO) to provide information as per (Annexure-D). RO may not propose any kind of refurbished item in their technical proposals.

(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.





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

(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 2nd 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 135 million up to 145 million = 60 marks (mandatory) Above 145 million up to 155 million = 100 marks Above 155 million up to 165 million = 150 marks More than 165 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) _____

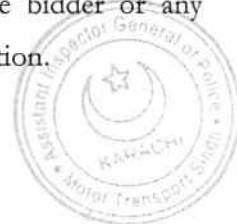
- 8. Names of Owner/Partners/Chief Executive/Directors _____
- 9 Details of registered Head Office (Address, Phone, Fax, Email & Website) _____

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.



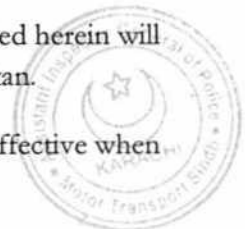


Annexure-A(3/4)

- 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.

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

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

Witness:

1) _____

2) _____



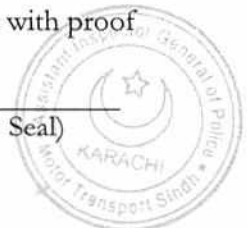


Technical Proposal Form

Bidder's Profile		
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)
Total Cost in Pak Rupees				
(in words. _____)				

Note: Earnest money will be equivalent to 2% of the total bid cost. Only Pay Order/Bank Draft for earnest money will be acceptable in 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	Twin Cylindrical 4 Stroke		
		Ignition Electronic		
		Fuel (EFI)		
3	Transmission	6 Speed Constant Mesh		
4	Suspension	Front telescopic forks, Coil Spring, Oil Damped		
		Rear Swing arm Type. Rear Shock with adjustable Spring Preload		
5	Brake System	Disk Brake		
6	Equipment	Both Side View Mirror		
		Standard Tool & other Accessories		

POLICE MODEL ACCESSORIES

7	Additional Frames & Brackets	<ul style="list-style-type: none"> Front Safeguard Made with 1" MS pipe (thick 16-SWG or higher) with powder coated black color 		
		<ul style="list-style-type: none"> Rear frame to hold rear boxes & LED light Made with 1" MS pipe (thick 16-SWG or higher) with powder coated black color 		
		<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Two imported LED flashing lights will be installed at the front of the bike 		
		<ul style="list-style-type: none"> One LED telescopic pole light 		





**POLICE DEPARTMENT
GOVERNMENT OF SINDH**

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

.....
Heavy Recovery Vehicle (8-15 Ton)

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 2nd 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)

- 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 and SPPRA, Government of Sindh 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.





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

(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 2nd 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
- Valid Certificate by Engineering Development Board
- 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.*

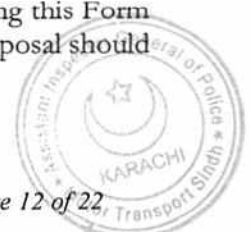
b. Evaluation Criteria and Comparison of Bids

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 35 million up to 45 million = 60 marks (mandatory) Above 45 million up to 55 million = 100 marks Above 55 million up to 65 million = 150 marks More than 65 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.

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

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

Witness:

1) _____

2) _____





Technical Proposal Form

Bidder's Profile		
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

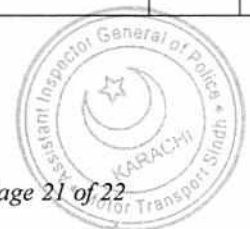
Bidder's Profile				
Name				
Official Address				
Telephone(s) No.				
Official Fax No.				
GST Registration No.				
Income Tax Reg. No.				
No. of years in business				
Sr. No.	Quoted Item Name	Quantity	Unit Cost (Rs) (with all Govt. taxes)	Total Cost (Rs) (inclusive all taxes)
Total Cost in Pak Rupees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

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

BIDDER (Sign + Seal)



CATEGORY	TECHNICAL SPECIFICATION	YES	NO
1 GENERAL	Brand New		
	Unregistered		
	Right Hand Drive		
	Complete in all respects		
	Latest Model		
2 ENGINE	4 Stroke Diesel / Petrol		
	Capacity from 7000cc to 8500cc		
3 TRANSMISSION	Manual 8+1 minimum		
4 BRAKE SYSTEM	Full Air Dual Circuit, s-cam type, leading trailing front & rear wheels with ABS (optional)		
5 EQUIPMENT	Power Steering		
	Both Sides View Mirror		
	Both Sides Sun Shades		
	Seat Belts		
	Spare Wheel		
	Standard Tool & Other Accessories		
	Bar light with PA system (multi tone) speaker (100 watts)		
SUPER STRUCTURE – MS STEEL BODY STRUCTURE COMPARTMENTS PROVIDED PER SIDE			
1 BOOM	Boom Retracted at 30' (ft.) – 14,515 kgs (32,000 lbs. minimum)		
	Boom Extended at 30' (ft.) – 5,443 kgs (12,000 lbs. minimum)		
	Maximum Lift Angle – 36' (ft.)		
	Maximum Hook Height – 160' (ft.)		
	Reach Past Tailboard at 30' (ft.) – 54' (ft.)		
2 UNDERLIFT	Retracted with forks – 5,443 kgs (12,000 lbs. minimum)		
	Extended with forks – 3,855 kgs (8,500 lbs. minimum)		
	Extended with Wheel Retainers – 2,268 kgs (5,000 lbs.) / 2,948 kgs (6500 lbs.)		
	Maximum Reach to Center of Forks at the Normal Tow Height 84" (inch)		
	Positive Tilt – 20' (ft.)		
	Negative Tilt – 10' (ft.)		
	Tow Rating – 14,515 kgs (32,000 lbs. minimum)		





3	WINCH & CABLE	Rating (1 st layer of drum) each Winch – 6,804 kgs (15,000 lbs. minimum)		
		Diameter & Length (each winch) – ½” (inch) x 150’ (ft.)		
		Cable Type – 6 x 37 IWRC		
4	ACCESSORIES	1. 120” (inch) or 138” (inch) VX @ Low Profile Body		
		2. Light Pylon		
		3. In cab Controls		
		4. Additional Lifting Attachments		
		5. Wireless Remote		
		6. Manual Extension Rear Outriggers		
		7. Emergency Lighting		
		8. Air Shift PTO		
		9. Work Lights		
		10. Wide Load Light Bar		
		11. Hand Rails		
		12. Rubber mud flaps		
		13. Police logo & branding		
		14. Any other		





**POLICE DEPARTMENT
GOVERNMENT OF SINDH**

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

.....
Troop Carrier (26-30 capacity)

M/s.....



2017-2018



	Page #
1) Instructions to Bidders	3 to 4
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10) Sample Contract Agreement (Annex-A)	15 to 18
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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 2nd 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)

- 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 and SPPRA, Government of Sindh 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.

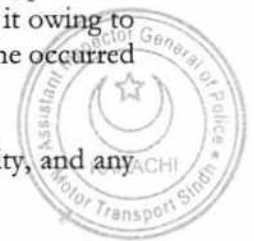
Sealed with the Common Seal of the Bank this _____ day of _____, 201_____.

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.



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

(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 2nd 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 conforming 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
- Valid Certificate by Engineering Development Board
- 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.*

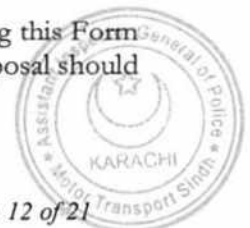
b. Evaluation Criteria and Comparison of Bids

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 35 million up to 45 million = 60 marks (mandatory) Above 45 million up to 55 million = 100 marks Above 55 million up to 65 million = 150 marks More than 65 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

Bidder's Profile		
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)



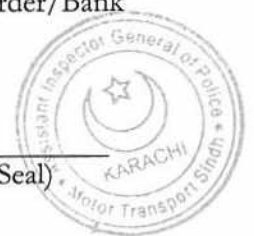


Financial Proposal Form

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)
Total Cost in Pak Rupees				
(in words. _____)				

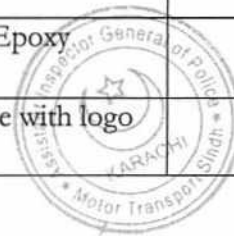
Note: Earnest money will be equivalent to 2% of the total bid cost. Only Pay Order/Bank Draft for earnest money will be acceptable in favor of IGP, Sindh, Karachi.

BIDDER (Sign + Seal)





CATEGORY		TECHNICAL SPECIFICATION	YES	NO	
1	GENERAL	Brand new			
		Unregistered			
		Latest model			
		Complete in all respects			
		Blue color			
2	ENGINE	4 Stroke diesel			
		Capacity 4000cc to 4500cc			
3	TRANSMISSION	Manual 5 speed			
4	BRAKE SYSTEM	Power assist disc brake			
5	EQUIPMENT	Power steering			
		Both sides view mirror			
		Both sides sun shades			
		Seat belt (cabin)			
		Spare wheel			
		Standard tool & other accessories			
SUPER STRUCTURE					
1	CONSTRUCTION				
		Sub Frame	Pressed steel section 4.5 mm		
		Cross Member	Pressed steel section 3.2 mm		
		Floor	Chequered Steel Sheet 2.5 ~ 3.2 mm		
		Front Board	Pressed steel section 2.0 mm		
		Side Walls	Pressed steel section 2.0 mm		
		Awning pipe	G.I. Pipes O.D. ¾” and 1”		
		Canopy Cover	Canvas		
		Body Mounting	U-Bolt / Fish Plate		
		Tool Box	Steel Sheet 1.6 mm		
		Mud Guards	Steel Sheet 1.6 mm		
		Mud flaps	Provided		
		Cross Member	Pressed Steel Section 3.2mm		
2	SEATS	Bench type folding seats fitted with wooden planks			
3	PRIMER	All parts coated with oven baked Epoxy primer prior to fabrication			
4	PAINT	Synthetic Enamel Paint Police Blue with logo & branding			





**POLICE DEPARTMENT
GOVERNMENT OF SINDH**

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

.....
Water Bowser (5,000 Ltr.)

M/s.....



2017-2018



	Page #
1) Instructions to Bidders	3 to 4
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5) General Terms & Conditions	8 to 10
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10) Sample Contract Agreement (Annex-A)	15 to 18
11) Technical Proposal Form (Annex-B)	19
12) Financial Proposal Form (Annex-C)	20
13) Specification (Annex-D)	21





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 2nd 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)

- 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 and SPPRA, Government of Sindh 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 deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the 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

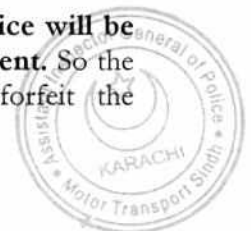
The Responding Organization (RO) to provide information as per (Annexure-D). RO may not propose any kind of refurbished item in their technical proposals.

(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.





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

(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 2nd 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
- Valid Certificate by Engineering Development Board
- 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 30 million up to 40 million = 60 marks (mandatory) Above 40 million up to 50 million = 100 marks Above 50 million up to 60 million = 150 marks More than 60 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

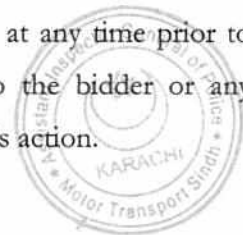
- 9 Details of registered Head Office (Address, Phone, Fax, Email & Website)

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.

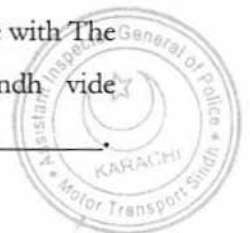
AND

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:-

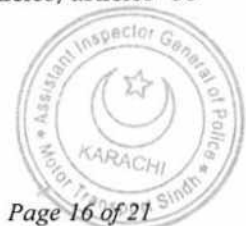
S.NO.	DESCRIPTION OF VEHICLE(S)	QUANTITY
---	---	---
---	---	---

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.

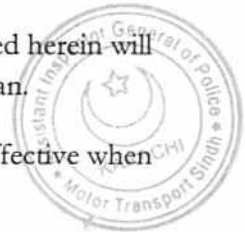




- vi) That, PAYMENT of all products/vehicles/articles ACCEPTED shall be made by **AIGP, Logistics, Sindh** at below specified rate (F.O.R Destination Basis) within financial year 2017-18.

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) _____



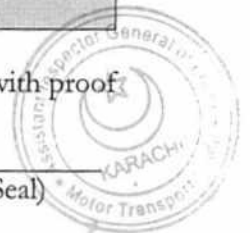


Technical Proposal Form

Bidder's Profile		
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)
Total Cost in Pak Rupees				
(in words. _____)				

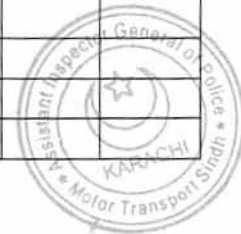
Note: Earnest money will be equivalent to 2% of the total bid cost. Only Pay Order/Bank Draft for earnest money will be acceptable in favor of IGP, Sindh, Karachi.

BIDDER (Sign + Seal)





CATEGORY		TECHNICAL SPECIFICATION	YES	NO	
1	General	Brand New			
		Unregistered			
		Right Hand Drive			
		Complete in all respects			
		Latest Model			
		Police Blue Color			
2	Engine	4 Stroke Diesel / Petrol			
		Capacity from 4000cc to 4500cc			
3	Transmission	5+1 speed manual (minimum)			
4	Brake System	Power Assist Brake			
5	Equipment	Power Steering			
		Both Sides View Mirror			
		Both Sides Sun Shades			
		Seat Belts			
		Spare Wheel			
		Standard Tool & Other Accessories			
		Water Bowser 5000 Ltr			
WATER TANK					
1	General	Use	Water		
		Filling	From Top (By Gravity)		
		Decanting	Gravity and Engine Driven Pump		
		Tank Compartment	One		
2	Construction	Capacity	5000 ltrs Approx.		
		Type	Elliptical		
		Material	G.I. Sheet 3.0 mm		
		Baffle Plates	2-Nos. 3.0 mm		
		Manhole	1-No		
		Base Frame	Steel Sheet 4.5 mm		
		Body Mounting	Pin Bolts/Fish Plates		
		Mud Guards	Steel Sheet 1.6 mm		
		Ladder	Steel Pipe		
		Rear Bumper	Steel Sheet 3.2 mm		
		Tool Box	Steel Sheet 1.6 mm		





**POLICE DEPARTMENT
GOVERNMENT OF SINDH**

**Bid Document
PROCUREMENT OF
TRANSPORT FOR SINDH POLICE**
.....
Light Recovery Vehicle (2-5 Ton)

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 2nd 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)

- 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 and SPPRA, Government of Sindh 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.





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

(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 2nd 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
- Valid Certificate by Engineering Development Board
- 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.*

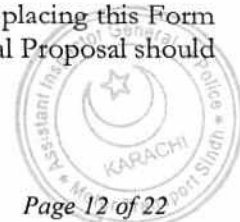
b. Evaluation Criteria and Comparison of Bids

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 115 million up to 125 million = 60 marks (mandatory) Above 125 million up to 135 million = 100 marks Above 135 million up to 145 million = 150 marks More than 145 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.





- 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

Bidder's Profile		
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)
Total Cost in Pak Rupees				
(in words. _____)				

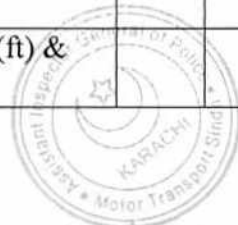
Note: Earnest money will be equivalent to 2% of the total bid cost. Only Pay Order/Bank Draft for earnest money will be acceptable in favor of IGP, Sindh, Karachi.

BIDDER (Sign + Seal)





CATEGORY		TECHNICAL SPECIFICATION	YES	NO
1	GENERAL	Brand New		
		Unregistered		
		Right Hand Drive		
		Complete in all respects		
		Latest Model		
2	ENGINE	4 Stroke Diesel		
		Capacity from 4000cc to 4500cc		
3	TRANSMISSION	4+1 speed manual (minimum)		
4	BRAKE SYSTEM	Power Assist		
5	EQUIPMENT	Power Steering		
		Both Sides View Mirror		
		Both Sides Sun Shades		
		Seat Belts (cabin)		
		Spare Wheel		
		All Standard Tool & Other Accessories		
		Bar light with PA system (multi tone) speaker (100 watts)		
SUPER STRUCTURE – MS STEEL BODY STRUCTURE COMPARTMENTS PROVIDED PER SIDE				
1	BOOM	Boom Structural Rating – Retracted 34” (inch)		
		Boom Structural Rating – Extended 34” (inch)		
		Maximum Angle – 48” (inch)		
		Boom Elevation Cylinders(s) – Single		
		Maximum Hook Height – 173” (173 inch minimum)		
		Reach Past Tailboard at minimum boom angle – 81” (81 inch minimum)		
2	UNDERLIFT	Distance from tailboard – Retracted – 30” (30 inch minimum)		
		Distance from tailboard – Extended – 67” (67 inch minimum)		
		Lift capacity – Full extension – 1,815 kgs or 4,000 lbs. minimum		
		Tow rating – 4,536 kgs or 10,000 lbs. minimum		
		Under lift tilt – +/- 8” (8 inch plus/minus)		
3	WINCH & CABLE	Winch Type – Worm		
		Winch capacity – 3,629 kgs or 8,000 lbs. minimum		
		Cable specification – 3/8” (inch) x 100’ (ft) & 6” (inch) x 19 I.P.S		





4	ACCESSORIES	1. Hydraulic system PTO operated		
		2. Rear outriggers		
		3. Working light (02 nos.) at rear portion for night operation		
		4. Tailboard safety chain pocket		
		5. Standard toolkit		
		✓ Screw ranch 10" (inch) - 01 No.		
		✓ Screw driver – 01 No.		
		✓ Hammer – 01 No.		
		6. Rubber mud flaps		
		7. Police logo & branding		

