



REQUEST FOR PROPOSAL
FOR
PROCUREMENT OF FURNITURE & FIXTURE
UNDER “AUTOMATION OF HUMAN RESOURCE
MANAGEMENT SYSTEM FOR ALL EMPLOYEES OF SINDH
POLICE DEPARTMENT” PROJECT

February 2018

Note: The bidder is expected to examine the bidding documents, including all instructions, forms, terms, specifications, and charts/drawings. Failure to furnish all information required in the Bidding Document or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

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INVITATION TO BID

Date: _____
Bid Reference No. _____

1. The Procuring Agency, Sindh Police, invites sealed bids from interested firms or persons licensed by the Pakistan Engineering Council in the appropriate category or duly pre-qualified with the Procuring Agency for the Renovation of I.T Lab in Central Police Office, Sindh Police, which will be completed in _____ [enter appropriate time period] days.
2. A complete set of Bidding Documents may be purchased by an interested eligible bidder on submission of a written application to the office address given below and upon payment of a non-refundable fee of Rupees Rs. 3,000/-. Bidders may acquire the Bidding Documents from the Office of the Procuring Agency, at Office of Director I.T, I.T Block, Central Police Office, I.I Chundrigarh Road, Karachi.
3. All bids must be accompanied by a Bid Security in the amount equal to 5% of bid price in the form of (pay order / demand draft / bank guarantee) and must be delivered accompanied with the Financial Bid.
4. The bid shall reach the office address given below on or before 14th March, 2018 at 1400 hrs at hours. The bid will be opened at 14th March, 2018 on 1430 hours on the same day in the presence of bidders' representatives who choose to attend, at the same address.

Director I.T
Central Police Office
Sindh Police

INSTRUCTIONS TO THE BIDDER

GENERAL

- | | | | |
|----------|--------------------------------|-----|--|
| 1 | Scope of Bid & Source of Funds | 1.1 | Scope of Bid
Sindh Police wishes to receive Bids for the Works summarized in the Bidding Data as Furniture & Fixture under the Project Automation of HRMS. |
| | | 1.2 | Bidder must quote for complete scope of work. Any bid covering partial scope of work will be rejected as non-responsive. |
| | | 1.3 | Source of Funds
Sindh Police (SP) has received funds from provincial government in Pak rupee towards the cost of the subject procurement in the bidding data and it is intended that part of the proceeds of this funds will be applied to eligible payments under the contract for which these bidding documents are issued. |
| 2 | Eligible Bidders | 2.1 | Bidding is open to all firms and persons meeting the following requirements: <ul style="list-style-type: none">• Duly licensed by PEC in appropriate category for value of works.• Duly qualified with the procuring agency (if prequalification has been conducted).• If prequalification has not undertaken , the procuring agency may ask information and documents not limited to following:<ul style="list-style-type: none">○ Company Profile○ Works of similar nature○ Construction Equipment○ Qualification and experience of the personnel○ Financial Statements for last 3 years○ Information regarding litigation and arbitration. |
| 3 | Cost of Bidding | 3.1 | The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bidding document, hereinafter referred to as “the Procuring agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |

BIDDING DOCUMENT

- | | | | |
|----------|------------------------------------|-----|---|
| 4 | Contents of Bidding Documents | 4.1 | <p>In addition to Invitation for Bids, the Bidding Documents are those stated below, and should be read in conjunction with any Addendum issued in accordance with Sub-Clause IB.6.1.</p> <p>The bidding documents include:</p> <p>(a) Instructions to Bidders (ITB)</p> |
| 5 | Clarification of Bidding Documents | 5.1 | <p>An interested bidder, who has obtained bidding documents, may request for clarification of contents of bidding documents in writing and procuring agency shall respond to such queries in writing within three calendar days, provided they are received at least five calendar days prior to the date of opening of bid (SPP Rule 23-1)</p> |
| 6 | Amendments of Bidding Documents | 6.1 | <p>At any time prior to the deadline for submission of Bids, the Procuring Agency may, for any reason, whether at his own initiative or in response to a clarification requested by a interested bidder, modify the Bidding Documents by issuing addendum.</p> |
| | | 6.2 | <p>Any addendum thus issued shall be part of the Bidding Documents pursuant to Sub Clause 6.1 hereof, and shall be communicated in writing to all purchasers of the Bidding Documents. Prospective bidders shall acknowledge receipt of each addendum in writing to the Procuring Agency.</p> |
| | | 6.3 | <p>In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.</p> |

PREPARATION OF BIDS

- | | | | |
|----------|------------------------------|-----|---|
| 7 | Language of Bid | 7.1 | <p>All documents relating to the Bid shall be in the language specified in the Contract Data.</p> |
| 8 | Documents Comprising the Bid | 8.1 | <p>The bid prepared by the Bidder shall comprise the following components:</p> <ul style="list-style-type: none">a. Offer / Covering Letterb. Form of Bid duly filled, signed and sealedc. Schedule to Bidd. Bid Securitye. Power of Attorney |
| 9 | Sufficiency of Bid | 9.1 | <p>Each bidder shall satisfy himself before Bidding as to the correctness and sufficiency of his Bid</p> |

			and of the premium on the rates of CSR / rates and prices quoted/entered in the Schedule of Prices, which rates and prices shall except in so far as it is otherwise expressly provided in the Contract, cover all his obligations under the Contract and all matters and things necessary for the proper completion of the works.
		9.2	The bidder is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the bid and entering into a Contract for execution of the Works
10	Bid Prices, Currency of Bid and Payment	10.1	The bidder shall fill up the Schedule of Prices (Schedule A to Bid) indicating the percentage above or below the Composite Schedule of Rates/unit rates and prices of the Works to be performed under the Contract. Prices in the Schedule of Prices/Bill of Quantities shall be quoted entirely in Pak Rupees keeping in view the instructions contained in the Preamble to Schedule of Prices
		10.2	Unless otherwise stipulated in the Conditions of Contract, prices quoted by the bidder shall remain fixed during the bidder's performance of the Contract and not subject to variation on any account
		10.3	The unit rates and prices in the Schedule of Prices or percentage above or below on the composite schedule of rates shall be quoted by the bidder in the currency as stipulated in Bidding Data
		10.4	Items for which no rate or price is entered by the Bidder will not be paid for by the Procuring Agency when executed and shall be deemed covered by the other rates and prices in the Bill of Quantities
11	Documents Establishing Bidder's Eligibility and Qualifications	11.1	Pursuant to Clause IB.8, the bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted
		11.2	Bidder must possess and provide evidence of its capability and the experience as stipulated in Bidding Data and the Qualification Criteria mentioned in the Bidding Documents
12	Documents Establishing Work's Conformity to Bidding Documents	12.1	The documentary evidence of the Works' conformity to the Bidding Documents may be in the form of literature, drawings and data and the bidder shall furnish documentation as set out in

- Bidding Data.
- 12.2 The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers, if any, designated by the Procuring Agency in the Technical Provisions are intended to be descriptive only and not restrictive.
- 13 Bid Security**
- 13.1 Each bidder shall furnish, as part of his bid, at the option of the bidder, a Bid Security as percentage of bid price/estimated cost or in the amount stipulated in Bidding Data in Pak. Rupees in the form of Deposit at Call/ Payee's Order or a Bank Guarantee issued by a Scheduled Bank in Pakistan in favor of the Procuring Agency valid for a period up to Ninety (90) days beyond the bid validity date.
- 13.2 Any bid not accompanied by an acceptable Bid Security shall be rejected by the Procuring Agency as non-responsive
- 13.3 The bid securities of unsuccessful bidders will be returned upon award of contract to the successful bidder or on the expiry of validity of Bid Security whichever is earlier
- 13.4 The Bid Security of the successful bidder will be returned when the bidder has furnished the required Performance Security, and signed the Contract Agreement (SPP Rule 37).
- 13.5 The Bid Security may be forfeited:
- (a) if a bidder withdraws his bid during the period of bid validity; or
 - (b) if a bidder does not accept the correction of his Bid Price, pursuant to Sub-Clause 16.4 (b) hereof; or
 - (c) in the case of a successful bidder, if he fails within the specified time limit to:
 - (i) furnish the required Performance Security or
 - (ii) sign the Contract Agreement
- 14 Validity of Bid, Format, Signing and Submission of Bid**
- 14.1 Bids shall remain valid for the period stipulated in the Bidding Data after the date of bid opening
- 14.2 In exceptional circumstances, Procuring Agency may request the bidders to extend the period of validity for an additional period but not exceeding 1/3 of the original period. The request and the bidders' responses shall be made in writing or by

cable. A Bidder may refuse the request without forfeiting the Bid Security. A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Bid Security for the period of the extension, and in compliance with IB.13 in all respects (SPP Rule 38).

- 14.3 All Schedules to Bid are to be properly completed and signed
- 14.4 No alteration is to be made in the Form of Bid except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the bid may be rejected
- 14.5 Each bidder shall prepare Original and number of copies specified in the Bidding Data of the documents comprising the bid as described in IB.8 and clearly mark them —ORIGINAL and —COPY as appropriate. In the event of discrepancy between them, the original shall prevail
- 14.6 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign (in the case of copies, Photostats are also acceptable). This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bidder to act for and on behalf of the bidder. All pages of the bid shall be initialed and official seal be affixed by the person or persons signing the bid.
- 14.7 The Bid shall be delivered in person or sent by registered mail at the address to Procuring Agency as given in Bidding Data

SUBMISSION OF BIDS

15 Deadline for
Submission,
Modification and
Withdrawal of Bids

- 15.1 Bids must be received by the Procuring Agency at the address/provided in Bidding Data not later than the time and date stipulated therein
- 15.2 The inner and outer envelopes shall
 - (a) be addressed to the Procuring Agency at the address provided in the Bidding Data;
 - (b) bear the name and identification number of the Contract as defined in the Bidding and Contract Data; and
 - (c) Provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data.
 - (d) In addition to the identification required in

15.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late.

(e) If the outer envelope is not sealed and marked as above, the Procuring Agency will assume no responsibility for the misplacement or premature opening of the Bid.

15.3 Bids submitted through telegraph, telex, fax or e-mail shall not be considered

15.4 Any bid received by the Procuring Agency after the deadline for submission prescribed in Bidding Data will be returned unopened to such bidder

15.5 Any bidder may modify or withdraw his bid after bid submission provided that the modification or written notice of withdrawal is received by the Procuring Agency prior to the deadline for submission of bids.

15.6 Withdrawal of a bid during the interval between the deadline for submission of bids and the expiration of the period of bid validity specified in the Form of Bid may result in forfeiture of the Bid Security pursuant to IB.13.5 (a).

EVALUATION OF BIDS

16 Bid Opening,
Clarifications, and
Evaluation

16.1 The Procuring Agency will open the bids, in the presence of bidders' representatives who choose to attend, at the time, date and in the place specified in the Bidding Data.

16.2 The bidder's name, Bid Prices, any discount, the presence or absence of Bid Security, and such other details as the Procuring Agency at its discretion may consider appropriate, will be announced by the Procuring Agency at the bid opening. The Procuring Agency will record the minutes of the bid opening. Representatives of the bidders who choose to attend shall sign the attendance sheet.

Any Bid Price or discount which is not read out and recorded at bid opening will not be taken into account in the evaluation of bid

16.3 To assist in the examination, evaluation and comparison of Bids the Engineer/Procuring Agency may, at its discretion, ask the bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted (SPP Rule

43).

- 16.4 (a) Prior to the detailed evaluation, pursuant to IB.16.7 to 16.9, the Engineer/Procuring Agency will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of these instructions, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. It will include determining the requirements listed in Bidding Data.

(b) Arithmetical errors will be rectified on the following basis:

If there is a discrepancy between the unit price and total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a discrepancy between the Total Bid price entered in Form of Bid and the total shown in Schedule of Prices-Summary, the amount stated in the Form of Bid will be corrected by the Procuring Agency in accordance with the Corrected Schedule of Prices. If the bidder does not accept the corrected amount of Bid, his Bid will be rejected and his Bid Security forfeited.

- 16.5 A Bid determined as substantially non-responsive will be rejected and will not subsequently be made responsive by the bidder by correction of the non-conformity

- 16.6 Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation (major deviation) may be waived by Procuring Agency, Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation (major deviation) may be waived by Procuring Agency.

- 16.7 The Engineer/Procuring Agency will evaluate and compare only the bids previously determined to be substantially responsive pursuant to IB.16.4 to 16.6 as per requirements given hereunder. Bids will be evaluated for complete scope of works. The prices will be compared on the basis of the Evaluated Bid Price pursuant to IB.16.8 herein below:

- Technical Evaluation: It will be examined in detail whether the works offered by the bidder complies with the Technical Provisions of the Bidding Documents. For this purpose, the bidder's data submitted with the bid in Schedule B to Bid will be compared with technical features/criteria of the works detailed in the Technical Provisions. Other technical information submitted with the bid regarding the Scope of Work will also be reviewed
- 16.8 In evaluating the bids, the Engineer/Procuring Agency will determine for each bid in addition to the Bid Price, the following factors (adjustments) in the manner and to the extent indicated below to determine the Evaluated Bid Price:
- making any correction for arithmetic errors pursuant to IB.16.4 hereof
 - discount, if any, offered by the bidders as also read out and recorded at the time of bid opening
- 17 Confidentiality
- 17.1 Subject to IB.16.3 heretofore, no bidder shall contact Engineer/Procuring Agency on any matter relating to its Bid from the time of the Bid opening to the time the bid evaluation result is announced by the Procuring Agency. The evaluation result shall be announced at least seven (07) days prior to award of Contract (SPP Rule 45). The announcement to all bidders will include table(s) comprising read out prices, discounted prices, price adjustments made, final evaluated prices and recommendations against all the bids evaluated.
- 17.2 Any effort by a bidder to influence Engineer/Procuring Agency in the Bid evaluation, Bid comparison or Contract Award decisions may result in the rejection of his Bid. Whereas any bidder feeling aggrieved, may lodge a written complaint to Complaint Redressal Committee as per terms and conditions mentioned in SPP Rules 31 & 32. However, mere fact of lodging a complaint shall not warrant suspension of procurement process.
- 17.3 The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/ Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, SPPRA, in accordance with the SPP Act, 2009 and Rules made thereunder:

- a. defines, for the purposes of this provision, the terms set forth below as follows:
 - i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring agency of the benefits of free and open competition;
- b. will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.

AWARD OF CONTRACT

18 Post Qualification

- 18.1 The Procuring Agency, at any stage of the bid evaluation, having credible reasons for or prima facie evidence of any defect in contractor’s capacities, may require the contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided, that such qualification shall only be laid down after recording reasons therefore in writing. They shall form part of the records of that bid evaluation report

		18.2	The determination will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidders' qualifications submitted under B.11, as well as such other information required in the Bidding Documents
19	Award Criteria & Procuring Agency's right	19.1	Subject to IB.19.2, the Procuring Agency will award the Contract to the bidder whose bid has been determined to be substantially responsive to the Bidding Documents and who has offered the lowest evaluated Bid Price, provided that such bidder has been determined to be qualified to satisfactory perform the Contract in accordance with the provisions of the IB.18.
		19.2	Not with standing IB.19.1, the Procuring Agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of Contract, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the Procuring Agency's action except that the grounds for its rejection of all bids shall upon request be communicated, to any bidder who submitted a bid, without justification of the grounds. Notice of the rejection of all the bids shall be given promptly to all the bidders (SPP Rule 25)
20	Notification of Award & Signing of the Contract	20.1	Prior to expiration of the period of bid validity prescribed by the Procuring Agency, the Procuring Agency will notify the successful bidder in writing (—Letter of Acceptance) that his bid has been accepted (SPP Rule 49).
		20.2	Within seven (07) days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, the Procuring Agency will send the successful bidder the Form of Contract Agreement provided in the Bidding Documents, incorporating all agreements between the parties.
		20.3	The formal Agreement between the Procuring Agency and the successful bidder duly stamped at rate of ----% of bid price(updated from time to time) stated in Letter of Acceptance shall be executed within seven (07) days of the receipt of Form of Contract Agreement by the successful bidder from the Procuring Agency.

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| 21 | Performance Security | 21.1 | The successful bidder shall furnish to the Procuring Agency a Performance Security in the form and the amount stipulated in the Conditions of Contract within a period of fourteen (14) days after the receipt of Letter of Acceptance (SPP 39) |
| | | 21.2 | Failure of the successful bidder to comply with the requirements of Sub-Clauses IB.20.2 & 20.3 or 21.1 or Clause IB.22 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security |
| | | 21.3 | Publication of Award of Contract: within seven days of the award of contract, the procuring shall publish on the website of the authority and on its own website, if such a website exists, the results of the bidding process, identifying the bid through procurement identifying Number if any and the following information: <ul style="list-style-type: none">• Evaluation Report• Form of Contract of Award• Bill of Quantities or Schedule of Requirement |
| 22 | Integrity Pact | 22.1 | The Bidder shall sign and stamp the Form of Integrity Pact provided at Schedule-F to Bid in the Bidding Document for all Sindh Government procurement contracts exceeding Rupees ten (10) million. Failure to provide such Integrity Pact shall make the bid nonresponsive (SPP Rule 89). |

BID DATA SHEET

Sr. #	CATEGORIES	DETAILS
01	Procuring Agency	Central Police Office, Sindh Police
02	Mode of Tendering	Request for Proposal (RFP)
03	Website	www.sindhpolice.com.pk
04	Tender Subject	<u>Procurement for Furniture & Fixture under the project of Automation of HRMS Project of Sindh Police</u>
05	Method of Procurement	Single stage two envelope method of procurement would be followed as per the details mentioned in SPP Rules 2010 for said method
06	Cost of the Bidding Documents	Rs.
07	Address	Information Technology Central Police Office, I.I. Chundrigar Road, Karachi.
08	Language	English
09	Taxes	The quoted price shall be inclusive of all taxes and incidental services
10	Price	The price shall be fixed
11	Bid Security / Earnest Money	5% of the Bid Price
12	Bid Validity	90 Days after the submission of the proposal
13	Method of Submission	Two original envelopes marked Technical Proposal and Financial Proposals respectively and one copy of both (Technical and Financial Proposals)
14	Address for Submission	Information Technology Block, Central Police Office, I.I. Chundrigar Road, Karachi
15	Last date for collection of bidding documents	14 th March, 2018
16	Last Date and Time for Submission of Bidding Documents	15 th March, 2018 at 2:00 PM
17	Address, Date & Time for Opening of the bid	15 th March, 2018 at 2:30 PM
18	Evaluation Criteria	<p>Single stage two envelope method of procurement as described in the SPP Rules 2010 shall be the evaluation method for the subject procurement.</p> <p>The evaluation will be performed assuming the contract will be awarded to the bid conforming to evaluation criteria, other conditions specified in the bidding documents, and having the lowest evaluated cost.</p> <p>The technical bids shall be evaluated on the basis of the parameters listed in the RFP for qualification in the technical evaluation.</p> <p>Please refer to the Evaluation Criteria for complete parameters for qualifying technical proposal.</p>
19	Evaluation Factors	<p>The factors for successful evaluation of the bid are:</p> <ol style="list-style-type: none"> Eligibility Criteria provided in the RFP Technical Qualifications Lowest Evaluated Cost
20	Modification in the Scope of Work	Sindh Police reserves the right to increase / decrease the scope of work / number of units / items without assigning any reason.

SCOPE OF WORK



Sindh Police invites sealed bids from eligible and well reputed firms for Supply of Furniture and Fixture under “Automation of Human Resource Management System for All Employees of Sindh Police Department” Project. The intending bidder shall provide the following services under the contracts.

The successful bidder is required to provide the following furniture & fixtures for the Sindh Police Project “Automation of Human Resource Management System for All Employees of Sindh Police Department”

Sr. No	Item	Qty.
1	Office Chairs	230
2	Computer Table	230

The bidder has to provide supply of each items / broacher for approval.

SPECIFICATION OF FURNITURE & FIXTURE OF I.T BRANCH

S#	Name of Items	Qty	Specification
1	Office Chairs	230	<ul style="list-style-type: none"> ➤ Functional, ergonomic and eminently aesthetic. ➤ Lockable Revolving and tilting mechanism with extra thickness for stability and strength. ➤ Extra torsion adjustment control to provide the desire tilting function. ➤ Double shell system for extra comfort, easy handling and extra strength for the chair structure. ➤ High frequency compression process on multi-layered veneer shell, anatomically designed for posture care. ➤ Adjustable seat height-gas lifts type and swivel. ➤ Arm rest in co-polymers. ➤ Upholstery fabric. ➤ Guaranteed Molty Foam seat and backrest. ➤ 5 Leg Base imported quality. 
2	Computer Table	230	<ul style="list-style-type: none"> ➤ Computer Table size 36" x 20" x 30". ➤ Top made of Lassani wood & full body covered with Lasani lamination sheets, with drawer and solid wooden edges with Lacquer / sprit polish. ➤ Good quality channel patti. ➤ Wire Cape on top of the table. ➤ Complete in all respect to keeping PC 

BILL OF QUANTITY

Sr. No	Item	Qty.
1	Office Chairs	230
2	Computer Table	230

EVALUATION CRITERIA

Initially Technical Proposals will be opened and evaluated by the Procurement Committee. Bidders who will be technically qualified will be eligible to open their Financial Bids, subsequently in accordance with rules and procedures laid down in SPP Rules, 2010 (Amended 2013).

The Purchaser will evaluate and compare the bids that have been determined to be substantially responsive. The evaluation will be performed assuming the Contract will be awarded to the Best Evaluated Bidder of the entire solution of "Supply of Furniture & Fixture under "Automation of Human Resource Management System for All Employees of Sindh Police Department" Project as per Single Stage Two Envelope Procedure as per SPP Rules, 2010 (Amended 2013).

BASIS FOR EVALUATION & COMPARISON OF BID

The Technical Bid must score at least 85% marks overall to be considered a responsive bid. Financial bid for non-responsive bid will be returned unopened Evaluation shall be evaluated based on following parameters:

MANDATORY QUALIFICATION CRITERIA

S #.	Documents.	Validity.
1.	Registration of National Tax Number (NTN) of the Company with Federal Board of Revenue (FBR)	Valid certificate from concerned regulator / authority required
2.	Registration of General Sales Tax (GST) with Federal Board of Revenue (FBR)	
3.	Affidavit confirming that any Government Organization has never blacklisted the bidder.	
4.	Valid registration of the company with Sindh Revenue Board (SRB)	

TECHNICAL EVALUATION & COMPARISON OF BIDS

Evaluation criteria		Documentary Evidence Required	Points
Section 1 – Company Profile			
1.1	Year of Establishment of the Firm	Certificate of Incorporation	Max Points = 50 5 Years and above = 50 2-5 Years = 40 1-2 Years = 10 Less than 1 = 0
Section 2 – Financial Strength of the Company			
2.1	Average Annual Turnover for Last 3 years	Audited Financial Statements Turnover Certificate	Max Points = 50 10 Million or Above: 50 5 to 10 Million : 40 2 to 5 Million : 20 Less than 2 Million: 10
Section 3 – Relevant Experience			
3.1	No. Of Similar Projects in Government Sector	Work Orders Completion Certificates	Max Points = 50 3 or More Projects: 50 2 Projects : 40 1 Project : 10
3.2	No. of Similar Projects	Work Orders Completion Certificates	Max Points = 50 5 or More Projects: 50 3 to 5 Projects : 40 Less than 3 Projects : 10

3.3	No. of satisfactory display centre.	Inspection committee member physically verify the display center/ Workshop & Machineries	Marks = 100 Workshop & machinery = 50 Display center = 50
Section 4 – Specification Sample Approval			
4.1	Sample quality specifications		Max Marks = 100
4.2	Office Chairs		Max Marks = 50 Compliance Yes = 50 No = 0
4.3	Computer Table		Max Marks = 50 Compliance Yes = 50 No = 0

The evaluation criteria are fixed on the minimum requirements as per the requirements and the quality of services. The firm is required to qualify each section and the subsection of the evaluation criteria and mandatory qualifications for qualification of the technical proposal.

Failure to qualify any section / sub section will result in disqualification in the entire evaluation.

BID FORM

To,
DIG IT, CPO,
Sindh Police
Karachi.

Dear Sir/Madam:

Having examined the bidding documents, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to provide services in conformity with the said bidding documents for the Total Bid Price of Pak Rupees (in figures _____ in words _____) or such other sums as may be ascertained in accordance with the Price Schedule attached hereto and made part of this Bid.

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

If our Bid is accepted, we will provide the performance security in the sum equivalent to equal to 10% of the Contract Price or the same will be deducted from the running bills.

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

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

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

Dated this-----day of -----2018.

WITNESS

Signature: _____
Name: _____
Title: _____
Address: _____

BIDDER

Signature _____
Name _____
Title _____
Address _____

SCHEDULE TO BIDS

SCHEDULE OF PRICES

Bidder's Profile					
Name					
Official Address					
Telephone(s) No.					
No. of years in business					
GST Registration No.					
Income Tax Reg. No.					
Sr. No.	Hardware/Software /Equipment/items/services	Quantity	Unit (Rs)	Cost	Total Cost (Rs)
01	Renovation of I.T Lab	1 Job			
02	Computer Operator Table	50			
03	Chair for Computer Operator	50			
04	Executive Table	1			
05	Executive Chair	1			
06	Air Condition 2 Ton	6			
			Total		
			Taxes		
			Total Price		
	Amount in Words :				

PERFORMANCE SECURITY FORM

To,
Sindh Police,
I.T. Block,
Karachi.

WHEREAS (Name of the Contractor)

Hereinafter called "the Contractor" has undertaken, in pursuance of the bid for **"Supply & Installation of Hardware Equipment for Central Police Office I.T Lab Sindh Police"**, dated ----- 2018, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 2018, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature	_____
Name	_____
Title	_____
Address	_____

Seal	_____

GENERAL INFORMATION OF THE COMPANY

Sr. No.	Description
A. GENERAL	
1	Name of the Bidder
2	No. of years in Business in Pakistan
3	No. of Offices location in Pakistan
4	Annual Turnover of the Company
5	Value of Projects in Hand (Details may be given)
6	Year of Incorporation
7	Status of the Bidder a) Sole Proprietor b) Partnership Firm c) Private Limited Company d) Public Limited Company e) Entity Registered / Incorporated outside Pakistan (Give Details) f) Others (Please Specify)
8	Name of Owner/ Partners/ Chief Executives/ Directors
9	Details of Registered Head Office (Address, Phone, Facsimile, Email and Website Information)
B. DETAILS OF TOTAL STAFF EMPLOYED	
1	No. of permanent staff employed: Technical / Managerial.
2	Cumulative Experience in Years
3	Total number of certified professionals in Technical Domain
C. EXPERIENCE OF IMPLEMENTATION OF PROPOSED SYSTEM	
1	No. of similar projects that have been completed successfully
2	No of government project completed
3	No of non-government project completed
D. SUPPORT CAPABILITIES	
1	Years in Business in Support area
2	No. of Staff employed: (Capable of providing Support)
3	Cumulative Experience (in years)
4	List of Customers of "Support" along with contact details

INTEGRITY PACT

Contract No _____
Contract Value: _____
Contract Title: _____

Dated _____

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

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

[name of Contractor] accepts full responsibility and strict liability that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with PA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [name of Contractor] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to PA under any law, contract or other instrument, be voidable at the option of PA.

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

[Procuring Agency]

[Contractor]

CONDITIONS OF THE CONTRACT

GENERAL CONDITIONS OF THE CONTRACT

1	Definitions	1.1	<p>In this Contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none">a. “Purchaser” means the Sindh Police Department, Government of the Sindh, Karachi – Pakistan.b. “Contractor” means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.c. “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.d. “Commencement Date of the Contract” means the date of signing of the Contract between the Purchaser and the Contractor.e. “Contractor Price” means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.f. “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 Services in question.g. “Services” means services, such as Supply of Hardware and Machinery for Central Police Office Sindh Police.h. “Works” means all items to be provided and work to be done by the Contractor under the Contract.i. “RO” means Responding Organization/ Bidder Firm.j. “RFP” means Request for Proposal.
2	Bid Security	2.1	A Bid Security in the shape of a Pay Order / Bank Draft in favor of <u>INSPECTOR GENERAL OF POLICE, SINDH</u> equivalent to 10% of the total cost of bid should be submitted along with the tender.
3	Validity of Proposal	3.1	All proposal and price shall remain valid for <u>90 DAYS</u> after submission of proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
4	Currency	4.1	All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
5	Withholding tax, sales tax and other taxes	5.1	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 taxes, then it will provide the relevant documents with the proposal.
6	Stamp Duty	6.1	The Applicable Stamp duty according to Government Rules shall be borne by responding organization/bidder at the time of signing of contract.
7	OEM Relationships & Warranties	7.1	Management Software(s) (if provided) should have warranties for one year against defects/bugs as well as updates.
		7.2	The responding organization (RO) to be authorized Partner / reseller, of

8	Supply Capabilities	8.1	the original manufacturer. Responsive Organization should clearly indicate the duration of installation and service(s) as per below format								
<table border="1"> <thead> <tr> <th>Sr. No.</th><th>Item</th><th>Qty</th><th>Delivery Time</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				Sr. No.	Item	Qty	Delivery Time				
Sr. No.	Item	Qty	Delivery Time								
9	Compliance to Quality Service	9.1	The Responding Organization (RO) to provide information as required in the RFP. RO shall submit complete details of the proposed solution/device information, software capabilities and other item in their technical proposals.								
10	Financial Capabilities	10.1	The RO(s) shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.								
11	Liquidated Damages	11.1	Liquidated damages of 0.025% per day up to 10% of the contract price will be deducted for delayed Services. The purchaser also reserves the rights to cancel the contract, forfeit the performance security and black list the firm.								
12	Delivery / Installation Time	12.1	The RO should clearly specify the timelines for the delivery time of the equipment for the services.								
13	Earnest Money	13.1	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 Director IT, CPO Sindh.								
14	Bank Security	14.1	The successful bidder will have to deposit 10% bank Guarantee/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.								
15	Evaluation Criteria	15.1	To conform, the approved specifications, the evaluation criteria of bids will be based on the technical expert opinion, observation of evaluation committee and terms & condition set-forth in the bidding documents, tender notice and bid form or as deemed appropriate by the Purchase Committee.								
16	Conditional Tenders	16.1	Conditional tenders/bids will not be acceptable.								
17	Authority Letter	17.1	Authority letter from Principal Company for product and vender authentication shall be provided with the bid.								
18	Scope of Work	18.1	Police department reserves the rights to increase or decrease the scope of work/number of units/items without assigning any reason.								

SPECIAL CONDITIONS OF THE CONTRACT

The following Special Conditions of the Contract shall supplement the General Conditions of the Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of the Contract

- | | | |
|----|-----------------------|---|
| 01 | Country of Origin | Pakistan |
| 02 | Performance Security | The contractor will provide the respective Performance Security in the sum equivalent to 10% of the Bid Price at the beginning of the work |
| 03 | Payment | The Payment terms and conditions should clearly be mentioned in the financial proposal at the time of submission with the bid. The terms and conditions will be finalized as per mutual agreement / consent at the time of signing of contract. |
| 04 | Prices | Price quoted by the bidder shall be fixed during the Bidder's Performance and not subject to variation on any account, unless otherwise specified in the bidding document |
| 05 | Liquidated Damages | Liquidity Damages of 0.025% per day up to 10% of the Contract Price will be deducted for Delayed Service |
| 06 | Resolution of Dispute | In case of a dispute between Procuring Agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country. |
| 07 | Governing Language | The Governing Language Shall be English |
| 08 | Notices | All notices shall be address at:
Director I.T Office
I.I.Chundrigar Road, Central Police Office,
Karachi Sindh. |