



POLICE DEPARTMENT  
GOVERNMENT OF SINDH  
(SPECIAL BRANCH, SINDH)

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

(021-99212672)

**REPAIR /UP GRADATION OF VEHICULAR MOUNTED JAMMER**

**TENDER DOCUMENT**



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

To:  
The Senior Superintendent of Police,  
Security, Special Branch,  
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 equal to 10% percent of the Contract Price i.e., Rs..... for the due performance of the Contract as per bid Security Form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019

**WITNESS**

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

Signature: -----  
Name:-----  
Title:-----  
Address:-----  
CNIC #:-----

Signature: -----  
Name:-----  
Title:-----  
Address:-----  
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 Deputy Inspector General of Police, Special Branch Sindh, Pakistan (hereinafter called "the Purchaser") in the sum of -----, for which payment well and truly to be made to the said Purchaser, the Bank bonds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**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 30 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:

The Senior Superintendent of Police,  
Security, Special Branch,  
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 \_\_\_\_\_ 2019, (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 \_\_\_\_\_ 2019, 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 SSP, Security, Special Branch Karachi equivalent to 2% of the total cost of bid should be submitted along with the tender.

(ii) **Validity of the proposal**

All proposal and price shall remain valid for a period of 30 days from the date of the opening of Technical Proposals. However, the responding organization is encouraged to state a longer period of validity for the proposal.

(iii) **Currency**

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

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

The responding organization is hereby informed that the Government shall deducted tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Police department. The responding organization will be responsible for all taxes on transaction and/or income, which may be levied by government. If responding organization is exempted from any specific taxes, then it will provide the relevant documents with the proposal.

(v) **Stamp Duty**

Stamp duty for contract documents shall be borne by responding organization/bidder at the time of signing of contract.

(vi) **Compliance to Scope of Work**

The Responding Organization (RO) to provide information as per bidding documents & NIT. RO may not propose any kind of refurbished item in their proposals.

(vii) **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.

(viii) **Liquidated damages.**

- a) It is utmost importance that schedule to tender should be filled in very carefully an 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, Karachi as stated at sub clause (d).
- b) An affidavit that the firm declares details of litigation with any client during the last 5 years be provided.
- c) An affidavit that the firm has never been blacklisted by any Government Department.
- d) Liquidated damages of 2% per month of the contract price will be deducted for delayed supply/delivery of item/equipments then purchaser reserve the right to cancel the contract, forfeit the performance security and black list the firm.



(ix) Completion Time period

- **Mode of payment:** 100% after completion of work certificate.
  - Release of performance guarantee after completion of contract period.
- i) The earnest money is refundable after finalization of the bid or when award/placement of Work order is finalized. The bidders will, however, have to apply for refund through a written request on their company/firm letter head addressed to SSP/Security, Special Branch, Karachi.
  - ii) The successful bidder will have to deposit 10% security of the amount of contract, in the form of pay order or bank guarantee, to the satisfaction of SSP/Security, Special Branch, Karachi. The same will be returned on due completion of the contract period.
  - iii) 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.
  - iv) To conform, the approved scope of work, the evaluation criteria of bids will be based on the technical expert opinion, observation of procurement committee and terms and condition set forth in the bidding documents, tender notice and Bid Form or as deemed appropriate by the Procurement Committee.
  - v) Conditional tenders/bids will not be acceptable.
  - vi) Authority Letter from Principal Company for product and vendor authentication shall be provided with the bid.
  - vii) Police department reserves the right to increase or decrease the scope of work without assigning any reason.

2. Delivery of RFP (Request for Proposals) is as under:-

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

Office of the SSP/Security, Special Branch, Karachi.  
Arambagh Police Complex, Karachi  
Tel # 021-99212667.

- (i) The proposals will be opened on the same day at 1430 hrs at the same address. The responding organization shall deliver 2 (two) copies of the proposal. The bid security of 2% of the offer in shape of Bank guarantee or Pay Order shall be enclosed in the "PROPOSAL".
- (ii) Proposals shall be dropped in the sealed tender box kept in the office of the SSP/Security, Special Branch, Karachi, Arambagh Police Complex, Karachi upto 1400 hours. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**
- (iii) **Submission of Proposal**  
The complete proposals should be submitted by 1400 hours on 25-02-2019 at the address given in 2(ii) above.

**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 **0000** hours in front of the **Procurement Committee** of Sindh Police.

**3. Evaluation and Comparison of Bids**

The evaluation will be performed assuming the Contract will be awarded to the bid confirming to Eligibility Criteria and most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated cost.

a. **Eligibility Criteria**

- Valid Registration with Income Tax.
- Valid Registration with Sales Tax
- Valid Registration with Pakistan Engineering Council. (If required)
- Company History years in business
- Under taking on stamp paper that firm is not involved in any litigation, Department rift, abandoned or unnecessary delay in completion of any work in the Government Department.
- Affidavit/Undertaking on stamp paper that the firm has not been black listed previously by any executing agency.

(Note: All documents are mandatory and must be provided otherwise the bid will not be considered).

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

The Proposals shall be evaluated on the basis of following information:-

- a) Relevant Experience & work order of same under at least at per amount for last 05 years with satisfactory firm relevant department.
- b) Bank Statement of last 03 years
- c) Annual Turn Over of last 03 years.
- d) Income Tax Registered.
- e) Sales Tax Registered
- f) Details of Technical Staff with experience.
- g) Details of Machinery & Tools.
- h) 2% Earnest Money in the form of Pay Order.

N.B.

The bidders not provide information shall not be considered and rejected. Out of the bids qualifying the Evaluation Criteria, the bid with lowest evaluated cost shall be awarded contract provided it meets all other procedural requirements.

The Bidder should provide the following required information and placing this Form on Proposal. Relevant portions of the Proposal should be referenced in this form.

**Information Required**

**A**

**General**

1. Name of Bidder
2. No of Years in business in Pakistan
3. No of Offices locations in Pakistan
4. Annual Turnover (Million Rs.)
5. Value of projects in hand (details may be given)
6. Year of Incorporation
7. Status of the Bidder
  - Sole Proprietor
  - Partnership Firm
  - Private Limited Company
  - Public Limited Company
  - Entity registered / incorporated outside Pakistan (Give details)
  - Other (Please specify)



- 8 Names of Owner / Partners / Chief Executive / Directors.
- 9 Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information).

#### **4. Contacting the Purchaser**

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

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

The Purchaser reserves the right to accept or reject the bid in accordance 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 Purchaser'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 \_\_\_\_\_, 2019, BY AND BETWEEN
- i) **The Senior Superintendent of Police, Security, Special Branch, Arambagh Police Complex, 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) \_\_\_\_\_ 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 Additional Inspector General of Police, Special Branch, Sindh is entrusted with responsibility of procurement of item / articles during current financial year 2018-2019 as per description, with schedule B and quantity, given below:-

S.NO.	DESCRIPTION OF ARTICLES WITH Schedule B	QUANTITY/ NUMBER	Time Period
	---	---	
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3. AND WHEREAS, the **Senior Superintendent of Police, Security, Special Branch, Karachi** in accordance with The Public Procurement Rules, 2010 (Amended 2017) as adopted by Government of Sindh vide notification No \_\_\_\_\_ dated: \_\_\_\_\_.
4. That the rates offered by M/s. \_\_\_\_\_ for the work as shown and given above, were found to be lowest offered in comparative terms with the rates of other bidders participating in the process. Therefore, on the recommendation of Departmental Committee, the SS/Security, Special Branch. has accorded approval to place purchase/procurement order with M/s. \_\_\_\_\_ on terms and conditions specified below:-



**NOW THEREFORE PARTIES HEREBY AGREE AS FOLLOWS**

- i) That M/s. \_\_\_\_\_ shall Repair work described and specified alongwith quantity the above within 90 days from the date of signing of this agreement.
- ii) That every article & work shall be made and finished in all respects to entire satisfaction of Departmental Inspection Committee which shall be at liberty to reject any item/article or part thereof if it is not in accordance with approved sample 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. The no appeal or review will be permissible against the decision of inspection committee.
- iii) That the **Senior Superintendent of Police, Security, Special Branch, Karachi**, shall give written receipt signed by him giving out complete details, exhibiting the number of items/articles delivered and the number items/articles accepted and rejected, and such receipts shall be conclusive evidence of the acceptance and rejection of the number of articles specified as accepted and rejected.
- iv) That all articles rejected shall be taken back and removed by the M/s. \_\_\_\_\_ and nothing shall become due or recoverable by the M/s. \_\_\_\_\_ in respect on account of items/articles so rejected.
- v) That all articles accepted shall be paid for the SSP/Security, Special Branch, Karachi at the rate of specified below (FOR Destination) within financial year \_\_\_\_\_.

ITEM / ARTICLE	RATE PER UNIT

- vi) In case M/s. \_\_\_\_\_ make default, in the due performance of this agreement/contract in part or full, SSP/Security, Special Branch, Karachi shall be at liberty to impose and recover L.D. Charges not exceeding 2.5% per month thereof. The penalty shall be applicable only to the extent of items/articles/work supplied late.
- vii) The **Senior Superintendent of Police, Security, Special Branch, Karachi** shall have right to assess, demand and recover any damages suffered by Police Department due to late supply of the items/articles from the supplier.
- viii) The **Senior Superintendent of Police, Security, Special Branch, Karachi** shall be at liberty to deduct and retain the amount so assessed from the bill that may be or may become due and payable at or after the time of such failure to the M/s. \_\_\_\_\_ by the said SSP/Security, Special Branch, Karachi, whether by virtue of agreement or otherwise.



- ix) The **Senior Superintendent of Police, Security, Special Branch, Karachi** 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.
- x) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract agreement and both parties shall be bound by it.
6. 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.
7. Any notice required under this contract agreement shall be in writing and shall be effective when received by the addressee at its given address.
8. If any term, conditions, or provision in this Agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavour in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in the Agreement. If the parties fail to agree on such amendments, such invalid terms, condition or provision will be served from remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
9. This agreement may be amended only in writing signed by both the parties.
10. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

\_\_\_\_\_  
**Senior Superintendent of Police,  
Security, Special Branch, Karachi**  
On behalf of Addl.IGP, Special Branch, Sindh

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

**Witness:**

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

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



**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 (for repair)	Quantity	Unit Cost (Rs) with all Govt: Taxes	Total Cost (Rs) inclusive all taxes
<b>Total Cost in Pak Rupees</b>				
(in words. _____)				

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

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

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