



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

Police Department Government of Sindh



Bid Document
2018-19
Medicines & Feeding Items for Dogs

www.sindhpolice.gov.pk

M/s _____



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

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

A handwritten signature in black ink, appearing to be a stylized name or set of initials.




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

Invitation to Bid

Affix /Paste Advertisement (IFB or EOI)

Instruction to bidder

- i. The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, approved samples. Failure to furnish all information required by the Biding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.
- ii. The Police department, Government of Sindh, request Tender Bids in sealed envelope as per information required in this document.
- iii. Interested/Eligible bidders may obtain further information on the bid and inspect the bidding documents at the office of **Senior Superintendent of Police Arambagh Police Complex, Karachi.**
- iv. All bids must be accompanied by a earnest money (2%) of total bid amount, and must be delivered to the office of the SSP/Security Special Branch Arambagh Police Complex Karachi, on or before 1400 hours on 15-03-2019 The bids will be publicly opened in the office of the SSP/Security Special Branch at 1430 hours on the same day in presence of bidders who wish to remain present.
- v. The Police department, Government of the Sindh will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery bids.
- vi. Bidders shall submit bids, which comply with the bidding documents, for alternate bids bidder has to purchase separate bidding documents and alternate bid shall be treated as separate bid.
- vii. Competent authority can cancel the bidding process at any time prior to the acceptance of a proposal as per provision of Rule-25(1) of SPP Rules.2010.
- viii. All prices quoted must include any Taxes applicable, i.e. Income Tax, Sales Tax or any other tax imposed by government by law. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
- ix. Enquiries regarding this RFP shall be submitted in writing to:
**The Senior Superintendent of Police,
Security Special Branch Ground Floor, Arambagh Police Complex,
Karachi Phone: (92-21) – 99212667, Fax (92-21) – 99211013.**
- x. Every page of the tender document should be signed and sealed by the bidder.
- xi. The details of this notice are also available on website of Police department (www.sindhpolice.gov.pk) and SPPRA, Government of Sindh (www.sppra.gov.pk).


**Senior Superintendent of Police
Security Special Branch
Karachi.**



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

BID FORM for _____

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

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 (Financial proposals are attached as annexure-B 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 _____, 201__

WITNESS

BIDDER (Sign + Seal)

Signature: _____
Name: _____
Title: _____
Address: _____
CNIC #: _____

Signature: _____
Name: _____
Title: _____
Address: _____
CNIC #: _____



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

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 Senior Superintendent of Police, Security, Special Branch 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 bonds 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



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

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 _____ 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 _____

Titel _____

Address _____

Seal _____



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

1. General Terms & Conditions

(i) Bid Bond

A bid bond, and bid security in the shape of a Pay Order / Bank Draft in favor of SSP/Security Special Branch Karachi equivalent to 2% of the total cost of bid should be submitted along with the tender.

(ii) Validity of the proposal

All proposal and price shall remain valid for a period of 90 days from the date of the opening of Tender. However, the responding organization is encouraged to state a longer period of validity for the proposal.

(iii) Currency

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

(iv) Withholding Tax, Sales Tax and other Taxes

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

(v) Stamp Duty

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

(vi) Liquidated damages.

- a) It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulate period Security deposit will be forfeited in favor of the Police Department, Government of Sindh, Karachi.
- b) An affidavit that the firm declares details of litigation with any client during the last 5 years is provided.
- c) An affidavit that the firm has never been blacklisted by any Government Department.
- d) Liquidated damages of 0.025% per day of the contract price will be deducted for delayed supply/delivery of items then purchaser reserve the right to cancel the contract, forfeit the performance security and black list the firm.



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

(vii) **Delivery Time**

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

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

- (viii) The successful bidder will have to deposit 10% security of the amount of contract, in the form of pay order, bank guarantee or any other financial instrument recognized by Government of Pakistan, to the satisfaction of **SSP/Security Special Branch**. The same will be returned on due completion of the contract.
- (ix) To conform, the approved samples, the evaluation criteria of bids will be base on the technical expert opinion, observation and terms and condition set forth in the bidding documents, tender notice and Bid Form or as deemed appropriate by the Purchase Committee.
- (x) Further enquiry can be made from SSP/Security, Special Branch on telephone No.99212667.
- xii. Conditional tenders/bids will not be acceptable.
- xiii. Authority Letter from Principal Company for product and vender authentication shall be provided with the bid.
- xiv. Police department reserves the right to increase or decrease the scope of work/number of items without assigning any reason.

2. Mode of Delivery and Address

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

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

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



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

- ii) Proposals shall be dropped in the sealed tender box kept in the office of SSP/Security upto 1400 hours. Samples should however be delivered by hand so as to reach the address given above by the last date indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

iii) **Submission of Proposal**

The complete proposals should be submitted by 1400 hours on _____ at the address given in 2(ii) above.

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

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

Opening of Proposals

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

3. Evaluation and Comparison of Technical and Financial Bids

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

a. **Eligibility Criteria**

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

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



Evaluation Criteria and Comparison of Bid

The Proposals shall be evaluated on the basis of following parameters.

S.#	Evaluation Parameter	Marks	Brief Questionnaire												
1	Approved Samples	300	Compliance with required Samples of Food items.												
2	Financial Capabilities	200	<ul style="list-style-type: none">Bank statement of last () years <table border="1"><tr><td>Minimum three year</td><td>Marks 75</td></tr><tr><td>More than three year</td><td>Marks 100</td></tr><tr><td>Less than three year</td><td>Each year obtain 25- Marks</td></tr></table>Annual turnover of last () years <table border="1"><tr><td>Minimum three year</td><td>Marks 75</td></tr><tr><td>More than three year</td><td>Marks 100</td></tr><tr><td>Less than three year</td><td>Each year obtain 25- Marks</td></tr></table>	Minimum three year	Marks 75	More than three year	Marks 100	Less than three year	Each year obtain 25- Marks	Minimum three year	Marks 75	More than three year	Marks 100	Less than three year	Each year obtain 25- Marks
Minimum three year	Marks 75														
More than three year	Marks 100														
Less than three year	Each year obtain 25- Marks														
Minimum three year	Marks 75														
More than three year	Marks 100														
Less than three year	Each year obtain 25- Marks														
3	Relevant Experience	200	<ul style="list-style-type: none">Bidder should provide Work Orders relating to work/supply mentioned in the Tender Notice. <table border="1"><tr><td>Minimum three Work Orders</td><td>Marks 150</td></tr><tr><td>More than three Work Orders</td><td>Marks 200</td></tr><tr><td>Less than three Work Orders</td><td>Each year obtain 50- Marks</td></tr></table>	Minimum three Work Orders	Marks 150	More than three Work Orders	Marks 200	Less than three Work Orders	Each year obtain 50- Marks						
Minimum three Work Orders	Marks 150														
More than three Work Orders	Marks 200														
Less than three Work Orders	Each year obtain 50- Marks														
	Total Marks	700													

N.B.

Minimum passing/qualifying marks is 80% i.e. 560 marks out of 700 marks. The bid not obtaining minimum qualifying score shall not be considered and rejected. Out of the bids qualifying the Evaluation Criteria, the bid with lowest evaluated cost shall be awarded contract provided it meets all other procedural requirements.



Information Required

A General

- 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 according with SPP Rules-2010, and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchase's action.



Definitions

In this Contract, the following terms shall be interpreted as indicated:

- **“Purchaser”** means the Sindh Police Department, Government of the Sindh, Karachi – Pakistan
- **“Contractor”** means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.
- **“Contract”** means the agreement entered into between the Purchase and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- **“Commencement Date of the Contract”** means the date of signing of the Contract between the Purchaser and the Contractor.
- **“Contractor Price”** means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- **“Contractor Value”** means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly 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 _____, 201____, BY AND BETWEEN.

i) **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 Inspector General of Police, Sindh is entrusted with responsibility of procurement of item / articles during current financial year 2015-2016 as per description and quantity, given below:-

S.NO.	DESCRIPTION OF ARTICLES	QUANTITY/ NUMBER	Delivery
---	---	---	
---	---	---	
---	---	---	

3. AND WHEREAS, the **Senior Superintendent of Police, Security Special Branch**, in accordance with The Public Procurement Rules, 2010 as adopted by Government of Sindh vide notification No. _____ dated: _____.



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

Annexure-A-2/4

4. That **M/s.** _____ participated in the response of open tenders, floated by SSP/Security Special Branch, by submitting financial proposal, after necessary evaluation of the item / articles described above; the Departmental Committee opened the financial bids in front of all bidders on _____.
5. That the rates offered by **M/s.** _____ for the item / articles as shown and given above, were found to be lowest offered in comparative terms with the rates of other bidders participating in the process. Therefore, on the recommendation of Departmental Committee, the SSP/Security Special Branch has accorded approval to place purchase/procurement order with **M/s.** _____ on terms and conditions specified below:-

NOW THEREFORE PARTIES HEREBY AGREE AS FOLLOWS

- i) That **M/s.** _____ shall supply products/items, articles described alongwith quantity the above within ____ days from the date of signing of this agreement.
- ii) That all deliveries shall be made at _____, Sindh, Karachi between on working days only.
- iii) That every article 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 mentioned in the tender documents submitted by supplier at the time of bidding, and evaluated and approved for this purchase order and such rejection shall be final. The no appeal or review will be permissible against the decision of inspection committee.
- iv) That the **SSP/Security, Special Branch Karachi**, shall give written receipt signed by him giving out complete details, exhibiting the number of items/articles delivered and the number items/articles accepted and rejected, and such receipts shall be conclusive evidence of the acceptance and rejection of the number of articles specified as accepted and rejected.
- v) 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.



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

ITEM / ARTICLE	RATE PER UNIT

- vii) In case **M/s. _____** make default, in the due performance of this agreement/contract in part or full, **SSP/Security Special Branch** shall be at liberty to impose and recover L.D. Charges not exceeding 0.025% per month thereof. The penalty shall be applicable only to the extent of items/articles supplied late.
- viii) The **SSP/Security Special Branch** shall have right to assess, demand and recover any damages suffered by Police Department due to late supply of the items/articles from the supplier.
- ix) The **SSP/Security Special Branch** shall be at liberty to deduct and retain the amount so assessed from the bill that may be or may become due and payable at or after the time of such failure to the **M/s. _____** by the said **SSP/Security Special Branch**, whether by virtue of agreement or otherwise.
- x) The **SSP/Security Special Branch** shall not be responsible for 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.
- xi) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract agreement and both parties shall be bound by it.
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.



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

Annexure-A-4/4

8. If any term, conditions, or provision in this Agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavour in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in the Agreement. If the parties fail to agree on such amendments, such invalid terms, condition or provision will be served from remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
9. This agreement may be amended only in writing signed by both the parties.
10. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

**Senior Superintendent of Police
Security Special Branch
Karachi**

Witness:

1) _____

2) _____



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

Annexure –“ B”

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				
S.No.	Item Name	Quantity	Unit Cost (Rs)	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 favour of
SSP/Security Special Branch, Arambagh Police Complex Karachi.

BIDDER (Sign + Seal)

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