

GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL,
EXCISE, TAXATION & NARCOTICS CONTROL PUNJAB

BIDDING DOCUMENT

**PROCUREMENT OF
TOKEN TAX STICKER**

**(Annual, 1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter, Life
Time)**

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 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.

April 2017

1. INTRODUCTION / INSTRUCTIONS

1. The Competent Authority(procurement) Excise, Taxation & Narcotics Control, Punjab invites **sealed bids** from the interested bidders for supply / delivery of Printed Token Tax Stickers(Annual,1st Quarter,2nd Quarter,3rd Quarter,4th Quarter) as per the given technical specifications.
2. The procurement process shall be governed by PPRA Rules 2014.
3. Bids are required to submit bids in sealed envelopes, for the procurement of token tax sticker, as per PPRA 2014 rules specifying single stage two envelopes procedure. Proponents applying for bids should submit **two separate sealed bids in one envelope**, containing, Technical and Financial Proposals.
4. Bidders are required to supply / deliver token tax stickers as per the given specifications and locations mentioned in the tender document.
5. The bidder shall furnish an indemnity bond along with the performance guarantee of 10 % of the total value of the agreed price
6. GST number of the bidder must be provided.
7. Quantity required is mentioned in the bidding document. However, the Competent Authority reserves the right to increase / decrease the quantity as per the actual need.
8. Failure to supply items within the stipulated time period will invoke penalty 2% of the PO Price per month, besides BLACKLISTING of the delinquent supplier as per the PPRA Rules 2014. In addition to that the company will not be allowed to participate in future tenders as well.
9. Financial Proposal should contain the rate per token tax sticker Technical Specifications, provided under clause 2 of this document.
10. Prices shall be quoted in Pak Rupees (PKR).
11. The bidder/supplier must have the experience of printing and delivering / supplying the same nature of product directly anywhere in Pakistan.
12. The bids shall remain valid for 60 days. Moreover, quoted price should valid for at least 90 days, with effective from the opening of Financial Proposals
13. Only firms/companies who have their own printing press and registered with Government Printing Press, Lahore with Category A should apply.
14. The intended bidders are required to purchase this bidding document from the office of the Additional Director General/ Competent Authority(Procurement) Excise, Taxation & narcotics Control, Punjab 847-A,Shadman-I,Lahore on payment of Rs.1000/- (Non-refundable) in the shape of Bank Draft, enables the Firms / Contractor to bid in the prescribed tender.
15. The firms are required to submit separate bids (both Technical & Financial).

16. Bidders are required to submit bid security amounting to **Rs.539,945/-** which is 5% estimated price in the shape of Bank Guarantee/ Bank Draft or Pay Order in favor of Additional Director General/Competent Authority(Procurement), Excise, Taxation & Narcotics Control, Punjab.
17. Bidders are requested to quote their rates inclusive of all Taxes.
18. Delivery of token tax stickers is mentioned in Schedule-A
19. Only GST registered Contractor / Firm should apply.
20. The vendor/supplier of token tax sticker will give One Year warranty for color fading and adhesiveness of stickers.
21. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or Proposal.(Rule35(1))PPRA 2014.
22. Joint Venture is not allowed.

22. The Contact for all correspondence in relation to this bid is as follows:

Additional Director General/
Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Department,
Government of the Punjab
847A, Shadman-I, Lahore
042-99203567
Email: adgent@punjab.gov.pk

2. TECHNICAL SPECIFICATIONS

Technical Specifications are given below; all the bidders are required to quote according to given specifications:

Token Tax Stickers Specification: Security Featured Classified printed Excise, Taxation & Narcotics Control Department Vehicle Token Tax Stickers printed on Self-Adhesive SFP/MCF stick-on sheet, with IV/VUL/ with variable digital powder coated barcode on each sticker with variable number with solvent gun printing in different colour along with self-adhesive see through sticker for pasting with prominent features recto reflective printing, Stick-on back printed instructions, in various categories as follows as per approved sample attached. Token Tax Sticker Size will be 3.5 x 3.5 inch



Quantity of Stickers is as follows:

S.No	TOKEN TAX STICKER DESCRIPTION	QUANTITY
1	Annual Token Tax Sticker	460,000
2	1st Quarter Token Tax Sticker	28,000
3	2nd Quarter Token Tax Sticker	28,000
4	3rd Quarter Token Tax Sticker	28,000
5	4th Quarter Token Tax Sticker	28,000
6	Life Time Token Tax Sticker	40,000

3. SUBMISSION OF BID

3.1. Labeling

- (a) To be addressed to the following address:

Additional Director General / Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Department Punjab
847-A, Shadman-I
Lahore
Tel. No. 042-99203567

- (b) bear the following identification:

Bid for "Procurement of _____"
DO NOT OPEN BEFORE 20th of April 2017.

- (c) Fax bid will not be entertained.

3.2 Deadline for Submission of Bid

- 3.2.1 The original bid must be received by the Purchaser / Client at the address specified in Clause 3.1 not later than: Date: 20th of April 2017. Time: **1200 hours**

3.3 Late Bid

The bid received by the Competent Authority(Procurement) after the deadline for submission of bid prescribed by the Purchaser, pursuant to Clause 3.2, will be rejected and returned unopened to the bidder.

3.4 Clarification of Bid Document

3.4.1. Prospective bidders at least seven (7) working days prior to last date of submission of proposal may request in writing for clarification of the tender document, the criteria for qualification or any other aspects of the tender document.

3.4.2. To assist in evaluation of bids, the Purchaser may, at its discretion, ask an applicant for a clarification. The bidder must respond within 5 working Days to all questions and

provide complete information. Any lapses in providing essential information may result in the disqualification of the bidder.

4. OPENING AND EVALUATION OF BID

4.1 Opening of Bid

4.1.1 The bid shall be opened by the Purchaser/Client at **1400 Hrs on 20th April 2017** in the presence of the bidder's representatives at the office of the Competent Authority(Procurement), given below:

Office of the Additional Director General/Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Punjab
847-A, Shadman-I
Lahore

4.2 Evaluation and Comparison of Bids

The Purchaser / Competent Authority(Procurement) will evaluate and compare the bids previously determined to be substantially responsive.

4.2.1. Technical Evaluation

All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the issuance of Purchase Orders. Failure to furnish any of the requisite documents will impact on the possibility of success of the bidder. A duly filled copy of the mandatory documents shall be annexed and attached with the sealed envelope by every bidder. An evaluation criterion is given below:

Passing Marks / Points = 70% of the total marks = 259

Description	Criteria	
Certificate of Registration of Firms / Company / Distributor / Dealer	Mandatory	
Income Tax Registration	Mandatory	
General Sales Tax Registration	Mandatory	
Registration with Government Printing Press, Lahore with Category A	Mandatory	
Undertaking that the firm is not blacklisted and involved in litigation with Government	Mandatory	
Own Printing Press Setup	Mandatory	
Confirmation to Specifications(As per RFP)	Mandatory	
Proof of payment of Professional Tax administered by Punjab if applicable	Mandatory	
Net Worth for the last Year(audited)(Total Assets – Total Liabilities) (Max Points 60) <i>(The bidder should provide the verified statement showing the Net worth of the Company / Firm)</i>	Less than 1 million	10 Points
	1-15 million	20 Points
	more than 15 up to 30 million	30 Points
	more than 30 up to 45 million	40 Points
	more than 45 up to 60 million	50 Points
more than 60 million and above	60 Points	
Total No of full time employees (Max Points 100) <i>(The bidder is required to provide the list with contact numbers)</i> Satisfactory Proof to be provided	4 point for each employee(Max Points 100)	
No of Similar nature Projects in last 3 Year (1 million or above)((Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Projepct (Max 80)	
No of Similar Projects with Government in last 3 Year (1 million or above)(Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)	
Performance Certificate within previous 2 Year (Minimum 2 Projects Required) <i>(Documentary evidences are required))(Max Points 50)</i>	25 for each Project (Max 50)	

4.2.2. Financial Evaluation

RFP for the Procurement of Token Tax Sticker

Financial bids of the successful bidders (Technically Qualified) will be opened publically and purchase order will be issued to the lowest bidder as per PPRA rules & regulations.

Financial bids of the technically disqualified proponents will be returned unopened.

5. PRICE SCHEDULE

Bidders are required to fill the tables below and attached along financial proposal

Sr.#	ITEM	QTY	UNIT PRICE (Inclusive of Taxes)	TOTAL PRICE (Inclusive of Taxes)
1	2	3	4	5
1	Annual Token Tax Sticker	460,000		
2	1st Quarter Token Tax Sticker	28,000		
3	2nd Quarter Token Tax Sticker	28,000		
4	3rd Quarter Token Tax Sticker	28,000		
5	4th Quarter Token Tax Sticker	28,000		
6	Life Time Token Tax Sticker	40,000		
Grand Total				=SUM OF 3x4

Vendors are requested to quote price of token tax sticker inclusive of all taxes.

Note: Payment of all kind of taxes or any change in taxes will be borne by the contractor.

The bidder quoting the lowest grand total in price will be considered as lowest bidder.

6. BID FORM

To:

Additional Director General/
 Competent Authority(Procurement)
 Excise,Taxation & Narcotics Control Department Punjab,
 847-A, Shadman-I, Lahore
 Tel. No. 042-99203567

Dear Sir

Having examined the bidding documents the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply / install the item mentioned below in conformity with the specification in the bidding documents as per the following price.

Sr#	Item Name	QTY	Unit Price (PKR.) (inclusive of all taxes)	Total Price (PKR) (inclusive of all taxes)
1				
	Grand Total			

We understand that the purchaser / Competent Authority(Procurement) to award the Purchase Order for the procurement of above mentioned item to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, we will complete the Works in accordance with the Execution Schedule provided in the Schedule-A Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance guarantee of 10 % of the total value of the purchase order. Our prices are inclusive of all applicable Government taxes from time to time and no revision shall be made on account of taxes during the contract period.

We understand that the process of procurement is governed by PP Rules 2014. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of -----2017

BIDDER**WITNESS**

Signature -----

Signature -----

Name-----

Name -----

Title:-----

Title-----

Address.-----

Address-----

7. SCHEDULE –A : SPECIAL STIPULATIONS

For ease of reference, certain information and Special Stipulations applicable to the Contract are set forth herein.

1.

Amount of Performance Guarantee before the issuance of Purchase Order	10% of the offer / total amount
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2.

Delivery of Goods :	Directorate General, Excise Taxation & Narcotics Control Punjab,847A, Shadman,-I,Lahore
Packing:	Packing of 500 token tax stickers X 10 pack = 5000/- Token Tax Stickers in a BOX

b) Execution / delivery Schedule	Within 2-3 weeks from the issuance of LOA
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3.

Warranty Period	One Year warranty of color fading and adhesiveness of sticker.
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4.

Liquidated damages	
a) Liquidated damages for delayed delivery	2% of the PO Price per Month, daily penalty will impose on the same basis
b) Limit of Liquidated Damages	Not to exceed in the aggregate ten percent (10%) of Contract Price

8. PERFORMANCE SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender . _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____)

AND WHEREAS it has been stipulated in the Tender Document that the successful Tenderer shall furnish Performance Security, within fourteen working days of the receipt of the Acceptance Letter/PO from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to 10% of the contract value, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee; THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until all

Obligations have been fulfilled in accordance with the Contract, whichever is later. Date

this _____ day of 2017.

GUARANTOR

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____