

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

BIDDING DOCUMENT

For the

**PROCUREMENT OF MOTOR VEHICLE REGISTRATION
DOCUMENTS SCANNING SERVICES**

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.

November 2017

1. INTRODUCTION / INSTRUCTIONS

1. The Competent Authority(procurement) Excise, Taxation & Narcotics Control, Punjab invites **sealed bids** from the interested bidders for Procurement of Motor Vehicle Documents Scanning services as per the given scope of work.
2. The procurement process shall be governed by PPRA Rules 2014.
3. Bidders are required to submit bids in sealed envelopes, 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. The bidder shall furnish an indemnity bond along with the performance guarantee of 10% of the total value of the agreed price
5. Failure to supply services within the stipulated time period will invoke penalty 2% of monthly invoice of the assigned work of the month, **BLACKLISTING** of the delinquent supplier as per the PPRA Rules 2014.Besides any other penalty/fine under this document or the contract. In addition to that the company will not be allowed to participate in future tenders as well.
6. Financial Proposal should contain the rate per page scanned & uploaded in MTMIS System, provided under clause 2 of this document.
7. Prices shall be quoted in Pak Rupees (PKR).
8. The bidder/supplier must have the experience of supplying services of the same nature of product anywhere in Pakistan.
9. The bids shall remain valid for 30 days. Moreover, quoted price should valid for at least 90 days, with effective from the date of submission of bids
10. 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 that enables the Firms / Contractor to bid in the prescribed tender.
11. The firms are required to submit both the Technical & Financial proposals.
12. 2% estimated price bid security of the tender must be furnished in the shape of Bank Draft or Pay Order in favor of Additional Director General/Competent Authority(Procurement), Excise, Taxation & Narcotics Control, Punjab. Bid security is given in following table:

Sr.No.	PROCUREMENT	2% Bid Security (Rs.)
1	MOTOR VEHICLE REGISTRATION DOCUMENT SCANNING SERVICES	1,728,000/-

13. Bidders are requested to quote their rates which are inclusive of all taxes.

14. Services to be provided is mentioned in Schedule-A
15. Only GST registered Contractor / Firm should apply.
16. 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.
17. Bidders must submit bids on Turnkey basis for whole Scope of Work. Failure to meet this condition will cause disqualification of the bidder.
18. The Primary Contact for all correspondence in relation to this bid is as follows:

Project Director /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. SCOPE OF WORK

- 1) The Directorate General Excise Taxation and Narcotics Control Punjab intends to hire scanning services for Motor Vehicle Registration Documents of vehicles registered in the province of Punjab to enhance the working of the department. The initiative will serve as an efficient and effective means of monitoring the motor vehicle registration documents within the province.
- 2) The bidder is required to scan and upload motor vehicle registration documents, in the MTMIS software and provide visibility of the scanned files to the Excise DEO/KPO/MRA etc for enhancing the productivity, transparency and the efficiency of system for tax collection/update, transfers and any other related works.
- 3) Motor vehicle registration documents contain (but not limited to) following:
 - a. Form F
 - b. Sale Invoice
 - c. Sale Certificate/Import Document
 - d. Copy of CNIC (Front & back)
 - e. T.O Form/Transfer Deed
 - f. Registration Book or any other document described by ET&NC as part of the motor vehicle registration documents.
- 4) The bidder is required to perform development within MTMIS application for uploading of documents of a specific vehicle registration number. The documents will be uploaded as per the printed check list (document provided by the citizen along with signoff). Handing/Taking of the Motor Vehicle Registration Documents (Hard copies) shall be done through this checklist with proper signoff from all concerned at all stages along with time stamps in MTMIS. The content of the scanned file of motor vehicle shall be mapped with the registration number of the motor vehicle. All the motor vehicle registration scanned documents shall be uploaded into the central ET&NC database through the development performed by bidder. After approval/validated/authenticated from competent authorities such documents can be accessed through MTMIS application. Daily approval of concerned authorities (relevant MRA) will be mandatory in the MTMIS application. Further, Motor Vehicle Registration Books/Files will be delivered to owner only after the approval of the scanning. It will be responsibility of the contractor to manage and upload the existing scanned images / documents available in the offices of respective motor registration offices in the same way as a new document. Scanning will only be done in grey scale / black and white by the contractor and upload the same in the system. MTMIS is developed in Oracle and Java.
- 5) Post Registration activities (Ownership transfer, alteration etc.) for the relevant vehicle documents shall also be scanned & uploaded as per the defined workflow against the same registration mark with date & time stamp.
- 6) The purchaser may also get scanned photocopies of the registration documents (Shadow Files) already registered but documents not scanned as per existing practices / procedure.
- 7) Scanning and Uploading/mapping of the Motor vehicle registration documents shall be done by the contractor within 24 working hours starting from the time when file is handed over to the contractor. Failure to meet this timeline shall invoke penalty of 20 % for the price of delayed items in the month's invoice. Contractor will maintain proper record.
- 8) ET&NC will ensure daily provision of Motor Vehicle Registration Documents to the contractor's representative for scanning and uploading/mapping of the same. Further, ET&NC shall ensure availability of its staff members to the contractor's representative for any clarification/guidance for smooth running of the operations.
- 9) The bidder is required to install the required hardware/equipment in 40 existing motor vehicle registration offices in 36 districts of Punjab and 9 service centers across Punjab. Further, the same services shall be provided by the contractor in the new offices/service centers (if developed by ET&NC Punjab within the

contract period). Excise, Taxation and Narcotics Control, Punjab shall provide space along with all utilities (Primary and Backup Power etc.) to the contractor for keeping the operations running. However, bidder is required to renovate the space accordingly. The contractor will make security arrangements for securing the files in his custody. If any file is lost in his custody following penalties will be imposed to compensate the motor vehicle owner:

S.No	Description	Compensation to be paid by Contractor	Compensate to :
1	Registration Documents(Registration book , Original File ,	New Registration Case: 10 % of invoice of Vehicle/ landed cost value for the purpose of registration Post registration: up to 1 year old: 10 % of invoice of Vehicle / landed cost value for the purpose of registration 1-5-year-old: 5 % of invoice of Vehicle / landed cost value for the purpose of registration 5 Year And above : 1 % of invoice of Vehicle / landed cost value for the purpose of registration	Owner of vehicle
2	Automated Registration Card	New Registration Case: 10 % of invoice of Vehicle / landed cost value for the purpose of registration Post registration: upto 1 year old: 10 % of invoice of Vehicle / landed cost value for the purpose of registration 1-5 year old: 5 % of invoice of Vehicle / landed cost value for the purpose of registration 5 Year And above : 1 % of invoice of Vehicle / landed cost value for the purpose of registration	Owner of vehicle

- 10) Furniture and required renovation accessories shall be arranged by the contractor. Maintenance and upkeep of space shall also be the responsibility of the contractor to the extent of the scope of work in this document.
- 11) The bidder is required to provide all resources including manpower for scanning and uploading the motor vehicle registration documents in all motor vehicle registration offices and service centers of ET&NC Punjab.
- 12) Bidder is required to create & upgrade the existing ET&NC server & storage hardware and DR (Disaster Recovery) server to the extent of scanning and uploading/mapping of the motor vehicle registration documents for the storage size to manage all the scanned files in the server during the contractual period. If require contractor will be bound to procure and install new hardware including server & storage devices.
- 13) Any other modification/upgradation, if required, of the ET&NC server and the DR server to the extent of scanning and uploading/mapping of the motor vehicle registration documents shall also be responsibility of the contractor.
- 14) The payment mechanism will be on monthly basis. Monthly Invoice (based on system generated report for the scanned and uploaded no. of pages of Motor Vehicle registration documents) pertaining to previous month will be shared by the vendor. Payments will be released to the vendor within 25 days of submission of invoice.
- 15) ET&NC requires the financial proposal on per page basis. Invoices shall mark the total number of pages scanned and uploaded by the contractor and approved/validated/authenticated by the relevant competent authorities accordingly. For understanding One Page means one side of a document. In case of CNIC, the image (in scanned form) should be on a same page.
- 16) Prices shall be inclusive of all taxes and shall be fixed for the complete contract period. Any change in relevant taxes/duties etc. shall be borne by the bidder/contractor.
- 17) The contract will be made for a period of 3 years.
- 18) The applicant will submit undertaking for complete scope of work. Failure to meet this condition will lead to rejection of application as non-compliant.

- 19) The Contractor will be bound to develop, test and deploy the whole solution within 3 months after the issuance of LOA (letter of acceptance). First scanned document shall be uploaded and mapped by the contractor within 3 months of issuance of LOA.
- 20) The proposal will include a complete description of the procedures intended to meet the requirements as detailed in Scope of Work of this RFP. Bidders are requested to submit a detailed description of the intended approach, including Project Management and Methodology. This should include but is not limited to: a description of the general approach, hardware and software to be used, client involvement, Project Team members and roles and the bidder's quality assurance and testing plan.

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 11th of December 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: 11th of December 2017.

Time: **1200 hours**

3.3 Late Bid

The bid received by the Competent Authority(Procurement)/Purchaser 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 **1300 Hrs on 11th December 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 Letter of Acceptance (LOA). 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:

Total Marks / Points = 190

Passing Marks / Points = 70% of the total marks

Description	Criteria	
Certificate of Registration of Firms / Company / Distributor / Dealer	Mandatory	
General Sales Tax Registration	Mandatory	
Undertaking that the firm is not blacklisted and involved in corrupt practices with Government	Mandatory	
Joint Venture is not allowed	Mandatory	
Undertaking for the completion of work / Provision of Services according to the Tender Document	Mandatory	
Project Management Plan and Methodology Details To be attached	Mandatory	
Net Worth (Total Assets – Total Liabilities) (Max Points 100) (<i>The bidder should provide the verified statement showing the Net worth of the Company / Firm</i>)	Less than 1 million	10 Points
	1-10 million	20 Points
	more than 10 up to 20	30 Points
	more than 20 up to 30	40 Points
	more than 30 up to 40	50 Points
	more than 40 up to 50	60 Points
	more than 50 up to 60	70 Points
	more than 60 up to 70	80 Points
	more than 70 up to 80	90 Points
	more than 80 million	100 Points
Total No of employees available for operations of this project as per the technical proposal (Max Points 50) (<i>The bidder is required to provide the list</i>)	5 point for each employee(Max Points 50)	
Projects of same nature (Max Points 20) (<i>Documentary evidences are required</i>)	10 Points for each project (20 Max)	

No of Similar nature Projects(Scanning) (1 million or above) (Max Points 20) (<i>Documentary evidences are required</i>)	10 Points for each Project (Max 20)
---	-------------------------------------

4.2.2. Financial Evaluation

Financial bids of the successful bidders (Technically Qualified) will be opened publically LOA 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	UNIT PRICE (Inclusive of All taxes)	TOTAL PRICE (Inclusive of All taxes)
1	Price Per Page Scanned & uploaded in MTMIS System		
		G Total	

6. BID FORM

To:

Additional Director General/
 Competent Authority(Procurement)
 Excise, Taxation & Narcotics Control Department Punjab,
 847-A, Shadman-I, Lahore
 Tel. No. 042-99202775-76

Dear Sir

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

Sr#	Price Per Page Scanned & uploaded in MTMIS System	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 contract for the procurement of above mentioned services to a single lowest bidder. 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 3 year contract. 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

Signature -----

Name-----

Title:-----

Address.-----

WITNESS

Signature -----

Name -----

Title-----

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 signing of contract	10% of the offer / total amount for three years
--	--	---

2.

	Delivery of Services:	All Punjab (all 36 districts of Punjab).
	b) Execution / delivery Schedule	Within 3 months of issuance of LOA

3.

	Liquidated damages	
	a) Liquidated damages for delayed service delivery	2 % of the contract amount
	c) 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 _____

9. Contract Form

THIS CONTRACT is made at _____ on the day of_ 2017, between the [Full name & address of the procuring agency] (hereinafter referred to as the “Procuring Agency”) of the First Part; and M/s (firm name) a firm having its registered office at (address of the firm) (hereinafter called the “Supplier”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”).

WHEREAS the Procuring Agency invited bids for procurement of services, in pursuance where of M/s (firm name) being the Manufacturer/ authorized Supplier of services/ authorized Agent of (item name/service name) in Pakistan and ancillary services offered to supply the required service (s); and Whereas the Procuring Agency has accepted the bid by the Supplier for the supply of (item name) and related services in the sum of Rs (amount in figures and words) cost per unit, the total amount of (quantity of goods) shall be Rs (amount in figures and words).

NOW THIS CONTRACT WITNESSETH AS FOLLOWS:

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:-
 - a. the Price Schedule submitted by the Bidder,
 - b. the Schedule of Requirements;
 - c. the Technical Specifications;
 - d. the General Conditions of Contract;
 - e. the Special Conditions of Contract;
 - f. the Procuring Agency’s Notification of Award;
 - g. the scope of work;
 - h. the Contract; and
 - i. the Bid & its clarifications.
 - j. the contracted specifications (attached as annexure)
3. In consideration of the payments to be made by the Procuring Agency to the Supplier of services as hereinafter mentioned, the Supplier/ Manufacturer hereby covenants with the Procuring Agency to provide the Goods and its related Services etc. and to remove/rectify defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. [The Supplier] 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 the Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Punjab) through any corrupt/collusive business practice.

6. Without limiting the generality of the foregoing, [the Seller/ Supplier] 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 including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab, except that which has been expressly declared pursuant hereto.
7. [The Supplier] certifies that it has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of the Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.
8. [The Supplier] accepts full responsibility and strict liability for not making any false declaration, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty and making full disclosure of all relevant information as required by procuring agency. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of the Punjab under any law, Contract or other instrument, be voidable at the option of Government of the Punjab.
9. Notwithstanding any rights and remedies exercised by Government of the Punjab in this regard, [The Supplier] agrees to indemnify Government of the Punjab for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of the Punjab in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Seller/ Supplier] 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 Government of the Punjab.
10. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary Law or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.
11. This Contract shall be governed by the laws of Punjab Government and the courts of Punjab (Pakistan) shall have exclusive jurisdiction.

- 12 Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, which cannot be amicably settled between the Parties, shall be referred to mediation in accordance with the Center for Effective Dispute Resolution (CEDR) Model Mediation Procedure and to be conducted by a mediator who is duly accredited by CEDR. Both Parties shall appoint a mediator who is mutually acceptable. If the Parties fail to agree upon a mediator within fourteen (14) days after one Party has notified the other in writing of the dispute, then, the courts at Punjab (Pakistan) may be requested by either Party to appoint a CEDR-accredited mediator. The venue for the mediation proceedings shall be in Punjab (Pakistan). The language of mediation and the appropriate documentation shall be English

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at (the place) and shall enter into force on the day, month and year first above mentioned.

Signed/ Sealed by the Manufacturer/
authorized Supplier

Signed/ Sealed by Procuring Agency

1.

1.

2.

2.