BIDDING DOCUMENT

Under Head A13303-Repair and Maintenance of Police Buildings

FOR THE CURRENT FINANCIAL YEAR 2019-20

DISTRICT POLICE OFFICE, BAHAWALPUR.
DISTRICT POLICE OFFICE, BAHAWALPUR
INVITATION FOR BIDS FOR THE YEAR 2019-20

The sealed bids are invited on Rates for works in repair works budget for the work being technical in nature as detailed below from the contractor/ firms enlisted/ renewed for the year 2019-20 with C&W department Punjab and approved by provincial buildings department for District Police Office, District Police Line and Various Police Station of Bahawalpur District. The tender document will be available immediately after the date of publication of advertisement in the press and will be received and opened as per civil work attached.

1. Tender Documents containing terms & conditions and detailed specifications of required items can be obtained on payment of Rs.500/- (Non-refundable being the tender Cost for each tender separately) from the office of the District Police Officer, Accounts Branch Bahawalpur on any working day during office hours after publication of tender in the press.

2. All tenders shall be submitted / placed in the Diary Dispatch Branch of the office of the undersigned at given date & time. Any tender received after specified time will not be entertained. Tenders will be opened in Committee Room DPO Office Bahawalpur according to schedule given above in presence of bidders or their authorized representatives who wish to be present at the time of opening.

3. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal As per Clause 35, PPRA rules 2014.

4. Earnest money @ 2% of estimated price of Rs.800000/- the quoted items will be in the shape of deposit at call issued in favour of District Police Officer Bahawalpur, attached with the quotation documents (Amendment Notification 06-01-2016)

5. Procurement shall be governed by the Punjab Procurement Rules 2014.

6. Single Stage - Two envelope bidding procedure (Technical & Financial) as per rule 38 (2) (a) of PPRA rule 2014, shall be applied.
   i) Tenders should be submitted comprising a single package containing two separate envelops. Each envelop will contain separately the financial proposal and the technical proposal.
   ii) Envelop shall be marked as “Financial Proposal” and “Technical Proposal” in Bold and legible letters to avoid confusion. The financial proposal envelop will only be opened after technical approval as per PPRA rules 2014.
   iii) On rejection of Technical Proposal the Financial Proposal will be returned unopened. The institution will not be responsible for any opening of Financial Proposal, where it is submitted collectively for all the items, or found opened on submission or not properly sealed.

7. The firms already under process of disciplinary action, defaulter or black listed with any Public Sector organization will not be allowed to participate.

8. The bidders are requested to give their lowest and final Price, since, as far as possible, there will be no negotiation on the price.

9. The firm registered with income Tax & Sale Tax Departments can only participate in the tender.

CONTENTS OF BIDDING DOCUMENTS

In addition to invitation for bids, the bidding document include:

A. Instruction to Bidders

B. Bid Evaluation Criteria

C. General Terms & Conditions

D. Special Terms & Conditions

E. Schedule of Requirements

F. Performance Guarantee Form

G. List of Items to be Purchased

H. Technical Bid Form

I. Financial Bid Form
A: INSTRUCTIONS TO BIDDERS
1. Only the bid of bona fide buyers of tender documents will be entertained.

2. Eligible bidders: This Invitation for Bids is open to all Original Manufacturers and in case of imported goods, their Sole Agents / Importer in Pakistan, for supply of Misc. items on Free Delivery to Consignee’s end basis. The importer / sole agent must possess a valid authorization from the Foreign Principal / Manufacturer and drugs sale license, (if applicable) issued by the competent authority in Pakistan and in case of manufacturer they should have a documentary proof of valid drugs manufacturing license. The bidder shall also have to submit a copy of registration certificate. The bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices, declared by any Government (Federal/Provincial/District), a Local Body or a Public Sector Organization.

Note: Bidders are not allowed to quote alternate offer for an item.

3. Eligible Goods and Services: All goods and related services to be supplied under the supply orders shall have their origin in eligible source countries and all expenditures made under the supply orders shall be limited to such goods and services. For this purpose, the term “Goods” includes any Goods that are the subject of this Invitation for Bids and the term “Services” shall include related services such as transportation, insurance etc. The “origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced through manufacturing or processing, or substantial and major assembly of ingredients / components, a commercially recognized product results in substantially different in basic characteristics or in purpose or utility from its components.

4. Cost of Bidding: The bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency shall in no case be responsible or liable for those costs, regardless of the manner or outcome of the bidding process.

5. The contractor will be bound to submit two envelopes comprising a single package containing two separate envelopes. Each envelope shall contain separately the Financial Proposal (attached as annexure “C”) and the Technical Proposal, (attached as annexure “B”)

6. The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion. The inner and outer envelopes shall also indicate the name and address of the contractor to enable the quotation to be returned unopened in case it is declared as “non-responsive”. If the outer as well as inner envelope is not sealed and marked as required by the institutions from bidder. The purchase committee will assume non responsibility for the quotation/offer misplacement or premature opening.

7. Initially, only the envelope marked “TECHNICAL PROPOSAL” will be opened and the envelope marked “FINANCIAL PROPOSAL” will be retained under the custody of purchase section without being opened.

8. During the technical evaluation, no amendments in the technical proposal shall be permitted.

9. All assessments and procuring procedures i.e. receiving, opening, order of supply etc. shall be governed by the Punjab Procurement Rules, 2014

10. The offer found to be the lowest evaluated will be accepted.

B. BID EVALUATION CRITERIA

The procuring agency’s evaluation of the Technical proposal / bid shall be on basis of previous performances, pervious test reports, pervious experience, financial soundness and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be considered. However, the evaluation of financial proposal shall be on the basis of price inclusive of prevailing taxes and duties in pursuant to instruction to bidders.

(i) Firm Eligibility, the contractor will be bound to provide the following documents with the tender enquiry for assessment of firm eligibility, failing which the tender / quotation will not be considered:
   • Attested Photo-copy of CNIC of proprietor
   • Copy of Sales Tax and Income Tax Certificates
   • Affidavit that the firm was / is not black listed from any Government institution
   • Previous supply order to prove one-year business history.

(ii) Product Eligibility, the contractor will be bound to provide the following document with the tender enquiry for assessment of product eligibility, failing which the tender / quotation will not be considered:
   • Quality Certificate (ISO 13485:2003 / CE / FDA)
   • Sample of the Product.
• Registration certificate if applicable
• Supply order of the product

C. GENERAL TERMS & CONDITIONS

1. The offers/tenders will remain valid for the financial 2017-2018 with mentioned estimated cost and supplementary grant from the date of opening of tenders.

2. Failure to furnish all information required by the tender documents or to submit a offer not substantially responsive to the quotations documents in every respect shall be at the firm's risk and may result in the rejection of its offer.

3. The contractor/firm is required to offer competitive prices. All prices should be exclusive of General Sales Tax (GST).

4. While tendering the quotations, the present trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained later on.

5. National Tax Number (NTN) and General Sales Tax number (GST) (if applicable) with documentary proof will be provided by the contractor/firm in the tender.

6. The Contractor will submit an affidavit on legal stamp paper of Rs. 50/- that their firm is not black listed on any ground by any government (Federal/Provincial/District), local body or a Public Sector Organization. The contractor shall be debarred from offer on account of submission of false statement.

7. The contractor will be given an undertaking on a judicial paper that the quoted prices/negotiated prices are not more than the prices charged from any other Government institutions. In case of any discrepancy the over charged amount will be recovered/refunded by the contractor.

8. The contractor should have minimum One Year Experience in the Market. Similarly, it is mandatory that the item to be quoted by the Bidder/Manufacturer should have availability in the market minimum for the Last One Year. Documentary proof shall have to be provided in this regard (if possible).

9. The contractor is required to provide with the Technical Proposal, the name of item(s) for which they have quoted their rates in the Financial Proposal.

10. The contractor will bound to produce samples of quoted products according to the strength and packing of demand of enquiry. Technical Proposal/Offer submitted in absence of samples may be ignored For evaluation of bids regarding Repair and Maintenance of Police Buildings (MPS Baghdad ul Jadeed) will be applied. Only those bids will be considered for further technical evaluation where samples of items has been approved by the Sample Checking Committee constituted for the purpose.

11. The procuring agency's evaluation of the Technical proposal / bid shall be on basis of previous performances, pervious test reports, pervious experience, financial soundness and such other details as the Procuring Agency, at its discretion, may consider appropriate, shall be considered. However, the evaluation of financial proposal shall be on the basis of price inclusive of prevailing taxes and duties in pursuance to instruction to bidders.

12. If the quotation/Offer/Tender received after the due date and time, it will be rejected and returned unopened to the contractor.

13. Only those firms can participate in the tender which are registered with Income Tax/Sales Tax Department.

14. Any offer not fulfilling the tender enquiry shall straight away be ignored.

15. Offer of the firm not putting rates both in words and figures shall be ignored.

**NO OFFER SHALL BE CONSIDERED IF:**
- Received after time and dated fixed for its receipt.
- The tender is unsigned.
- The offer is ambiguous.
- The offer is conditional
- The offer is from a firm black listed by any Govt. Authority.
- The offer is received by Fax.
- The offer is received with shorter validity then required in the tender enquiry.

16. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal as per Clause 35, PPRA rules 2014.
17. The authority reserves the right to increase/decrease the quantity of any item.

18. The supplier is bound to pay Government taxes (Income Tax, Stamp duty etc.) as imposed by the Government time to time

19. The tender must be submitted under sealed cover and addressed to the District Police Office Bahawalpur.

20. In case any disagreement and dispute, the decision of the authority would be final and the District Police Officer Bahawalpur will be sole arbitrator under the Sole Arbitration Act.

21. The rates must be quoted on firm's letter pad according to the specifications mentioned in the tender list.

22. The supplied stores will be inspected by the inspection committee according to the samples (where necessary), if the inspection committee rejects any item/all items, the contractor will be bound to replace the same as per demand/specification and the samples.

23. In case of substandard supply, the contractor will be bound to replace the same immediately.

24. In respect of the items where more than one brand is given in the tender form, 1 will be at the discretion of the Police Department to take any of the brand and get supply accordingly

25. The form should be signed for acceptance of terms and conditions by the tendered and submitted along with the quotation on the letter head-pad of the respective firm.

26. Unsolicited advice / clarification and personal approaches by the bidder at any stage of evaluation are strictly prohibited and may lead to disqualification.

27. All the rates must be quoted without GST. The GST will be paid by the institution where ever applicable. The tendered should bear a notice whether GST is levied or not on the particular item

28. Any erasing / cutting / crossing etc. appeared in the offer must be properly signed by the person signing the tender. Moreover, all the pages of the tender must also be properly signed

29. In case, the contractor fails to execute the Order, strictly in accordance with terms and conditions laid down in the tender, within stipulated period the earnest money deposited by him will be forfeited and offer may be made to the next lowest bidder. The firm may be black listed.

D. SPECIAL TERMS & CONDITIONS

1. Bid Security: Earliest money 2% of the estimated price of the quoted items mentioned in the tender documents will only be in the shape of Call Deposit issued in favor of District Police Officer Bahawalpur, attached with the quoted documents.

2. Performance Security:
The successful bidder shall furnish the Performance Security in accordance with the Conditions of Contract, in the Performance Guarantee Security form. The Performance Guarantee will be 5% of the contract amount. The Performance Security shall be deposited in the shape of CDR.

3. If the contractor fails to supply the store items within prescribed period, 2% I.D. Charges will be deducted as per Government rules

4. The Bidder must deposit of samples of each quoted product (free of cost) to the under signed office Bahawalpur In case of failure to provide samples the offer may be rejected.

5. The firm / firms are required to submit the claimable bill/bills of the supplied store after the inspection of the store within one week, so that payment may be made well in time during the same financial year. In case of non-compliance or any delay in this regard the concerned firm will be held responsible.

6. The bidder shall prepare and submit its bids along with original purchase receipt. The bid shall be typed or computerized and in handwriting form shall be signed by the bidders or a person or persons duly authorized to bind the bidder to the contract. The person or persons signing the bid shall initial all pages of the bid, except for un-amended printed literature. Any alteration/correction must be initialed. Serial number of the quoted item may be marked with red or yellow marker (Attached Annexure "A").
7. Brands with manufacturers of each product must be mentioned with correct specifications which are asked, rates should be quoted as per accounting unit.

E. SCHEDULE OF REQUIREMENTS:
The contractor would be bound to supply the store within 30 days after issuance of supply order or the period as specified in each supply order. In case of non-supply, the risk purchase will be made. In emergency situation the contractor will be bound to supply 25% store items within a week. The firm will not stop the supply of the demanded store items with the plea of pending claimable bills/payment for the smooth running of the Institution.

DISTRICT POLICE OFFICER,
BAHAWALPUR
[Phone No. 062-9250363]

Signature of Proprietor: ____________________________
Name of the Proprietor: ____________________________
C.N.I.C No. of the Proprietor: ________________________
Name & Address of the Firm: ________________________

N.T.N No. ____________________________ Sales Tax No. __________
Contact No. ____________________________ Fax No. __________
Seal & Stamp ____________________________
ROUGH CAST ESTIMATE FOR RENOVATION IMPROVEMENT BAGHDAD-UL-JADID POLICE STATION AT BAHAWALPUR
(Based on MRS BI Annual 1st July :2019 to 31 Dec:2019)

1. Renovation of counter room.
   Counters. = 3 Nos
   Total = 3 cft
   @ 20000 each
   100000 /-

2. Provision of chairs.
   Counters. = 30 Nos
   Total = 30 Nos
   @ 5000 PCft
   150000 /-

   Counters. = 1 Nos
   Total = 1 Nos
   @ 40000 PCft
   40000 /-

4. Provision of wooden cabinet.
   Counters. = 1 Nos
   Total = 1 Nos
   @ 55000 PCft
   55000 /-

5. Provision of glass 8mm thick.
   Counters. = 1 Nos
   Total = 1 Nos
   @ 45000 PCft
   45000 /-

6. Provision of sitting asseries in visitors room.
   Counters. = 1 Nos
   Total = 1 Nos
   @ 100000 PCft
   100000 /-

7. Renovation of investigation room.
   Counters. = 1 Nos
   Total = 1 Nos
   @ 60000 PCft
   60000 /-

8. Renovation of glass panneling for divide the room in investigation room.
   Counters. = 1 Nos
   Total = 1 Nos
   @ 40000 PCft
   40000 /-

   Counters. = 1 Nos
   Total = 1 Nos
   @ 80000 PCft
   80000 /-

10. Painting and white washing.
    Counters. = 1 Job
    Total = 1 job
    @ 20000 per job
    20000 /-

   Tota 690000 /-
        110400
        800400

Say 8,00,000 /-

Sub Divisional Officer
buildings Sub Division

Sub Engineer