Procurement of Mobil Oil for Govt. Vehicles, Motor Bikes, Boats, Generators etc: at DPO Office, Mianwali for the financial year 2019-20 at DPO Office, Mianwali.
Invitation for Bids

1. The District Police Officer, Mianwali has invited Tender Notice for procurement of Mobil Oil for Govt. Vehicles, Motor Bikes, Boats, Generators etc: at DPO Office, Mianwali for the financial year 2019-20. It is intended that this budget will be applied to eligible payments under the contract for supply of following items:

<table>
<thead>
<tr>
<th>Package</th>
<th>Item</th>
<th>Estimated cost</th>
<th>Bid security</th>
<th>Tender Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT-I</td>
<td>Mobil Oil</td>
<td>Rs.1999900/-</td>
<td>2 % of estimated cost</td>
<td>Rs.500</td>
</tr>
</tbody>
</table>

2. The Office of the District Police Officer, Mianwali now invites sealed bids from eligible Bidders, Manufacturers, and authorized Sales & Service Dealers for the supply of above mentioned items.

3. Bidding shall be conducted through Open Competitive Bidding (Single Stage- Single Envelope) procedures as specified in the Punjab Procure Rules PPRA 2014 (amended Jan 2016), and is open to all eligible bidders as defined in the bidding document.

4. Interested eligible bidders may obtain bidding documents and further information from the Office of District Police Officer, Mianwali.

5. The provisions in the Instructions to Bidders and in the General Conditions of Contract are the provisions of the Bidding Documents.

6. Sealed Bids must be delivered to the above office on or before 12:00 P.M. on 11.04.2020 and must be accompanied by a Bid Security as mentioned above in the form of CDR, Pay Order, Demand Draft, from a Scheduled Bank of Pakistan.

7. Bids will be opened in the presence of Bidder or bidders’ authorized representatives as the case may be, at 2:00 P.M. on 11, April, 2020 in the Office of District Police Officer, Mianwali.

8. The bidders are requested to give their best and final prices as no negotiations are expected.

9. Taxes will be deducted as per applicable government rules. NTN and Sales Tax registration certificate must be provided.

10. For obtaining any further information or clarifications, please contact the person named below:

District Police Officer Mianwali
0459-920060
## Instructions to Bidders

### A. Introduction

1. **Source of Funds**
   - **1.1** The Procuring Agency receives budget from the Government of Punjab. The Procuring Agency intends to apply a portion of the proceeds of the budget to eligible payments under the contract for which this Invitation for Bids is issued.

2. **Eligible Bidders**
   - **2.1** This Invitation for Bids is open to all suppliers.
   - **2.2** Bidders shall not be under a declaration of blacklisting by any Government department.

3. **Eligible Goods and Services**
   - **3.1** All goods and related services to be supplied under the contract, defined in the *bidding documents*, and all expenditures made under the contract will be limited to such goods and services.

4. **Cost of Bidding**
   - **4.1** The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring Agency hereinafter referred to as “the Purchaser,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
B. The Bidding Documents

5. Content of Bidding Documents

5.1 The goods required, bidding procedures, and contract terms are prescribed in the bidding documents. In addition to the Invitation for Bids, the bidding documents include:

- (a) Instructions to Bidders
- (b) Schedule of Requirements
- (c) Contract Form
- (d) Performance guarantee Form

5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

6. Amendment of Bidding Documents

6.1 At any time prior to the deadline for submission of bids, the Purchaser, for any reason, whether at its own initiative may modify the bidding documents by amendment.

C. Preparation of Bids

7. Language of Bid

7.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser shall be written in the language specified in the Bid Data Sheet. Supporting documents and printed literature furnished by the Bidder may be in same language.

8. Bid Form

8.1 The Bidder shall complete the Bid Form and the appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, and prices.

9. Bid Prices

9.1 The Bidder shall indicate on the appropriate Price Schedule the unit prices (where applicable). Price of the goods it proposes to supply under the contract.

10. Bid Currencies

10.1 Prices shall be quoted in Pak Rupees unless otherwise specified in the Bid Data Sheet.

11. Documents Establishing Bidder’s Eligibility and Qualification

11.1 Pursuant to the Bidder shall furnish, as part of its bid, documents establishing the Bidder’s eligibility to bid and its qualifications to perform the contract if its bid is accepted.

11.2 The documentary evidence of the Bidder’s eligibility to bid shall establish to the Purchaser’s satisfaction that the Bidder, at the time of submission of its bid, is eligible.

11.3 The documentary evidence of the Bidder’s qualifications to
perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

12. Documents Establishing Goods' Eligibility and Conformity to Bidding Documents

12.1 The Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the bidding documents of all goods and services which the Bidder proposes to supply under the contract.

13. Bid Security

13.1 The Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.

13.2 The bid security is required to protect the Purchaser against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant.

13.3 The bid security shall be in Pak. Rupees and shall be in one of the following forms:

(b) Bank call-deposit (CDR), Demand Draft (DD), Pay Order (PO)

14. Period of Validity of Bids

14.1 Bids shall remain valid for the period specified in the Bid Data Sheet after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as nonresponsive.

15. Format and Signing of Bid

15.1 The Bidder shall prepare an original and the number of copies of the bid indicated in the Bid Data Sheet, clearly marking each “ORIGINAL BID” and “COPY OF BID,” as appropriate. In the event of any discrepancy between them, the original shall govern.

D. Submission of Bids

16. Sealing and Marking of Bids

16.1 The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.

16.2 The inner and outer envelopes shall:

(a) be addressed to the Purchaser at the address given in the Bid Data Sheet; and

16.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared “late”.

16.4 If the outer envelope is not sealed and marked as required the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

17. Deadline for Submission of Bids

17.1 Bids must be received by the Purchaser at the address specified no later than the time and date specified in the
18. Late Bids  
18.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser will be rejected and returned unopened to the Bidder.

19. Modification and Withdrawal of Bids  
19.1 The Bidder may modify or withdraw its bid after the bid’s submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

19.2 No bid may be modified after the deadline for submission of bids.

19.3 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Form. Withdrawal of a bid during this interval may result in the Bidder’s forfeiture of its bid security.

E. Opening and Evaluation of Bids

20. Opening of Bids by the Purchaser  
20.1 The Purchaser will open all bids in the presence of bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders’ representatives who are present shall sign an attendance sheet evidencing their presence.

20.2 The bidders’ names, bid modifications or withdrawals, bid prices, discounts, and the presence or absence of requisite bid security and such other details as the Purchaser, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the Bidder.

20.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.

20.4 The Purchaser will prepare minutes of the bid opening.

21. Clarification of Bids  
21.1 During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing, and no change in the prices or substance of the bid shall be sought, offered, or permitted.

22. Qualification & Evaluation of Bids  
22.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Bidder is qualified to perform the contract satisfactorily, in accordance with the criteria listed.

22.2 The determination will take into account the Bidder’s financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, as well as such other information as the Purchaser deems necessary and appropriate.

22.3 The Purchaser will evaluate and compare the bids which have been determined to be substantially responsive. The
Purchaser’s financial evaluation of a bid will be on delivered duty paid (DDP) price inclusive of prevailing taxes and duties.

23. Contacting the Purchaser

23.1 No Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time evaluation report is made public i.e. 10 days before the contract is awarded. If the Bidder wishes to bring additional information or has grievance to the notice of the Purchaser, it should do so in writing.

23.2 Any effort by a Bidder to influence the Purchaser during bid evaluation, or bid comparison may result in the rejection of the Bidder’s bid.

F. Award of Contract

24. Award Criteria

24.1 The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.

25. Purchaser’s Right to Accept or Reject All Bids

25.1 The Purchaser reserves the right to accept or reject all bids, and to annul the bidding process at any time prior to contract award, without thereby incurring any liability to the Bidder or bidders or any obligation to inform the Bidder or bidders of the grounds for the Purchaser’s action.

26. Notification of Award

26.1 Prior to the expiration of the period of bid validity, the Purchaser will notify the successful Bidder in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.

27. Performance Guarantee

27.1 Within Ten (10) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the performance guarantee in accordance with the Conditions of Contract, in the Performance guarantee Form provided in the bidding documents or in another form acceptable to the Purchaser.

27.2 Failure of the successful Bidder to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Purchaser may make the award to the next lowest evaluated Bidder or call for new bids.

28. Corrupt or Fraudulent Practices

28.1 The Procuring Agency requires that Bidders, Suppliers, and Contractors observe the highest standard of ethics during the procurement and execution of contracts. For the purposes of this provision, the terms set forth below are defined as follows:

(i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process
or in contract execution; and

(ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Agency,

(iii) “collusive practice” is an arrangement among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels for any wrongful gains, and to deprive the Procuring Agency of the benefits of free and open competition;

(b) The Procuring Agency will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(c) The Procuring Agency will sanction a firm, in accordance with prevailing Blacklisting procedures under Punjab Procurement Rules 2014, if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract
The following specific data for Mobil Oil to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB) Part One. Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

### Introduction

**ITB**
Name of Procuring Agency: District Police Officer, Mianwali, Government of the Punjab

**ITB**
Sealed Bids must be delivered to the above office on or before 12:00 P.M. on 11th April, 2020 and must be accompanied by a Bid Security as mentioned above in the form of CDR, Pay Order, Demand Draft, from a Scheduled Bank of Pakistan

**ITB**
Bids will be opened in the presence of Bidder or bidders’ authorized representatives as the case may be, at 2:00 P.M. on 11th April, 2020 in the Office of District Police Officer, Mianwali.

### Bid Price and Currency

**ITB**
The price shall be in Pak Rupees and shall be fixed.

### Preparation and Submission of Bids

**ITB**
a. NTN Certificate.
b. GST Registration Certificate

**ITB**
Amount of Bid Security:

<table>
<thead>
<tr>
<th>Package</th>
<th>Item</th>
<th>Bid security</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT-I</td>
<td>Mobil Oil</td>
<td>2 % of estimated cost</td>
</tr>
</tbody>
</table>

Bids shall be in the prescribed format, sealed and accompanied by the Bid Security in the form of Call Deposit, Bank Draft, or Pay Order in favor of District Police Officer, Mianwali, and Government of the Punjab having its validity 30 days from the date of opening of bid.

**ITB**
Bid Validity Period: 30 days after the date of opening of bid.

**ITB**
The Bidder shall seal the original and each copy of the bid in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.

**ITB**
Deadline for Bid Submission: 11th April, 2020 at 12:00 P.M

**ITB**
Time, Date, and Place for Bid Opening: On 11th April, 2020 at 2:00 P.M at Office of District Police Officer, Mianwali, Government of the Punjab

### Bid Evaluation

**ITB**
The Purchaser will open all bids in the presence of bidders’
representatives who choose to attend, at the time, on the date, and at the place specified in the Bid Data Sheet. The bidders’ representatives who are present shall sign an attendance sheet evidencing their presence.

<table>
<thead>
<tr>
<th>ITB</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Purchaser will award the contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined to be the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.</td>
</tr>
</tbody>
</table>

### Part-I
#### Section III. Schedule of Requirements

The delivery schedule expressed as weeks stipulates hereafter a delivery date which is the date of delivery required.

**TABLE 1 DELIVERY SCHEDULE**

<table>
<thead>
<tr>
<th>Package</th>
<th>Location</th>
<th>Item</th>
<th>Delivery Period from the date of Notification of Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOT-I</td>
<td>District Police Office , Mianwali</td>
<td>Mobil Oil</td>
<td>As per requirement</td>
</tr>
</tbody>
</table>
Section I. Contract Forms

1. Contract Form

THIS AGREEMENT made between the District Police Officer, Mianwali and [name of Supplier] of (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
   (a) The Bid Form and the Price Schedule submitted by the Bidder;
   (b) The Schedule of Requirements;
   (c) The Purchaser’s Notification of Award.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Purchaser 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 the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed and stamp of the buyers
Signed and stamp of the purchaser
2. Performance Guarantee Form

To:

District Police Officer, Mianwali

WHEREAS [name of Supplier] (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. [reference number of the contract] dated __________ 20____ to supply [description of goods and services] (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as guarantee for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [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 the _____ day of __________ 20____.

Signature and seal of the Guarantors

[bank or financial institution]

______________________________

[address]
LOT NO. 01

PURCHASE OF MOBIL OIL
AT DISTRICT POLICE OFFICE MIANWALI DURING THE YEAR 2019-20

Estimated cost: Rs.1999900/-
Bid Security: 2% of estimated cost

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Item</th>
<th>Quantity</th>
<th>RATE/UNIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mobil Oil SAE 15w40</td>
<td>4000-Ltr</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Mobil Oil 20w50</td>
<td>824-Ltr</td>
<td></td>
</tr>
</tbody>
</table>