BIDDING DOCUMENT

FOR PURCHASE OF WALKTHROUGH GATES FOR MONITORING OF CIVIL WORKS OF DEVELOPMENT PROJECTS, DISTRICT NAROWAL

TIME LIMIT: 14 Days

NAME OF BIDDER ____________________________________________

ADDRESS ______________________________________________________________

Instructions for filling in the bidding document:
- Singe Stage Two Envelopes method shall be followed.
- This bidding documents has been devised to avoid any ambiguity in the procurement process.
- The bidders are required to carefully go through the terms and conditions indicated in the bidding document before filling the forms.
- The bidder can quote rates (inclusive of all taxes) for all or some lots indicated in the bidding document, but each unit rate and specification of each item must be filled in clearly/separately.
- The bidder is required to duly sign, stamp and submit Tender of Work, Bid Schedule with Call Deposit (a minimum of 02% of the bid amount) and may also contain any additional documents as the bidder deems necessary.
- The after technical evaluation, the evaluation committee may finalize/declare a specific brand/make/model to get best value for the money spent in terms of quality, timeliness, reliability, after sale service, up-grade ability, price, source and the combination of whole-life cost and quality to meet the procuring agency’s requirement. Therefore, bidders are encouraged to quote prices for maximum brands available in the market with special focus on prime quality brands.
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SECTION-I

TENDER NOTICE

Tenders are invited from the firms registered with Sales Tax and Income Tax Departments for purchase of Walkthrough gates.

The bidding document can be downloaded from PPRA website or obtained from Computer Programmer O/O DCO Narowal 0542-500333, 0333-8871273 during office hours. The bidders are required to submit the bidding document along with any supporting/additional papers duly sealed upto 17/09/2015 till 10:00AM which shall be opened at on the same day at 11:00AM, in the presence of intending bidders or their authorized representatives by a committee. The bid must be accompanied with a security amount @ 02% of the gross bid amount (refundable) in shape of Call Deposit, in favour of DCO Narowal. The competent authority reserves the right to reject all the bids as per provisions of PPRA, 2014.

The successful firm shall be bound to supply the requisite items where specified by the procuring agency, within 14 days after allotment of work order.

(Syed Najaf Iqbal)
District Coordination Officer
Narowal
INSTRUCTIONS TO BIDDERS

1. These directions are provided to assist the bidder in preparing and submitting his/her tender. The tender shall contain all information and data required to be furnished and shall be prepared and submitted in accordance with the instructions set forth herein.

2. Single Stage Two Envelopes bidding procedure shall be used for procurement. The bid shall be single package consisting of two separate envelopes, containing separately the financial and the technical proposals.
   a. The envelopes shall be marked as “Financial Proposal and “Technical Proposal”; 
   b. In the first instance, the Technical Proposal shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody by the procuring agency;
   c. The Technical Proposal shall be evaluated as enunciated in Evaluation Criteria (Section-IV) of this bidding document.
   d. After evaluation/approval of the Technical Proposals, Financial Proposals of the technically accepted bids shall be open publically at a time, date and venue announced and communicated to the bidders in advance within the bid validity period.
   e. The winner as per Evaluation Criteria (Section-IV) shall be declared the successful bidder.

3. The bidder will not be reimbursed for any costs of any kind, whatsoever, incurred in connection with the preparation and submission of this tender.

4. The bidders shall note that the ultimate responsibility for the quality of supplies/works and their conformity with the specifications rests solely with the successful bidder whose tender is accepted.

5. The bidder shall, at his/her own expense, inspect and examine the site and surroundings and obtain for himself, on his/her own responsibility, all information that may be necessary for preparing the tender and entering into contract, and shall determine and satisfy himself/herself by such means as he/she may consider necessary or desirable as to all matters pertaining to the tender. The bidders shall also satisfy themselves, before submitting his/her tender, about the transportation facilities in the area. The bidders shall specially investigate into the sources of materials to be used for the works and satisfy himself/herself about the quality and quantities of materials available for the completion of the work and the means of access to the site, the accommodation he/she may require and, in general, shall himself/herself obtain all necessary information, as to the risks, contingencies and other circumstances which may influence or affect his/her tender. The buyer assumes no responsibility for the interpretation or deductions of a bidder other than those reasonably arrived at based upon information contained herein.

6. The bidders shall fill up the bid schedule/quotations.

7. The bidder shall quote his/her own unit rate in the bid schedule/quotations lot wise (where applicable), against which he/she is willing to undertake each item of work.

8. The tender shall work out the amount against each item of work in the bid schedule and will indicate the total amount of his/her tender / item rates on which he/she is willing to complete the works. The total amount worked out in the bid schedule shall be entered by the bidder in his/her
tender as his tender price for the work. In case of discrepancy between amounts in figures and in words, the amount in words shall prevail.

9. If any discrepancy is found in the amount of items or if a column of amount is found blank after filling in a unit rate, the unit rate filled by the bidder will be extended in working out of the amount of the tender and the total amount of the bid schedule/quotation will be adjusted accordingly.

**Non conformities, errors and omissions**

i. Provided that bid is substantially responsive\(^1\), the buyer\(^2\) may waive any non-conformity in the bid that doesn’t constitute a material deviation, reservation or omission.

ii. Provided that a bid is substantially responsive, the buyer may request that the bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material non-conformities in the bid relating to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of the bid.

iii. Provided that a bid is substantially responsive, the buyer shall rectify non-material non-conformities related to the bid price. To this effect, the bid price may be adjusted for comparison purposed only, to reflect the price of a missing or non-conforming item or component. The adjustment shall be made using the methods indicated in evaluation and qualification criteria.

10. The tender that proposes any alteration in the works specified in the bid schedule/quotation or in the time allowed for carrying out the works or in any other condition mentioned by the buyer, will be liable to rejection. The bidder shall sign each and every page of the tender and contract documents, without making any alteration. All enclosures issued with the contract documents, shall be attached with the tender duly signed by the bidder. Any addition or alteration made after filling the form shall be duly attested by the bidder. Noncompliance of this condition shall render the tender liable to rejection.

11. The bidder shall fill in the tender documents in ink: Errors, if any, shall be scored out and corrections rewritten legibly and attested by the bidder. Any addition or alteration made after filling the form shall be duly attested by the bidder. Any tender with unattested correction shall be attested by the bidder in the presence of other bidders at the time of opening of the tender except that no correction shall be permissible in rate or amount of the bid schedule/quotation or in the tendered price after the opening of the tender.

12. The successful bidder will be issued supply/work order and will also be required to enter into a contract, and to commence the work within the times specified in the memorandum of work. Should the successful bidder refuse or fail for any reason to enter into contract, or to commence the work within the time specified in the memorandum of work, it should constitute a just cause for the annulment of the award.

13. Each bidder shall be deemed to have satisfied himself/herself before tendering as to the correctness and sufficiency of his tender and of the rates and prices stated in the bid schedule/quotation, which rates and prices shall, except in so far as it is otherwise expressly provided in the contract, cover all obligations under the contract and all matters and things necessary for the proper completion.

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1 A substantially responsive bid is one which conforms to all the terms, conditions and requirement of the bidding documents without material deviation or reservation and include the amendments and changes, if any, requested by the employer during the evaluation of the bidder’s technical proposal

2 Buyer means the DCO Narowal or any assignee authorized by the DCO Narowal on his behalf.
14. The bidder shall submit the original tender documents completed in all respects and keep a copy of the tender for his own record.

15. The bidder shall indicate in the space provided in the tender his full and proper address at which notices may be legally served on him/her and at which all correspondence in connection with his/her tender and the contract is to be sent.

16. The presentation of the tender implies full acceptance on the part of the bidder of these instructions and all other conditions set forth in the contract document.

17. Any tender received by the buyer after the deadline for submission for tenders prescribed in the Notice Inviting Tenders (which have been specified in the preamble of this bidding document) will be returned unopened to the bidder.

18. Promptly after the opening of tenders, the Buyer will undertake a detailed evaluation of tenders. The Buyer will determine whether each tender is substantially responsive to the requirements of the tender documents and conforms to all the terms, conditions and specifications of the tender documents without material deviation or reservation. If a tender is not substantially responsive to the requirements of the tender documents, it will be rejected by the Buyer, and may not subsequently be made responsive by the bidder having corrected or withdrawn the non-confirming deviation or reservation.

19. At the time, the Buyer notifies acceptance of the tender to the bidder he will send to the bidder the form of agreement between the parties for signatures within a week time.

20. The successful contractor\(^3\) will be provided a copy of the contract agreement free of cost. The additional copy(ies) will be provided to the contractor at his own cost.

21. All the electronic equipment must be covered under usual warranties. Warranty claims (if any), has to be mandatorily be accomplished within 48 hours of the indication of the Buyer through letter, email or telephone.

22. The contractor shall arrange for orientation/training of two technical staff members of the buyer regarding usual/routine operation/configuration of the surveillance system.

23. **Conflict of interest:** In case of conflict that could improperly influence contractor’s performance, contractual obligations, usual norms or professional ethics and/or hampers buyer’s official assignments, or responsibilities, the buyer will take appropriate actions to manage such conflicts of interest or may reject a proposal for award if it determines that a conflict of interest has flawed the integrity of any procurement process. The buyer may also appoint an arbitrator for resolution of the any conflict. The arbitrator will decided the conflict within a period of 14 days. The decision of arbitrator shall be final and binding upon both the parties and can’t be challenged in any court of law.

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\(^3\) Contractor means the person whose tender has been accepted by the buyer or his assignee
SECTION-III
TENDER FOR WORK

To,
The District Coordination Officer
Narowal
I/We________________________________________________________
[Name(s) of the bidder]

1. The undersigned bidder, having examined the conditions of contract, specifications, drawings, bid schedule/quotation for Purchase of walkthrough gates offer a tender price of Rs._______________ (Rupees ________________________)
or such other sums as may be ascertained in accordance with the said conditions of contract and the rates, and the prices set forth in the bid schedule/quotation.

2. Should this tender be accepted by you I/We hereby undertake:-
   a) to sign all the necessary documents for entering into a contract agreement in the form set out in the contract document within seven (07) days following your notification of such acceptance, if so required by the procurement agency.
   b) to commence the work within the stipulated time named in memorandum hereto annexed following the date of issuance of your order to proceed with or the handing over of the site, whichever is later and in the event of my/our failure to do so, the entire amount of the performance security is to be absolutely forfeited to the Government. On the commencement of the work, I/We hereby also agree to abide by and fulfil all the terms or provisions of the said conditions of the contract annexed hereto so far as applicable and in default thereof, to forfeit and pay to Government the sums or money mentioned in the said conditions.
   c) Tenders should accompanied call deposit or security 02% of the bid amount (refundable) in shape of Call Deposit, in favour of DCO Narowal.
   d) to complete and deliver the whole of the work comprised in the contract within the stipulated time, subject to such extension in the time limit as may be granted under the conditions of contract.

3. I/We agree to abide by this tender for the period of fifteen (15) days following the date set for receiving of tenders and it shall remain binding upon me/us may be accepted by you at any time before the expiration of that period.

4. Unless and until a formal agreement is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us, and shall be deemed for all purposes to be the contract agreement.

5. I/We understand that you are not bound to accept the lowest or any tender you may receive, and that you will not defray any expenses incurred by me/us in tendering.

Thanking you.

Yours Faithfully,

________________________________________
(Signatures of Bidder)
Name________________
Dated: _________/2015
Address_______________________________

The above tender is hereby accepted by me on behalf of Tender Opening Committee.

________________________________________
(Signatures of Buyer)

NB: In case the above address is changed, the contractor will immediately notify in writing to the Buyer, his new address.
SECTION-IV

EVALUATION CRITERIA

Technical proposal should provide the following evidences to prove the technical strength of the company/firm. The firm/Company scoring 75 marks shall be considered responsive.

Technical Evaluation:

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Description</th>
<th>Max Marks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Conformation to Specifications</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Experience of Company/Firm for supply/Execution of similar work/goods in last three years to Govt. institutions</td>
<td>20</td>
<td>10 marks outside GRW Division, 15 marks in GRW Division &amp; 20 Marks in District Narowal</td>
</tr>
<tr>
<td>5</td>
<td>Manufacturer/ Authorized Dealer</td>
<td>05</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Team of professional staff including engineers and technicians etc. on Roll.</td>
<td>05</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>After sales services facilities at the district level</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

*Mandatory provision

NB: The specifications mentioned in this bidding document are minimum acceptable. Higher specifications shall be given priority and after Technical Evaluation, the Evaluation Committee may determine/declare a specific brand/make/model to get best value for the money spent in terms of quality, timeliness, reliability, after sale service, up-grade ability, price, source and the combination of whole-life cost and quality to meet the procuring agency’s requirement. Therefore, bidders are encouraged to quote prices for maximum number of brands available the markets with special focus on prime quality brands.

Final Evaluation:

The financial bids of only technically responsive bids shall be considered for final evaluation and the bid securing the highest marks from amongst the responsive bids shall be declared winner.
### SECTION-V

**MEMORANDUM OF WORK**

<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Item name</th>
<th>QTY</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Walk through gate</td>
<td>02 No.</td>
<td>made of high quality fire proof and weatherproof alloy, audible and visual alarms, adjustable frequencies to enable multiple security doors to function simultaneously, at least 33 detection zones (more zones shall be preferred) LED Display, high sensitivity (adjustable), main body should have waterproof function, floor mountable, height &gt; 70&quot;</td>
</tr>
</tbody>
</table>

The bidder will have to impart training regarding deployment/installation and shall also be responsible for installation as required by the buyer.
**SECTION VI**

**BID SCHEDULE**
(to be filled in by the bidder)

<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Item Name</th>
<th>Specifications of quoted item</th>
<th>Unit of Rate* (Rs.)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Walk through gate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Rates must be inclusive of all taxes and costs required for completion of work/handling over of the items/installation to the procuring agency which shall be in working condition on turnkey pattern.

NB: If need be, the bidder may attach additional pages.

Rupees ________________________________

Signatures..................................

Name of the Bidder..........................
Postal Address .............................
SECTION-VII

District Government Narowal

CONTRACT AGREEMENT

This agreement made this _____________ day of _____________ 2015 between the District Government Narowal or an officer authorized by DCO Narowal, hereinafter referred to as Govt. on one part and _______________________________ hereinafter called as the contractor on the other part.

WHEREAS tenders have been received by the Government for purchase of walkthrough gates which have to be executed in accordance with the contract document, and tender by the contractor referred to above has been accepted by the Government.

NOW, therefore, for and in consideration of the promises, covenants and agreements hereinafter contained and to be performed by the parties hereto, the said parties hereby covenant and agree as follows:

i. In consideration of the covenants and agreements to be kept and performed by the contractor and for the faithful performance of the contract and the completion and maintenance of works embraced therein, according to the specifications, drawings and all conditions herein contained and referred to the government shall pay and the contractor shall receive and accept as full compensation for everything furnished and done by the contractor under this agreement and the tender price stipulated in the contractor's tender at the times and in the manner prescribed by the contract.

ii. The provision/installation of equipment shall be made after signing of this document/agreement, following the receipt of a written order of the Govt. to proceed with and the contractor shall complete fully the works within the stipulated period reckoned from the commencement of the work, subject to such extensions of times as may be granted under the conditions of contract except for the maintenance which shall be carried out as per clause iv of memorandum of work.

iii. The completion period will be reckoned from the date of delivering the award which shall be extendable with the permission of the procuring authority.
iv. The unit rates and the prices entered in the bid schedule will be the rates at which the contractor will be paid and shall be deemed to include all costs of the performing the work, including income tax, super tax and/or other charges, duties and taxes of the Government, autonomous, semi-government or local bodies, profits and costs of accepting the general risks, liabilities and obligations set forth in or implied in the contract.

v. The contractor shall, if so required by the buyer submits in writing, within the period specified by him, for his approval a programme showing the order of procedure and the method in which he proposes to carry out the work. The time and progress chart shall be prepared in direct relation to the time period specified in the bid schedule/quotation.

vi. The contractor shall be responsible for the true and proper setting out of the works in relation to the original points lines and levels of reference given by the buyer in writing, and for the correctness of the position, levels, dimensions and alignments of all parts of the works and for the provision of all necessary instruments, appliances and labour in connection therewith.

vii. The contractor shall execute the whole and every part of the work in the most substantial and workman-like manner, and both as regards material and otherwise in every respect in strict accordance with the specifications. The work executed by the contractor shall also conform to the design(s) and/or drawings (where applicable) and instructions relating to the work signed by the buyer.

viii. The contractor shall complete supplies within 14 days of signing the agreement. If by reasons of the amount of extra or additional work of any kind or variation of form, quality or quantity of surveillance system or any part thereof ordered by the buyer, or on the ground of his having been unavoidable hindered in the execution of the work or any other ground or other special circumstances of any kind whatsoever, the work is delayed then the contractor shall bring into the notice of the buyer within a period of not more than 2 days after the identification of such a delay the contractor will be obliged to bring the delay to the attention of the buyer and wait for his directions.

ix. The completion date shall be calculated from the date of delivery of surveillance system. Ten percent (10%) of bill amount shall be retained by the buyer as security for a period 10 months.

x. The contractor shall submit bill(s) in the shape prescribed by the buyer and the charges in the bill(s) shall always be entered at the rates specified in the tender (bid schedule/quotation).
xi. All disputes and differences between the parties in connection with or arising out of this agreement shall be settled by the arbitrator appointment by the buyer in accordance with the relevant conditions of the contract.

xii. The contractor shall arrange for orientation/training of two technical staff members of the buyer regarding usual/routine operation/configuration of the videoconferencing facility.

Signed by _________________________  
(Bidder)  

Signed by _________________________  
(Govt.)  

WITNESSES  
1. _________________________  
2. _________________________