

PUNJAB CONSTABULARY, RAWAT, RAWALPINDI

BIDDING DOCUMENTS

For the procurement of Purchase/Repair of Transport items for the year 2021-2022

Date of opening 30.09.2021

Time of Receipts 30.09.2021

Battalion No. 02, Punjab Constabulary Rawat, Rawalpindi invites sealed bids for the procurement of aforementioned store from well-reputed firms having previous experience and registered with the Sales Tax and Income Tax Departments. The bid should be addressed to the Battalion No.02, Punjab Constabulary Rawat, Rawalpindi.

2. All tenders must submit their bids "Single stage-two Envelope Procedure" as per Punjab Procurement Rules, 2014 as under:-


- i. The bid shall comprise a single package containing two separate envelopes.
- ii. **TECHNICAL PROPOSAL:** Detail of specification, make, country etc on the firms later head pad alongwith catalog, bidding documents.
- iii. **FINANCE PROPOSAL:** Earnest money of respective items Rate following format on the firms letter head pad:

Sr. No	Description	Unit Price/Rs.	Income Tax	Sales Tax	Other Duties/Charges etc.	Total Unit Price (RS.)
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- iv. The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
 - v. Initially only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
 - vi. The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the Police Department without being opened.
 - vii. The Technical Committee of the Police Department shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.
 - viii. During the technical evaluation no amendments in the technical proposal shall be permitted.
 - ix. The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
 - x. After the evaluation and approval of the technical proposal the Police Department, shall publicly open the financial proposals of the technically accepted bids only. The financial proposals of bids found technically non-responsive shall be returned un-opened to the respective bidders and the bid found to be the lowest evaluated bid shall be accepted.
3. The purchaser reserve the rights to purchase full or part of above items. The purchaser has also increased/decreased the quantity of store as per requirement.

INSTRUCTIONS/TERMS & CONDITIONS.

1. The successful tenders shall deposit 3% of the total cost of stores security as performance guarantee in the form of Deposit at Call in favour of the Battalion Commander, Battalion No.2, Punjab Constabulary, Rawalpindi within the period specified in Advance Acceptance of Tender and draw to contract.
2. Tenders shall submit complete details of their firm, offices, alongwith postal address, Phones/Fax numbers etc.
3. The Tenders should specifically indicate their NTN/GST No. and Circle of the Income Tax Department.
4. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages to the tender must also be properly signed. Offer with any overwriting shall in no circumstances be accepted.
5. An affidavit should be provided by the tenderers that their firm has never been blacklisted by any Government Department.
6. The tenderers have to displayed their sample at the time of opening of the tenders, otherwise the offers shall be ignored.
7. 100% payment will be made on successful completion of the stores through the office of the District Account Officer Rawalpindi against Receipt Certificate by the consignee.
8. The bidders are expected to examine the bidding documents/tender notice, including all instructions, terms & conditions, specifications etc. Failure to furnish all information/documents or submission of a bid not substantially responsive to the bidding documents/tender notice in every respect would result in the rejection of the bid.


SP/Battalion Commander,
Battalion No. 2, PC,
Rawalpindi.