

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

TENDER DOCUMENT

DELIVERY OF NUMBER PLATES, MVR-BOOKLETS/ AUTOMATED
REGISTRATION CARD
, MVR-STICKERS AND T.O. FORMS THROUGH COURIER

(All the sites in 36 Districts of the Punjab)

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.

MARCH 2017

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TENDER NOTICE

Advertisement

**COMPETENT AUTHORITY (PROCUREMENT),
EXCISE, TAXATION & NARCOTICS CONTROL, PUNJAB
TENDER NOTICE**

Competent Authority (Procurement), Excise, Taxation & Narcotics Control Punjab intends to enter into the contract agreement for the Courier Delivery of Number Plates, MVR-Booklets/ Automated Registration Cards, MVR-Stickers and T.O. Forms , from all Excise & Taxation offices of Punjab to any destination in Pakistan. Bids / Proposals, both Technical & Financial are invited separately in sealed envelopes from the interested companies/Firms for the above mentioned services. Bids must be submitted by **04th April, 2017 (by 1200Hrs)**. The tenders shall be opened on the same date at **1400 Hrs**.

Terms and Conditions:

1. The procurement shall be completed in accordance with the Punjab Procurement Rules in single stage two envelopes procedure.
2. Only GST registered companies/firms of above mentioned services can apply.
3. The contractor / firm should clearly mention on the Financial Proposal item wise rates for individual and bulk shipments delivery (including taxation details).
4. Bidders are required to submit the bid security @ 5 % of the estimated price bid security amounting to Rs.16,642,800/- Bank Guarantee / Bank Draft or Pay Order in favor of Competent Authority Procurement, Additional Director General, Excise, Taxation & Narcotics Control, Punjab as mentioned in the tender document.
5. The bidder will clearly mention the terms and conditions of the service agreement for the completion of the desired activity.
6. 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.

Interested parties are required to submit a bid document price amounting of Rs. 1,000(Non-refundable), in shape of Bank Draft in favour of Competent Authority Procurement, Additional Director General, Excise, Taxation & Narcotics Control Punjab at the time of procuring the tender document/RFP. However the bidding document /tender document can be downloaded from the official website of PPRA (<http://ppra.punjab.gov.pk/>) as well as official website of Department (<http://excise-punjab.gov.pk/>). In case the tender document is downloaded, the bid amount will have to be submitted with the bid. Bids must be submitted by **04th April,2017 (by 1200Hrs)**. The tenders shall be opened on the same date at **1400 Hrs**.

**Additional Director General/ Competent Authority Procurement,
Excise, Taxation & Narcotics Control Punjab
847-A, Shadman-I, Lahore
Ph. 042-99203567**

1. INTRODUCTION / INSTRUCTIONS

1. Competent Authority (Procurement) Excise, Taxation & Narcotics Control Punjab (The Client) invites sealed bids from the interested bidders for making Contract Agreement, for delivery the Number plates delivery, Security Featured booklets/ Automated Registration Card, T.O Form, at the door step of the owners of the vehicles and Excise Offices, through courier services as per the given scope of work and TORs mentioned in the tender document.
2. The procurement process shall be governed by PPRA Rules 2014 as updated from time to time.
3. Bidders are required to submit bids in sealed envelopes, for the requisite services, as per PPRA Rules 2014 specifying single stage two envelopes procedure. Bidders applying for bids should submit **two separate sealed bids in one envelope**, containing, Technical and Financial Proposals.
4. Only GST registered Firms/companies can apply.
5. Contract Agreement will be made between the Client and the successful Bidder, for the period of **3 years**. However, the client reserves the right to revoke the agreement at any time
6. The bidder/firm must have the experience of performing the same nature of services directly or through authorized partner.
7. Joint Venture is admissible. Separate profile and supporting documents shall be furnished for both the firms in case of JV, keeping in view the Evaluation Criteria, however the leading Firm will be responsible for the provision of requisite services.
8. The intended bidders are required to purchase this bidding document from the office of the Competent Authority(Procurement) Excise, Taxation & Narcotics Control Punjab on payment of Rs.1,000/- (Non-refundable) in the shape of Bank Draft. However the bidding document /tender document can be downloaded for information from the official website of PPRA (<http://ppra.punjab.gov.pk/>) as well as official website of Excise Department (<http://excise-punjab.gov.pk/>). In case the tender document is downloaded, the bid document fee will have to be submitted with the bid
9. Estimated shipment detail is available in the bidding document; however the consignments may be vary, depending on the actual volume of registration/transactions.
10. The bidder should clearly mention in the financial proposal, the rate per shipment as per types of deliveries indicated in table at **page 15**. The rates should remain the same throughout the contractual period. Income Tax exempt bodies should furnish the valid exemption certificate at the time of submission of Financial Proposals.
11. Bidders are requested to quote their rates in PKR, inclusive of all Taxes with breakup.
12. **Bidders are required to submit the bid security @ 5% of the estimated price bid security amounting to Rs.16,642,800/- in shape of Bank Guarantee / Bank Draft or Pay Order in favor of Additional Director General/ (Competent Authority Procurement), Excise Taxation & Narcotics Control Punjab.**

13. Successful bidder is required to furnish the performance guarantee @ 10% of the cost for 3 years (based on per month volume/shipment & quoted rate), at the time of making Contract Agreement. Performance Guarantee may be given for one year and renewable every year or for whole contract period.
14. Shipment delivery should be made in maximum of 72 hours, after its receipt from any Excise, Taxation & Narcotics Control Office.
15. 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.
16. The applications of those firms who are black listed by any government department or by any of the International Donor Agency like World Bank, JICA, and ADB etc and this blacklisted continues on the date of submission of application. shall be rejected without detailed evaluation. The applicant is required to submit an undertaking on judicial paper that he or any of his associates is not in the list of black listed firms of the above mentioned departments or financing institutions. Neither have they been blacklisted by the Procuring Agency, the Federal and/or any Provincial government and/or any government/state department, agency or authority.
17. Primary and Secondary contact for all correspondence in relation to this bid document are as follows:

PRIMARY CONTACT:

Additional Director General/Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Punjab,
847A, Shadman-I, Lahore
042-99203567
Email: adgent@punjab.gov.pk

SECONDARY CONTACT:

Director-DVRS
Excise, Taxation & Narcotics Control Punjab,
847A, Shadman-I, Lahore
042-99205609
khuram@punjab.gov.pk

2. SCOPE OF WORK

2.1. ESTIMATED PER MONTH VOLUME:

Estimated details are as under, however the consignments may vary due to actual volume of registration / transactions.

S.No	SERVICES	AVERAGE VOLUME PER MONTH	Approximate weight
1	Collection of bulk Number Plates, Booklets/ Automated Registration Card, TO Forms and MVR-Stickers , from office of Directorate General Excise, Taxation & Narcotics Control Punjab 847-A,Shadman Office, Lahore to any Excise office in Punjab.	Estimated 20,000 KG (May vary as per actual)	1KG and above
2	Delivery of Number Plates along with registration documents of the vehicles from MRA office to the door step of the owners of the vehicles which may be within the same district of Punjab or anywhere in the Pakistan.	Estimated 150,000 shipments (May vary as per actual)	Upto 500gm
3	Delivery of Number Plates, from any Excise office (DG Office, MRA Office, Director E&T Office) to the owner of the registered vehicles at his door step through courier services which may be within the Punjab or anywhere in the Pakistan.	Estimated 50,000 shipments for all over Punjab (May vary as per actual).	Upto 300gm
4	Delivery of Automated Registration Card from any Excise office (DG Office, MRA Office, Director E&T Office) to the owner of the registered vehicles at his door step through courier services which may be within the Punjab or anywhere in the Pakistan.	Estimated 50,000 shipments for all over Punjab (May vary as per actual).	Upto 50gm

2.2. TERMS AND CONDITIONS / T.O.Rs

- **Client / Purchaser means “Excise, Taxation & Narcotics Control Punjab”**
 - **Contractor means “The Bidders with whom contract is signed”**
1. Contractor will be responsible for providing for individual shipment envelope having size 16.50 x 12) along with the allied material for packing of Registration Document for Number Plate, Automated Registration Card.
 2. In case of heavy shipments for MVR-Booklet, T.O Form, Security Stickers, Number plates, Automated Registration Card to district offices contractor will also maintain its stock of packing material inclusive of sack bags, carton packing, seals, permanent markers, Wooden Packing with the allied material for packing at all the sites as per monthly volume of shipments. The shipment must reached the destination without any damage.
 3. Excise, Taxation & Narcotics Control, Punjab will offer its own premises for packing and booking operations and the Courier has to deploy its personnel and equipment at the designated premises. Names of the personnel's will be intimated to officer in charge of the site i-e concerned ETO, Excise, Taxation & Narcotics Control Punjab and Director General, ET&NCD. For each office /site E&T will nominate a contact person.
 4. The contractor shall be responsible for setting up a fully equipped offices in all 36 districts of Punjab. ET&NC will provide Only Space while all utilities including Primary & backup power arrangement, Software, Hardware, Network, and Internet etc will be responsibility of contractor. Moreover, the contractor shall be solely responsible for security, safe custody of the stocks, maintenance and up keep of the premises.
 5. Contractor will appoint, authorize and notify one person for looking after whole operations and close liaison with ET&NC Punjab
 6. Contractor will establish its offices and start operations within 30 days of LOA.
 7. Contractor will install weighing machine in its established office at Directorate General Excise, Taxation & Narcotics Control Punjab, 847-A, Shadman, Lahore.
 8. Contractor will provide customized web base application software for tracking of shipments which includes undelivered shipment details, total attempts made, delivered shipment contact number of to whom shipment delivered, total attempts of shipments details, contact number details etc within 30 days of signing of LOA. Management of complete lifecycle of courier delivery from document/shipment receiving to delivery and integration with Motor Transport Management Information System (MTMIS) application is contractor's responsibility. MTMIS system is developed in Oracle and Java
 9. Concerned officers / officials of the district's Excise, Taxation & Narcotics Control offices are responsible for packing the shipments in envelopes and paste a postal address / sticker

on it for its delivery. However for heavy shipments/bulk supplies, the contractor will himself be responsible for packing the shipments in the presence of officials designated by the Purchaser.

10. Contractor is required to collect the shipments from Directorate General Excise, Taxation & Narcotics Control Punjab, 847-A, Shadman-1, Lahore as well as its concerned offices in all 36 districts of Punjab.
11. Contractor is required to deliver the consignments / shipments on the addresses, provided by the client.
12. Shipment delivery after its receipt from Directorate General Excise, Taxation & Narcotics Control Punjab, 847-A, Shadman-1, Lahore as well as from the concerned offices in all 36 districts of Punjab on the mentioned address should be made in maximum of 72 hours.
13. Acknowledgment of heavy shipments will be given by the contractor within 2 days of delivery.
14. In case of shipments to the individuals, the contractor will maintain the record of acknowledgements of all deliveries and will hand over the record at the end of contracting period. However contractor will be bound to provide immediately any acknowledgement required by the purchaser or its concerned sub ordinate offices
15. The contractor will be bound to compensate, purchaser or the individual owner of the vehicle, loss caused due to damage, theft or loss of the shipment as per following :

Sr.#	Description	Compensation to be paid by Courier	Compensate to :
1	Number Plates	Ten times of Number Plate selling Price	Excise, Taxation & Narcotics Control Punjab
2	Registration Documents (Registration book, Original File)	New Registration Case : 10 % of invoice / landed cost value for the purpose of registration Post registration : upto 1 year old : 10 % of invoice / landed cost value for the purpose of registration 1-5 year old : 5 % of invoice / landed cost value for the purpose of registration 5 Year And above : 1 % of invoice / landed cost value for the purpose of registration	Owner of vehicle
3	Automated Registration Card	New Registration Case : 10 % of invoice / landed cost value for the purpose of registration Post registration : upto 1 year old : 10 % of invoice / landed cost value for the purpose of registration 1-5 year old : 5 % of invoice / landed cost value for the purpose of registration 5 Year And above : 1 % of invoice / landed cost value for the purpose of registration	Owner of vehicle
4	Bulk Shipment	Number Plate: Ten times of Number Plate selling Price. Registration Documents (Registration books / Automated Registration Card, T.O. Forms and stickers): Ten times of selling Price.	Excise, Taxation & Narcotics Control, Punjab

16. The Contractor is required to submit the quotations, at the time of submission of bids, for whole LOT with all the three services as mentioned below:

S.No	SERVICES	AVERAGE VOLUME PER MONTH	Approximate weight
1	Collection of bulk Number Plates, Booklets/ Automated Registration Card, TO Forms and MVR-Stickers , from office of Directorate General Excise, Taxation & Narcotics Control Punjab 847-A,Shadman Office, Lahore to any Excise office in Punjab.	Estimated 20,000 KG (May vary as per actual)	1KG and above
2	Delivery of Number Plates along with registration documents of the vehicles from MRA office to the door step of the owners of the vehicles which may be within the same district of Punjab or anywhere in the Pakistan.	Estimated 150,000 shipments (May vary as per actual)	Upto 500gm
3	Delivery of Number Plates, from any Excise office (DG Office, MRA Office, Director E&T Office) to the owner of the registered vehicles at his door step through courier services which may be within the Punjab or anywhere in the Pakistan.	Estimated 50,000 shipments for all over Punjab (May vary as per actual).	Upto 300gm
4	Delivery of Automated Registration Card from any Excise office (DG Office, MRA Office, Director E&T Office) to the owner of the registered vehicles at his door step through courier services which may be within the Punjab or anywhere in the Pakistan.	Estimated 50,000 shipments for all over Punjab (May vary as per actual).	Upto 50gm

17. The Courier Company must have experience in the service industry and should have the infrastructure to handle a large scale project:

The infrastructure includes besides other requirements:

- Trained manpower
- Premises to carry out operation
- Own vehicles/Motor bike
- Information System supported by latest Technology (bar code or latest technology etc)
- Help desk Facilitation

18. The Courier Company should have the minimum capacity of delivering at least 5,000 packets per day and delivering at least 25,000KGs on per day basis.

19. The contractor should have sufficient experience for executing, similar nature projects with both Government and Private sectors.

20. The Courier Company should be able to provide services in the entire Pakistan including remote villages / areas.

21. Courier Company must provide Track and Trace facility (Software) within 30 days from signing of LOA and should be able to give the same service, training, software to the management of the district's Excise offices/purchaser and an administrative access in the office of the Director General, Excise, Taxation & Narcotics Control Punjab.
22. The Courier Company must ensure Bar Coded Tracking Number/Consignment note is issued against each packet.
23. The Courier Company will establish a help desk and provide a unique dedicated helpline within 30 days from signing of the LOA to facilitate/entertain queries related to all shipments to purchaser and its offices as well as public. However information pertaining to bulk shipments will be shared with the purchaser or its authorized personnel's.
24. The Courier Company should have the experts who can design an error free bagging and sorting process.
25. The Courier Company should be able to provide security to handle highly sensitive information and material.
26. The Information System of the Courier Company should have the maximum security to minimize information leakage.
27. The Information System of the Courier Company should be able to hold all historical record (all previous deliveries) of all deliveries made.
28. Payment to the contractor against the shipment delivery will be made on monthly basis, after verification, agreed compensation adjustment and fulfillment of legal formalities.
29. The information system of the Courier Company should allow effective information sharing with other databases owned/maintained by the purchaser.
30. Management of complete lifecycle of courier delivery from document/shipment receiving to delivery and integration with Motor Transport Management Information System (MTMIS) application is contractor's responsibility. MTMIS system is developed in Oracle and Java.
31. The courier company will also provide shipment details on its own website.
32. The shipments will contain highly confidential and sensitive material therefore the Courier Company should have the confidence in taking responsibilities of 100% safe deliveries regardless of the quantity/weight of packets.
33. The service provider should have a Customer Services Department with district incharge and a dedicated team at provincial level .which could liaison with the Purchaser and its sub ordinate offices.

34. Failure to initiate / deliver services within the stipulated time period will invoke penalty as per the relevant clause of the Contract Agreement.
35. In case of address closed, wrong address or non-delivery of shipment, due to any other reason, Contractor will make 3 attempts for its delivery within a week time and will return the shipment to **respective** Excise, Taxation & Narcotics Control Punjab office from all districts of Punjab. And attempt through phone number if provided by the department.
36. The courier company will provide a web portal authenticated by username/password to Excise, Taxation & Narcotics Control Punjab within next 30 days after signing of LOA for tracking/delivery status of heavy shipments, registration booklets Number Plates and Automated Registration Card.
37. Upon booking of shipment a confirmation SMS if cell number is provided will also be sent to the consignee and dashboard for the same will be developed with the access to Excise Department users.
38. The courier company will deploy dedicated team for Excise & Taxation, Punjab.
39. The courier company will also place a LED in Control Room of Directorate General , Excise , Taxation & Narcotics Control Punjab , 847 A, Shadman-I, Lahore with internet and computer system for smooth monitoring of shipments

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 Punjab
847-A, Shadman-I, Lahore
Tel. No. 042-99203567

- (b) Bear the following identification:

Bid for the “DELIVERY OF NUMBER PLATES, MVR-BOOKLETS, MVR-STICKERS AND T.O. FORMS, AUTOMATED REGISTRATION CARD THROUGH COURIER SERVICES”

DO NOT OPEN BEFORE **04th of April, 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: **04th of April 2017.**

Time: **1200 hours**

In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.

3.3 Late Bid

The bid received by the Purchaser/Client after the deadline for submission of bid prescribed by the Purchaser/Client, 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 **1400Hrs on 04th April 2017** in the presence of the bidder's representatives at the office of the Purchaser/Client, 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 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 selection of successful Contractor. 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 = 1600

Minimum Qualifying Marks / Points = 70% of the total marks

Note: Documentary Evidence of all mandatory & Technical Clauses is required.

Description	Criteria
Certificate of Registration of Firms / Company	Mandatory
Income Tax Registration Number	Mandatory
General Sales Tax Registration	Mandatory
Authorization in requisite services (Authorized Firms / Company Certificate) In case dealer /distributor is bidding	Mandatory
Undertaking of capacity of daily shipment's delivery	Mandatory
Undertaking for the completion of work / Provision of Services according to the Tender Document	Mandatory
Undertaking that the firm is not blacklisted by the Government	Mandatory
Undertaking in case of JV	Mandatory

PRA Registration	Mandatory	
NOC for payment of Professional Tax in Punjab if liable for payment of professional tax	Mandatory	
Bidder having helpdesk in Pakistan(Following documentary evidence required) - Support Process Flow Charts - Complaint Handling - Escalation Mechanism - Problem Management Process - Complaint Service Desk Software	Mandatory	
Compliance of RFP	Mandatory	
Net Worth (Total Assets – Total Liabilities) (Max Points 100) <i>(The bidder should provide the updated audited statement/balance sheet showing the Net worth for last year of the Company / Firm)</i>	Less than 100 million	10 Points
	100-150 million	20 Points
	more than 150 upto 200 million	30 Points
	more than 200 upto 250 million	40 Points
	more than 250 upto 300 million	50 Points
	more than 300 upto 350 million	60 Points
	more than 350 upto 400 million	70 Points
	more than 400 upto 450 million	80 Points
	more than 450 upto 500 million	90 Points
more than 500 million	100 Points	
Total No of full time employees at Administrative / Managerial Position (Max Points 120) <i>(The bidder is required to provide verifiable with contact numbers)</i>	4 point for each employee	
Total No of employees / Staff available for shipment delivery (Max Points 400) <i>(The bidder is required to provide verifiable with contact numbers)</i>	2 point for each employee	
No of Vehicles (Trucks/Pickups/ Motor Cycles etc) being used for shipment delivery (Max Points 300) <i>(The bidder is required to provide verifiable detailed list)</i>	2 point for each vehicle	
Company's experience to deliver the shipment on daily basis <i>(The bidder is required to provide verified list)</i> (Max Points 100)	Less than 5000	0
	5000 to 10,000	50
	More than 10,000	100
Certification of Service Efficiency / Performance Certificate, issued from other clients (Documentary Evidences required) (Max Points 100)	50 points for each certificate	
Customer Service Centers / Established offices in the Province Punjab (Max Points 300) <i>(Verified document required showing the district wise addresses & contact numbers)</i>	Less than 12 District	0 Points
	above 12 upto 18 Districts	50 Points
	above 18 upto 28 Districts	100 Points
	above 28 upto 35 District	200 Points
	In all Districts of the Punjab	300 Points
No of Similar nature Projects Executed(Max Points 40) <i>(Documentary evidences are required)</i>	20 Points for each Project (40 Max)	

No of Similar nature Projects with Government (Max Points 60) (<i>Documentary evidences are required</i>)	30 Points for each Project (60 Max)
No of Similar nature Projects under execution (Max Points 80) (<i>Documentary evidences are required</i>)	20 for each Project (Max 80)

4.2.2. Financial Evaluation

Financial bids of the successful bidders (Technically Qualified) will be opened publically and Contract Agreement will be made with the lowest bidder as per the relevant rules & regulations. Financial bids of the technically disqualified proponents will be returned unopened.

5. BID FORM

To:

Additional Director General/Competent Authority Procurement
Excise, Taxation & Narcotics Control Punjab,
847-A, Shadman-I, Lahore
Tel. No. 042-99203567

Dear Sir

Having examined the bidding documents, for, we, the undersigned, offer to provide the requisite services (Number Plates Delivery through courier) in conformity with the defined Scope of Work in the bidding documents as per the following price.

S.No	SERVICES	AVERAGE VOLUME PER MONTH	Approximate weight	Rate per shipment inclusive of all taxes (Rs.)
1	Collection of bulk Number Plates, Booklets/ Automated Registration Card, TO Forms and MVR-Stickers, from office of Directorate General Excise, Taxation & Narcotics Control Punjab 847-A, Shadman Office, Lahore to any Excise office in Punjab.	Estimated 20,000 KG (May vary as per actual)	1KG and above	
2	Delivery of Number Plates along with registration documents of the vehicles from MRA office to the door step of the owners of the vehicles which may be within the same district of Punjab or anywhere in the Pakistan.	Estimated 150,000 shipments (May vary as per actual)	Upto 500gm	
3	Delivery of Number Plates, from any Excise office (DG Office, MRA Office, Director E&T Office) to the owner of the registered vehicles at his door step through courier services which may be within the Punjab or anywhere in the Pakistan.	Estimated 50,000 shipments for all over Punjab (May vary as per actual).	Upto 300gm	
4	Delivery of Automated Registration Card from any Excise office (DG Office, MRA Office, Director E&T Office) to the owner of the registered vehicles at his door step through courier services which may be within the Punjab or anywhere in the Pakistan.	Estimated 50,000 shipments for all over Punjab (May vary as per actual).	Upto 50gm	

We understand that the purchaser / Client intend to award the Contract for the “Heavy shipments of MVR-Booklets/ Automated Registration Card, T.O. Forms, MVR-Stickers, Number Plates, to the district offices and Delivery of Registered Vehicular documents, Number Plates, Automated

Registration Card through Courier Services at the addresses given by the purchaser”, to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, we will complete the Works in accordance with the Scope of Work given in the Tender Document.

If our Bid is accepted, we will provide the performance guarantee and indemnity bond as described in the Tender Documents. Our prices are inclusive of all applicable Government taxes from time to time and no revision shall be made in 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

WITNESS

Signature -----
Name-----
Title:-----
Address.-----

BIDDER

Signature -----
Name -----
Title-----
Address-----

AFFIDAVIT

1. We, [Name and Address of the Tenderer], do hereby declare on solemn affirmation that:
2. We have not been black listed from any Government Department / Agency.
3. We acknowledge that we have read, understood and accepted the Tender Document.
4. We understand that the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s).
5. We understand that the Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s), accept / reject any or all tender(s), cancel / annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final.

Date this _____ day of 2017.

TENDERER

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

WITNESSES

Signature _____	Signature _____
CNIC # _____	CNIC # _____
Name _____	Name _____
Designation _____	Designation _____
Address _____	Address _____

Note: The Tender Form should be on the letterhead of the Tenderer.

TENDER SECURITY FORM

WHEREAS [Name and Address of the Tenderer] (hereinafter called "the Tenderer") has submitted Tender against Tender No. _____ (hereinafter called "the Tender") to the [Name and Address of the Excise, Taxation & Narcotics Control Punjab] (hereinafter called "the Purchaser") for the Total Tender Price of PKR (in figures _____) (in words _____)

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Tenderer 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 Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
2. If the Tenderer does not accept the corrections of his Total Tender Price; or
3. If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

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 furnishing of the Performance Security, whichever is later.

Date this _____ day of 2017.

GUARANTOR

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____

PERFORMANCE SECURITY

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods/Services and render the Services against Tender No. _____ (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 **TEN** working days of the receipt of the Acceptance Letter 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 goods, in pursuance where of M/s (firm name) being the Manufacturer/ authorized Supplier/ authorized Agent of (item name) in Pakistan and ancillary services offered to supply the required item (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/ Manufacturer 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) 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 authorized Agent Supplier/	Signed/ Sealed by Procuring Agency
Signature	Signature

C H E C K L I S T

Description	Criteria	Annex
Certificate of Registration of Firms / Company	Mandatory	A
Income Tax Registration Number	Mandatory	B
General Sales Tax Registration	Mandatory	C
Authorization in requisite services (Authorized Firms / Company Certificate) In case dealer /distributor is bidding	Mandatory	D
Undertaking of capacity of daily shipment's delivery	Mandatory	E
Undertaking for the completion of work / Provision of Services according to the Tender Document	Mandatory	F
Undertaking that the firm is not blacklisted by the Government	Mandatory	G
Undertaking in case of JV	Mandatory	H
PRA Registration	Mandatory	I
NOC for payment of Professional Tax in Punjab if liable for payment of professional tax	Mandatory	J
Bidder having helpdesk in Pakistan(Following documentary evidence required) - Support Process Flow Charts - Complaint Handling - Escalation Mechanism - Problem Management Process - Complaint Service Desk Software	Mandatory	K
Compliance of RFP	Mandatory	L
Net Worth (Total Assets – Total Liabilities) (Max Points 100) <i>(The bidder should provide the updated audited statement/balance sheet showing the Net worth for last year of the Company / Firm)</i>	Less than 100 million	10 Points
	100-150 million	20 Points
	more than 150 upto 200 million	30 Points
	more than 200 upto 250 million	40 Points
	more than 250 upto 300 million	50 Points
	more than 300 upto 350 million	60 Points
	more than 350 upto 400 million	70 Points
	more than 400 upto 450 million	80 Points
	more than 450 upto 500 million	90 Points
more than 500 million	100 Points	
Total No of full time employees at Administrative / Managerial Position (Max Points 120) <i>(The bidder is required to provide verifiable with contact numbers)</i>	4 point for each employee	N

Total No of employees / Staff available for shipment delivery (Max Points 400) <i>(The bidder is required to provide verifiable with contact numbers)</i>	2 point for each employee		O
No of Vehicles (Trucks/Pickups/ Motor Cycles etc) being used for shipment delivery (Max Points 300) <i>(The bidder is required to provide verifiable detailed list)</i>	2 point for each vehicle		P
Company's experience to deliver the shipment on daily basis (Documentary evidence required) (Max Points 100)	Less than 5000	0	Q
	5000 to 10,000	50	
	More than 10,000	100	
Certification of Service Efficiency / Performance Certificate, issued from other clients (Documentary Evidences required) (Max Points 100)	50 points for each certificate		R
Customer Service Centers / Established offices in the Province Punjab (Max Points 300) <i>(Verified document required showing the district wise addresses & contact numbers)</i>	Less than 12 District	0 Points	S
	above 12 upto 18 Districts	50 Points	
	above 18 upto 28 Districts	100 Points	
	above 28 upto 35 District	200 Points	
	In all Districts of the Punjab	300 Points	
No of Similar nature Projects Executed(Max Points 40) <i>(Documentary evidences are required)</i>	20 Points for each Project (40 Max)		T
No of Similar nature Projects with Government (Max Points 60) <i>(Documentary evidences are required)</i>	30 Points for each Project (60 Max)		U
No of Similar nature Projects under execution (Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)		V
