



**BIDDING DOCUMENTS
FOR THE FABRICATION &
UPGRADATION OF
SECURITY VEHICLES OF
SPECIAL SECURITY UNIT
(SSU) 2018-19**



- 1) *Instructions to Bidders on pg # 3*
- 2) *Bid form is attached on pg # 5*
- 3) *Bid Security Form is attached on pg # 6*
- 4) *Performance Security Form is attached on pg # 7*
- 5) *Evaluation Criteria is attached on pg # 12*
- 6) *Sample Contract Agreement is attached as Annexure-A*
- 7) *Technical Proposal Form is attached as Annexure-B*
- 8) *Financial Proposal Form is attached as Annexure-C*
- 9) *List of The Work Detail Annexure -D*

Invitation to Bid

Affix/Paste Advertisement (IFB or EOI)

Instruction to bidder

1/- The Special Security Unit (SSU), Sindh Police intends to invite sealed Tenders from the vendor / firms, registered with Sindh Revenue Board, Sindh Sales Tax, Income Tax Department etc. for Body Fabrication and Up-gradation of the under mentioned Security Vehicles of Special Security Unit (SSU) in the current financial year 2018-19:-

Body Fabrication / Upgradation of Security Vehicles	Quantity	Delivery Time
Toyota Revo	50	45 Days

2/- The terms & conditions and scope of work is available with Tender documents, which can be purchased from the office of the Commandant Special Security Unit (SSU) near Hassan Square Karachi from 08-04-2019 to 29-04-2019 during office hours by submitting an application by the aspirants / applicants on the letterhead along with tender fees Rs.1000/- items (non-refundable). These documents can also be downloaded from the Sindh Police website (www.sindhpolice.gov.pk) or SPPRA website (www.pprasindh.gov.pk)

3/- Single Stage One Envelops procedure will be followed. Bids in sealed envelopes should be submitted / dropped in the tender box kept in office of the Commandant Special Security Unit (SSU) near Hassan Square Karachi up-to 29-04-2019 till 1200 hours. The Bid shall be opened on the same day i.e. 29-04-2019 at 1230 hours at the same venue in the presence of Procurement Committee and intending bidders who choose to be present on the occasion. In case of Public holiday announced by the Government, bids will be opened on very next working day.

4/- Bid Security 2% of the total bid in the form of Pay Order in favor of the AIGP / Security SSU Karachi should be submitted with Financial Bids. Interesting Bidder must submit Company profile, three years Annual turnover, Experience / Previous three work orders and Affidavit that firm is not involved in litigation & black list.

5/- Only bids offered on the prescribed tender form issued by the Procuring Agency shall be accepted. However, additional sheets may be attached, if required. The Procuring Agency may reject any or all bids or postpone date as per relevant provisions of SPPRA Rules, 2010.

Contact Details:

Tel: 021-99244643

Fax: 021-99243865

**Deputy Superintendent of Police
Secretary of Procurement Committee**

BID FORM for _____

To:
Inspector General of Police,
Sindh Police, Karachi.

Sir,
Having examined the bidding documents, the receipt of which is hereby duly acknowledged, for the above Contract, we, the undersigned, offer to supply, deliver and test in conformity with the said bidding documents (Technical and Financial proposals are attached as annexure-B and annexure-C respectively) are submitted herewith separately as per your requirement.

We undertake, if our Bid is accepted, to complete the supply in accordance with the delivery time mention in this tender documents.

If our Bid is accepted, we will provide the performance security in the sum equivalent to 10% percent of the Contract Price i.e., Rs..... for the due performance of the Contract as per bid Security Form.

Dated this _____ day of _____ 201__

WITNESS

BIDDER (Sign + Seal)

Signature: -----

Signature: -----

Name:-----

Name:-----

Title:-----

Title:-----

Address:-----

Address:-----

CNIC #:-----

CNIC #:-----

BID SECURITY FORM

WHEREAS _____ (hereinafter called “**the Bidder**” has submitted its bid dated _____ for the purchase of “_____”, (hereinafter called “**the Bid**”).

KNOW ALL MEN by these presents that We _____ (Name of Bank) of _____ (Name of Country) having our registered office at _____ (address of Bank) hereinafter called “the Bank”) are bound into the Procuring Agency, (hereinafter called “the Purchaser”) in the sum of _____, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this _____ day of _____, 201____.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
 - (a) Fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
 - (b) Fails or refuses to execute the Contract Form, when requested.

We undertake to pay to the Purchaser up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to 28 days beyond the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)
By _____
(Title)
Authorized Representative



PERFORMANCE SECURITY FORM (Applicable in case of bank guarantee)

To: The Inspector General of Police,
Sindh, Karachi.

WHEREAS (Name of the Contractor)

Hereinafter called “the Contractor” has undertaken, in pursuance of the bid for the purchase of hardware including “_____”, dated _____ 201____, (hereinafter called “the Contract”).

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total Sum of Rs.....10% of the total contract value (Amount of the guarantee), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums, within the limits of 10% of the total contract value (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 ___ day of _____ 201____, or the warranty period.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

1. General Terms & Conditions

(i) Bid Bond

A bid bond, and bid security in the shape of a Pay Order / Bank Draft in favor of AIGP / Security equivalent to 2% of the total cost of bid should be submitted along with the tender.

(ii) Validity of the proposal

All proposal and price shall remain valid for a period of **90** days from the closing date of the opening of the proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.

(iii) Currency

All currency in the proposal shall be quoted in Pakistan Rupees (PKR).

(iv) Withholding Tax, Sales Tax and other Taxes

The responding organization is hereby informed that the Government shall deducted tax at the rate prescribed under the tax laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Police department. The responding organization will be responsible for all taxes on transaction and/or income, which may be levied by government. If responding organization is exempted from any specific taxes, then it will provide the relevant documents with the proposal.

(v) Stamp Duty

Stamp duty for contract documents shall be borne by responding organization/bidder at the time of signing of contract.

(vi) OEM relationships & Warranties

- All item supplied should have warranties of at least 1 year.
- All Management Software provided should have warranties for one year against defects/bugs as well as updates.
- The responding organization (RO) to be authorized Partner / reseller, of **THE ORIGINAL MANUFACTURER.**

(vii) Supply Capabilities

Responsive Organization should clearly indicate the duration of delivery of quoted item(s) specified in Annexure-D

Sr. No.	Item	Action Item	Response time (in hours)
1		Replacement	
		Repair	
		Re-configuration	
		Backup Replacement	

(viii) Compliance to Specification

The Responding Organization (RO) to provide information as per (Annexure-D). RO may not propose any kind of refurbished item in their technical proposals.

(ix) Financial Capabilities

The RO(s) shall describe the financial position of its organization. Income Statement or Annual Report should be included in the detailed Technical proposal.

(x) Liquidated damages.

- a) It is utmost importance that schedule to tender should be filled in very carefully and the instructions set forth above, scrupulously complied with failing which the offer will be ignored. In case of non-completion of supply within stipulate period Security deposit will be forfeited in favor of the Special Security Unit (SSU) Sindh, Karachi as stated at sub clause (d).
- b) An affidavit that the firm declares details of litigation with any client during the last 5 years be provided.
- c) An affidavit that the firm has never been blacklisted by any Government Department.
- d) Liquidated damages of 0.25% per day of the contract price will be deducted for delayed supply/delivery of item/equipment then purchaser reserve the right to cancel the contract, forfeit the performance security and black list the firm.

(xi) Delivery Time

- **45** days as mentioned in NIT after issuance of Purchase Order.
 - **Mode of payment:** 100% after supply and successful Inspected by committee Member.
 - Release of performance guarantee after completion of warranty period (if applicable). Execution / Delivery will be at Special Security Unit (SSU) Sindh, Karachi.
- xii.** The earnest money is refundable after finalization of the bid, in case of return of financial bids unopened to non-responsive bidders, on request after opening of financial bids or when award / placement of work order is finalized. The bidders will, however, have to apply for refund through a written request on their company/firm letter head addressed to Commandant (SSU).
- xiii.** The successful bidder will have to deposit 10% security of the amount of contract, in the form of pay order, Performance Security or any other financial instrument recognized by Government of Pakistan, to the satisfaction of Commandant (SSU). The same will be returned on due completion of the contract and warranty period.
- xiv.** To conform, the approved specifications, the evaluation criteria of bids will be based on the technical expert opinion, observation of Procurement Committee and terms and condition set forth in the bidding documents, tender notice and Bid Form or as deemed appropriate by the Procurement Committee.
- xv.** Conditional tenders / bids will not be acceptable.
- xvi.** Authority Letter from Principal Company for product and vender authentication shall be provided with the bid.
- xvii.** The Procuring Agency, reserves the right to increase or decrease the scope of work/number of items without assigning any reason.

2. Mode of Delivery and Address

Technical & Financial proposals (2 copies each) should be submitted by **1200** hours at the address given below:

Office of Commandant (SSU),
Hassan Square, Near Expo Center, Karachi
Phone: (92-21) –99244645, Fax (92-21) –99243865

- (i) The bid will be opened on **29-04-2019** at **1230** hours at the same address. The responding organization shall deliver 2 (two) copies of the technical & financial proposal each copy being physically separated, bound, sealed and labeled as “TECHNICAL PROPOSAL” and “FINANCIAL PROPOSAL” (one Original and one copy), labeled as such on their respective envelopes. The bid security of 2% of the offer in shape of Performance Security or Pay Order shall be enclosed in the envelope marked “FINANCIAL PROPOSAL” without the financial proposal shall not be considered and bid shall be rejected.
- (ii) Proposals shall be dropped in the sealed tender box kept in the office of **Commandant (SSU)**, upto **1200** hours. Samples / Brochures should however be delivered by hand or courier so as to reach the address given above by the last date



indicated for submission. **PROPOSALS RECEIVED BY FAX OR EMAIL SHALL NOT BE ACCEPTED.**

(iii) **Submission of Proposal**

The complete proposals should be submitted by **1200** hours on **29-04-2019** at the address given in 2(ii) above.

The format of submission of proposal is attached as Annexure-B and Annexure-C. Please provide original brochures and samples of all the items proposed.

CNIC copies of Owner/Authorized person along with witness should be enclosed. (Please provide photocopies of relevant documents).

(iv) **Opening of Proposals**

The proposals submitted against this RFP will be opened on date mentioned above at **1230** hours in front of the **Procurement Committee** of Sindh Police.

3. Evaluation and Comparison of Technical and Financial Bids

The evaluation will be performed assuming the Contract will be awarded to the bid confirming to Eligibility Criteria and most closely conforming to evaluation criteria and other conditions specified in the bidding documents and having lowest evaluated cost.

a. Eligibility Criteria

- Valid registration with income tax.
- Valid registration with Sales tax.
- Company history years in business.
- Undertaking on stamp paper that firm is not involved in any litigation, Department rift, abandoned or unnecessary delay in completion of any work in the government department.
- Affidavit or undertaking on stamp paper that the firm has not been blacklisted previously by any executing agency.
- Compliance with required specification mentioned at annexure “D”. Attach Brochures/Samples of Quoted items.

(Note: All documents are mandatory and must be provided otherwise the bid will not be considered)

Evaluation Criteria And Comparison Of Bid

The proposals shall be evaluated on the basis of following parameters.

S.No	Evaluation parameters	Max Marks	Brief Questionnaire								
1.	Financial Capabilities	200	<ul style="list-style-type: none"> • Bank statement of last 3 Years <table border="1"> <tr> <td>Minimum three years</td> <td>Marks 80</td> </tr> <tr> <td>More than three year</td> <td>Marks 100</td> </tr> <tr> <td>Less than three year</td> <td>Disqualify</td> </tr> <tr> <td>Qualification Marks</td> <td>80</td> </tr> </table>	Minimum three years	Marks 80	More than three year	Marks 100	Less than three year	Disqualify	Qualification Marks	80
			Minimum three years	Marks 80							
			More than three year	Marks 100							
			Less than three year	Disqualify							
			Qualification Marks	80							
			<ul style="list-style-type: none"> • Annual turnover at least 3 Year <table border="1"> <tr> <td>Minimum 1/3 of Quoted Bid</td> <td>Marks 80</td> </tr> <tr> <td>More than 1/3 of Quoted Bid</td> <td>Marks 100</td> </tr> <tr> <td>Less than 1/3 of Quoted Bid</td> <td>Disqualify</td> </tr> <tr> <td>Qualification Marks</td> <td>80</td> </tr> </table>	Minimum 1/3 of Quoted Bid	Marks 80	More than 1/3 of Quoted Bid	Marks 100	Less than 1/3 of Quoted Bid	Disqualify	Qualification Marks	80
			Minimum 1/3 of Quoted Bid	Marks 80							
			More than 1/3 of Quoted Bid	Marks 100							
			Less than 1/3 of Quoted Bid	Disqualify							
			Qualification Marks	80							
2.	Relevant Experience	200	<ul style="list-style-type: none"> • Bidder should provide work order relating to work / supply mentioned in the Tender Notice <table border="1"> <tr> <td>Minimum three work order</td> <td>Marks 160</td> </tr> <tr> <td>More than three work order</td> <td>Marks 200</td> </tr> <tr> <td>Less than three work order</td> <td>Disqualify</td> </tr> <tr> <td>Qualification Marks</td> <td>160</td> </tr> </table>	Minimum three work order	Marks 160	More than three work order	Marks 200	Less than three work order	Disqualify	Qualification Marks	160
			Minimum three work order	Marks 160							
			More than three work order	Marks 200							
			Less than three work order	Disqualify							
Qualification Marks	160										
Total Marks		400									

N.B

Minimum passing / qualifying marks is 80% i.e. 320 marks out of 400 marks. The bid did not obtaining minimum qualifying score shall not be consider and rejected. Out of the bid qualifying the evaluation criteria, the bid with lowest cost shall awarded contact provided it meets all other procedural requirements.

Information Required

A General

- 1 Name of Bidder
- 2 No of Years in business in Pakistan
- 3 No of Offices locations in Pakistan
- 4 Annual Turnover (Million Rs.)
- 5 Value of projects in hand (details may be given)
- 6 Year of Incorporation
- 7 Status of the Bidder
 - Sole Proprietor
 - Partnership Firm
 - Private Limited Company
 - Public Limited Company
 - Entity registered / incorporated outside Pakistan (Give details)
 - Other (Please specify)
- 8 Names of Owner / Partners / Chief Executive / Directors
- 9 Details of Registered Head Office (Address, Phone, Facsimile, Email and Website information)

4. Contacting the Purchaser

Any effort by a bidder to influence the Purchaser in the Purchaser's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

5. Purchaser's Right to Accept the Bid or Reject the Bid

The Purchaser reserves the right to accept or reject the bid in according with SPPRA Rules-2004, and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder of the grounds for the Purchase's action.

Definitions

In this Contract, the following terms shall be interpreted as indicated:

- **“Purchaser”** means the Special Security Unit (SSU), Sindh Police Department, Government of the Sindh, Karachi – Pakistan.
- **“Contractor”** means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.
- **“Contract”** means the agreement entered into between the Purchase and the Contractor, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments thereto and all documents incorporated by reference therein.
- **“Commencement Date of the Contract”** means the date of signing of the Contract between the Purchaser and the Contractor.
- **“Contractor Price”** means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
- **“Contractor Value”** means that portion of the Contract Price adjusted to give effect to such additions or deductions as are provided for in the Contract, which is properly apportionable to the Software or Services in question.
- **“Services”** means services, such as testing and other such obligations of the Contractor covered under the Contract.
- **“Works”** means all items to be provided and work to be done by the Contractor under the Contract.
- **“RO”** means Responding Organization/ Bidder Firm.
- **“RFP”** means Request for Proposal.

Sample Contract Agreement

1. This contract agreement is made and entered into on _____, 201__, BY AND BETWEEN.

i) **The Commandant (SSU), near Hassan Square Karachi.** hereinafter referred as Purchaser, which expression shall unless repugnant to the context or meaning thereof, be deemed to include its successors and permitted assigns officers delegated to perform functions procurements for and on behalf of various units of Sindh Police department of ONE PART.

AND

ii) **M/s** _____
_____ having its registered office at hereinafter referred as supplier, which expression shall, unless repugnant to the context of meaning thereof, be deemed to include its successors and permitted assigns of the OTHER PART.

2. WHEREAS **The Commandant (SSU), near Hassan Square Karachi** is entrusted with responsibility of procurement of item / articles during current financial year 2018-19 as per description, with specification and quantity, given below:-

S.NO.	DESCRIPTION OF ARTICLES WITH SPECIFICATION	QUANTITY/ NUMBER	Delivery
---	---	---	
---	---	---	
---	---	---	

3. AND WHEREAS, **The Commandant (SSU), near Hassan Square Karachi**, in accordance with The Public Procurement Rules,2010 as adopted by Government of Sindh vide notification No. **SORI(SGA&CD) 2-30/2010, dated 8th March 2010**

4. That **M/s.** _____ participated in the response of open tenders, floated by Procuring Agency, by submitting technical and financial bids, after necessary evaluation of the item / articles described above; the Departmental Committee opened the financial bids in front of all bidders on _____.
5. That the rates offered by **M/s.** _____ for the item / articles as shown and given above, were found to be lowest offered in comparative terms with the rates of other bidders participating in the process. Therefore, on the recommendation of Departmental Committee, the IGP Sindh has accorded approval to place purchase/procurement order with **M/s.** _____ on terms and conditions specified below:-

NOW THEREFORE PARTIES HEREBY AGREE AS FOLLOWS

- i) That **M/s.** _____ shall supply products/ items, articles described and specified along with quantity the above within _____ **days** from the date of signing of this agreement.
- ii) That all deliveries shall be made at the office of Commandant (SSU), Hassan Square, Near Expo Center, Karachi, between 0900 hours to 1600 hours on working days only.
- iii) That every article shall be made and finished in all respects to entire satisfaction of Departmental Inspection Committee which shall be at liberty to reject any item/article or part thereof if it is not in accordance with approved sample and specification mentioned in the tender documents submitted by supplier at the time of bidding, and evaluated and approved for this Work order and such rejection shall be final. There is no appeal or review will be permissible against the decision of inspection committee.
- iv) That **The Commandant Special Security Unit (SSU)**, shall give written receipt signed by him giving out complete details, exhibiting the number of items/articles delivered and the number items/articles accepted and rejected, and such receipts shall be conclusive evidence of the acceptance and rejection of the number of articles specified as accepted and rejected.
- v) That all articles rejected shall be taken back and removed by the **M/s.** _____ and nothing shall become due or recoverable by the **M/s.** _____ in respect on account of items/articles so rejected.

- vi) That all articles accepted shall be paid for The **Commandant (SSU)**, at the rate of specified below (F.O.R Destination) within financial year _____.

ITEM / ARTICLE	RATE PER UNIT

- vii) In case **M/s.**_____ makes default, in the due performance of this agreement/contract in part or full, The **Commandant (SSU)** shall be at liberty to impose and recover L.D. Charges not exceeding 0.25% per month thereof. The penalty shall be applicable only to the extent of items/articles supplied late.
- viii) The **Commandant (SSU)**, shall have right to assess, demand and recover any damages suffered by Police Department due to late supply or work of the items/articles from the supplier.
- ix) The **Commandant (SSU)**, shall be at liberty to deduct and retain the amount so assessed from the bill that may be or may become due and payable at or after the time of such failure to the **M/s.**_____ by the said **Commandant (SSU)** whether by virtue of agreement or otherwise.
- x) The **Commandant (SSU)**, Karachi shall not be responsible for non-performance of this agreement due to change in law, rules and policy of the government as notified in official gazette from time to time.
- xi) That all conditions laid down in the rules framed for procurement by the Government shall apply to transactions made under this contract agreement and both parties shall be bound by it.
6. This contract agreement shall be construed, and the legal relations created herein will be determined in accordance with the laws of Islamic Republic of Pakistan.
7. Any notice required under this contract agreement shall be in writing and shall be effective when received by the addressee at its given address.



8. If any term, conditions, or provision in this Agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall endeavor in good faith to agree to such amendments that will preserve, as far as possible, the intentions expressed in the Agreement. If the parties fail to agree on such amendments, such invalid terms, condition or provision will be served from remaining terms, conditions and provisions, which will continue to be valid and enforceable to the fullest extent permitted by law.
9. This agreement may be amended only in writing signed by both the parties.
10. IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

**Commandant
Special Security Unit (SSU)
Sindh Karachi.**

Witness:

1) _____

2) _____

Technical Proposal Form

Bidder's Profile				
Name				
Official Address				
Telephone(s) No.				
Official Fax No.				
GST Registration No.				
Income Tax Reg. No.				
Sr. No.	Specifications	Make & Model	Country of Origin	Supply During (in Days)

Note: Please read carefully the whole document and provide all necessary details with proof of evidence.

 BIDDER (Sign + Seal)

Financial Proposal Form

Bidder's Profile				
Name				
Official Address				
Telephone(s) No.				
Official Fax No.				
GST Registration No.				
Income Tax Reg. No.				
No. of years in business				
Sr. No.	Equipment(s)Name	Quantity	Unit Cost (Rs)	Total Cost (Rs)
Total Cost in Pak Rupees				
(in words. _____)				

Note: Earnest money will be equivalent to 2% of the total bid cost.

Only Pay Order/Bank Draft for earnest money will be acceptable in favour of AIGP / Security, Hassan Square, Near Expo Center Karachi.

BIDDER (Sign + Seal)

SPECIFICATIONS
FOR THE
FABRICATION & UPGRADATION
OF VEHICLES

FABRICATION & UPGRADATION OF REVO (Quantity = 50)		
S.NO	PARTICULARS	Specifications
1	Front Bumper	Ironman or equivalent
2	Revo Rear Bumper	Ironman or equivalent
3	Revo utility box	a box at the back of the vehicle to put articles Max Liner or equivalent
4	Roll Bar	Iron man or equivalent
5	Warning light (Roof)	red and blue flashing lights the best quality
6	Folding Rear Seats (4 Seats)	seat made up of foam and cushion with iron frame
7	Hooter System with grill warn light	LJB / ZRILI or equivalent
8	Seats cover	5 seat covers made up of Artificial Leather
9	Snorkel	Iron man or equivalent
10	Floor Met	Toyota or equivalent
11	Glass Paper	American glass Paper or equivalent
12	Medical Emergency Kit	Containing necessary medicines and equipments of first aid of the best quality
13	Fire Emergency Kit	Containing fire extinguisher with accessories of the best quality
14	Emergency / Recovery Equipments	Battery tow chain wire + vehicle tow chain