



## **BIDDING DOCUMENTS**

FOR

## **THE PROCUREMENT OF VEHICLE TRACKING SERVICES FOR MONITORING OF SINDH POLICE FLEET (FY 2020-21)**

**M/s.....**

Note: The bidder(s) is expected to examine the Bidding Documents, including all instruction, forms, terms and specification. Failure to furnish all the information required by the Bidding documents or submission of bid not substantially responsive in any aspect shall result in rejection of the bid.



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## **INVITATION TO BID**



## INVITATION TO BID

Date: \_\_\_\_\_

Bid Reference No.: \_\_\_\_\_

In accordance with SPP Rules 2010 (Amended 2019) Police Department, Government of Sindh invites sealed tenders from interested firms registered with FBR and SRB for relevant taxes and having valid "Class Value Added Service (CVAS) License" issued by PTA for procurement of below mentioned services for its vehicles fleet:

Sr. #	Description	Approximate Quantity	Tender Documents Fee (non-refundable)
1	Vehicle Tracking Services for monitoring of vehicles of Police Department, GoS	4,000 Nos.	1,000/-

1. **Single Stage – Two Envelopes Procedure** would be followed as per details provided by Rule 46(2) of SPP Rules 2010 (Amended 2019).
2. A complete set of Bidding Documents may be purchased by the interested/eligible bidders on submission of a written application to the office given below and upon payment of a non-refundable fee of PKR 1,000/- (Pak Rupee one thousand only) or can be downloaded from [www.sindhpolice.gov.pk](http://www.sindhpolice.gov.pk) and <http://e.pprasindh.gov.pk/>:

**Office of Assistant Inspector General of Police  
Motor Transport Sindh  
Police Headquarters South, Garden Karachi  
Tel: 021-99216175**

3. Number of copies to be submitted - 02 copies (01 Original + 01 Copy);  
**Original:** Clearly marked "**ORIGINAL BID**" on outer envelope, which contains envelopes marked "**Technical Proposal (original)**" and "**Financial Proposal (original).**"  
**Copy:** Clearly marked "**COPY OF BID**" on outer envelope, which contains envelopes marked "**Technical Proposal (Original)**" and "**Financial Proposal (copy).**"
4. **Deadline for obtaining bid documents** – from date of publishing this NIT in newspapers or hoisting on websites up to 5<sup>th</sup> August till 1200 hrs.
5. **Deadline for submission of bids** – On 5<sup>th</sup> August till 1430 hrs.
6. **Opening of bids** – Same day i.e. on 5<sup>th</sup> August at 1500 hrs in presence of Procurement Committee and representatives of the bidders (who choose to attend the meeting) at below mentioned address:



**Office of Inspector General of Police, Sindh  
Conference Room, Central Police Office  
3<sup>rd</sup> floor, I. I. Chundrigar Road, Karachi**

7. **Bid Security** - All bids must be accompanied with a Bid Security equivalent to 2% of total bid price (as pay order / demand draft / bank guarantee) in favor of Inspector General of Police, Sindh.
8. **Cancellation of Bidding Process** – Police Department, GoS can cancel the bidding process at any time prior to acceptance of a bid or proposal as described by Rule 25 of SPP Rules 2010 (Amended 2019).
9. Conditional tenders shall be rejected.
10. Police Department, GoS reserve the rights to increase or decrease the scope of works, and/or number of vehicles (for which services are required) without assigning any reason.

**(KHAWAR AKBAR SHAIKH)** PSP  
Assistant Inspector General of Police  
Motor Transport Sindh, Karachi  
Secretary Procurement Committee



**SECTION # 1 (PART-I)**  
**INSTRUCTION TO BIDDERS**



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## INSTRUCTIONS TO BIDDERS

### A. INTRODUCTION

1. Source of funds
  - 1.1 Police Department GoS has received funds from provincial government in Pak rupee towards the cost of the subject procurement in the bidding data and it is intended that part of the proceeds of this funds will be applied to eligible payments under the contract for which these bidding documents are issued.
  - 1.2 No party other than the Procuring agency shall derive any rights from the Project Agreement or have any claim to the allocated fund proceeds.
2. Eligible Bidders
  - 2.1 This Invitation for Bids is open to all service providers from eligible source as defined in the SPP Rules, 2010 and its Bidding Documents except as provided hereinafter.
  - 2.2 Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of services under this Invitation for Bids.
  - 2.3 Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.
  - 2.4 Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization in accordance with **ITB clause 28**.
3. Eligible Source of Hardware / Software / Services

All services and Software to be supplied under the contract shall have their origin in eligible source countries, defined in the SPP Rules, 2010 and it's Bidding Documents, and all expenditures made under the contract will be limited to such services.





## B. THE BIDDING DOCUMENTS

4. Cost of Bidding                      The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bidding document, hereinafter referred to as “the Procuring agency,” will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
  
5. Bidding Documents                5.1        The bidding documents include:
  - a) Invitation to bid (02 pages)
  - b) Instruction to bidders (12 pages)
  - c) General conditions of contract (05 pages)
  - d) Bid data sheet (06 pages)
  - e) Special conditions of contract (01 page)
  - f) Scope of works (09 pages)
  - g) Evaluation criteria (04 pages)
  - h) Sample forms & draft documents (13 pages)
  
- 5.2        The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.
  
6. Clarification of Bidding Documents                Any interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives **not later than five working days prior to the deadline for the submission of bids** prescribed in the bidding document. Written copies of the Procuring agency’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.
  
7. Amendments in Bidding Documents                7.1        At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment in accordance with the SPP Rules 2010 (Amended 2019).



7.2 All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.

7.3 In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.

### C. PREPARATION OF BIDS

8. Language of Bid

The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring agency shall be written in the language specified in the Bidding document. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the bidding document, in which case, for purposes of interpretation of the Bid, the translation shall govern.

9. Documents  
Comprising the Bid

The bid prepared by the Bidder shall comprise the following components:

- a) Bid shall comprise a sealed envelope.
- b) Bid shall comprise Bid form, Bid Security, Eligibility proof documents mentioned in the advertisement published in the newspaper(s) and scope of works required for the services and price in accordance with **ITB Clauses 10, 11 & 12**.
- c) The Bid security as earnest money of 2% of the bid price shall be the part of the Bid. Bids submitted without bid security or less than the 2% of the Bid price shall be rejected.
- d) Documentary evidence established in accordance with **ITB Clause 13** that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted.
- e) Documentary evidence established in accordance with **ITB Clause 13** that the services and ancillary services to be supplied by the Bidder are eligible and conform to the bidding documents; and bid security furnished in accordance with **ITB Clause 15**.





is accepted shall establish to the Procuring agency's satisfaction:

- a) That, in the case of a Bidder offering to provide services under the contract which the Bidder did not provide or otherwise provide, the Bidder has been duly authorized by the services' Manufacturer or producer to supply the services in the Procuring agency's country;
- b) That the Bidder has the financial and technical, capability necessary to perform the contract;
- c) That, in the case of a Bidder not doing business within the Procuring agency's country, the Bidder is or will be (if awarded the contract) represented by an Agent in that country equipped, and able to carry out the service provider's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and that the Bidder meets the qualification criteria listed in the Bidding document.

- |     |                           |      |  |
|-----|---------------------------|------|--|
| 14. | Format and Signing of Bid | 14.1 | The Bidder shall prepare an original and the number of copies of the bid indicated in the Bidding document, clearly marking each <b>"ORIGINAL BID"</b> and <b>"COPY OF BID"</b> as appropriate. In the event of any discrepancy between them, the original shall govern.   |
|     |                           | 14.2 | The original and the copy or copies of the bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person's duly authorized to bind the Bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. |
| 15. | Bid Security              | 15.1 | Pursuant to <b>ITB Clause 9</b> , the Bidder shall furnish, as part of its bid, a bid security in the amount specified in the Bid Data Sheet.  |
|     |                           | 15.2 | The bid security is required to protect the Procuring agency against the risk of Bidder's conduct which would warrant the security's forfeiture.   |
|     |                           | 15.3 | The bid security shall be in Pak. Rupees and shall be a bank guarantee or an irrevocable letter of credit issued by a reputable bank   |



located in the Procuring agency's country, in the form provided in the bidding documents or another form acceptable to the Procuring agency and valid for further twenty-eight (28) days beyond the validity of the bid.

- 15.4 Any bid not secured in accordance with **ITB Clauses 15.1 & 15.3** will be rejected by the Procuring agency as nonresponsive, pursuant to **ITB Clause 24**.
- 15.5 Bid Security of unsuccessful bidder(s) will be discharged or returned as promptly as possible.
- 15.6 Bid Security of the successful Bidder shall be discharged upon the Bidder's signing the contract, pursuant to **ITB Clause 26**, and furnishing the performance security, pursuant to **ITB Clause 27**.

#### **D. SUBMISSION OF BIDS**

#### **16. Sealing and Marking of Bids**

- 16.1 The Bidder shall seal the original and each copy of bids in separate sealed envelopes, duly marked as **"Technical Proposal (original)"** and **"Technical Proposal (copy)"** and **"Financial Proposal (original)"** and **"Financial Proposal (copy)"**. The envelopes shall then be sealed in an outer envelope marked **"Original"** and **"Copy"**.
- 16.2 The inner and outer envelopes shall:
  - a) be addressed to the Procuring Agency at the address given in the Bidding Document; and
  - b) bear the project name indicated in the Bidding Document and number indicated in the Invitation to Bid, and an statement: **"DO NOT OPEN BEFORE,"** to be completed with the time and the date of opening of tender specified bidding documents & NIT
- 16.3 The inner envelopes shall also indicate the name and address of the Bidder to enable the bid(s) to be returned UNOPENED in case it is declared **"LATE"**. If the outer envelope is not sealed and marked as required by **ITB Clause 16.1 & 16.2**, the Procuring agency will assume no responsibility for misplacement of bid(s) or premature opening.



17. Deadline for submission of bids
- 17.1 Bids must be received by the Procuring Agency at the address specified under Bid Data Sheet no later than the time and date specified in the bidding document & NIT.
- 17.2 The Procuring agency may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in accordance with **ITB Clause 7**, in which case all rights and obligations of the Procuring agency and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
18. Late Bids
- Any bid received by the Procuring agency after the deadline for submission of bids prescribed by the Procuring agency pursuant to Bid Data Sheet & NIT will be rejected and returned unopened to the Bidder.

#### **E. EVALUATION OF BIDS**

19. Opening of Bids by the Procuring Agency
- 19.1 The Procuring agency will open bids in the presence of representatives of bidder(s) who choose to attend the meeting, at the time, on the date, and at the place specified in the Bid Data Sheet & NIT. The representatives of the bidder(s) who are present shall sign attendance sheet for evidencing their attendance.
- 19.2 The bidders' names, bid modifications or withdrawals, and such other details as the procuring agency, at its discretion, may consider appropriate, will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidder pursuant to **ITB Clause 18**.
- 19.3 Bids that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Withdrawn bids will be returned unopened to the bidders.
- 19.4 The Procuring Agency will prepare minutes of the meeting.
20. Preliminary Examination
- 20.1 The Procuring agency will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been



- furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 20.2 Arithmetical errors will be rectified on the following basis:
- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.
  - If the bidder does not accept the correction of the errors, its bid will be rejected, and its bid security may be forfeited.
  - If there is a discrepancy between words and figures, the amount in words will prevail.
- 20.3 The Procuring agency may waive any minor informality, nonconformity, or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
- 20.4 If a bid is not substantially responsive, it will be rejected by the procuring agency and may not subsequently be made responsive by the bidder by correction of the nonconformity.
21. Evaluation & Comparison of Bids
- 21.1 The procuring agency will technically evaluate and compare the bid(s), which have been determined to be substantially responsive, pursuant to **ITB Clause 20**.
- 21.2 After technical evaluation, the financial evaluation shall take place for only those bids whose are found responsive and are technically qualified. Others shall be returned unopened
- 21.3 The procuring agency's evaluation of a bid will be on price inclusive of all the taxes and duties and will exclude any price adjustment.
22. Contacting the procuring agency
- 22.1 No Bidder shall contact the Procuring agency on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the procuring agency, it should do so in writing.



- 22.2 Any effort by a Bidder to influence the Procuring agency in its decisions on bid evaluation, bid comparison, or contract award may result in the rejection of the Bidder's bid.

#### F. AWARD OF CONTRACT

23. Draft Agreement The Draft contract agreement along with the terms and condition is attached with this Bidding Documents. However, the final contract agreement shall be finalized with the mutual consent of Procuring Agency and the successful bidder.
24. Procuring agency's right to accept any bid and to reject any or all bids The Procuring agency reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for the Procuring agency's action.
25. Notification of Award
- 25.1 Prior to the expiration of the period of bid validity, the procuring agency will notify the successful bidder in writing by registered letter, that its bid has been accepted.
- 25.2 The notification of award will constitute the formation of the contract.
- 25.3 Upon the successful Bidder's furnishing of the performance security pursuant to **ITB Clause 27**, the Procuring agency will promptly notify each unsuccessful Bidder(s) and will discharge its bid security, pursuant to **ITB Clause 15**.
26. Signing of Contract
- 26.1 At the same time as the Procuring Agency notifies the successful Bidder that its bid has been accepted, the procuring agency will send the Bidder the Contract Form, incorporating all agreements between the parties.
- 26.2 Within thirty **(30) days** of receipt of the Contract Form, the successful bidder shall sign and date the contract and return it to the Procuring Agency.
27. Performance Security
- 27.1 Within twenty **(20) days** of the receipt of notification of award from the procuring agency, the successful bidder shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the bidding





documents, or in another form acceptable to the Procuring agency.

27.2 Failure of the successful bidder to comply with the requirement of pursuant to **ITB Clause 27.1** shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event the Procuring agency may make the award to the next.

28. Corrupt or Fraudulent Practices

The Government of Sindh requires that Procuring agency's (including beneficiaries of donor agencies' loans), as well as Bidders/Suppliers/ Contractors under Government-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, SPPRA, in accordance with the SPP Act, 2009 and Rules made there under:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
  - i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring agency, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring agency of the benefits of free and open competition;
- b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Government-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government-financed contract.



**SECTION # 1 (PART-II)**  
**GENERAL CONDITIONS OF THE CONTRACT**



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## GENERAL CONDITIONS OF THE CONTRACT

1. Definition  
In this Contract, the following terms shall be interpreted as indicated:
  - a) **“Purchaser”** means the Sindh Police Department, Government of the Sindh, Karachi – Pakistan.
  - b) **“Contractor”** means the individual or firm whose bid has been accepted by the Purchaser and the legal successors, in title to the Contractor.
  - c) **“Contract”** means the agreement entered into between the Purchaser 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.
  - d) **“Commencement Date of the Contract”** means the date of signing of the Contract between the Purchaser and the Contractor.
  - e) **“Contractor Price”** means the price payable to the Contractor under the Contract for the full and proper performance of its contractual obligations.
  - f) **“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.
  - g) **“Services”** means services, such as tracking/monitoring of vehicles and other such obligations of the Contractor covered under the scope of work.
  - h) **“Works”** means all items to be provided and work to be done by the Contractor under the Contract.
  - i) **“RO”** means Responding Organization/ Bidder Firm.
  - j) **“RFP”** means Request for Proposal.
2. Bid Bond  
A bid bond, and bid security in the shape of a Pay Order / Bank Draft in favor of **INSPECTOR GENERAL OF POLICE, SINDH** equivalent to 2% of the total cost of bid should be submitted along with the tender.
3. Validity of Proposal  
All proposal and price shall remain valid for **90 DAYS** after submission of proposal. However, the responding organization is encouraged to state a longer period of validity for the proposal.
4. Currency  
All currency in the proposal shall be quoted in Pakistan Rupees (PKR)



- 5. Withholding tax, Sales Tax and other taxes      The responding organization/bidder is hereby informed that the Government shall deduct 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 the Government. If responding organization is exempted from any specific taxes, then it will provide the relevant documents with the proposal.
- 6. Stamp Duty      The Applicable Stamp duty according to Government Rules shall be borne by responding organization/bidder at the time of signing of contract.
- 7. OEM Relationships & Warranties
  - 7.1 Management Software(s)(if provided) should have warranties for one year against defects/bugs as well as updates.
  - 7.2 The responding organization (RO) to be authorized Partner / reseller, of the original manufacturer.
- 8. Supply Capabilities      RO should clearly indicate the duration of installation per tracker device and other service(s) as specified below keeping in view the parameters set-forth for response time in evaluation criteria:

Sr. #	Action Item	Response time
1	Installation of tracker	
	Repairs	
	Re-configuration	
	Backup replacement	
2	Provision of required software(s)	
	Software(s) trouble shooting	
3	Establishment and making the Monitoring Rooms operative (all over the province of Sindh 54 in total)	

- 9. Compliance to Quality Service      The Responding Organization (RO) to provide information as required in the RFP. RO shall submit complete details of the proposed solution/device information, software capabilities and other item in their technical proposals.



10. 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.
11. Liquidated Damages Liquidated damages of **0.025% per day up to 10% of the contract price will be deducted for delayed Services**. The purchaser also reserves the rights to cancel the contract, forfeit the performance security and black list the firm.
12. Delivery / Installation Time / Mode of payment The RO should clearly specify the timelines/ phasing for the installation and commissioning time of the tracking devices for the services.  
**Mode of payment:** Partial Payments will be allowed as per the number of installations of the trackers after successful testing and inspection by the purchaser. However, final mode shall be decided at the time of contract with the mutual consent.  
Execution /installation of all the items of the Bid will be at, **at the respective districts decided by the purchaser throughout Province of Sindh**.
13. Earnest Money 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 purchase order is finalized. The bidders will, however, have to apply for refund through a written request on their company/firm letterhead addressed to AIGP/Motor Transport Sindh, PHQ South Garden Karachi.
14. Performance Security The successful bidder will have to deposit **10% bank Guarantee/Security** of the amount of contract, in the form of pay order, bank guarantee or any other financial instrument recognized by Government of Pakistan, to the satisfaction of IGP Sindh. The same will be returned on due completion of the contract and warranty period.
15. Evaluation Criteria To conform, the approved specifications, the evaluation criteria of bids will be based on the technical expert opinion, observation of procurement & technical committees and terms & condition set-forth in the bidding documents, tender notice and bid form or as deemed appropriate by the Purchase Committee.
16. Conditional Tenders Conditional tenders/bids shall not be acceptable.
17. Authority Letter Authority letter from Principal Company for product and vender authentication shall be provided with the bid.
18. Scope of Work (size) Police Department, GoS reserves the rights to increase or decrease the scope of work/number of units/items without assigning any reason.



**SECTION # 2**  
**BID DATA SHEET**



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## BID DATA SHEET

Sr. #	Description	Details
<b>GENERAL INFORMATION</b>		
1.	Procuring Agency	Police Department, Government of Sindh
2.	Method of Procurement	Open Competitive Bidding (National Competitive Bidding)
3.	Website(s)	<a href="http://www.sindhpolice.gov.pk">www.sindhpolice.gov.pk</a> , <a href="http://e.pprasindh.gov.pk/">http://e.pprasindh.gov.pk/</a>
4.	Tender Subject	Vehicle Tracking Services for monitoring of vehicles of Police Department, GoS.
5.	Detail description of work/assignment	As per ' <b>scope of work</b> ' attached
6.	Procedure of Open Competitive Bidding	Single Stage – Two Envelop Procedure would be followed as per details provided by Rule 46(2) of SPP Rules 2010 (Amended 2019)
7.	Source of Funds	Government of Sindh
8.	Name & designation of PA's official(s)	Khawar Akbar Shaikh Assistant Inspector General of Police Motor Transport Sindh
9.	Address of Procuring Agency	Office of the Assistant Inspector General of Police Motor Transport Sindh Police Headquarters South, Garden Karachi Tel: 021-99216175
<b>BID – CURRENCY/PRICE/TAXES</b>		
10.	Currency	Pakistani Rupee (PKR)
11.	Taxes	Quoted price shall be inclusive of all applicable taxes
12.	Price	Quoted price shall be fixed (bids quoted with variable price shall be rejected).
<b>PREPARATION &amp; SUBMISSION OF BIDS</b>		
13.	Bid Security/earnest money	2% of the total bid price (pursuant to <b>ITB Clause 15</b> ) & the details provided by Rule 37 of SPP Rules 2010 (Amended 2019). <b>Note:</b> ✓ <i>The Bid Security should be placed in envelop marked "Financial Proposal" otherwise, Bid(s) shall be declared "UN-RESPONSIVE" and therefore rejected.</i>



		✓ Bid Security & offer should be concealed properly by making it possible that nothing shall be visible/readable from these documents from outside of envelop.
14.	Bid Validity	90 days from the date of opening of bids as per details provided by Rule 38 of SPP Rules 2010 (Amended 2019).
15.	Sealing & Marking of bids	As described in <b>ITB Clause 16</b>
16.	Address for Submission	Office of Inspector General of Police Conference Room, Central Police Office 3 <sup>rd</sup> floor, I. I. Chundrigar Road, Karachi
17.	Last date & Time for Collection of Bidding Documents	5 <sup>th</sup> August 2020 up to 12:00 am
18.	Last date & Time for Submission of Tender	5 <sup>th</sup> August 2020 up to 14:30 pm
19.	Address, date & time for opening of the bid	Office of Inspector General of Police Conference Room, Central Police Office 3 <sup>rd</sup> floor, I. I. Chundrigar Road, Karachi 5 <sup>th</sup> August 2020 up to 15:00 pm
<b>BID EVALUATION – FACTORS &amp; STAGES</b>		
20.	Bid Evaluation Factors	a. Mandatory qualification b. Technical qualification c. Lowest evaluated financial proposal
21.	Bid Evaluation Stages	<b><u>Stage # 1</u></b> Any bid failing to qualify <b>OR</b> failing to submit documents required for mandatory qualifying requirement shall be declared as “ <b>UNRESPONSIVE</b> ” and shall be disqualified for evaluation of next stage and financial(s) proposal of unresponsive bid(s) shall be returned “ <b>UN-OPENED.</b> ” <b><u>Stage # 2</u></b> The bid(s) qualifying in mandatory qualifying requirement as mentioned in Bid Data Sheet ( <b>sr. # 22 below</b> ) shall be eligible for the next stage of evaluation i.e. technical evaluation. Wherein, Procurement & Technical Committees shall evaluate the proposal(s) as mentioned in “Section V” of Bidding Documents i.e. “ <b>Evaluation Criteria.</b> ” Otherwise, shall be declared as “ <b>UNRESPONSIVE</b> ” and shall be disqualified for evaluation of next stage and financial proposal(s) of unresponsive bid(s) shall be returned “ <b>UN-OPENED.</b> ” <b><u>Stage # 3</u></b>



		The bid(s) qualified the stage 2 shall be eligible for opening of <b>“Financial Proposal(s)”</b> which shall be opened jointly in presence of Procurement Committee and representative(s) of participating bidder(s) who choose to attend the meeting.		
<b>MANDATORY QUALIFYING REQUIREMENTS</b>				
22.	Mandatory qualifying Requirements	1.	Valid “Class Value Added Services (CVAS)” License from Pakistan Telecommunication Authority.	Valid Certifications / documentations from concerned regulator / authority shall be required
		2.	Registration of the firm with Security Exchange Pakistan (SECP) or Company Ordinance 1984.	
		3.	Registration of the firm with Federal Board of Revenue (FBR) – Active Tax Payer Status Mandatory (online verification).	
		4.	Valid registration with Sindh Revenue Board and Sales Tax Department GoP.	
		5	Affidavit that the firm is not black listed & involved in any active litigation with GoP or GoS.	
		6	Undertaking to provide access for physical inspection of data center during technical evaluation and also during execution of contract.	
<b>MISCELLANEOUS</b>				
23.	Expected dated of commence of service	From date of signing of contract		
24.	Performance Security	10% of value contract price pursuant to <b>ITB Clause 27</b> and as per details provided by Rule 39 of SPP Rules 2010 (Amended 2019).		
25.	No. of copies to be submitted	<p>02 copies (01 Original + 01 Copy)</p> <p><b><u>Original</u></b></p> <p>Clearly marked <b>“ORIGINAL BID”</b> on outer envelope, which contains envelops marked “Technical Proposal (original)” and “Financial Proposal (original).</p> <p><b><u>Copy</u></b></p> <p>Clearly marked <b>“COPY OF BID”</b> on outer envelope, which contains envelops marked “Technical Proposal (copy)” and “Financial Proposal (copy).</p>		



26.	Clarification & Amendment in Bidding Documents	Pursuant to <b>ITB Clause 6 &amp; 7</b> and in accordance with Rule 23 of SPP Rules (Amended 2019) the interested bidder(s) who has obtained bidding document may request for clarification of contents of the bidding document in writing, provided they are received <b>at least five (05) calendar days</b> prior to the date of opening of proposals.
27.	Modification in scope of work	Police Department GoS reserves the rights to increase / decrease the scope of work / number of units / items without assigning any reason.
28.	Important Note	<p>Police Department, GoS requires the services only and will not be procuring any hardware or software or any equipment required for Vehicle Tracking Services for monitoring of vehicles. Therefore, any cost related to any of hardware or software or equipment should be borne by the successful bidder. Such cost shall be assumed that it already has been included in quoted price by the bidder.</p> <p>All such hardware or software or equipment shall be property of successful bidder and on expiry or termination of contract it can be removed by the successful bidder. Maintenance of such hardware or software or equipment shall be sole responsibility of successful bidder. Police Department GoS will not be held liable to pay any devaluation or damage or loss or whatsoever for these hardware or software or equipment during or on expiry/ termination of the contract.</p>



**SECTION # 3**  
**SPECIAL CONDITION OF THE CONTRACT**



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## SPECIAL CONDITIONS OF THE CONTRACT

<p>The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.</p>		
1.	Definition	The Procuring Agency is: Police Department, Government of Sindh
2.	Country of origin	Pakistan
3.	Performance Security	The contractor will provide the respective Performance Security in the sum equivalent to 10% of the Bid Price at the time of signing of contract.
4.	Payment	The Payment terms and conditions should clearly be mentioned in the financial proposal at the time of submission with the bid. The terms and conditions will be finalized as per mutual agreement / consent at the time of signing of contract.
5.	Prices	Price quoted by the bidder shall be fixed during the Bidder's Performance and not subject to variation on any account, unless otherwise specified in the bidding document
6.	Liquidated Damages	Liquidity Damages of 0.025% per day up to 10% of the Contract Price will be deducted for Delayed Service
7.	Resolution of Dispute	In case of a dispute between Procuring Agency and the Supplier, the dispute shall be referred to adjudication or arbitration in accordance with the laws of the Procuring agency's country.
8.	Governing Language	English
9.	Notices	All notices shall be address at: Office of the Assistant Inspector General of Police Motor Transport Sindh Police Headquarters South, Garden Karachi Tel: 021-99216175



## **SECTION # 4 SCOPE OF WORKS**





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## SCOPE OF WORKS

Police Department GoS is intending to acquire the Vehicle Tracking Services for monitoring approximate 4,000 (in words: approximate four thousand vehicles) with Latest Technology Based Vehicle Tracking System and Fleet Management System with the features/requirements/scope given below. Please note that Police Department would not be procuring any hardware or software or any equipment whatsoever, therefore all the costs related to the procurement of the hardware equipment shall be borne by the successful bidder.

### 1. TRACKING SYSTEM FEATURES

- 1.1 Location, direction and GPS Speed
- 1.2 The software of the system must inter alia include, fleet management application and mapping and graphical application to display position of the vehicles on digital map of the country.
- 1.3 System to have the capability of data analysis and communication of result thereof to Central Control Room located in CPO and to the authorized users.
- 1.4 System must be stable, fault-tolerant, secured and can be accessed only by authorized username and password as authorized by the department.
- 1.5 System must have the ability to configure the tracking unit remotely.
- 1.6 The system should work on Client Server basis so that adding and removing users and their privileges could be done efficiently.
- 1.7 The system should be capable to assign more than one route for one destination and geo fencing for all routes.
- 1.8 The tracking device with the system shall have the following features:
  - a) It should be small /compact size, shock-proof, temperature and fire resistant and with water proof casing.
  - b) It should have a motion detector and the system should have a provision for fast and effective immobilization of vehicles, whenever required.
- 1.9 Monitoring and tracking of Sindh Police Vehicles on 24/7 real time basis, location and direction of vehicles.
- 1.10 Vehicles immobilization and securing as and when required and mandatory in case of geo-fencing violation, attempts, unauthorized or unusual stoppage.
- 1.11 Data gathering and analysis on real time basis, reporting application capable of generating the following reports:
  - a) Movement report for Week on System as current data.
  - b) Movement report for a month as history.
  - c) Alarms Report (contains data of all alarms generated by any vehicle on particular time).



- d) Vehicles trip summary report (trip summary report for statistical data for usage of vehicles).
  - e) Trip summary report containing total driven time and distance (kilometers).
  - f) Audit report of un-used vehicles
  - g) Any other report proposed by the bidder(s).
- 1.12 Alerts for devices /tampering and unusual deviation from Geo-fencing.
  - 1.13 Area Alarms (if someone is found in predefined NO GO areas)
  - 1.14 Battery alarms (if someone is trying to Dismantle Device or any kind of fiddling with wiring.
  - 1.15 Location (on map with nearest land mark)
  - 1.16 Speed of vehicle (related with location current time will be displayed)
  - 1.17 Time of vehicles (related with location if vehicles are in moving condition speed will be available.
  - 1.18 Date of location (related with location current data will be displayed).
  - 1.19 Multiple vehicles can be traced on single map if required (useful to see activity in particular area on map @ CC and Base stations.

## **2. ESTABLISHMENT OF CENTRAL MONITORING ROOM**

One Central Monitoring Room (CMR) in the Central Police Office for Region-wise (Karachi, Hyderabad & Sukkur) overall monitoring of vehicles. One separate desk for each region (total three desks). All the required/appropriate Hardware, Software, Equipment, Office Furniture & Internet Connectivity shall be provided by the vendor.

## **3. ESTABLISHMENT OF REGIONAL MONITORING ROOM**

One Regional Monitoring Room (RMR) in each of following three Regional Police Offices for respective Regional monitoring of vehicles:

- 3.1 Karachi Police Office, Karachi
- 3.2 Regional Police Office, Hyderabad
- 3.3 Regional Police Office, Sukkur

### Note:

*All the required/appropriate Hardware, Software, Equipment, Office Furniture & Internet Connectivity shall be provided by the vendor.*

## **4. ESTABLISHMENT OF ZONAL MONITORING ROOM**

One Zonal Monitoring Room (ZMR) in each of following three Zonal DIGP Offices of Karachi Police for respective monitoring of vehicles:

- 4.1 DIGP Office South Zone, Karachi
- 4.2 DIGP Office West Zone, Karachi
- 4.3 DIGP Office East Zone, Karachi

### Note:

*All the required Hardware, Software, Equipment, Office Furniture & Internet Connectivity shall be equivalent in term of configuration, quality and quantity provided to RMR by the vendor and shall also be provided in ZMR.*



## **5. ESTABLISHMENT OF RANGE HEAD MONITORING ROOM**

One Range Head Monitoring Room (RHMR) in each of following Range DIGP Offices of Police Department for respective monitoring of vehicles:

- 5.1 DIGP Office Hyderabad,
- 5.2 DIGP Office Shaheed Benazirabad,
- 5.3 DIGP Office Mirpurkhas
- 5.4 DIGP Office Sukkur
- 5.5 DIGP Office Larkana
- 5.6 DIGP Operations Office, Karachi
- 5.7 DIGP Traffic, Karachi
- 5.8 DIGP CIA, Karachi
- 5.9 DIGP Traffic Licensing & Training, Karachi
- 5.10 DIGP Special Branch Sindh, Karachi
- 5.11 DIGP Sindh Reserve Police, Karachi
- 5.12 DIGP Training Sindh, Karachi
- 5.13 DIGP RRF Sindh, Karachi
- 5.14 DIGP Crime Branch Sindh, Karachi
- 5.15 DIGP CTD Sindh, Karachi
- 5.16 DIGP Technical & Transport Sindh

**Note:**

*All the required Hardware, Software, Equipment, Office Furniture & Internet Connectivity shall be equivalent in term of configuration, quality and quantity provided to RMR by the vendor and shall also be provided in RHMR.*

## **6. ESTABLISHMENT OF DISTRICT HEAD MONITORING ROOM**

One District Head Monitoring Room (DHMR) in each of following District SSsP or SsP Offices of Police Department for respective monitoring of vehicles:

- 6.1 Hyderabad Range (09 Nos.)
- 6.2 Shaheed Benazir Abad Range (03 Nos.)
- 6.3 Mirpurkhas Range (03 Nos.)
- 6.4 Sukkur Range (03 Nos.)
- 6.5 Larkana Range (05 Nos.)

**Note:**

*All the required/appropriate Hardware, Software, Equipment, Office Furniture & Internet Connectivity shall be provided by the vendor.*

## **7. ESTABLISHMENT OF UNIT HEAD MONITORING ROOM**

One Unit Head Monitoring Room (UHMR) in each of following Unit SSsP or SsP Offices of Police Department for respective monitoring of vehicles:

- 7.1 Special Security Unit, Karachi
- 7.2 Security-I, Karachi
- 7.3 Security-II, Karachi
- 7.4 Madadgar-15, Karachi
- 7.5 Court Police, Karachi



Note:

All the required/appropriate Hardware, Software, Equipment, Office Furniture & Internet Connectivity shall be provided by the vendor.

**8. ESTABLISHMENT OF MODEL PS MONITORING ROOM**

One Model PS Monitoring Room (MPSMR) in each of following Police Station of Karachi Range for respective monitoring of vehicles:

- 8.1 Model PS Liaquatabad, Karachi
- 8.2 Model PS Ferozabad, Karachi
- 8.3 Model PS Clifton, Karachi

Note:

All the required/appropriate Hardware, Software, Equipment, Office Furniture & Internet Connectivity shall be provided by the vendor.

**9. HARDWARE & INTERNET FOR REPORTING ROOMS**

**Central Monitoring Room**

LED 42" minimum (04 Nos.)  
Computer (04 Nos.)  
Core i5 minimum  
Minimum 4GB Memory  
Minimum 500 GB External Memory  
Internet (4MB minimum)

**All Other Monitoring Rooms**

LED 42" minimum (01 No.)  
Computer (01 No.)  
Core i5 minimum  
Minimum 4GB Memory  
Minimum 500 GB External Memory  
Internet (4MB minimum)

**10. PROVISION OF INTERNET CONNECTIVITY & ITS RENT**

The vendor shall be independent to choose technology for internet connectivity keeping in consideration area of provision, data flow and requirement of provided software. However, trouble free service shall be only significant matter for Police Department during execution of contract.

Note:

All internet connectivity charges/rent shall be borne by the vendor during execution of the contract.

**11. TRACKER INSTALLATION**

Installation of tracker devices shall be done in respective district/units where the vehicles are available. The Police Department will ensure timely availability of vehicles to the firm at respective location(s) on given schedule provided by the Police Department, while the vendor shall ensure availability of technicians and required hardware.

**12. SOFTWARE & DATA**

All the software and database shall be installed separately on the server (to be provided by the vendor) placed in data center of Police Department and vendor shall keep **Image-based-backup** during execution contract. All the equipment required for the server like switch, routers, UPS etc., shall be



provided by the vendor, which shall be their property and shall be returned on expiry/termination of contract. Vendor shall return Image-based-backup and submit an indemnity bond that they don't kept/hide any information of Police Department at their custody on expiry/termination of contract.

**13. MAINTENANCE & SUPPORT**

The vendor shall provide support & maintenance of all the services provided for initial one year and renewable period of two years (if applicable) after installation of tracker devices and server with software.

**14. COVERAGE OF TRACKING SERVICE**

Should cover entire country to track the vehicles.

**15. TECHNICAL COMPLIANCE QUESTIONNAIRE**

*Note: Bidder(s) are advised to fill technical compliance questionnaire in below given columns (Yes/No) for technical assessment/evaluation.*

SR. #	Description	Yes	No
<b>15.1</b>	<b>Technical Compliance</b>		
15.1.1	Real-time data transmission.		
15.1.2	In-built device battery as backup.		
15.1.3	Internal memory of the device should be 64 MB or higher. Option of extendable memory should also be there having memory card equipped in it.		
15.1.4	GPS sensitivity.		
15.1.5	GPS receiver.		
15.1.6	Shock proof.		
<b>15.2</b>	<b>Tracking Device Features</b>		
15.2.1	Watch mode.		
15.2.2	Remote immobilization and activation.		
15.2.3	Battery tamper and 'no go area' alarm (Real time).		
15.2.4	Provision of defining 'no go area' within hardware.		
15.2.5	Mileage status.		
15.2.6	Route deviation alarm (Real time).		
15.2.7	Excess idle.		
15.2.8	Location enquiry (24/7).		
15.2.9	Geo fencing of the vehicles based on their assigned jurisdiction.		
15.2.10	One window reporting of all vehicles movement in real-time.		
15.2.11	Identification of activity area on maps		
15.2.12	Monthly trip summary report for all the vehicles.		



	15.2.13	Vehicle movement report.		
	15.2.14	Mobile tracking application.		
<b>15.3</b>	<b>Support &amp; Maintenance</b>			
	15.3.1	24/7 Central Monitoring Room for live tracking and monitoring of vehicles in CPO Sindh.		
	15.3.2	Provision of dedicated Resident Engineer and Key Account Manager in Central Monitoring Room.		
	15.3.3	Provision of technical supervisors in all three Regional Monitoring Room.		
	15.3.4	Provision of technicians for immediate troubleshooting and maintenance across the Province of Sindh.		
	15.3.5	Battery replacement (if required).		
	15.3.6	Provision of regular software updates and technical upgrades to enhance technical performance of tracking services, continuously.		
	15.3.7	Replacement and/or repairs of damaged/faulty units within 24 hours.		
<b>15.4</b>	<b>Data Center</b>			
	15.4.1	Self-sustained data center to ensure minimum down time service having following five basic characteristics: <ul style="list-style-type: none"> <li>✓ Efficiency in Space and Capacity Planning</li> <li>✓ Scalability/Flexibility</li> <li>✓ Cooling Efficiency</li> <li>✓ Documentation, Planning and Procedures</li> <li>✓ Security</li> </ul>		
	15.4.2	24/7 availability of all applications & databases.		
	15.4.3	Undertaking to provide access for physical inspection of data center during technical evaluation and also during execution of contract.		
<b>15.5</b>	<b>Software</b>			
	15.5.1	Capable enough to meet peculiar requirements of Police Department and the requirement enlisted in scope of work and in technical compliance questionnaire, as well.		
	15.5.2	DEMO for technical assessment/evaluation		



## **SECTION # 5 EVALUATION CRITERIA**





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## EVALUATION CRITERIA

DESCRIPTION		EVALUATION PARAMETER & MARKING SLAB		REMARKS
<b>Section # 1 – Company Profile</b>				
1.	Company experience from date of operations	Less than 3 years	0	Relevant documentary evidence required to evaluate.
		From 3 up to 5 years	10	
		Over 5 up to 8 years	20	
		Over 8 years	25	
2.	Status in FBR	Inactive or black listed	0	Documentary evidence will be required and Online verification shall be done (if required).
		Operative	25	
3.	Average annual turnover from last 3 years (2016-17, 2017-18 & 2018-19)	Less than 25 million	0	Relevant documentary evidence will be required to evaluate annual turnover for the prescribed period.
		From 25 up to 50 million	10	
		Over 50 up to 75 million	20	
		Over 75 million	25	
<b>Section # 2 – Relevant Experience</b>				
4.	Active number of tracking devices on monitoring till opening date of NIT	Less than 4,000 units	0	Relevant documentary evidence and physical verification of coverage through live tracking can be done (if required).
		From 4,000 up to 8,000 units	10	
		Over 8,000 up to 10,000 units	20	
		Above 10,000 units	25	
5.	Number of client in operations for minimum 100 units of active tracking devices	Less than 5 clients	0	Relevant documentary evidence like work orders will be required and physical verification can be done (if required).
		From 5 up to 10 clients	10	
		From 11 up to 15 clients	20	
		Over 15 clients	25	
<b>Section # 3 – Technical Expertise</b>				
6.	Response time for Installation of tracker devices (range from 2,500 to 3,500 units)	Over 35 days	0	Calculation shall be made on the response time indicated by the bidder in <b>Clause 8 of GCC i.e. Supply Capability</b>
		From 30 up to 35 days	10	
		From 20 up to 29 days	20	
		Within 20 days	25	



7.	Response time for required software(s) all over the province of Sindh	Over 35 days	0	Calculation shall be made on the response time indicated by the bidder in <b>Clause 8 of GCC i.e. Supply Capability</b>
		From 30 up to 35 days	10	
		From 20 up to 29 days	20	
		Within 20 days	25	
8.	Response time for Establishment of reporting rooms and making them operative (all over the province of Sindh)	Over 35 days	0	Calculation shall be made on the response time indicated by the bidder in <b>Clause 8 of GCC i.e. Supply Capability</b>
		From 30 up to 35 days	10	
		From 20 up to 29 days	20	
		Within 20 days	25	
9.	Technical Compliance Questionnaire	Less than 70% compliance	0	Calculation shall be made on the questionnaire filled by the bidder given in <b>Section 4 i.e. Scope of works</b>
		Over 70% up to 80% compliance	10	
		Over 80% up to 90% compliance	20	
		Over 90% compliance	25	
10.	Software & Datacenter (capability of software & basic characteristics of data center as mentioned in Section # 4 i.e. scope of works)	Efficiency in space & capacity planning	05	Evaluation shall be made on recommendation of technical committee, which will be concluded after visit of data center of the participating bidders & Demo for software(s). <b>Note:</b> Aggregated 21 out of 30 marks are required mandatorily. RO may not only be authorized partner / reseller & it may have valid license to use the software for client.
		Scalability/flexibility	05	
		Cooling efficiency	05	
		Documentation, Planning & procedures	05	
		Security	05	
		Software capabilities	05	
11.	Availability of skilled staff all over the province of Sindh for support & maintenance	<b><u>Karachi Region</u></b> Skilled staff (over 25 personnel)	05	Evaluation shall be made on detail provided in response to <b>clause 10 of "General Information Required"</b> by the bidders. <b>Note:</b> Company's existence in all three regions is mandatory, which will be verified.
		<b><u>Hyderabad Region</u></b> Skilled staff (over 15 personnel)	05	
		<b><u>Sukkur Region</u></b> Skilled staff (over 10 personnel)	05	



**Important Note:**

1. Total marks = 270.
2. Minimum required qualifying marks = 189 (70% of total marks).
3. Disqualifying in any of component of any of Section of Evaluation Criteria means the bid shall be declared as “**UNRESPONSIVE**” and financial proposal of such bid shall be returned unopened, despite of that the bid obtained minimum 189 marks or higher.
4. The bid(s) qualified in **Stage # 1** (mandatory qualifying requirement) shall be eligible for evaluation in **Stage # 2** i.e. technical evaluation.
5. All the bids shall be evaluated strictly in accordance with the terms & conditions set-forth in the bidding documents and the guideline provided in by Rule 42 of SPP Rule 2010 (Amended 2019).



## **SECTION # 6**

### **SAMPLE FORMS & DRAFT DOCUMENTS**



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## BID FORM

**BID FORM** for \_\_\_\_\_

To:

Inspector General of Police,  
Sindh 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% of the Contract Price i.e., Rs..... for the due performance of the contract as per bid Security Form.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

**WITNESS**

\_\_\_\_\_  
BIDDER (Sign + Seal)

Signature: -----

Signature: -----

Name:-----

Name:-----

Title:-----

Title:-----

Address:-----

Address:-----

CNIC #:-----

CNIC #:-----



## TECHNICAL PROPOSAL FORM

Bidder's Profile		
Name		
Official Address		
Telephone(s) No.		
Official Fax No.		
GST Registration No.		
Income Tax Reg. No.		
Sr. No.	Quoted Hardware/Software /Equipment/items/services	Supply Duration (in weeks/Months)
1		

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

\_\_\_\_\_  
BIDDER (Sign + Seal)

(Form is compulsory and must be carefully filled in original with technical proposal)





## 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.	Hardware/Software /Equipment/items/services	Quantity	Unit Cost (Rs)	Total Cost (Rs)
<b>Total Cost in Pak Rupees</b>				
(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 favor of Inspector General of Police, Sindh, Karachi.

\_\_\_\_\_  
BIDDER (Sign + Seal)

(Form is compulsory and must be carefully filled in original with financial Proposal)



## GENERAL INFORMATION REQUIRED

The Bidder should also provide the following required information and placing this Form on top of the Technical Proposal. Relevant portions of the Technical Proposal should be referenced in this form.

- 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 (since in operation) \_\_\_\_\_
- 7 Status of the Bidder  
Sole Proprietor   
Partnership   
Private Limited   
Public Limited   
Entity registered/incorporated outside Pakistan  
(if yes, give detail) \_\_\_\_\_  
Other (please specify) \_\_\_\_\_
- 8 Names of Owner / Partners / Chief Executive / Directors \_\_\_\_\_
- 9 Details of Registered Head Office (address, phone, fax, email & website information) \_\_\_\_\_
- 10 Detail of skilled & un-skilled staff (separate sheet can be attached) \_\_\_\_\_



## BID SECURITY FORM (DRAFT)

**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 Inspector General of Police, Sindh, Karachi, Pakistan (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 (DRAFT)

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

**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 \_\_\_\_\_



## **CONTRACT FORM (DRAFT)**

(Final contract shall be with consent of both parties)

### **CONTRACT AGREEMENT FOR THE PROCUREMENT OF VEHICLE TRACKING SERVICES FOR SINDH POLICE FLEET**

1. This contract agreement is made and entered into on \_\_\_\_\_, 2016, BY AND BETWEEN.

a. **Inspector General of Police, Sindh Central Police Office, I.I. Chundrigar Road, 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**

b. \_\_\_\_\_  
\_\_\_\_\_ 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. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) the Bid Form and the Price Schedule submitted by the Bidder;
- (b) the Schedule of Requirements;
- (c) the Technical Specifications;
- (d) the General Conditions of Contract;
- (e) the Special Conditions of Contract; and
- (f) the Procuring Agency's Notification of Award.

3. WHEREAS the Inspector General of Police, Sindh is entrusted with responsibility of procurement of item / articles during current financial year 2016-2017 as per description, with specification and quantity, given below



S.NO.	DESCRIPTION OF ARTICLES WITH SPECIFICATION	QUANTITY/ NUMBER	Delivery
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4. AND WHEREAS, the **Inspector General of Police, Sindh**, in accordance with The Public Procurement Rules, 2010 as adopted by Government of Sindh vide notification No. \_\_\_\_\_ **dated:** \_\_\_\_\_.
  
5. That **M/s.** \_\_\_\_\_ participated in the response of open tenders, floated by IGP Sindh, 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 \_\_\_\_\_.
  
6. 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 alongwith quantity the above within \_\_\_\_ **days** from the date of signing of this agreement.
  
- ii) That all deliveries shall be made at \_\_\_\_\_, Sindh, between 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 purchase order and such rejection shall be final. The



no appeal or review will be permissible against the decision of inspection committee.

- iv) That the **AIGP/Admi, Sindh**, 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 **AIGP/Logistic, CPO, Sindh** at the rate of specified below (FOR Destination) within financial year \_\_\_\_\_.

ITEM / ARTICLE	RATE PER UNIT

- vii) In case **M/s.** \_\_\_\_\_ make default, in the due performance of this agreement/contract in part or full, **AIGP/Logistic, CPO, Sindh** shall be at liberty to impose and recover L.D. Charges not exceeding 0.025% per month thereof. The penalty shall be applicable only to the extent of items/articles supplied late.
- viii) The **AIGP/Logistic, CPO, Sindh** shall have right to assess, demand and recover any damages suffered by Police Department due to late supply of the items/articles from the supplier.
- ix) The **AIGP/Logistic, CPO, Sindh** 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 **AIGP/Logistic, CPO, Sindh**, whether by virtue of agreement or otherwise.
- x) The IGP Sindh 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.

\_\_\_\_\_  
**AIGP/Logistics**  
On behalf of IGP, Sindh

\_\_\_\_\_  
**M/s**\_\_\_\_\_

**Witness:**

1) \_\_\_\_\_

2) \_\_\_\_\_





## INTEGRITY PACT

Declaration of fees, commission and brokerage etc. payable by the supplier of goods, services and works in contract worth Rs. 10.00 Million or more.

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: \_\_\_\_\_

Contract Title: \_\_\_\_\_

..... [name of 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 Sindh (GoS) or any administrative subdivision or agency thereof or any other entity owned or controlled by GoS through any corrupt business practice.

Without limiting the generality of the foregoing, [name of 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 inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoS, except that which has been expressly declared pursuant hereto.

[name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoS and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

[name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GoS under any law, contract or other instrument, be voidable at the option of GoS.

Notwithstanding any rights and remedies exercised by GoS in this regard, [name of Supplier] agrees to indemnify GoS for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoS in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [name of 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 GoS.

Name of Buyer \_\_\_\_\_

Name of Seller/Supplier \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

[Seal]

[Seal]