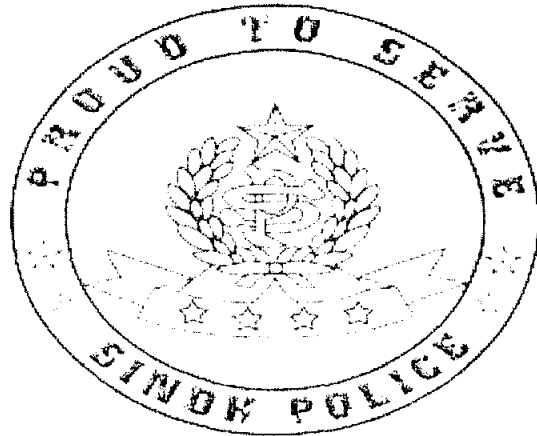




Police Department, Government of Sindh (www.sindhpolice.gov.pk)

Police Department Government of Sindh



Bid Document
2020-21
Feeding For Horses
Of
Mounted Police Karachi.

Phone No.021-99205670

No.021-99205671

www.sindhpolice.gov.pk

At/s _____
[Handwritten signatures]



Police Department, Government of Sindh (www.sindhpolice.gov.pk)

Invitation to Bid

Instruction to bidder

- i. The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, approved samples. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.
- ii. The Police department, Government of Sindh, request Tender Bids in sealed envelope as per information required in this document. Proponents applying for bids should submit Financial Proposal and Technical Proposal in two separate envelopes.
- iii. The Technical Proposal should contain all the bid items without quoting the price and must list firm's clientele, details of past project, items specification etc. Financial bids of firms not obtaining minimum passing criteria on Technical basis will not be opened.
- iv. Interested/Eligible bidders may obtain further information on the bid and inspect the bidding documents at the office of Deputy Inspector General of **Police South Zone, Karachi**.
- v. All bids must be accompanied by a earnest money (2%) of total bid amount, and must be delivered to the **office of Deputy Inspector General of Police South Zone, Karachi** on or before 1400 hours on _____. The bids will be publicly opened in the **office of Deputy Inspector General of Police South Zone, Karachi** at 1430 hours on the same day in presence of bidders who wish to remain present.
- vi. The Police department, Government of the Sindh will not be responsible for any costs or expense incurred by bidders in connection with the preparation or delivery bids.
- vii. Bidders shall submit bids, which comply with the bidding documents, for alternate bids bidder has to purchase separate bidding documents and alternate bid shall be treated as separate bid.
- viii. Competent authority can cancel the bidding process at any time prior to the acceptance of a proposal as per provision of Rule-25(1) of SPP Rules,2010.
- ix. All prices quoted must include any Taxes applicable, i.e. Income Tax, Sales Tax or any other tax imposed by government by law. If not specifically mentioned in the Quotation, then it will be presumed that the prices include all the taxes.
- x. Enquiries regarding this RFP shall be submitted in writing to:
- xi. **The office of Deputy Inspector General of Police South Zone, Near Police Station Artillery Maiden Karachi, Phone: (92-21) – 021-99205670-71.**
- xii. Every page of the tender document should be signed and sealed by the bidder.
- xi. The details of this notice are also available on website of Police department (www.sindhpolice.gov.pk) and SPPRA, Government of Sindh (www.sppra.gov.pk).



Police Department, Government of Sindh (www.sindhpolice.gov.pk)

Evaluation Criteria and Comparison of Bid

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

S.#	Evaluation Parameter	Marks	Brief Questionnaire												
1	Approved Samples	300	Compliance with required Samples of Food items.												
2	Financial Capabilities	200	<ul style="list-style-type: none"> Bank statement of last _____ years <table border="1"> <tr> <td>Minimum three year</td> <td>Marks 75</td> </tr> <tr> <td>More than three year</td> <td>Marks 100</td> </tr> <tr> <td>Less than three year</td> <td>Each year obtain 25 Marks</td> </tr> </table> Annual turnover of last _____ years <table border="1"> <tr> <td>Minimum three year</td> <td>Marks 75</td> </tr> <tr> <td>More than three year</td> <td>Marks 100</td> </tr> <tr> <td>Less than three year</td> <td>Each year obtain 25 Marks</td> </tr> </table> Bidder should provide Work Orders relating to work supply mentioned in the Tender Notice. 	Minimum three year	Marks 75	More than three year	Marks 100	Less than three year	Each year obtain 25 Marks	Minimum three year	Marks 75	More than three year	Marks 100	Less than three year	Each year obtain 25 Marks
Minimum three year	Marks 75														
More than three year	Marks 100														
Less than three year	Each year obtain 25 Marks														
Minimum three year	Marks 75														
More than three year	Marks 100														
Less than three year	Each year obtain 25 Marks														
3	Relevant Experience	200	<table border="1"> <tr> <td>Minimum three Work Orders</td> <td>Marks 150</td> </tr> <tr> <td>More than three Work Orders</td> <td>Marks 200</td> </tr> <tr> <td>Less than three Work Orders</td> <td>Each year obtain 50 Marks</td> </tr> </table>	Minimum three Work Orders	Marks 150	More than three Work Orders	Marks 200	Less than three Work Orders	Each year obtain 50 Marks						
Minimum three Work Orders	Marks 150														
More than three Work Orders	Marks 200														
Less than three Work Orders	Each year obtain 50 Marks														
Total Marks		700													

N.B

Minimum passing/qualifying marks is 80% i.e. 560 marks out of 700 marks. The bid not obtaining minimum qualifying score shall not be considered and rejected. Out of the bids qualifying the Evaluation Criteria, the bid with lowest evaluated cost shall be awarded contract provided it meets all other procedural requirements.

[Handwritten signatures]

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[Handwritten signature]

[Handwritten signature]

The Purchaser reserves the right to accept or reject the bid in accordance with SPP Rule 2. The Purchaser reserves the right to award the bid in accordance with SPP Rule 2. The Purchaser reserves the right to award the bid in accordance with SPP Rule 2. The Purchaser reserves the right to award the bid in accordance with SPP Rule 2.

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

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

4. Contacting the Purchaser

General	
1	Name of Bidder
2	No of Years in business in Pakistan
3	No of Offices locations in Pakistan
4	Annual Turnover (Million PKR)
5	Value of projects in hand (details may be given)
6	Year of Incorporation
7	Status of the Bidder
	<ul style="list-style-type: none"> • Sole Proprietor • Partnership Firm • Private Limited Company • Public Limited Company • Family registered - incorporated outside Pakistan - Give details • Other - Please specify
8	Name of Owner - Partner / Chief Executive / Directors
9	Details of Registered Head Office - Address, Phone, Facsimile, Email and Website information

Information Required

Police Department, (Government of Sindh (www.sindhpolice.gov.pk))





Police Department, Government of Sindh (www.sindhpolice.gov.pk)

- 1) Instructions to Bidders on pg # 2*
- 2) Bid form is attached on pg # 3*
- 3) Bid Security Form is attached on pg # 4*
- 4) Performance Security Form is attached on pg # 5*
- 5) Evaluation Criteria is attached on pg # 9*
- 6) Sample Contract Agreement is attached as Annexure-A*
- 7) Financial Proposal Form is attached as Annexure-B*



BID FORM for _____

For

**The Deputy Inspector General of Police
South Zone, Karachi-Pakistan.**

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. Financial proposals are attached as annexure B 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 equal 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 _____, 20__

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 DICP, South Zone, 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, 20.....

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 120 days beyond the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

.....
By,
Title,
Authorized Representative



PERFORMANCE SECURITY FORM (Applicable in case of bank guarantee)

To:

The Deputy Inspector General of Police
South Zone, 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 .. 20.., for a matter 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 .. 20.., or the warranty period.

[NAME OF GUARANTOR]

Signature

Name

Title

Address

.....

Stamp



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 DIGP, South Zone Karachi 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 date of the opening of tender. 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) 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 Police Department, Government of Sindh, Karachi.
- b. An affidavit that the firm declares details of litigation with any client during the last 5 years is provided.
- c. An affidavit that the firm has never been blacklisted by any Government Department.
- d. Liquidated damages of 0.025% per day of the contract price will be deducted for delayed supply/delivery of items then purchaser reserve the right to cancel the contract, forfeit the performance security and black list the firm.



Police Department, Government of Sindh (www.sindhpolice.gov.pk)

(vii) **Delivery Time**

- _____ months/weeks after issuance of purchase order.
- **Mode of payment:** 100% after supply of item(s) and successful inspection on site.
- Release of performance guarantee after completion of contract.

Execution – Delivery of all the items of the Bid will be at P.S CLIFTON for Incharge Mounted Police Clifton South Zone, Karachi.

xiii. The successful bidder will have to deposit 10% 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 the office of Deputy Inspector General of Police South Zone, Near Police Station Artillery Maiden Karachi, Phone: (92-21) – 021-99205670-71.

(viii) The same will be returned on due completion of the contract.

(ix) To conform, the approved samples, the evaluation criteria of bids will be base on the technical expert opinion, observation and terms and condition set forth in the bidding documents, tender notice and Bid Form or as deemed appropriate by the Purchase Committee.

(x) Further enquiry can be made from DIGP/South Zone Karachi on Phone: (92-21) – 021-99205670-71

xii. Conditional tenders/ bids will not be acceptable

xiii. Authority Letter from Principal Company for product and vendor authentication shall be provided with the bid.

xiv. Police department reserves the right to increase or decrease the scope of work/ number of items without assigning any reason.

2. Mode of Delivery and Address

Proposals (2 copies each) should be submitted by 1400 hours at the address given below:

**Office the Deputy Inspector General of Police
South Zone, Near Police Station Artillery Maiden Karachi-Pakistan.
Phone 021-99205670-71**

1. The tender will be opened on the same day at 1430 hours at the same address. The responding organization shall deliver 2 (two) copies of the Tender documents. The bid security of 2% of the offer in shape of Bank guarantee or Pay Order shall be enclosed in the envelope without the bid security shall not be considered and bid shall be rejected.



Police Department, Government of Sindh (www.sindhpolice.gov.pk)

- ii. Proposals shall be dropped in the sealed tender box kept in the office of DIGP, South Zone Karachi upto 1:00 hours. Samples should however be delivered by hand 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 1:00 hours on _____ at the address given in 2 ii, above.

The format of submission of proposal is attached as Annexure B. Please provide samples of all the items proposed.

CNIC copies of Owner/Authorized person along with witness should be enclosed.

(Please provide photocopies of relevant documents).

Opening of Proposals

The proposals submitted against this RFP will be opened on date mentioned above at 11:30 hours in front of the **Purchase 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 conforming 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 not abandoned or unnecessary delay in completion of any work in the Government Department.
- Affidavit Undertaking on stamp paper that the firm has not been black listed previously by any executing agency.

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



Definitions

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

- **“Purchaser”** means the 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.



4. That M/s. _____ participated in the response of open tenders, floated by DIGP/ South Zone, Karachi by submitting financial proposal, 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 DIGP/ South Zone, Karachi 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 alongwith quantity the above within _____ days from the date of signing of this agreement.
- ii. That all deliveries shall be made at _____, Sindh, Karachi 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 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 Deputy Inspector General of Police South Zone Karachi, 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 **Deputy Inspector General of Police South Zone Karachi**, 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, **Deputy Inspector General of Police South Zone Karachi**, 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 **Deputy Inspector General of Police South Zone Karachi**, 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 **Deputy Inspector General of Police South Zone Karachi**, 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 **Deputy Inspector General of Police South Zone Karachi**, whether by virtue of agreement or otherwise.
- x. The **Deputy Inspector General of Police South Zone**, 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.



Police Department, Government of Sindh (www.sindhpolice.gov.pk)

Annexure-A-4/4

8. If any term, conditions, or provision in this Agreement is found to be invalid, unlawful or unenforceable to any extent, the parties shall Endeavour 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.

Phone No.021-99205670
No.021-99205671

Witness:

1) _____

2) _____



Financial Proposal Form

Bidder's Profile

Name

Official Address

Telephone No.

Official Fax No.

GST Registration No.

Income Tax Reg. No.

No. of years in business

S.No.

Item Name

Quantity

Unit Cost (Rs)

Total Cost (Rs)
inclusive all taxes

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 **Deputy Inspector General of Police South Zone Karachi**, Phone No.021-99205670 or 021-99205671

BIDDER (Sign + Seal)

مطلوبہ راش کی تفصیلات

نمبر شمار	نام اشیاء	تعداد	ریمارکس
۱	چند دانا	12778.56 کلوگرام	چند دانا اور چھلکا اعلیٰ کوالٹی اور صاف ستھرا ہونا چاہیے چند دانا موٹا ہونا چاہیے
۲	جو چھپا	12778.56 کلوگرام	جو چھپا گیلیا نہیں ہونا چاہیے جو چھپا بدبودار نہیں ہونا چاہیے اعلیٰ کوالٹی اور صاف ستھرا ہونا چاہیے
۳	بھوسہ گندم	12778.56 کلوگرام	بھوسہ گندم زیادہ باریک نہیں ہونا چاہیے بھوسہ گندم دانے دار اور موٹا ہونا چاہیے اعلیٰ کوالٹی اور صاف ستھرا ہونا چاہیے
۴	تیل کھوپرا	65.772 کلوگرام	تیل کھوپرا خالص کھوپرے کا ہونا چاہیے کسی قسم کا دوسرا تیل مکس نہیں ہونا چاہیے
۵	نمک لاهوری	281.88 کلوگرام	صاف ستھرا اور اعلیٰ کوالٹی کا ثابت ہونا چاہیے
۶	لوسن ہرا	16912.8 کلوگرام	خالص لوسن ہونا چاہیے کسی قسم کی دوسری گھاس اور بر سین مکس نہیں ہونا چاہیے ہر روز تازہ اور صاف ستھرا ہونا چاہیے
۷	ہر کتر کئی	169128 کلوگرام	کتر ہری اور تازہ ہونا چاہیے

(Signature)

(ZUBAIR NAZEER AHMED SHEIKH) PSP
Chairman
SSP/South District, South Zone, Karachi

(Signature)

(M.ABDUL IMRAN KHAN)

SDPO/Clifton Sub-Division, South Zone, Karachi
Member

(SHABBIR AHMED BALOCH) SP

Secretary

SP/PHQ Garden, South Zone, Karachi

(NAVEED SOOMRO)

SO/Budget Rep. of Home Deptt. Govt. Sindh
Member

(Dr. MOHAN LAL)

Officer Incharge Korangji/Rep. of Live Stock Deptt. Govt of Sindh
Member