

TENDER NOTICE

Punjab Police Department invites sealed tenders based on the Punjab Procurement Rules 2014, from well reputed firms, registered with Income Tax and Sales Tax Departments and Punjab Revenue Authority, for Annual repair/ maintenance and replacement of parts (if required) of **03 Lifts/Elevators (Mitsubishi)** installed at CPO Complex, Lahore.

Sr. #	Name of Work	Required Earnest money	Estimate (Rs.)
1	Annual Repair/maintenance and replacement of parts (if required) of three (03) number of lifts at CPO	Bid security @ 3% of the estimated price	Rs. 540,000/- (Rs.15,000/- each lift per month)

Tenders addressed to the AIG/Logistics, CPO, Lahore shall be received till **21.07.2020** till **11:00 am**, and shall be opened on the same day at 11:30 am in the presence of bidders in CPO Complex, Bank Road, Old Anarkali, Lahore.

Tender documents containing terms & Condition etc. are immediately available and can be obtained from the office of AIG/Logistics Police, CPO, Punjab, Room No. 101, CPO Complex, Bank Road, Old Anarkali, Lahore during office hours (09:00 am to 05:00 pm) up to **20.07.2020** at the cost of Rs. 500/- through Challan Form 32-A (*non-refundable*) duly deposited under "Head of Account C02636-Police-Fees, Fines & Forfeiture" in the NBP/ State Bank of Pakistan.

The authority reserves the right to reject all bids or proposals in line with Rule 35 of PPRA Rules 2014.


AIG/Logistics,
for Provincial Police Officer/IGP,
Punjab, Lahore.

**BIDDING DOCUMENT FOR ANNUAL REPAIR/MAINTENANCE &
REPLACEMENT OF PARTS OF 03-NOS. ELEVATORS INSTALLED AT
CPO THROUGH FRAMEWORK CONTRACT**

July – 2020 to June 2021

Hiring of Authorized Firms/Distributors/Dealers



**Police Department,
Government of Punjab**

[Signature]
AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.

CPO Complex, Lahore Punjab, 3rd Floor, Room No.301,
Bank Road, Near Old Anar-kali, Lahore
Tel: 042-99214004 Fax: 042-99211715
URL: www.punjabpolice.gov.pk

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[Signature]
AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.

1 INVITATION TO BIDDERS

Bidding of Authorized Firms/Distributors/Dealers/Authorized Agents of Elevators for Annual Repair & Maintenance & Replacement of Elevators parts installed at CPO through Framework Contract

Sealed Bids are invited from authorized distributors/dealers/authorized agents or firms of Elevator engaged in repair and maintenance of Elevator and replacement of parts, registered with Tax Department for "**Annual Repair/Maintenance & Replacement of Elevators parts installed at CPO through Framework Contract**".


Bidding Document, in the English language, may be purchased by the interested bidders on the submission of a written application to the address below and upon payment of a non-refundable fee of Pak Rs. 500/- which should be deposited in Govt. Treasury under Head CO2642- Police –Others in the NBP/ State Bank of Pakistan, Lahore.

Bids must be delivered to the address below at or before **21-July, 2020 at 1100 Hours**. All Bids must be accompanied by a Bid Security of not less than **3%** of the estimated price in the form of CDR/Bank Guarantee/Demand Draft/Pay Order. Late bids shall be rejected. The Bids will be opened on the same day at **1130 Hours** in the presence of the Bidders' representatives who choose to attend at the address below. Interested eligible Bidders may obtain further information from AIG/Logistics at the address given below from 09:00 to 17:00 hours.

Bidding Documents are immediately available after date of publication. Punjab Police will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can be downloaded from Punjab police's website <https://www.punjabpolice.gov.pk> and PPRA Punjab website <http://www.ppra.org.pk> for information only

AIG/Logistics,
for Provincial Police Officer,
Punjab, Lahore.

CPO Complex, 3rd Floor, Room No.301, Bank Road, Near Old Anarkali, Lahore


AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.

Tel: 042-99214004 Fax: 042-99211715

Website: www.punjabpolice.gov.pk

2 SPECIFIC INSTRUCTIONS TO BIDDERS

2.1. Bid Security:

Each bidder shall submit Bid Security of **3%** of the estimated cost along with the bid in form of CDR/Bank Guarantee/ Demand Draft/ Pay Order. Bid Security against individual items is not acceptable.

2.2. Filling of Price Schedule:

Bidders shall quote rate Price Bid Schedule (Attached at **Annex- A**).

2.3. Evaluation of bids:

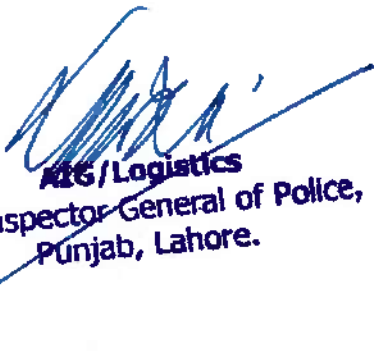
Evaluation shall be done at Individual Bid Price for Each Lot. Bidders shall, however, be submitted for all lots/ items by the bidders. Incomplete or partially filled bids will be considered as non-responsive.

2.4. Payments:

Payments will be made against the satisfactory performance of the contractor/bidder from the respective department. The payment will be made within 30 days of invoice certification as per rule 62 of PPRA 2014.

2.5. Sign and Stamp:

Bidder is required to stamp **every page of the bid document** along with signature at the required pages and submit along with the bid.


AG/Logistics
for Inspector General of Police,
Punjab, Lahore.

3 GENERAL INSTRUCTIONS TO BIDDERS

A. DEFINITIONS

In this document, unless there is anything repugnant in the subject or context:

- i) "Authorized Representative" means any representative appointed, from time to time, by the Purchaser or the authorized distributors/dealers/authorized agents or firms of Elevators engaged in repair and maintenance of Elevators and replacement of parts.
- ii) "Purchaser" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- iii) "Eligible applicants" means authorized distributors/dealers/authorized agents or firms of Elevators engaged in repair and maintenance of Elevators and replacement of parts.
- iv) "Purchase Order" means a document issued by the Purchaser to the Seller for the delivery of Goods or Services as required by the Purchaser.
- v) "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Seller.
- vi) "Contract" means the agreement entered into between the Purchaser and the Seller, as recorded in the Contract Form signed by the parties, including all Schedules and Attachments.
- vii) The Seller means "authorized distributors/dealers/authorized agents or firms of Elevator engaged in repair and maintenance of Elevator and replacement of parts" whose Proposal has been accepted.
- viii) "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
- ix) "Day" means calendar day.
- x) "Goods" means all of the equipment and the material, which the service provider (bidder) is required to maintain/repair under the contract.
- xi) "Person" includes individual, association of persons, company, corporation, institution and organization, etc., having legal capacity.
- xii) "Prescribed" means prescribed in the Bidding Document.

B. INTRODUCTION


1. Scope:

- 1.1 The client wishes to receive bids for the items mentioned in Invitation to Bid at the previous page (hereinafter referred to as "goods" and provide ancillary services, if any, mentioned in the bidding documents.
- 1.2 The bid is to be completed and submitted to the Client in accordance with these Instructions to Bidders.


AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.

1.3 SCOPE OF WORK FOR MONTHLY MAINTENANCE CONTRACT ACTIVITY
FREQUENCY

Description	Description	Description
Machine	Car Buttons	M/R Condition
Motor	Car Indicator	Supervisory Control
PAD	Hall Buttons	Rope & Connection
Fuses/Breaker	Hall Indicators	T/R Cable /Terminals
Oil level	COP Switches	TSD
Encoder	Photo Cell/Ray	Emergency light
Controller	Intercom	Shoes/Roller
Sheaves	Safety edge	Hanger Roller
Brake	Alarm	Eccentric Roller
Levelling	Gong/buzzer	Pit Condition
Governor	Car light	Door Operation
Interlock	Car Fan	Panel Switch
Sill	E. Exit	Lubrication
Meld	Entrance	Safety Switches
Platform	V-Belt	Car top condition
Clearance	Safety circuit	Protection devices


AIG/Logistics
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1.4.. Expected Parts detail for replacement and price Evaluation.

Sr. #	Description	Cost Rs.
1	Guide Shoes Liner	
2	Door Sensor each Elevator	
3	Door Shoes per Elevator	
4	Gear Oil per Elevator	
5	Bearing for defective elevator	
6	Vinyl Flooring per lift	
7	Wire Rope per Meter	
8	Emergency Battery each elevator	
9	Each Intercom	
10	Lift Card - A	
11	Lift Card - B	
12	Fans	
13	Lights	
14	Buttons	

Note: Replacement of any Elevator part/ item which is not included in above list will be replaced with the prior approval from competent authority and at market rate.

Visiting Timings will be observed as per office Hour along with the prior intimation at-least 02 days earlier).

2. Eligible Applicants


An authorized distributors/dealers/authorized agents or firms of Elevator engaged in repair and maintenance of Elevator and replacement of parts.

3. Detail of Services Required Under Maintenance of Elevators

- Over-all Service of Elevators
- Overhauling of Elevator (if required)
- Verifying Control Panel reading and indicators.

4. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Client will, in no case, be responsible or liable for those costs.


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Punjab, Lahore.

5. Joint Ventures:

a. Joint Venture Agreement

Firms/distributors/dealers may submit a Bid Application in a Joint Venture of two or more companies which JV contract should dully signed on stamp paper. Joint Venture Agreement entered into by the members shall be submitted with the bidding Document as per annexes.

b. Lead Member

One of the members who is responsible for performing the key function in executing major component of the proposed contract shall be nominated as Lead member during the Bidding and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be authorized to incur liabilities and receive instructions for and on behalf of any and all members of Joint venture. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the Joint Venture as per **Annex-F**. All responsibility for successful completion of the scope of work as per tender documents shall be with the lead member.

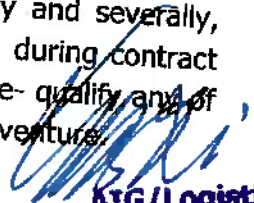
c. Joint and Several Liability

All members of the Joint venture shall be legally liable, jointly and severally, during the bidding period, and in the event of a successful bid, during contract execution. The Bidding of a joint venture does not necessarily pre-qualify any of its members to bid individually or as a member in any other joint ventures.

C. BIDDING DOCUMENTS

1. Clarification of Bidding Documents:

An Applicant requiring any clarification of the bidding Document shall contact the Purchaser in writing at the below mentioned address. The Purchaser will respond in writing or by Email to any request for clarification provided that such request is received no later than five (5) days prior to the deadline for submission of applications and also The companies are bound to provide any technical document asked by the purchaser at any time during technical evaluation. The Purchaser shall forward copies of its response to all applicants who have acquired the bidding document directly from the Purchaser including a description of the inquiry but without identifying its source. **The Purchaser reserves the right to amend the Bidding document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.**


AIG/Logistics
for Inspector General of Police
Punjab, Lahore.

AIG/Logistics,
for Provincial Police Officer,
Punjab, Lahore.

CPO Complex, 3rd Floor, Room No.301, Bank Road, Near Old Anarkali, Lahore

Tel: 042-99214004 Fax: 042-99211715

Website: www.punjabpolice.gov.pk

2. Amendment of Bidding Document

At any time prior to the deadline for submission of applications, the Purchaser may amend the Bidding Document by issuing addendum /Corrigendum. Any addendum/ Corrigendum issued shall be part of the Bidding Document and shall be communicated in writing or by Email to all who have obtained the Bidding document.

D. BID PREPARATION

1. Language of Bid:

The application as well as all correspondence and documents relating to the Bidding exchanged by the Applicant and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language.

2. Documents Comprising the Bid:

2.1 Bid Form:

The bidder shall complete the Bid Form duly signed by the authorized personnel along with the stamp of the company and all the Schedules furnished in the bidding documents.


AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.

2.2 Bid Prices:

The price shall be in Pak Rupees and shall be fixed and inclusive of all applicable taxes in Pakistan. Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.

2.3 Bid Currencies:

Prices shall be quoted in Pak Rupees.

2.4 Bid Security:

Each bidder shall submit **3%** Bid Security along with the bid in form of CDR/Bank Guarantee/ Demand Draft/ Pay Order. Bid Security against individual items is not acceptable.

2.5 Performance Security

The selected Firms/distributors/dealers will have to deposit **10%** Performance Security in the form of bank guarantee issued by any scheduled bank/ CDR before signing the agreement/ Award letter. (Attached at **Annex-C**)

2.6 Period of Validity of Bid:

The bid shall remain valid for Ninety (90) days from the date of bid closing prescribed by the Client. The client may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or by cable or fax. If the bidder agrees to the extension request, the validity of the bid security shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. The bidder will not be required or permitted to modify its bid.

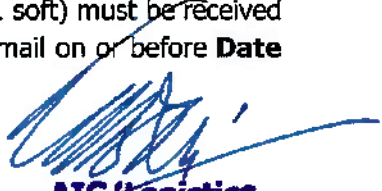
2.7 Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Bidding Document and clearly mark it "**ORIGINAL**". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant. **The Applicant shall submit one (01) original, one (01) hard copy & (01) soft copy of the signed application in addition to the original application and clearly mark them as "ORIGINAL" and or "COPY".** In the event of any discrepancy between the original and the copy, the original shall prevail.

2.8 Submission of Bidding Application

Application for Bidding (**One original and two Copies** (01 hard & 01 soft) must be received in **sealed envelopes** to be delivered by hand or through registered mail on or before **Date 21-July, 2020 till Time** at the following address:

AIG/Logistics,
for Provincial Police Officer,
Punjab, Lahore.


AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.

CPO Complex, 3rd Floor, Room No.301, Bank Road, Near Old Anarkali, Lahore

Tel: 042-99214004 Fax: 042-99211715

Website: www.punjabpolice.gov.pk

Tel: 042-99213400 Fax: 042-99213955.

Envelope should be clearly marked "Application of Bids for Annual Repair/Maintenance & Replacement of Elevators installed at CPO through Framework Contract"

2.9 Opening of Bidding Application

The Bidding Applications shall be opened on the same day i.e. **Date 21-July, 2020 till Time** in presence of Applicant's representative who choose to attend in the conference room of POLICE DEPARTMENT at the below mentioned address:


Asstt: Inspector General of Police,

Logistics Punjab, Lahore.

Govt: of the Punjab, Police Department,

CPO Complex, 3rd Floor, Bank Road, Near Old Anarkali, Lahore.

Tel: 042-99214004 Fax: 042-99211715.


ATG/Logistics
for Inspector General of Police,
Punjab, Lahore.

Purchaser shall open the applications as per its standard procedure 38 2(a) (Single Stage Two envelopes) and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

Technical Proposal in Brown Envelope and Financial Proposal in White Envelope. No hand written Bid will be accepted. Only typed or printed Bid would be accepted.

2.10 Late Submission of Bidding Applications:

The Bidding application which is received after the closing date and time shall not be entertained.

2.11 Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Purchaser's evaluation of the applicant's Bidding or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of Punjab Procurement Rules, 2014.

2.12 Updating Bidding Information

Bidding Applicants shall inform the Purchaser of any material change in information that might affect their qualification status. Applicants shall be required to update key Bidding information at the time of bidding. Prior to award of contract, the lowest

evaluated company will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Purchaser

2.13 Only one Application

An Applicant shall submit only one application in the same Bidding process, either individually as an Applicant or as a member of a Joint venture. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

2.14 Compliance

The Successful Joint Venture shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective company shall indemnify the Purchaser, its Affiliates and their advisors fully in respect of any direct or indirect losses, damages, costs, penalties or expenses of any kind incurred by such person arising from a Prospective Joint Venture's breach of the obligations referred to above.

2.15 Fraud & Corruption:

The applicant shall observe the highest standards of ethics during this Bidding and further processing. The Purchaser defines for the purposes of this provision, the terms set forth below:

- i. "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the Bidding process or in contract execution;
- ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence the Bidding process; "collusive practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Purchaser, designed to establish artificial data/information; and
- iii. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the Bidding process;


AIG/Logistics

for Inspector General of Police,
Rawalpindi, Lahore.

Purchaser will reject an application for Bidding if it determined that the Applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.; and

Purchaser will sanction a company or individual, including declaring them ineligible, either indefinitely or for a stated period of time for Bidding if it at any time determines that they

have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices.


2.16 No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if,

- such applicant and any other applicant have common controlling shareholders or other ownership interest; or
- a constituent of such applicant is also a constituent of another applicant; or
- such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each others' information about, or to influence the Bidding of either or each of the other applicant; or such applicant has participated as a consultant to the Client in the preparation of any documents, design or technical specifications of the Project.

2.17 Requisition of Order

Requisition shall be made from Central Police Office.


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for Inspector General of Police,
Punjab, Lahore.

2.18 Inspection and Tests

The contractor shall afford at his own expenses that Inspection Authority shall have full and free access at any time during the contract to the contractor's works and may notwithstanding any contractual terms to the contrary require the contractor to make arrangements for the stores or any part thereof, to be inspected at his premises or at any other place and the contractor shall reserve similar rights as regards any sub-contract he may make. The contractor shall pay all cost connected with such tests and provide without extra charges all materials, tools, labor and assistance of every kind which the Inspector may consider necessary for any tests and examination other than special or independent tests, which he shall enquire to be made on the contractor's premises, and shall pay all cost attendant thereon failing these facilities (in regard to which the Inspection Authority will be the sole Judge) at his own premises for making the tests. The contractors shall bear the cost out such test elsewhere. The contractors shall also provide and deliver free of cost at such place as the Inspection Authority may direct such material, as he may direct such material, as he may require for testing by chemical or other analysis or independent testing machine or means commonly in use according to the nature of the stores. In the event of such tests being unsatisfactory and resulting in or leading to the rejection of the stores concerned, the cost of the test will be borne by the contractor

such costs will be assessed at the rates charged by the Laboratory concerned for work done for private firms and individuals.

2.19 Payment Terms

Payment will be made by the Client for the delivery of Goods/ services by the Contractor. Also, the payment shall only be made after the certification of invoice.

2.20 Payment to Contractor

After receiving an application for payment which the Contractor was entitled to receive, the Client shall proceed for the payment to contractor subject to the conditions that there are no:

- Defects or short comings in the Service Provided.
- The performance of the Goods and Services is satisfactory

2.21 PURCHASER'S RIGHTS

The Purchaser reserves the right to take the following actions, and shall not be liable for any such actions:

- i) Amend the items, scope of procurement, if required while adhering to the Principals of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Bidding process.
- ii) Cancel the Bidding process and reject all applications as per provisions of Punjab Procurement Rules, 2014

2.22 Address of Purchaser/Hiring Services.

Asstt: Inspector General of Police,

Logistics Punjab, Lahore.

Govt: of the Punjab, Police Department,

CPO Complex, 3rd Floor, Bank Road, Near Old Anarkali, Lahore.


Tel: 042-99214004 Fax: 042-99211715.


AIG/Logistics
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BIDDING EVALUATION CRITERIA

Bidding will be based on applicant's meeting the following qualification criteria:

Checklist	Responsive	Non-Responsive
i) Registration with Income Tax Authorities (NTN), General Sales Tax (GST) and PRA;		
ii) Registration with Sales Tax Authorities (PNTN/ STRN);		
iii) Must provide all Above Tax Clearance Certificates and Audited Financial Statements for the Last 03 years.		
iv) Bidder's workshop facilities, inventory and available backup on Elevator details.		
v) Certified copy of Partnership Deed or Certificate of Incorporation (in case of companies);		
vi) Affidavit on non-judicial Stamp Paper of Rs. 100 (clearly stating that the contractor is not blacklisted or subject to any pending litigation with any Government or Public Department);		
vii) Lead member including JV partners has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (Submission of undertaking on legal stamp paper is mandatory), failing which will cause rejection of the bid;		
viii) Proof of experience of at least 2 projects of similar magnitude executed for public or private sector at any time during past 5 years;		
ix) Statement of the bidder's bank account duly issued and certified by the bank for a period from July 1, 2017 to June 30, 2020 showing an average monthly closing balance of PKR 500,000 at minimum OR valid and unutilized credit facility, as of the bid submission date, issued from a scheduled bank of the same amount;		
x) Has the required relevant personnel, as per technical evaluation criteria mentioned in this document.		
xi) Bidder's Organizational set up including list of recognized technical staff (and appoint focal person to this job i.e. at-least one Engineering Technician, at-least one Mechanical Engineer, at-least one Electrical Engineer and helpers/ others).		


AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.

The firm/dealer would not be considered qualified provided the mandatory checklist is not provided.

Price Schedule

Sr. No.	Description	Total Amount Including all Taxes Whatsoever(PKR)
1	01 No. Elevators Mitsubishi	Monthly Visit Service Charges (One routine visit per month + emergency Visit)
2	01 No. Elevators Mitsubishi	Monthly Visit Service Charges (One routine visit per month + emergency Visit)
3	01 No. Elevators Mitsubishi	Monthly Visit Service Charges (One routine visit per month + emergency Visit)

Total Price in Words (Inclusive of All Applicable Taxes):

COST OF ADDL. PARTS IF REQUIRED DURING CONTRACT

Sr. #	Description	Cost Rs.
1	Guide Shoes Liner	
2	Door Sensor each Elevator	
3	Door Shoes per Elevator	
4	Gear Oil per Elevator	
5	Bearing for defective elevator	
6	Vinyl Flooring per lift	
7	Wire Rope per Meter	
8	Emergency Battery each elevator	
9	Each Intercom	
10	Lift Card – A	
11	Lift Card – B	
12	Fans	
13	Lights	
14	Buttons	

Note:

- a) Bid for all items shall be quoted.


AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.


Stamp & Signature of Bidder _____

Annex-B

Bid Security Form

The Total Bid Security amounting to Rs. _____ (Rupees _____ only) in shape of "Call Deposit Receipt" of the Bank (Name) _____ is attached in accordance with Clause 14 of the Instructions to Bidders. The enclosed CDR number is _____.

Signature of Bidder _____


AIG/Logistics
for Inspector General of Police,
Punjab, Lahore.

Performance Security Form

To,

Asstt. Inspector General of Police,
Logistics CPO, Lahore.
Govt: of the Punjab, Police Department,
CPO Complex, 3rd Floor, Bank Road, Near Old Anarkali, Lahore.
Tel: 042-99214004 Fax: 042-99211715.

WHEREAS (Name of the Contractor) _____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE ANNUAL REPAIR/MAINTENANCE & REPLACEMENT OF PARTS OF ELEVATOR INSTALLED AT CPO THROUGH FRAMEWORK CONTRACT" procurement of following:

1. [*Please insert details*].

(Herein after called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with 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 of _____ (Amount of the guarantee in words and figures), 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 as specified by you, within the limits of _____ (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 _____, 2019, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____


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for Inspector General of Police,
Punjab, Lahore.

Contract Agreement Form

To

Asstt. Inspector General of Police,
Logistics CPO, Lahore.
Govt: of the Punjab, Police Department,
CPO Complex, 3rd Floor, Bank Road, Near Old Anarkali, Lahore.
Tel: 042-99214004 Fax: 042-99211715.


Subject:

Dear Sir,

Being duly authorized to represent and act on behalf of _____, and having reviewed and fully understood all of the terms and condition set forth in the PQD and attached annexes.

We hereby express our interest and apply for the Bidding of **"Authorized Firms/ dealer for Annual Repair/Maintenance & Replacement of Parts of Elevator Installed at CPO Through Framework Contract** for Police Department.

1. Attached to this letter are copies of original documents defining:
 - a) The Applicant's legal status;
 - b) The principal place of business; and
 - c) The place of incorporation (for applicants who are corporations); or the place of registration and the nationality of the owners (for applicants who are partnerships or individually-owned companies).
2. The Purchaser and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.


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3. If our Bid is accepted, we commit to obtain a Performance Security in the amount of 3% of the value of the contract for the due performance of the Contract.
4. Bidding document is the part of the Contract and its binding on the bidder(s).
5. The Purchaser and its authorized representatives may contact the following inquiry numbers of the company: -

General & Managerial Inquiries:

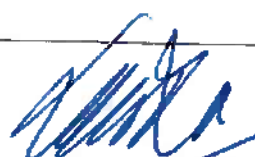
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel Inquiries:

Contact 1	Telephone 1
Contact 2	Telephone 2

Technical Inquiries:

Contact 1	Telephone 1
Contact 2	Telephone 2


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Financial Inquiries:

Contact 1	Telephone 1
Contact 2	Telephone 2

6. This application is made with the full understanding that:
- a) Bids by prequalified applicants will be subject to verification of all information submitted for Bidding at the time of bidding;
 - b) The Purchaser reserves the right to:
 - c) Amend the scope of procurement/Items if required while adhering to the Principals of Procurement as per Rule-4 of the Punjab Procurement Rules, 2014 during the Bidding process; and
 - d) Reject or accept all application, cancel the Bidding process.
 - e) The Purchaser shall not be liable for any such actions or consequences and shall be under no obligation to inform the Applicant of the grounds for actions at 5(b) here above.

[Applicants who are not joint ventures should delete Para 6&7 and Initial the deletions.]

7. Appended to this application, we give details of the participation of each party, including capital contribution and profit/loss agreements, to the joint venture. We also specify the financial commitment in terms of the percentage of the value of the (each) contract, and the responsibilities for execution of the (each) contract.

8. We confirm that in the event that we bid, that bid as well as any resulting contract will be: -

Signed so as to legally bind all members, jointly and severally; and


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Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.

9. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

1) Signed for and on behalf of [Name of the Lead Member]

Signature

Name:

Designation:

Date:

Seal



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Annex-E

Joint Venture Agreement (Applicable to Joint Venture Only)

(Should be a Formal JV agreement on a Stamp Paper of value PKR 100) To:

[Name and address of the Leading Member company] who for the purpose of this Agreement shall hereinafter called "Lead Member"

[Name and address of the Member Company]

Who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:

1. That they will legalize a Joint Venture in case that a Contract for the Construction of is awarded to their Joint Venture **JV**.
2. That they have nominated _____ (name of the Lead member) as the Lead Member of the Joint Venture.
3. That they authorized Mr./Ms. _____ (name of the person who is authorized to act as the Representative on behalf of the Joint Venture) to act as the JV's Representative in the name and on the behalf of their Joint Venture.
4. That all members of the Joint Venture shall be liable jointly and severally for the execution of the Contract.
5. That this Joint Venture is constituted for the purpose of the execution of the Construction of _____ under this contract.
6. That if the Employer accepts the Bid of this Joint Venture it shall not be modified in its composition or constitution until the completion of Contract without the prior consent of the Employer.
7. That each member's share of the Work, stated as percentage of the total contract amount, shall be as follows.

1. Signed for and on behalf of [Name of the Lead Member]

Signature: _____
Name: _____
Designation: _____
Date: _____
Seal _____


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2. Signed for and on behalf of [Name of the Member]

Signature Name: _____

Designation: _____
Date: _____

Annex-F

**Lead Member of JV
Power of Attorney for Lead Member of Joint Venture (JV)**

[To be printed on a PKR 100 stamp paper]

Whereas the **PUNJAB POLICE** has invited Application for Bidding for **Annual Repair/Maintenance & Replacement of Parts of Elevator Installed at CPO Through Framework Contract** Whereas, _____,

_____ and _____ (coll

ectively the "Joint Venture" and individually as the "Member") being members of the Joint Venture are interested in Bidding for the Projection accordance with the terms and conditions of the Bidding Document and:

Whereas, it is necessary for the JV to designate one of the JV Member as the Lead Member with all necessary power and authority to do for and on behalf of the JV, all acts, deeds and things as may be necessary in connection with the JV's Bidding Application for the Project and its execution.

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS

We, _____ having our registered office at _____, M/s. _____, having our registered officiate _____, and M/s. _____, having our registered officiate _____, [the respective names and addresses of

the registered office] (hereinafter collectively referred to as the "Principals") do hereby irrevocably designate, nominate, constitute, appoint and authorize M/s. _____, having its registered office at _____, being one of the Member of the Joint Venture, as the Lead Member and true and lawful attorney of the Joint Venture (hereinafter referred to as the "Attorney") and hereby irrevocably authorize the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the JV and any one of us during the Bidding process and, in the event the Joint Venture is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Joint Venture, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, Bids and other documents and writings, participate in company and other conferences, respond to queries, submit

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information/ documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the JV and generally to represent the JV in all its dealings with the Authority.

AND hereby agree to ratify and confirm and do here by ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us/ JV.


IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____ 20**.

Witness 1:

Name: _____
Designation: _____
Address: _____
Signature: _____

Witness 2:

Name: _____
Designation: _____
Address: _____
Signature: _____



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(To be executed by all the Members of the Joint Venture) Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also, wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of

- the person executing this Power of Attorney for the delegation of power here under on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.



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General Information

		Particulars		
Company Name				
Abbreviated Name				
National Tax No.			Sales Tax Registration No	
No. of Employees			Company's Date of Formation	

*Please attach copies of NTN, GST Registration & Professional Tax Certificate

Registered Office Address		State/Province	
City/Town		Postal Code	
Phone		Fax	
Email Address		Website Address	


[Signature]
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Branch Office Address			
City/Town		State/Province	

*BIDDING DOCUMENT
FOR REPAIR AND MAINTENANCE OF ELEVATOR*

Country		Postal Code	
Phone		Fax	

Factory / Workshop			
Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	


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Financial Soundness

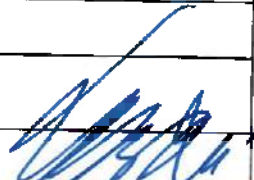
Name of Applicant (Lead Member of a Joint Venture, in case of JV)

Applicant (Lead Member of a Joint Venture, in case of JV) applying for Bidding is required to provide financial information to demonstrate that they meet the requirements of Evaluation Criteria. If necessary, use separate sheets to provide complete information. A copy of the audited financial statements of the past three (3) financial years must be attached.

Banker	Name of banker	
	Address of banker	
	Credit Line/Cash Limit:	
	Telephone	Contact name and title
	Fax	Telex

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years.

Financial Information in Pak Rupees	FY2017-2018	FY2018-2019	FY2019-2020
Annual Turnover			
Total Assets			
Total Liabilities			
Net Worth			
Working Capital			
Current assets			
Current liabilities			
Profits before taxes			
Profits After taxes			
Total Debt			
Total Equity			
Total Revenue			


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Affidavit for Correctness of information
(To be printed on PKR 100 Stamp Paper)

Name: _____

(Applicant or member of Joint Venture)

I, the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting documents are true, correct and valid to the best of my knowledge and belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned hereby authorize and request the bank, person, company or corporation to furnish any additional information requested by the Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the **PUNJAB POLICE**.


PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the company

Title of Officer: _____

Name of Company: _____

Date: _____


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