

From The Senior Superintendent of Police,  
Motor Transport, Punjab, Lahore.

To The Additional Director,  
Computer Bureau, Police Department,  
Punjab, Lahore.

No. 5958 /MT/Tender Dated 28-3- /2021.

Subject: - **REQUEST FOR EXTENSION CLOSING DATE**


**Memo:**

Please refer to this office letter No. 4757/MT/Tender date 09-03-2021, a tender was published for purchase of lubricant items for Government vehicles on 10, Mar 2021 in PPRA & Punjab Police websites and closing date is 25, Mar 2021. It is requested that closing date may please be extended to 07 April, 2021.

  
(MUNTAZIR MEHDI), PSP/PPM  
Sr. Superintendent of Police,  
Motor Transport, Punjab, Lahore.  
Ph:042-99230593 Fax-042-99230849  
Email: ssp.mt.punjab@gmail.com

## **TENDER NOTICE**

Motor Transport Wing, Punjab, Lahore, invites sealed tenders under the Punjab Procurement Rules 2014, only from well-reputed and financially sound **oil Distribution Company** having previous experience as well as registered with Income Tax and Sales Tax Departments, for the purchase of lubricant items for Government vehicles. The delivery period would be 07 days. The bidders shall submit earnest money @ 3% of the total estimated price with their technical proposal and in case of acceptance of tender the bidders shall deposit a security @ 5% of the total value in shape of pay order. Tender be addressed to SSP/MT Wing, Punjab Lahore and reached by 25.03.2021 at 11:00 hours and will be opened on the same day i.e. 25.03.2021 at 11:30 hours. The detail of tender specification and bidding documents can be obtained after its publication on written request on the company's letter head pad from the office of SSP/MT on any working day during office hour immediately after its publication. Tender documents fee @ 500/- (Non refundable) will be charged. The offer shall be accepted only with original bidding documents (Photocopies would not be accepted).

  
**(MUNTAZIR MEHDI), PSP/PPM**  
Sr. Superintendent of Police,  
Motor Transport, Punjab, Lahore.  
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**OFFICE OF THE SR. SUPERINTENDENT OF POLICE, MOTOR TRANSPORT,  
PUNJAB, LAHORE**

**BIDDING DOCUMENTS  
FOR THE PROCUREMENT OF LUBRICANT ITEMS UNDER THE TENDER FLOATED ON  
PPRA'S & PUNJAB POLICE WEBSITES  
AT CONSIGNEE'S END**

Date of opening: 25.03.2021

Time of receipt: 1100 hours

Time of opening 1130 hours

Delivery period: 07 Days

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Superintendent of Police Motor Transport Punjab, Lahore invites sealed bids for the purchase of lubricant items for Government vehicles from only well-reputed **oil distribution Companies** having previous experience, financially strong and registered with the Sales Tax and Income Tax Department.

2. The bidders are instructed to examine the tender notice/bidding document, terms & conditions, specification carefully. Any offer not received as per requirements is liable to be ignored. No offer shall be considered if:-

- i) Received without required earnest money in shape of pay order/call deposit in favour of the Senior Superintendent of Police M.T Wing Punjab, Lahore.
- ii) Received after the time and date fixed for its receipt.
- iii) The bidding document is unsigned.
- iv) The offer is ambiguous, conditional or incomplete in any respect.
- v) The offer is from a company blacklisted, suspended or removed by any Government department.
- vi) The offer received is of a shorter validity than required in the tender enquiry.
- vii) The offer is for store not confirming to specifications indicated in the bidding documents/tender notice.

3. All bidders must submit their bids under single "Stage-Two Envelope Procedure" as per clause 36 (a) of Punjab procurement Rules 2014.

- i) Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- ii) Initially, only the envelop marked "technical proposal" shall be opened;
- iii) The envelope marked as "financial proposal" shall be retained in the custody of the purchase committee for MT Wing without being opened;
- iv) The technical committee of the Police Department shall evaluate the technical proposal in a manner prescribed in advance, without

- reference to the price and reject any proposal which does not conform to the specified requirements.
- v) During the technical evaluation no amendments in the technical proposal shall be permitted;
  - vi) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance;
  - vii) After the evaluation and approval of the technical proposal, the purchase committee of MT Wing, shall at a time within the bid validity period, publicly open the financial proposals of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders;
  - viii) The bid found to be the lowest evaluated bid shall be accepted.
  - ix) The firm is bound to provide sample of every articles.

4. The earnest money @ 3% shall be submitted of estimated cost Rs.28,00,000/- in the shape of Pay Order/Bank Draft. Bids without earnest money will be rejected. In case of non-acceptance of bids, the earnest money will be refunded after finalization of the offer.

#### **TERMS & CONDITIONS:-**

5. A part from terms and conditions mentioned in the tender notice, the following remaining terms/conditions must be fulfilled at the time of submission of tender documents:-

Bidders shall submit complete details of past experience, postal address, Phones/Fax numbers, e-mail and website information,

The bidders must submit undertaking to have capacity/capability for execution of tendered of lubricant.

Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the person signing the bid. Moreover all pages to the bidding documents must be signed properly. Offer with any overwriting shall in no circumstances be accepted.

An affidavit should be provided by the bidders that the company, including themselves personally, has never been blacklisted by any Government Department.

The bidders should specifically indicate their NTN/GST No. /circle of the Income Tax Department and should submit latest tax return as a proof that company is presently a tax paying business.

Stores found not according to the requirement of the Department will be rejected at the cost of supplier and may also result in forfeiture of security and black-listing the company. In case of delay in supply/condition of jobs, late delivery charges will be levied as per rules.

Supply will be provided at MT Wing Punjab Lahore. **The charges of lab test at any stage shall be paid by concerned company.**

**CERTIFICATE TO BE FILLED IN BY BIDDER**

6. We hereby confirm to have read carefully the description of lubricant items and all the terms & conditions of bidding documents/tender notice which is due for opening on 25.03.2021 for the supply of lubricant items agree to abide by all those terms & conditions.

7. We also hereby categorically confirm that stores offered by us are exactly to the particulars and required in your bidding documents/tender notice in all respects.

8. We accept that if the required Earnest Money is not furnished our offer is found lacking in any of the requirements to your bidding documents/tender notice, it shall be ignored.

9. We hereby confirm and adhere to the execution period required in the tender notice.

10. We also hereby confirm that the lubricant will be supplied as per tender specifications and in case of failure the purchaser reserves the rights to forfeit our security including blacklisting the company.

Name of Bidder: \_\_\_\_\_

Signature of Bidder: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

**Witness:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Full address: \_\_\_\_\_

CNIC #: \_\_\_\_\_

Subject: **PURCHASE OF LUBRICANT ITEMS FOR GOVT. VEHICLES.**

It is submitted that Incharge Parts Store reported that following lubricant items of Government vehicles are not available in stock which is required to urgently purchase for future requirements detail is as under: -

| Sr.# | Detail of lubricant items              | API   | SAE       | Quantity                         |
|------|--|-------|-----------|----------------------------------|
| 1.   | Engine Oil (Petrol Vehicles New Model) | SN/SM | 10/15W-40 | 1200-Liter<br>(4 liters Packing) |
| 2.   | Engine Oil (Petrol Vehicles Old Model) | SL/CF | 20W-50    | 1000-Liter<br>(4-liters Packing) |
| 3.   | Engine Oil (Diesel Vehicles New Model) | CI-4  | 10/15W-40 | 1200-Liter<br>(4-liters Packing) |
| 4.   | Engine Oil (Diesel Vehicles Old Model) | CF    | 20W-50    | 800-Liter<br>(4-liters Packing)  |
| 5.   | Engine Oil Toyota Petrol Jeep          | SN/CF | 5-w-30    | 124-Liter<br>(4-liters Packing)  |
| 6.   | Engine Oil (Motorcycles)               | SL/CF | 20W-50    | 200-Liter<br>(1-liter Packing)   |

2. It is also mentioned that expenditure amounting to Rs.28,00,000/- (approximately), which is less than three million, hence, there is no mandatory requirement to publish the tender in the daily newspapers as well.

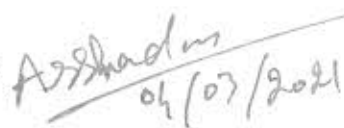
3. It is therefore requested that permission may kindly be accorded for publication of tender on PPRA & Punjab Police websites, regarding purchase of lubricant items under head "**A03807-P.O.L Charges**" under Grant No.PC21013-Police 032102-Provincial Police-LQ4127-District Police, during the current financial year **2020-21**.

4. In this regard draft letter addressed to Additional Director Computer Bureau, Police Department Punjab, Lahore along with tender notice and bidding documents are placed below for favour of kind perusal and signatures, if approved please.

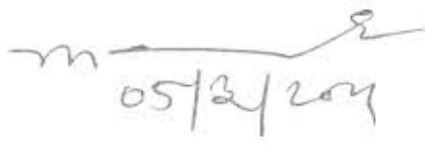
5. Submitted F.F.S please.

  
I/C Tender Br.

6. Accountant/MT

  
04/07/2021

7. DSP/MT

  
05/24/2021

8. SSP/MT

