POLICE DEPARTMENT
GOVERNMENT OF PUNJAB

INVITATION FOR PREQUALIFICATION OF FIRMS/ COMPANIES FOR SUPPLY OF TOYOTA LAND CRUISER LC300 (3.5L PETROL) FOR F.Y 2026-27

Government of the Punjab, Police Department intends to invite applications from eligible firms/ companies registered with Tax departments having valid and active NTN & GST numbers, for the purchase of **Toyota Land Cruiser LC300 (3.5L Petrol)** for F.Y 2026-27 for Punjab Police:-

2. Pre-qualification documents can be downloaded from Punjab e-Procurement System i.e (https://ep.punjab.gov.pk), Punjab Police website (https://punjabpolice.gov.pk) and PPRA Website (http://www.ppra.punjab.gov.pk). The firms/companies registered on Punjab e-Procurement System are eligible for participation in the Pre-qualification process.

3. Firms/companies shall prepare and submit their applications along with relevant documents (as mentioned in pre-qualification document) on Punjab e-Procurement System.

4. The prequalification applications along with all relevant documents shall be uploaded on Punjab e-Procurement System. Firms/companies are advised to ensure uploading of their applications on Punjab e-Procurement System well before the submission deadline, and not wait for the last date and time to upload the application. Submission on Punjab e-Procurement System shall entirely be the responsibility of the firm/company.

5. The tender shall be closed on 19.11.2026 at 12:00 Noon and shall be opened at 12:30 PM on the same day

6. Police Department shall not be responsible for any cost incurred in submission of documents and reserves the right to cancel the short-listing process any time.

7. The URL of the website of PPRA is (https://ep.punjab.gov.pk/ViewTender.aspx) and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.

AIG/Procurement,
for Provincial Police Officer/IGP,
Punjab, Lahore
Govt: of the Punjab, Police Department,
CPO Complex, 3rd Floor, Room No.309,
Bank Road, Near Old Anarkali, Lahore
Tel: 042-99213400 Fax: 042-99213955
Website: www.punjabpolice.gov.pk

In case of any query, please contact:-
i. AIG/Procurement:- 042-99214222
ii.AD/Purchase:- 042-99213400
Email: purchasecell114@gmail.com

CamScanner

PRE-QUALIFICATION DOCUMENT FOR THE PROCUREMENT OF TOYOTA LAND CRUISER LC 300

2026-27

PRE-QUALIFICATION OF VEHICLE SUPPLIER

Punjab Police Department,
Government of Punjab

CPO Complex, Lahore Punjab, 3rd Floor Room No.309,
Bank Road, Near Old Anarkali, Lahore
Tel: 042-99213400 Fax: 042-99211715
URL: www.punjabpolice.gov.pk

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1. INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2026-27

Punjab Police intend to Pre-Qualify the private vehicle supplier (Distributor / Importer / Dealer / Trader) engaged in the supply of motor vehicles for the procurement of Vehicles (Toyota Land Cruiser LC 300) for Punjab Police (FY 2026-27). The **"Eligible Applicants"** as provided in the relevant clause may participate in the Pre-Qualification process by submitting their application(s) as required below in the prescribed manner.

A transparent Pre-Qualification method given in this Pre-Qualification Documents (PQD) shall be followed in its true letter and spirit keeping in view the guidelines of Punjab Procurement Rules 2014 updated (PPR-14). Only the Pre-Qualified applicant (s) shall be invited through Punjab e-Procurement System (eP) for submission of their e-bids and subsequent bidding process.

Performance of each eligible applicant(s) in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed. The Pre-Qualification Document carrying all details can be downloaded from online web portal, Punjab e-Procurement System (eP)- https://ep.punjab.gov.pk, Punjab Police website-https://punjabpolice.gov.pk and PPRA Punjab website - https://ppra.punjab.gov.pk. The applicant(s) shall apply through the Punjab e-Procurement System (eP). The successful applicant(s) shall be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency as per subsequent purchase order/contract. Applicant(s) is required to provide the name, title, fax No. & Email Address of their authorized representative for the correspondence. The Procuring Agency will not be responsible for any costs or expenses incurred by applicant(s) in connection with the process of this Pre-qualification. Under Punjab Procurement Rules 2014, Procuring Agency reserves the exclusive right to annul/cancel the Pre-Qualification process and reject all Applications at any stage.

2. APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014

This Pre-Qualification Process will be completed in the terms & conditions set forth herein these Pre-Qualification Document, which are not conflicted with applicable connected Rules of Punjab Procurement Rules, 2014 as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. In case of any discrepancy between the provision of this Pre-Qualification document and PPRA legal framework, later shall prevail.

2.1 Scope of Pre-Qualification

The scope of this Pre-Qualification is to identify and short-list competent, financially sound, technically capable, and experienced private vehicle supplier (Distributor / Importer / Dealer / Trader) engaged in the supply of motor vehicles for the procurement of Vehicles (Toyota Land Cruiser LC 300) for Punjab Police (FY 2026-27), in accordance with the prescribed

specifications and quality standards. The pre-qualification process shall assess the Applicant's financial soundness, relevant experience & past performance, manufacturing facility, and personnel capabilities.

3. DEFINITIONS

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

I. **"Applicant"** an applicant (eligible) shall be a private vehicle supplier (Distributor / Importer / Dealer / Trader) engaged in the supply of motor vehicles for the procurement of Vehicles (Toyota Land Cruiser LC 300) with a formal intent to enter into an agreement in relation to this Pre-Qualification process and subsequent bidding procedure to be conducted amongst the Pre-Qualified applicants.

II. **"Authorized Representative,"** means any representative appointed, from time to time, by the Procuring Agency or applicant.

III. **"Eligible applicants"** means the applicant including a state-owned enterprise or institution, who fulfills the terms and conditions of this prequalification document.

IV. **"Coercive Practice"** coercive practice means impairing or harming, or threatening to impair or harm, directly or indirectly, any applicant or the property of the applicant to influence improperly the actions of a applicant.

V. **"Collusive Practice"** a collusive practice means; an arrangement between two or more applicants designed to achieve an improper purpose, including influencing improperly the actions of another applicant.

VI. **"Corrupt Practice"** a corrupt practice means the offering, giving, receiving, or soliciting, directly or indirectly, anything of value to improperly influence actions of any other applicant.

VII. **"Commencement Date of the Contract"** means the date of signing of the Contract between the Procuring Agency and the lowest evaluated bidder selected after subsequent bidding procedure to be conducted amongst the Pre-Qualified applicants.

VIII. **"Contract"** means the agreement/ contingent contract executed between the Procuring Agency and the contractor, as recorded in the Contract Form including all Schedules and Attachments or Addendum.

IX. **"Contract Price"** means the price payable to the Supplier / Contractor under the Purchase Order/Contract for the full and proper performance of its contractual obligations.

X. "Day" means calendar day.

XI. **"Procuring Agency"** means Punjab Police Department and/or any authorized Officer of Police Department.

XII. **"Fraudulent Practice"** a fraudulent practice means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, an applicant to obtain a financial or other benefit or to avoid an obligation.

XIII. **"Goods"** means vehicles (Toyota Land Cruiser LC 300) that may be required by the Procuring Agency under the Contract signed with the Supplier in relation to this Pre-Qualification process**.**

XIV. **"Grievance Redressal Committee"** means a committee constituted by the Procuring Agency (of odd members) to address objections/complaints/grievance filed by the participants in the procurement process/ pre-qualification, before entering into contract.

XV. **"Influence"** means the use of personal, professional, political, social, or institutional connections or authority to improperly persuade or pressure procuring agency to provide an unlawful or unauthorized favour or advantage.

XVI. **"Pre-Qualified Applicant"** means a person (as defined hereunder) declared responsive/ short listed/ pre-qualified after technical evaluation and completion of this pre-qualification process.

XVII. **"Purchase Order"** means a document issued by the Procuring Agency to the Supplier for the delivery of Goods or Services as required by the Procuring Agency.

XVIII. **"PPRA Laws"** means Punjab Procurement Rules 2014 (amended time to time) including other procurement Laws/Regulations/Circulars/Instructions or Guide Lines issued by the Government of Punjab.

XIX. **"Person"** includes individual, firm, company, corporation, institution and organization, etc., having legal capacity.

XX. **"Prescribed"** means prescribed in the Pre-Qualification Document.

XXI. **"Pre-qualification committee"** means a committee constituted by the Procuring Agency (of odd members) to technically evaluate applications/documents received by the Procuring Agency as per requirement.

XXII. The **"Supplier"** means the private vehicle supplier (Distributor / Importer / Dealer / Trader) engaged in the supply of motor vehicles for the procurement of Vehicles (Toyota Land Cruiser LC 300) declared responsive/ lowest evaluated after subsequent bidding procedure to be conducted amongst the Pre-Qualified applicants.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Preparation of Application

The domestic private entity shall prepare the documents/application(s) comprising the information required in this PQD, duly signed and stamped, soft copies in the PDF Format and apply through online web portal Punjab e-Procurement System (eP)- https://ep.punjab.gov.pk.
The requirements regarding the legal instrument evidencing the authorization to represent and sign on behalf of the Applicant(s) shall be a power of attorney, duly notarized and attested, indicating that the person(s) signing the Application has(ve) the authority to sign the Application for Prequalification. The Power of Attorney is required to be duly stamped, witnessed, notarized according to the laws of the Islamic Republic of Pakistan. Additionally, the date of issuance and validity of the power of attorney shall also be specified, along with the name and designation of the signatory.

4.2. Cost of Application

The Applicant shall bear all costs associated with the preparation and submission of its application. The Procuring Agency shall in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Pre-Qualification process by the Procuring Agency.

4.3. Language of Application

The application as well as all correspondence and documents relating to the Pre-Qualification exchanged by the Applicant and the Procuring Agency, shall be written in English language. Supporting documents that are part of the application(s) shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant(s) requiring any clarification about this PQD shall submit their query through Punjab e-Procurement System (eP) at least five (05) days before the closing date for the submission of the Pre-Qualification documents. The Procuring Agency will respond to any request for clarification provided that such request is received not later than five (05) days prior to the deadline for submission of applications. However, any such request for clarification received after the lapse of prescribed clarification period shall not be entertained and rejected straightaway. The–Procuring Agency reserves the right to amend the Pre-Qualification Document as a result of a clarification if deemed appropriate before the closing date upload the amended documents on online web portal https://ep.punjab.gov.pk of PPRA Punjab.

4.5. Amendment of Prequalification Document

At any time prior to the deadline for submission of applications, the Procuring Agency may amend PQD by issuing Addendum/ Corrigendum or call a meeting inviting all the prospective applicant(s) to review the PQ documents (if procuring agency decide so). Any Addendum/

Corrigendum issued shall be the part of this PQD and shall be uploaded on PPRA Punjab, web Portal https://ep.punjab.gov.pk. Moreover, Procurement Branch of Punjab Police may extend the deadline for the submission of the application at its own.

4.6. Letter of Application

The applicant shall submit its e-application as per **Annex-1** along with requisite Pre-Qualification documents.

4.7. Eligible Applicants

An Applicant shall be eligible if:

a) An applicant shall meet the requirements as described in this PQD.
b) Must not be under a declaration of ineligibility/ blacklisting, due to reasons, including but not limited to, corrupt practices and poor performance, by the Procuring Agency or Punjab Procurement Regulatory Authority.
c) The applicant shall provide such evidence of their continued eligibility/satisfactory to the Procuring Agency. The Applicant must comply with the Standard Anti-Corruption Policy of Government of the Punjab and must not be declared ineligible by any Court of Law or Governmental Body of Pakistan due to corrupt/fraudulent/coercive/collusive practices as described in the Definitions.
d) The Applicant must not conceal any information that might hinder the execution of the project.

4.8 Submission of Pre-Qualification Application

Application for Prequalification must be sent through online web portal of PPRA Punjab, Punjab e-Procurement System (eP)- https://ep.punjab.gov.pk before the deadline of application. The application should be addressed to Senior Purchase Officer, Addl: Inspector General of Police, Logistics & Procurement, Punjab, CPO, Punjab, Lahore.

4.9 Opening of Pre-Qualification Application

The Procuring Agency shall open all e-applications at the due date, time and place mentioned in the advertisement. The Punjab Police shall prepare a record of all the e-applications.

4.12 Lack of Information

Failure of an applicant(s) to provide comprehensive and accurate information through Punjab e-Procurement System (eP), that is essential for the evaluation to the applicant(s) shall result in his/their disqualification/rejection.

4.13 Qualification

The Procuring Agency, at any stage of the procurement proceeding, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of an applicant, whether or not pre-qualified, may require the applicant(s) to provide such further information

concerning the professional, technical, financial, legal or managerial competency as the Procuring Agency may decide.

4.14 Only one Application

An Applicant shall submit only one application in the same Pre-Qualification process. An Applicant who submits, or participates in, more than one application shall cause all the applications in which the Applicant has participated to be disqualified and its/ his all such applications shall be treated as **rejected**.

4.15 Compliance

After pre-qualification and process of procurement the successful applicant shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the procurement of goods. Each applicant or bidder shall indemnify the Procuring Agency, 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 Firms breach of the obligations referred to above.

4.16 Fraud & Corruption

The applicant shall observe the highest standards of ethics during this prequalification and further processing. The Procuring Agency 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 Pre-Qualification process or in contract execution.
ii. "Fraudulent Practice" means a misrepresentation or omission of facts in order to influence the Pre-Qualification;
iii. "Collusive Practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Procuring Agency, designed to establish artificial Data/ Information.
iv. "Coercive Practice" means harming or threatening to harm, directly or indirectly, applicant(s) or their property to influence their participation in the prequalification process.

Procuring Agency will reject an application for Pre-Qualification, if it determines that the Applicant recommended for award has, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

Procuring Agency will sanction a Firm/Individual, including declaring them ineligible, either indefinitely or for a stated period of time for Pre-Qualification, if it at any time determines that they have, directly or through an agent, engaged in Corrupt/Fraudulent/Collusive/Coercive practices.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per Section 17A of PPRA Act 2009, Rules 20 and 21 read with schedule providing blacklisting process PPRA Rules 2014 (amended time to time).

4.18 No Conflict of Interest

Applicant(s) and any employee of the Procuring Agency shall not have a conflict of interest. Applicant(s) shall be considered to have a conflict of interest if:

i. Applicant found trying to influence the procurement process directly or indirectly in connection with the assignment.
ii. An official of Punjab Police engaged in the procurement process has a financial or economic interest in the outcome of the process of procurement, in a direct or an indirect manner.
iii. Applicant has participated as a consultant of other Applicant and helped him in the preparation of any documents, design or technical specifications of the Project.

4.19 Additional Information

The Procuring Agency, at any stage of the pre-qualification or procurement proceedings may require the contractor to provide further information concerning the professional, technical, financial, legal or managerial competence during the prequalification process, Rule 18, PPR-2014, for: -

- To assist in the evaluation of applications, the Procuring Agency may, at its discretion, ask any applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- If an applicant does not provide clarifications of the information requested by the date and time set in the Procuring Agency's request for clarification, its application may be rejected.
- The Procuring Agency may reject any application which is non responsive to the requirements of the pre-qualification documents.
- The Procuring Agency reserves the right to waive minor deviations and omissions, if these do not materially affect the capability of an applicant(s) as required under the pre-qualification document.
- The Procuring Agency shall ensure eligibility criteria mentioned in this Pre-qualification documents.

4.20 Announcement of Results:

Procuring Agency shall complete the evaluation of applications and its results shall be notified to all the participated applicants through Punjab e-Procurement System (eP).

4.21 Confidentiality

1. Information relating to the evaluation of applications, and recommendation for pre-qualification, shall not be disclosed to applicants or any other persons not officially concerned with pre-qualification process until the notification of prequalification is made to all applicants.
2. From the deadline for submission of Applications to the time of notification of the results of the pre-qualification in accordance with relevant provision, if any applicant wishes to contact the Procuring Agency on any matter related to the prequalification process, it may do so in writing.

4.22 Inspection of Applicant's Manufacturing/ Repairing Unit/ /Factory/Office

Designated member(s) of Prequalification Committee shall visit the after-sales service, repair and maintenance facilities as provided by the applicant. The applicant shall make all necessary arrangements and confirm availability of all the machinery, equipment and manpower for carrying out the inspection of after-sales service, repair and maintenance by the visiting team. In case of non-availability of required machinery/equipment and man power as mentioned in the submitted documents, the firm shall be considered ineligible.

5 PROCURING AGENCY'S RIGHTS

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

i. The Procuring Agency shall not be responsible for any costs or expenses incurred by applicant(s) in connection with the preparation or delivery of applications.
ii. The Procuring Agency reserves the exclusive right to cancel/annul the Pre-Qualification/procurement process at any stage.
iii. The Procuring Agency shall invite the pre-qualified applicants to submit e-bids through Punjab e-Procurement System (eP).

5.1 Address of Procuring Agency

Senior Purchase Officer/
Addl: Inspector General of Police,
Logistics & Procurement, Punjab,
Govt: of the Punjab, Police Department,
CPO Complex, 3rd Floor Room No.309,
Bank Road, Near Old Anarkali, Lahore
Tel: 042-99213400 Fax: 042-99211715

6 CRITERIA FOR EVALUATION OF APPLICATIONS

Pre-Qualification shall be based on Applicant's meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel &

equipment and other relevant information as demonstrated by the applicant's response in the Pre- Qualification Forms attached to the Submission Form (Annex-1). Successful applicants/firms fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) shall be evaluated on following factors (as mentioned in 6.2).

Sr. No.	Evaluation on the basis of following factors
1	Financial Soundness
2	Relevant Experience & Past Performance
3	Manufacturing Facility
4	Personnel Capabilities

6.1 Eligibility/ Mandatory Criteria

The applicants fulfilling the following basic eligibility criteria shall only be considered for further evaluation.

a. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other Authority/ Office applicable by Law).
b. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
c. Last three-year Bank Statement verified by respective Bank.
d. Affidavit on Non-Judicial stamp paper that Non-Performance of a contract did not occur within the last ten years based on information on all settled disputes or litigation. Moreover, all the information provided by the firm is correct.
e. Judicial Affidavit declaring "Neither the firms nor as a whole or as a part of the firm have been blacklisted/ defaulted/ banned by the Procuring Agency or Punjab Procurement Regulatory Authority.

Note: Applicant(s) has to meet the aforementioned basic Eligibility Criteria for the further evaluation.

6.2 Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Financial Soundness	35
B	Relevant Experience & Past Performance	20
C	Manufacturing Facility	20
D	Personnel Capabilities	25
Total		**100**

Important Note.

A private vehicle supplier (Distributor / Importer / Dealer / Trader) engaged in the supply of motor vehicles shall be required to secure an overall minimum of **70% marks**, along with a minimum of **50% marks** in each evaluation category, to qualify for prequalification.

Criteria, sub-criteria and marking system for the evaluation of applicants shall be as under:

6.2.1 Financial Soundness

For financial soundness, no marks shall be given, if letter from Banks & copy of audited financial statements of last three financial years are not attached.

Marks shall be awarded on the basis of the following criteria

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	**Accumulative Turnover** (last three years)	15	• Full Marks will be given, if Accumulative Turnover of last three FY's (as per the audited financial Statements) is equal to or more than **Rs.300 million (PKR)** (or equivalent in other currency.) • If Accumulative Turnover is below **300 million** following formula will be used **A = (Y1+Y2+Y3)/300 million *20** **Y1,Y2,Y3 representing annual turnover of last three years audited financial statements** **Note:** If Audit of 2025-26 is completed then updated last three-year data may be provided for evaluation. i.e. (2022-23, 2023-24, 2024-25, 2025-26)
b)	**Tangible Net Worth**	05	• Full marks if Tangible Net worth is equal or above amounting **Rs. 200 million**. • Tangible Net worth (in million)/ 200 million * 05 ***No marks shall be awarded if Net Worth is less than Rs. 200 Million.** ***Tangible Net Worth= Total Assets - Total Liabilities – Intangible Assets**
c)	**Bank Credit Limit/ Cash and Bank balance**	15	• **Criteria of awarding marks: -** • Full marks will be given if ''Bank Credit Limit'', '' Cash and Bank Balance'' jointly or severally is amounting to Rs. 100 million or more: - • Formula **(Bank Credit Limit +Cash and Bank balance)/100 million × 15**
Total Marks		35	

6.2.2 Relevant Experience & Past Performance

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained
a)	Number of Similar Nature Projects **and Complexity** successfully completed involving the supply of **vehicles or other allied automotive products** to	15	• Full marks (15) shall be awarded if the applicant firm has successfully completed projects/contracts having an aggregate value equal to or exceeding PKR 300 million during the last five (05) years. • If the aggregate value of successfully completed projects/contracts is below PKR 300 million, marks shall

	the Pakistan Armed Forces (Army, Navy, and Air Force), Law Enforcement Agencies, and other Government Departments, during the last **five (05) years**.		be awarded in accordance with the following formula: **(Accumulated Total Cost of Project(s) in last three years) (in million)/ 300 x 15** • Provided that supply was completed within the specified period (including grace period) and firm has not defaulted in any manner(s). • For Completed Projects, Completion Certificate/Proof of Supply of respective project is mandatory indicating cost of Project. ***No marks shall be awarded if Completion Certificate indicating cost of respective project is not attached along with relevant annexures.**
	Projects of Similar Nature and Complexity in Hand: The Applicant having ongoing projects of similar nature and complexity involving the supply of **Vehicles or other allied automotive products** for the Pakistan Armed Forces (Army, Navy, and Air Force), Law Enforcement Agencies, other Government Departments, or international clients through exports to any country.	05	• 05 marks will be given if applicant firm has similar nature project(s) in hand having accumulated amount to **Rs. 100 Million** or more. • If accumulated amount of ongoing Projects is below Rs. 100 Million, then marks will be awarded according to following formula: **(Accumulated Total Cost of Project(s) in hand) (in million)/ 100 x 5** ***For in hand Projects, Purchase Order/Contract Agreement of respective project is mandatory indicating Cost of Project. No marks shall be awarded if Purchase Order/Contract Agreement indicating cost of respective project is not attached along with relevant annexes**. •
Total Marks		**20**	

6.2.3 Manufacturing/Production Capabilities

The firm must have following facilities: -

Sr. No.	Description	Marks
i.	Availability of after-sales service, repair and maintenance facilities	10
ii.	Availability of genuine spare parts, warranty coverage and technical support	10
Total Marks		**20**

6.2.4 Personnel Capabilities

Marks shall be awarded on the basis of the following criteria for evaluation of the experience of the Applicant.

Sr. No.	Description	Marks	Explanation for Marks Obtained

a	**Managerial / Supervisory Staff** (03 professionals)	15 (05 marks for each professional)	Master's Degree with Minimum 02 years of relevant experience or Bachelor with Minimum 03 years of relevant experience. or ***CVs, Last Degrees and Pay roll of the Managerial staff for the previous month must be attached otherwise no marks shall be awarded.**
b	**Technical / Support Staff (**Mechanics, Technicians, Auto Electricians, Diagnostic Operators and Spare Parts Personnel)	10	• 10 Marks will be given if applicant firm has 10 or more support staff. • For staff, less than 10, marks shall be awarded as: (No of support staff/10) *10 ***Payroll of the support staff for the previous month must be attached otherwise no marks shall be awarded.**
Total Marks		25	

7. Grievance Redressal Committee

A committee has been constituted comprising of odd number of persons, with proper powers and authorizations, to address the complaints of the applicants that may occur prior to the entry into force of the procurement contract.

i. Any applicant aggrieved by any act or decision of the Procuring Agency after the submission of its application may lodge a written e-complaint regarding the Pre-Qualification Evaluation Report through the Punjab e-Procurement System (eP) within five (05) days of the publication of the Pre-Qualification Evaluation Report, in accordance with Rule 67 of the Punjab Procurement Rules, 2014 (PPR-2014).

ii. The committee shall investigate and decide upon the complaint within ten (10) days of the receipt of the complaint.

iii. The Procuring agency shall inform the decision on the grievance to the bidder on the Punjab e-Procurement System (eP) or in the form of letter, as the case may be.

iv. Mere fact lodging of a complaint shall not warrant suspension of the Pre-Qualification process.

Annex 1: Cover Letter

(To be submitted on the letterhead of the applicant(s))

To

Senior Purchase Officer/
Addl: Inspector General of Police,
Logistics & Procurement, Punjab,
Govt: of the Punjab, Police Department,
CPO Complex, Lahore Punjab, 3rd Floor Room No.309,
Bank Road, Near Old Anarkali, Lahore
Tel: 042-99213400 Fax: 042-99211715

Subject:

Respected 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 Pre-Qualification of **item** _____ for Police Department.
Attached to this letter are copies of original documents defining:

a. The Applicant's legal status
b. The principal place of business
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 firms).

1. The Procuring agency 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.
2. The Procuring agency and its authorized representatives may contact the following inquiry numbers: -

General and 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
Financial Inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

3. This application is made with the full understanding that:

   a. Bids by prequalified applicants shall be subject to verification of all information submitted for prequalification at the time of bidding;
   b. The Procuring agency reserves the right to reject or accept or cancel the prequalification process.
   c. The Procuring agency shall not be liable for any such action (s) or consequences and shall be under no obligation to inform the Applicant of the grounds for action (s) at 5(b) here above.

4. 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: _____

Annex 2: General Information

(To be submitted on the letterhead of the applicant(s))

PARTICULARS

Company Name	_____		
Abbreviated Name	_____		
National Tax No.	_____	Sales Tax Registration No.	_____
No. of Employees	_____	Company's Formation Date	_____
Registered Office Address	_____		
State/Province	_____		
City/Town	_____	Postal Code	_____
Phone	_____	Fax	_____
Email Address	_____	Website Address	_____
Branch Office Address	_____		
City/Town	_____	State/Province	_____
Country	_____	Postal Code	_____
Phone	_____	Fax	_____
Factory/Workshop Office Address	_____		
City/Town	_____	State/Province	_____
Country	_____	Postal Code	_____
Phone	_____	Fax	_____

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

***Name, Signature, Stamp and Designation of the focal person nominated by Applicant**

Annex 3: Financial Soundness

(To be submitted on the letterhead of the applicant(s))

Financial Soundness

Name of Applicant

Applicant applying for prequalification 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 (as mentioned at sr. no. (a) of the 6.2.1 of the evaluation criteria) must be attached.**

Banker

Name of Banker	
Address of Banker	
Credit Line/Cash Limit:	
Telephone	
Fax	

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year). If Audit of 2025-26 is completed then updated latest three (03) financial years data may be provided for evaluation i.e. (2023-24, 2024-25, 2025-26) otherwise updated data of last three (03) financial years may be provided. i.e. (2022-23, 2023-24, 2024-25).

Financial Information in Pak Rupees	FY ---------	FY ---------	FY ---------
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			
Annual Turnover			

Note. The applicant shall mention the relevant financial year(s) in respected columns.

* If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

***Name, Signature, Stamp and Designation of the focal person nominated by Applicant**

Annex 4: Similar Projects

Summary of Similar Nature Project Completed

(To be submitted on the letterhead of the applicant(s))

Name:

_____

(Applicant)

Applicant applying for Pre-Qualification is required to complete the information in this form.

Project Name	Year of Completion	Location	Value in PKR (Million)

***** If any above or relevant document as per 6.2 in foreign currency (other than PKR), shall be provided/converted into Pak Rupee (PKR) with respect to the date of respective document by the Applicant.

***Name, Signature, Stamp and Designation of the focal person nominated by Applicant**

Annex 5: Similar Project in Hand

Summary of Similar Nature Project in hand

(To be submitted on the letterhead of the applicant(s))

Name:

_____

(Applicant)

Applicant for Pre-Qualification is required to complete the information in this form.

Project Name	Year of Initiation	Location	Value in PKR (Million)

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant**

Annex 6: Affidavit

Affidavit for Non-Blacklisting and Correctness of Information

(To be printed on PKR 100 Stamp Paper)

Name:

_____

_

(Applicant)

i. The undersigned, do hereby certify that all the statements made in the Pre-Qualification Forms 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.

ii. The undersigned hereby authorize and request the Bank, Person, Firm 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.

iii. 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**.

iv. The undersigned further affirms on behalf of the firm that:

- The firm is not currently blacklisted by the Procuring Agency or Punjab Procurement Regulatory Authority.
- The documents/photocopies provided with the application are authentic. In case, any fake/bogus document was found at any stage, the firm shall be black listed as per Law/ Rules.

PUNJAB POLICE is expected to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant**

Annex 7: Personnel Capabilities

Short CV

1.	**Name**	:
2.	**Profession/Expertise**	:
3.	**Date of Birth**	:
4.	**Years with the Firm**	:
5.	**Nature of experience in this firm and others**	:
6.	**Education**	:
7.	**Other Training**	:
8.	**Key Qualifications (Maximum ¾ of a page)**	:

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant**