



**COUNTER TERRORISM DEPARTMENT
PUNJAB POLICE**

**INVITATION FOR PREQUALIFICATION OF FIRMS/ COMPANIES/SUPPLIERS FOR
SUPPLY OF STATIONERY ITMES FOR THE CURRENT FINANCIAL YEAR 2024-25**

Government of the Punjab, Counter Terrorism Department invites sealed Bids from eligible Bidders for Pre-Qualification for the Procurement of Stationery Items as per the requirements of the Bidding/Pre-Qualification Documents read with Punjab Procurement Rules (PPR), 2014 (as amended till date).

Bidding Documents can be downloaded free of cost, from the website of Punjab Police (www.punjabpolice.gov.pk), PPRA's website (www.ppra.punjab.gov.pk) or e-Punjab Acquisition and Disposal System (EPADS) (www.punjab.eprocure.gov.pk) The Bids shall be submitted on EPADS on or before mentioned date at 01:00 PM:

Sr. No.	Description / Categories	Closing Date of Bid submission	Bid Opening Time
1.	Procurement of Stationery Items	04.11.2024	01:30 PM

Bids Shall be prepared as per the requirements of the Bidding/Pre-Qualification Documents. After preliminary scrutiny, applicants may be asked to submit any additional information if deemed necessary by the department.

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.

The Bids shall be opened on the same day at the aforementioned date and time in the presence of the Bidders or their representative who may choose to be present, at the address given below. Bids submitted after the deadline for submission shall be rejected.

The Procuring Agency may reject all bids at any time prior to the acceptance of a Bid as per the Punjab Procurement Rules, 2014.

For any further information or clarifications please feel free to contact the Procuring Agency using the following details:

Contact Person: Assistant Director (Admin & Procurement)

SSP/admin

*for Addl: Inspector General of Police,
CTD Punjab, Lahore.*

CTD HQ, opposite Jallo Park, Lahore

Tel: 042-99250700-01 Fax: 042-99250703-04

No. 01/PQD/CTD

PRE-QUALIFICATION FOR STATIONERY ITMES

PRE-QUALIFICATION DOCUMENT

2024-25

PRE-QUALIFICATION DOCUMENT

PQD Submission Date & Time	04.11.2024 01:00 pm
PQD Opening Date & Time	04.11.2024 01:30 pm

Counter Terrorism Department, Punjab
SSP/Admin, CTD HQ, opposite Jallo Park, Lahore

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For any further information or clarifications please feel free to contact the Procuring Agency using the following details:

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CTD HQ, opposite Jallo Park, Lahore
Tel: 042-99250700-01 Fax: 042-99250703-04

1. E-PROCUREMENT

- The Procurement shall be made through PPRA E-Procurement Portal. The interested Applicants are required to get themselves registered on E-Procurement Portal and apply for the Pre-Qualification
- However, in case of any technical fault/issue, or as the system is new for the Procuring Agency and Applicants, Applicants are requested to submit hard copy of Bids in a sealed envelope as described in preparation & submission of bids.
- In case Applicants find any difficulty while applying/submission/registration, Applicants may find help on website of Punjab Procurement Regulatory Authority
- Procuring Agency shall follow E-procurement process for pre-qualification and Request for Proposal/Bidding Documents. Therefore, any discrepancies found in Bid uploaded on E-Procurement Portal and hardcopy of Bid submitted in the office of Procuring Agency. The Bid uploaded on E-Procurement shall prevail.

2. Invitation for Pre-Qualification For Financial Year 2024-25

Counter Terrorism Department (CTD) Punjab intends to Pre-Qualify Firm, Company, Supplier/Distributor/ Dealer/ Agent having valid NTN and duly registered with Taxation Authorities for the procurement of **STATIONERY ITEMS** for CTD. The “Eligible Applicants” as provided in the relevant clause may participate in the Pre-Qualification process by submitting their application 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 (PPRA-14). Only the Pre-Qualified Firm, Company, Supplier/Distributor/ Dealer/Agent shall be invited through request for proposals (RFP)/Bidding Documents for submission of their bids. Performance of each Firm, Company, Supplier/Distributor/ Dealer/ Agent 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 Punjab Police’s as well as PPRA website (<https://punjabpolice.gov.pk> & <https://ppra.punjab.gov.pk>). The complete applications along with all prescribed / related PQD shall be received through E-PADS. Firm, Company, Supplier/Distributor/ Dealer/ Agent shall be fully and completely responsible for all the deliveries and deliverables to the Procuring Agency as per subsequent purchase order/contract.

Applicants are 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 or supplier / dealer in connection with the process of this Pre- qualification.

Under Punjab Procurement Rules 2014, Procuring Agency reserves the exclusive right to cancel the Pre-Qualification process and reject all Applications at any stage.

Pursuant to the requirements of Rule 12 of the Punjab Procurement Rules 2014 (as amended from time to time) ("PPR"), the Prequalification Documents have been uploaded on PPRA's (www.ppra.punjab.gov.pk) and Procuring Agency's (www.punjabpolice.gov.pk) websites, and have also been advertised in print media.

The PQ Documents can be downloaded free of cost, from the PPRA's (www.ppra.punjab.gov.pk) website, Punjab Police Website <https://punjabpolice.gov.pk/active-tenders> or PPRA <http://www.ppra.punjab.gov.pk/> or EPADS portal <https://eprocure.gov.pk>.

3. Scope of Prequalification

The scope of the "STATIONERY" category within procurement focuses on acquiring and managing various STATIONERY items.

- All Office Stationery Items needed to CTD for the FY 2024-25.

4. Applicability of Punjab Procurement Rules, 2014

This Pre-Qualification Process will be completed **in the terms & conditions set forth herein these PQD 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.

5. Definitions

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

- I. "Applicant" an applicant (eligible) shall be Firm, Company, Supplier/Distributor/ Dealer/ Agent
- II. "Authorized Representative," means any representative appointed, from time to time, by the Procuring Agency or applicant.
- III. "Eligible applicants" means Firm, Company, Supplier/Distributor/ Dealer/ Agent.
- IV. "Coercive Practice" coercive practice means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- V. "Consortium" a consortium is an association of two or more registered companies or organizations with the objective of participating in a common activity or pooling their resources in relation to the project. Not Applicable
- VI. "Collusive Practice" a collusive practice means; an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- VII. "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 party.
- VIII. "Commencement Date of the Contract" means the date of signing of the Contract between the Procuring Agency and the Pre-Qualified Bidder.
- IX. "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.
- X. "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.
- XI. "Day" means calendar day.
- XII. "Procuring Agency" the Procuring Agency means Counter Terrorism Department and/or any authorized Officer of Counter Terrorism Department.
- XIII. "Fraudulent Practice" a fraudulent practice means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
- XIV. "Goods" means all such goods, articles, equipment, products, machinery, spare parts, including the services for their installation (if any), replacement or supply that may be required by the Procuring Agency under the Contract signed with the Supplier in relation to this Pre-Qualification process relating to the and procurements of **STATIONERY**.

- XV. “Grievance Redressal Committee” means a committee constituted by the Procuring Agency (of odd members) to address objections/complaints/grievance filed by the participants/applicants in the procurement process/ pre-qualification, before entering into contract.
- XVI. “Lead Partner” Partner of a consortium, who has the capacity and responsibility in supplying, manufacturing, installation, repairing, as required under this Pre-Qualification Documents and has at least 60% share in the consortium. Not Applicable
- XVII. "Origin" shall be considered to be the place where the Goods are produced/ manufactured or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- XVIII. "Procuring Agency" means the Counter Terrorism Department or any other person for the time being or from time to time duly appointed in writing by the Procuring Agency to act as Procuring Agency for the purposes of the Contract.
- XIX. “Pre-Qualified Person” means a person (as defined hereunder) declared responsive/ short listed/ pre-qualified after technical evaluation and completion of this pre-qualification process.
- XX. “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.
- XXI. “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.
- XXII. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- XXIII. "Prescribed" means prescribed in the Pre-Qualification Document.
- XXIV. “Procurement Evaluation 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.
- XXV. The “Supplier” means the Supplier/ Dealer/ Agent who declare responsive/ lowest evaluated after completion of the procurement process.

6. Information/Instructions to the Applicant

6.1. Signing of Application

The Applicant shall prepare the documents comprising the information required in this PQD and clearly mark it “ORIGINAL”. The original on the application shall be typed or written in indelible ink and each page shall be signed and stamped by a person duly authorized to sign on behalf of the Applicant. The Applicant shall submit proposal through E-PADS.

In the event of any discrepancy between the original and the copy, the original shall prevail.

The requirements regarding the legal instrument evidencing the authorization to represent and sign on behalf of the Applicant 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 country where the Power of Attorney was issued and duly attested by Pakistan Foreign Office of the country where the power of attorney was issued.

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.

6.2. 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.

6.3. 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 and printed literature that are part of the application shall also be in the same language.

6.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification about this PQD shall contact the Procuring Agency in writing at the Procuring Agency’s given address indicated in the Advertisement and this document. The Procuring Agency will respond as per E-PADS or in writing or by Email to any request for clarification provided that such request is received not later than two (2) days prior to the deadline for submission of applications. The Procuring Agency shall forward copies of its response to all applicants who have acquired the PQD directly from the Procuring Agency including a description of the inquiry but without identifying its source. **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 and communicate the same to all prospective applicants in writing or**

by Email who directly purchased these PQDs from the Procuring Agency.

6.5. 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 communicated in writing or by Email to all who have obtained directly the Pre-Qualification Document from the Procuring Agency. Moreover, the Procuring Agency may extend the deadline for the submission of the application at its own or on the request of the prospected applicant(s).

6.6. Letter of Application

The applicant shall submit an application form on Cover Letter along with Pre-Qualification Application as per **Annex 1**. This form shall be completed without any alteration to its format.

Eligible Applicants

Firm, Company, Supplier/Distributor/ Dealer/ Agent are eligible to participate in this pre-qualification process. An applicant who is under a declaration of ineligibility/ blacklisting, due to reasons, including but not limited to, corrupt practices and poor performance, by the Government of Pakistan/ Government of Punjab or the Procuring Agency, at the date of submission of the application or thereafter, shall not be considered. 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. The Procuring Agency shall disqualify/ black list the Applicant(s) pursuant to Section 17A of Punjab procurement Regularity Authority Act 2009 (amended time to time) and Rule 20 or 21 of Punjab Procurement Regulatory Authority (PPRA) Procurement Rules, 2014 for award of contract, if it determines that the Applicant(s) recommended for award has(ve), directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract; and the Procuring Agency shall sanction the Applicant(s) or its successor, including declaring ineligible, either indefinitely or for a stated period of time, to participate in bidding activities in Pakistan, if at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing the contract. The Applicant must not conceal any information that might hinder the execution of the project. The Procuring Agency shall disqualify an Applicant pursuant to ibid relevant Rules of Punjab Procurement Rules-2014 on grounds of false, fabricated or materially incorrect information. In case of Joint Venture (JV) Consortium the applicant must fulfil the requirement given in the attached Performa.

6.7. Joint Venture(JV) Not Applicable

6.7.1. Joint Venture(JV) Agreement

Eligible Applicant may submit Pre-Qualification Application as a Joint Venture (JV). Pre-Qualification Document shall be signed by authorized representative of the JV. Joint Venture Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per **Annex-2**. Letter of acceptance will be issued as per JV agreement.

6.7.2. Lead Member JV

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 Pre-qualification and bidding period and in the event of a successful bid, during contract execution. The Lead Member shall be responsible 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. The responsibility for successful completion of the work as per tender documents shall be with the lead member. However, in case of any default or involvement in any corrupt practice or fail to provide the required document(s)/ information(s) all such partners of JV shall be jointly/ severally responsible for any legal action against them.

6.7.3. Joint and Several Liability

All members of the Joint Venture shall be legally liable, jointly and severally, during the Pre-Qualification and bidding period, and during the event of a successful bid and contract execution. A JV partner may not join any other consortium or submit independent application in this prequalification process and in such eventuality, all such application shall stand rejected.

6.7.4. Requirements for JV

a) Following are minimum requirements of qualification: -

- i. The lead partner shall not have score less than 60% of all qualifying criteria given in paras 6.2.
- ii. Each of the partners shall not have score less than 25% percent of all the qualifying criteria given in paras 6.2.
- iii. The joint venture or consortium must compose of one leading partner and maximum two partners.
- iv. In case an applicant wants to demonstrate experience of a project executed under JV arrangement, it must submit JV agreement clearly showing percentage share of all partners of JV. If the JV agreement showing percentage of the partners is not attached, the submitted project shall not be considered during evaluation.
- v. In JV one of the applicant shall be designated as the Lead member, to perform a lead role who has been duly appointed by all applicant(s) to submit and sign on their behalf all

documents required hereunder to bound the entire JV agreement to the contents thereof.

- vi. v) In JV, there must be a Lead firm appointed through a Power of Attorney executed by all other applicants.

b) Any change in a Prequalified JV after prequalification, shall be subject to the written approval of the Procuring Agency prior to the deadline for submission of bids. Such approval may be denied if: -

- i. Partner(s) withdraw from a JV and remaining partners do not meet the qualifying requirements;
 - ii. The new partners to a JV are not qualified individually or as another JV; or
 - iii. In the opinion of the Procuring Agency, a substantial reduction in competition would result.
- c) Partners, jointly and severally, and any application shall be submitted with a copy of the JV agreement providing the joint and several liabilities with respect to the contract.

7. Preparation & Submission of Pre-Qualification Application

- Eligible Applicant is required to submit application on E-PADS portal and one hard copy in the office of SSP, Admin CTD.
- The PQ application and all documents relating in this regard, exchanged between the Eligible Applicant and the Procuring Agency, shall be in English. Any printed literature furnished by the Eligible Applicant in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the PQ Application.
-
- Hard copy of PQ Applications must be properly bound (book bind / tape bind), all required documents be annexed as per annexures and with proper page numbers.
- If any discrepancies found in PQ Application uploaded on E-procurement Portal and hard copy of PQ Application submitted in Procuring Agency office. The PQ Application uploaded on E-Procurement Portal shall prevail.
- Eligible Applicant shall provide Security, as per provisions of the PQ Application
- Eligible Applicants' authorized representatives are required to affix signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the PQ Applications.
- In case the last date of submission of PQ Applications is declared as a public holiday by the Government, the next official working day shall be last date of submission of PQ Applications accordingly. The time and venue shall remain the same.
- The attention of Eligible Applicants is drawn to the provisions of these PQ Application Clauses regarding "Determination of Responsiveness of the Eligible

Applicant” and “Rejection/Acceptance of the PQ Application” for making their PQ Applications substantially responsive to the requirements of the PQ Application

- It shall be the responsibility of the Eligible Applicant that all factors have been investigated and considered while submitting the PQ Application and no claim whatsoever, shall be entertained by the Procuring Agency.
- It must clearly be understood that the terms and conditions and specifications are intended to be strictly enforced.
- Eligible Applicants shall enclose brochure as well as catalogues/leaflets/literature and other technical documentary proof (if any).
- Eligible Applicants are also required to state, in their PQ Applications, the name, title, contact number (landline, mobile), fax number and e-mail address of the Eligible Applicant’s authorized representative through whom all communications shall be directed until the process has been completed or terminated.
- Eligible Applicants’ authorized representative must have authorization letter otherwise shall not be allowed to participate in PQ Application opening meeting.

7.1.Submission of Pre-Qualification Application

Application for Prequalification must be received on E-PADS on or before **04.11.2024 as per advertisement date and time i.e. 01:00 pm** at the following address:

Senior Superintendent of Police,
Administration,
Counter Terrorism Department, Punjab, Lahore
CTD Hqrs, Opposite Jallo Park, Lahore,
Tel: 042-99250700-01 Fax: 042-99250703-04

7.2.Opening of Pre-Qualification Application

The Procuring Agency shall prepare a record of opening of Applications that shall include, as a minimum, the name of the Applicant.

7.3.Late Submission of Pre-Qualification Applications

The application received after the closing date and time as mentioned in advertisement, shall not be entertained.

7.4.Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the evaluation to the applicant may result his disqualification/rejection.

7.5.Qualification

A 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 contractor to provide such further information concerning the professional, technical, financial, legal or managerial competency as the Procuring Agency may decide.

7.6.Only one Application

An Applicant shall submit only one application in the same Pre-Qualification 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 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**.

7.7.Compliance

After pre-qualification and process of procurement the successful applicant/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 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/ Joint Venture's breach of the obligations referred to above.

7.8.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, persons or their property to influence their participation in the prequalification process.
- v. 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/Joint Venture/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. **Declaring of Ineligibility and Blacklisting**

Declaration of ineligibility and Blacklisting would be applicable as per Section 17A of PPRA Act 2009 (amended) and Rules 20/21 of PPRA Rules 2014. Please ensure ibid Laws of Punjab Procurement Rule(s) 20/21 and schedule appended with PPR-2014.

7.9.No Conflict of Interest

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:

- i. Applicant is also a constituent of another applicant.

- ii. Applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Pre-Qualification of either or each of the other applicant
- 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.

7.10. Additional Information

The Procuring Agency, at any stage of the pre-qualification or procurement proceedings, having credible reasons for, or prima facie evidence of, any defect in the capacity or otherwise of a contractor, whether or not Pre-Qualified, may require the contractor to provide such further information concerning the professional, technical, financial, legal or managerial competence as the Procuring Agency may decide. In case of non-responsive or failed to provide the information the Procuring Agency may initiate any legal action against the applicant/contractor/supplier under PPRA Rules-2014

- 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 as required under the pre-qualification document.
- The Procuring Agency shall use compliance to eligibility requirements in relevant section and the criteria and methods defined in provided section qualification criteria to evaluate the qualification of the applicants.
- Once the Procuring Agency has completed the evaluation of the applications it shall notify all applicants in writing of the names of those applicants who have been prequalified.
- After the notification of the results of the prequalification, the Procuring Agency shall invite bids from all the applicants that have been prequalified.

7.11. 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 such 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 prequalification 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.

7.12. Inspection of applicant's manufacturing unit/factory/office

The applicant shall make all arrangements and confirm availability of all the machinery, equipment and manpower for carrying out the inspection of manufacturing unit/factory/office by Procuring Agency's team. In case of non-availability of machinery equipment and man power as mentioned in the submitted documents, the firm shall be considered ineligible. All the expenses incurred such as transportation, travelling, residing, refreshments, meals etc. for inspection of applicant's manufacturing unit/ factory/ office shall be borne by the applicant.

7.13. Procuring Agency's Rights

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

7.14. Clarification of the Prequalification/Bid

- Under rule-33 of PPR:
- The Procuring Agency may, if necessary, after the opening of the Applications/Bids, seek and accept such clarifications of the Bid that do not change the substance of the Bid.
- No Applicant shall be allowed to alter or modify its Bid after the closing time for the submission of the Applications/Bids.
- Any request for clarification in the Bid, made by the Procuring Agency and its response, shall invariably be in writing.

7.15. Qualification and Evaluation of Applications/Bids

- The Procuring Agency will determine, to its satisfaction, whether a Applicant is prequalified to perform the obligations set out in the PQ Documents/Bidding Documents satisfactorily, and in accordance with the evaluation criteria prescribed in the PQ Documents/Bidding Documents.
- The determination will take into account Applicant's financial and technical capabilities as per the requirements of the PQ Documents/Bidding Documents. It will be based upon an examination of the documentary evidence of the Applicant qualifications submitted by the Applicants.
- The Procuring Agency will technically evaluate and compare the Applications/Bids, which have been determined to be substantially responsive, as per the requirements of the PQ Documents/Bidding Documents.
- Pre-Qualified Applicant shall be intimated accordingly.

7.16. Determination of Responsiveness of the Applicant

Applications/Bids shall be evaluated by the Procurement Evaluation Committee in the light of Evaluation Criteria

7.17. 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.
- ii. The Procuring Agency will not be responsible for any costs or expenses incurred by Original Equipment Manufacturer or Supplier/ Dealer in connection with the preparation or delivery of applications.
- iii. Procuring Agency is competent to accept the application; the Procuring Agency reserves the exclusive right to cancel the Pre-Qualification/procurement process, or to extend the date of submission of applications.
- iv. The Procuring Agency shall issue the bidding documents/ Request For Proposal(s) only to the Pre-Qualified applicants in result of this pre-qualification process.
- v. The Procuring Agency may utilize the framework contract mode after completion this pre-qualification and subsequently procurement process to acquire the desirables.

7.18. Address of Procuring Agency

**Senior Superintendent of Police, Administration,
Counter Terrorism Department,
Punjab, Lahore**
CTD Hqrs, Opposite Jallo Park, Lahore,
Tel: 042-99250700-01 Fax: 042-99250703-04

8. Criteria For Evaluation of Applications

Pre-Qualification will be based on Applicant meeting the following qualification criteria regarding their financial soundness, firm's experience and quality of its personnel 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/ fulfilling the eligibility /mandatory criteria (as mentioned in 6.1) shall be evaluated on following factors (as mentioned in 6.2).

8.1. Eligibility/ Mandatory Criteria

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

Mandatory Criteria (ALL DOCUMENTS ARE REQUIRED)			
Sr. No.	Description	Marks (To be filled in by the Procuring Agency)	Supporting Annexure
1.	Valid Income Tax Registration Number (Status Active with FBR)	Mandatory	
2.	Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms or valid active registration in FBR in case of sole proprietor.	Mandatory	
3.	Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm. 2021-22, 2022-23, 2023-24. Audit reports shall be in conformity with FBR returns of corresponding years. In case of any discrepancy the company shall be disqualified.	Mandatory	
4.	Valid GST/PST Registration Number (Status Active) 100% Compliance	Mandatory	

5.	Submission of undertaking on valid and attested E-stamp Paper of Rs.1200/- that the Applicant is neither blacklisted/debarred nor facing any show cause notice issued by any of provincial or Federal Government Department, Authority, Agency, Organization or autonomous/Local body anywhere in Pakistan NOTE: old yellow-colored Stamp papers are not accepted	Mandatory	
6.	One Work Order of Sale/Supply of STATIONERY not less than the amount of Rs.10 Million.	Mandatory	
7.	Professional Tax Certificate 2024-25, shall be with Challan Form	Mandatory	
8.	Affidavit for Correctness of Information	Mandatory	
9.	Submit an undertaking about Non-Disclosure of Information	Mandatory	

8.2.Pre-Qualification Evaluation Criteria

Sub Category	Category	Weightage/Marks
A	Registration/Establishment of Applicant and Tax Returns	20
B	Financial Soundness	30
C	Relevant & General Experience	35
D	Personnel Capabilities	15
Total		100

Important Note. An overall minimum of 70% marks required to Pre-Qualify in the aforesaid qualification criteria.

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

BID EVALUATION CRITERIA (ALL DOCUMENTS ARE REQUIRED)			
Sr. No.	Description	Marks (To be filled in by the Procuring Agency)	Supporting Annexure
1.	Income Tax Returns for Last 3 years “01-07-2021 to 30-06-2024” (Returns must be provided)	If provided for 3 years then 10 Marks.	

		Less than 3 years then 0 marks	
2.	Years of establishment (From Registration date of NTN)	Maximum 10 Marks 02 mark per year. (Minimum requirement is 03 years)	
3.	Annual Turnover Full Marks will be given, if total amount of Annual Turnover of last three FY's (as per the audited financial Statements) is equal or above to Rs.100 million (PKR) (or equivalent in other currency). • Formula $A = (Y1+Y2+Y3)/100*20$ Y1,Y2,Y3 representing annual turnover of last three years audited financial statements i.e 2021-22, 2022-23, 2023-24	20 marks	
4.	Bank Credit Limit/ Cash and Bank balance Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" (as on 30.06.2024) jointly or severally is amounting to Rs.50 million or more: • Formula (Bank Credit Limit +Cash and Bank balance) /50* 10.	10 marks	
5.	Relevant Experience Sale/Supply of related items/ Equipment/ goods in any Govt. Department/Autonomous body/private organization. (Provide work order with Values) • 20 marks will be given if applicant firm has project having total value of 100 Million and above in last five years. • Formula= (Accumulated Total Cost of Project(s) in last five years) /100 *20 • Provided that supply was completed within the specified period (including grace period)	Maximum 20 Marks	

	and firm has not been defaulted in any manner(s). Completion Certificate/Proof of Supply of respective supply/project is mandatory indicating Cost of Project. Otherwise, no marks shall be awarded.		
6.	General Experience: 5 work orders of general experience with any govt. department/organization or with the registered Private companies in last five years: 25 Million worth work orders / supplies in last five years will get 3.75 marks upto 100 million projects maximum.	Maximum 15 Marks	
10.	Managerial Capabilities / Human Resources: Work Force / staff Detail (along with CV and CNIC) 01 Manager (Master Degree)=05 Marks 02 Supervisor (Bachelors Degree with Technical Diploma/Certificate)=06 Marks 04 Support Staff =04 Mark) - List of employees on company letter-head with following details: (Name, Education, Designation, Contact no. along with copies of CNIC and payroll of June-2024 otherwise marks shall not be given)	Maximum 15 Marks	

Notes:

1. Applicant obtaining 70% marks in Prequalification Evaluation Criteria shall be considered as Pre-Qualified Applicant. Applicants obtaining less than 70% marks shall be considered as non-responsive.
2. Applicant shall provide complete set of requisite information and documents as required in terms of the PQ Documents, otherwise the Application shall be rejected.
3. It is mandatory for Applicants who have worked with private organizations as suppliers or contractors to provide audit report for three years from 01-07-2021 to 30-06-2024. Reflecting therein the evidence of maturity of relevant purchase orders/contracts with private organizations otherwise their bid shall be considered as non-responsive.
4. It is also mandatory to submit all Annexures enclosed with this document and undertaking of non-disclosure of information form. Otherwise.

Acknowledgement:

Applicant shall provide an acknowledgement and confirmation that:

5. the aforementioned criteria is acceptable to it and that it has no objection for observance of rule-2 (a) (e) and 4 of PPR; and
6. Information / documents submitted as part of its Application/Bid are correct, legal and duly signed and stamped on each page.

**SIGNATURE AND STAMP
APPLICANT**

9. Grievance Redressal Committee as per Rule 67 of PPR-14

A Grievance Redressal Committee has been constituted as per above mentioned rule.

(1) The procuring agency shall constitute a Grievance Redressal Committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

(2) The Committee may:

(a) decide the complaint lodged by any bidder before the proposal submission date;

(b) set aside the decision of evaluation committee; (c) uphold the decision of evaluation committee;

(d) modify the decision of technical evaluation committee; and recommend scrapping of the procurement process with reasons to be recorded in writing.

(3) Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances within five days of announcement of the technical evaluation report and ten days after issuance of final evaluation report.

(4) In case, the complaint is filed after the issuance of the final evaluation report, the complainant cannot raise any objection on technical evaluation of the report. Provided that detail technical evaluation report has been uploaded on the website of the Authority: Provided further that the complainant may raise the objection on any part of the final evaluation report in case where single stage single envelope bidding procedure is adopted.

(5) The Committee shall investigate and decide the complaint within fifteen days of the receipt of the complaint."

Annex 1: Cover Letter

To

**Senior Superintendent of Police, Administration,
Counter Terrorism Department,
Punjab, Lahore**

CTD Hqrs, Opposite Jallo Park, Lahore,

Tel: 042-99250700-01 Fax: 042-99250703-04

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 CTD 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. Application by prequalified applicants shall be subject to verification of all information submitted for prequalification at the time of Application submission and afterwards.
 - 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. ***[Applicants who are not joint ventures shall delete Para 4&5 and initial the deletions.]***
4. 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.
5. We confirm that in the event that we bid, that bid as well as any resulting contract shall be: -
 - a. Signed so as to legally bind all members, jointly and severally.
 - b. Submitted with a Joint Venture agreement providing the joint and several liabilities of all members in the event the contract is awarded to us.
6. 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

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

Financial Soundness

Name of Applicant

Applicant (Lead Member of a Joint Venture, in case of JV) 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 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) for the previous three years (if FY 2023-24 audit is complete then below FY may read as (FY2020-21, FY2021-22, FY2022-23)).

Financial Information in Pak Rupees	FY2021-22	FY2022-23	FY2023-24
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			

* If any above or relevant document 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: Relevant & General Experience Projects

Name: _____

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

* If any above or relevant document 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

Annex 5: Undertaking
Affidavit for Correctness of Information
(To be printed on PKR 100 Stamp Paper)

Name: _____
(Applicant or member of Joint Venture)

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.

The undersigned hereby authorize and request the Bank, Person, Firm or Corporation to furnish any additional information requested by the Counter Terrorism Department 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 **COUNTER TERRORISM DEPARTMENT**.

COUNTER TERRORISM DEPARTMENT undertake to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____

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 $\frac{3}{4}$ of a page) :**

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

Annex-8 UNDERTAKING
FOR NON-DISCLOSURE OF
INFORMATION
On Firm Letter head

1. With reference to Items required by Procuring Agency for

_____, it is hereby asseverated and acknowledged that the confidential/sensitive or any other restricted information provided/acquired by Procuring Agency during the period of our contract period shall be solely used for the intended purpose only. The undersigned Bidders/Contractor shall be under obligation not to share any confidential data or such data/information prohibited by Procuring Agency with any person/ kinsman during or after the completion/termination of the Agreement.

2. If there is a requirement for sharing of any information/data etc., related to Procuring Agency with any other person, authority, department, entity or public or private institution, company etc., the undersigned Bidders/Contractor shall not share any information/data without prior permission from the competent authority of Procuring Agency, for such purpose.
3. In case of any breach related to non-disclosure of data, undersigned Bidders/Contractor shall be bound to accept the responsibility and to pay any damages/loss determined by Procuring Agency or any other penalty imposed by Procuring Agency. Moreover, Procuring Agency reserves the right to initiate any legal proceedings against the undersigned before the court of competent jurisdiction and in such case the undersigned shall bear all the expenditures borne by the Procuring Agency in relation to the court proceedings.
4. The above undertaking is correct and true to the best of my knowledge and belief. We have read and understood the above contents and accepted/signed the same without any duress, undue influence or pressure, coercion and with my free consent.

Name _____ Signature