

OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE,
MOTOR TRANSPORT, PUNJAB, LAHORE.

TENDER NOTICE FOR THE MAINTENANCE/REPAIR OF OFFICE BUILDING FOR THE
FINANICAL YEAR, 2024-25

Senior Superintendent of Police, Motor Transport, Punjab, Lahore **invites sealed bids** based on the Punjab Procurements Rules 2014 as well as Punjab Procurement Regulations-2024, from well-reputed and financially sound firms having previous experience in specific field as well as registered with Income Tax, Sales Tax and Punjab Sales Tax Departments etc. (where applicable) for the maintenance / repair of office building for the current **financial year 2024-25:-**

S#	Head of Account	Closing Date	Estimated Cost	Bid Security 2%
1.	Maintenance/Repair and addition/alteration of Double Story Admin Block at office of SSP/MT,	15.08.2024	15.000-Million	300,000
2.	Maintenance/Repair of Burnt Double Story Building at office of SSP/MT,	15.08.2024	16.000-Million	320,000

Bids are to be addressed to the Senior Superintendent of Police Motor Transport, Punjab, Lahore **and shall be received by 15.08.2024 at 11:00-A.M and shall be opened at 11:30 A.M on the same day**, in Motor Transport Wing, Punjab, Lahore. (In case of public holiday the next working day shall be considered).

2. Sealed bids are invited on the basis of **"Single Stage – two Envelops bidding procedure"** as contained in rule 38 (2) of the Punjab Procurement Rules 2014 (amended) as well as Punjab Procurement Regulations-2024, Work will be done as per P.W.D specifications. Rates are based on market rates and bi-annual issued by Government of the Punjab at the time of advertisement. The bids prepared in accordance with the instruction given in the bidding documents must be accompanied by a bid security 2% of estimated cost in the shape of Call deposit (CDR) from any scheduled Bank. The bid security shall be refunded after finalization of tendering process. However, the successful bidders shall deposit equal to 5% of the total value of contract as performance guarantee within the period specified in Advance Acceptance Notice. The Performance Guarantee shall be refunded on successful completion of the contractual obligations.

3. The bidding documents containing detail terms & conditions, Scope of work are immediately available and can be obtained after uploading of tender on PPRA's website from the office of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore by hand on submission of a written request on firm's letter head, on any working day during office hours, a day before the bids opening at the cost of Rs.500/-, non-refundable duly deposited in the State Bank of Pakistan or Treasury Challan Form 32-A under **"Head of Account CO-2636-Police-Fees, Fines & Forfeiture"**.

4. The bidders shall submit **bid security @ 2% of the estimated price in shape of CDR/Bank Draft/Bankers cheque** of any scheduled bank in favour of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore. The bid security will be refunded after finalization of the tenders. However, the **successful bidders shall deposit equal to 5% of the total value** of the contract as performance guarantee **in shape of CDR/Bank Draft/Bankers cheque/Bank Guarantee** which shall be refunded on successful completion of the contractual obligations. The completion of work/repairing time would be 07-days.

5. The authority reserves the right to reject all bids or proposals in line with rule 35 of PPRA rules, 2014.


(DR NIDA UMAR CHATHA) PSP

Sr. Superintendent of Police,
Motor Transport, Punjab, Lahore.
Ph:042-99230593 Fax-042-99230849

**BIDDING DOCUMENTS
FOR MAINTENANCE AND REPAIR OF OFFICE BUILDINGS**

1. Maintenance / Repair and addition/alteration of Double Story Admin block at office of SSP/MT
2. Maintenance / Repair of Burnt Double Story Building at office of SSP/MT

For the Financial Year 2024-2025



PUNJAB POLICE

**POLICE DEPARTMENT
MOTOR TRANSPORT, WING, PUNJAB, LAHORE.**

BIDDING DOCUMENT

1. Maintenance / Repair and addition/alteration of Double Story Admin block at office of SSP/MT

Tender is invited on prescribed format under sealed covers from NTN, GST & PST registered bidders/firms for **Maintenance / Repair and addition/alteration of Double Story Admin block at office of SSP/MT** during the financial year 2024-2025. Tender documents containing tender form, detail of work, terms & conditions can be obtained from Procurement office of the Senior Superintendent of Police Motor Transport Punjab Lahore as well as on PPRA website. The bidder is required to furnish a bid security equal to 2% of estimated cost of the bid in shape of CDR in favour of Senior Superintendent of Police Motor Transport Punjab Lahore. Schedule of bidding process is given hereunder: -

Last date for submission of Bids	15.08.2024 up to 11:00 am
Tenders Opening date & time	15.08.2024 up to 11:30 am
Venue of office for receiving /opening of Tender	Office of Senior Superintendent of Police Motor Transport, Punjab, Lahore.


(DR. NIDA UMAR CHATHA) PSP
Sr. Superintendent of Police,
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BIDDING DOCUMENT

2. Maintenance / Repair of Burnt Double Story Building at office of SSP/MT

Tender is invited on prescribed format under sealed covers from NTN, GST & PST registered bidders/firms for **Maintenance / Repair of Burnt Double Story Building at office of SSP/MT** during the financial year 2024-2025. Tender documents containing tender form, detail of work, terms & conditions can be obtained from Procurement office of the Senior Superintendent of Police Motor Transport Punjab Lahore as well as on PPRA website. The bidder is required to furnish a bid security equal to 2% of estimated cost of the bid in shape of CDR in favour of Senior Superintendent of Police Motor Transport Punjab Lahore. Schedule of bidding process is given hereunder: -

Last date for submission of Bids	15.08.2024 up to 11:00 am
Tenders Opening date & time	15.08.2024 up to 11:30 am
Venue of office for receiving /opening of Tender	Office of Senior Superintendent of Police Motor Transport, Punjab, Lahore.


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Motor Transport, Punjab, Lahore.

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TENDER NOTICE

Office of Senior Superintendent of Police, Motor Transport Wing, Punjab, 236-Ferozepur Road, Lahore invites sealed bids for the: -

1. **Maintenance / Repair and addition/alteration of Double Story Admin block at office of SSP/MT**
2. **Maintenance / Repair of Burnt Double Story Building at office of SSP/MT**

immediately for the financial year 2024-2025. Bids should reach to the undersigned by 15.08.2024, till 11:00 A.M. and will be opened on the same day i.e. 15.08.2024 at 11.30 A.M. in the presence of bidders / Committee. Tender Notice published in print media, PPRA's website as well as Punjab Police Website at (<http://ppra.punjab.gov.pk> & <http://www.punjabpolice.gov.pk>).

TERMS & CONDITIONS.

1. Tenders will be received in accordance with the Punjab Procurement Rules, 2014 (amended) as well as Punjab Procurement Regulations-2024.
2. Only National Tax Number Holder, Sales Tax, Punjab Sales tax Departments registered firms/companies having experience in relevant field, can participate in the tenders.
3. Rs.500/- fee (non-refundable) deposited in the State Bank of Pakistan on Treasury Challan Form 32-A, under "Head of Account CO-2636-Police-Fees, Fines & Forfeiture".
4. The bidders shall submit a bank draft/pay order of bid security i.e. 2% of the estimated price.
5. The successful lowest bidder shall submit a bank draft/pay order i.e. 5% of the total value of contract amount as performance guarantee.
6. The rates quoted shall be valid upto 30.06.2025.


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Sr. Superintendent of Police,
Motor Transport, Punjab, Lahore.
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Table of Contents
CHECK LIST

1. Specific Instructions to Bidders

- 1.1 Bid Security
- 1.2 Validity
- 1.3 Bidding Procedure
- 1.4 Right of Rejection

2. General Term & Conditions:

- 2.1 Performance Guarantee
- 2.2 Firm/Individual Details
- 2.3 Work/repair Detail
- 2.4 Work completion Period
- 2.5 Documentation Standards
- 2.6 Affidavit
- 2.7 Tax Certificates
- 2.8 Violation of Standard Specifications
- 2.9 Payment to Contractor
- 2.10 Contract Amendments
- 2.11 Delays in the Supplier's Performance
- 2.12 Bid Approval Procedure
- 2.13 Blacklisting of Contractor / Suppliers
- 2.14 Declaration of Disqualification
- 2.15 Redressal of grievances by the Procuring Agency

1. Specific Instructions to Bidders.

The bidders are instructed to examine the tender notice/ bidding documents, terms & conditions, specifications/Items carefully with their rates. Any offer not received as per requirements is liable to be ignored. No offer shall be considered if: -

1.1 Bid Security.

- Received without required **2% bid security** of the estimated price of the total value of tender items in shape of Pay Order/Bank Draft in favour of the Senior Superintendent of Police Motor Transport, Wing, Punjab, Lahore.
- Received after the time and date fixed for its receipt.
- The bidding documents are unsigned
- The offer is ambiguous, conditional or incomplete in any respect shall be ignored.
- The offer is from a firm/individual blacklisted, suspended or removed by any Government Department.
- Punjab Procurement Rules 2014 & Punjab Procurement Regulations-2024 shall be the governing rules for the Bidding process.

1.2 Validity

The offer must remain valid for upto 30.06.2025.

1.3 Bidding Procedure

All bidders must submit their bids under "Single Stage-Two Envelope Procedure" as per Rule 38 (2)(a) of Punjab Procurement Rules 2014 as well as Punjab Procurement Regulations-2024, as under:-

- The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposal;
- The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL".
- In the first instance, the "TECHNICAL PROPOSAL" shall be opened and the envelope marked as "FINANCIAL PROPOSAL" shall be retained unopened in the custody of the procuring agency;
- The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
- During the technical evaluation, no amendments in the technical proposal shall be permitted;
- After the evaluation and approval of the technical proposal, the procuring agency shall open the financial proposals of the technically accepted bids, publically at a time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
- The financial bids found technically non-responsive shall be returned un-opened to the respective bidders; and
- The lowest evaluated bidder shall be issued purchase order and award the contract.
- The bidder/firm/individual will submit bid price with the condition that if any tax is levied or enhanced during the delivery period same will be borne by the supplier.
- The delivery period of the contract can be extended in special circumstances.
- Provision of checklist is essential prerequisite along with submission of tenders.

1.4 Right of Rejection

The Senior Superintendent of Police, Motor Transport, Punjab, Lahore may reject all bids or proposals at any time prior to the acceptance of a bid or proposal under Rule 35 of PPRA Rules 2014.

2. General Terms & conditions:

2.1 Performance guarantee

The successful lowest bidder shall deposit equal to **05% of the total value of contract amount** as performance guarantee in the form of Pay Order/ Bank Drafts or other form of bank guarantee in favour of the Senior Superintendent of Police, Motor Transport, Punjab, Lahore, for a period as specified in advance acceptance letter before entering in to contract. Performance guarantee shall be released after successful completion of the contract obligations and NOC from the Indenter.

2.2 Firm/Individual Details

Bidders shall submit complete details of their firm/individual, offices, workplaces and staff along with postal address, Phones / Fax numbers, E-mail and Website information.

2.3 Work/repair Detail

The bidders are required to specify work detail and furnish detailed descriptive literature/catalogue (where applicable)

2.4 Work Completion Period

Work completion Period will be 07-days. The authority may, at its discretion, extend completion work period.

2.5 Documentation Standards

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 also be properly signed. Offer with any overwriting shall in no circumstances be accepted

2.6 Affidavit

An affidavit should be provided by the bidders that their firm/individual has never been blacklisted by any Government Department.

2.7 Tax Certificates

The bidders should specifically indicate their NTN/GST No. and Circle of the Income Tax Department. Latest Tax return submitted must be included as a proof that the firm is presently a Tax paying business.

2.8 Violation of Standard Specifications

Work/repair found not according to the estimated by the Building Department will be rejected at the cost of the contractor and may also result in forfeiture of performance guarantee and blacklisting the firm/individual.

2.9 Payment to Contractor

Upon satisfactory completion of work and its inspection, the inspection note and the bill for payment will be forwarded to the office of the Accountant General, Punjab, for payment to the contractor.

2.10 Contract Amendments

i. No variation in or modification of the terms of the Contract shall be made.

2.11 Delays in the Supplier's Performance

i. Completion of work/repair of the washrooms shall be made by the firm in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.

ii. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely completion of work, the firm shall promptly notify the Procuring Agency in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Procuring Agency shall evaluate the situation and may at its discretion extend the firm's time period for performance, with or without liquidated damages, in which case the extension shall be ratified by the Parties by amendment of Contract.

2.12 Bid Approval Procedure

In case of approval / acceptance of bid, advance acceptance letter will be issued to the qualified bidder. The bidder will be required to submit 05 % performance guarantee within (03) days of the issuance of advance acceptance letter failing which the bidder will be issued final notice giving an extension of 3 days for submission of 05 % performance guarantee. The mode of payment will be incorporated in the contract after the mutual understanding. If the bidder does not respond to the final notice to deposit required performance guarantee, the procuring agency will be deemed to consider that the bidder is incapable to work and the said process will be treated as null and void. The deposited bid security (2 %) will be confiscated in lieu of expenses incurred on procurement process and the said bidder will not be allowed to participate in future procurements of the Punjab Police Department.

2.13 Blacklisting of Contractors/ Suppliers

Contractors/ Suppliers may be blacklisted following the procedure under rule 21 of PPRA Rules, 2014.

A procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) acted in a manner detrimental to the public interest or good practices;
- (b) consistently failed to perform his obligation under the contract;
- (c) not performed the contract up to the mark; or

(d) indulged in any corrupt practice

2.14 Declaration of Disqualification

As per rule 19 & 21 of PPR-2014, procuring agency shall disqualify a contractor on the ground that he had provided false, fabricated or materially incorrect information.

2.15 Redressal of grievances by the Procuring Agency

i. The Procuring Agency shall constitute a 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

ii. Any bidder feeling aggrieved by any submission of his bid may lodge a written complaint concerning his grievances within 10 days after the announcement of the bid evaluation report.

i. The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint

ii. Mere fact lodging of a complaint shall not warrant suspension of the procurement process.

Bidding Evaluation Criteria

(to be signed and stamped and presented on bidder's letter head pad)

Bidding will be based on applicant fulfilling the following qualification criteria:

Sr. #	Checklist	Allocated Marks	Total Marks
i.	Company Profile Years of operations (Registration date of NTN/FBR) - Maximum marks shall be awarded, if the firm has 03 years of experience. - For less than 03 years marks shall be awarded as: $\frac{\text{No. of Years (Experience)}}{03} \times 03$	15 (05 per year)	100
ii.	Years of operations (Registration date of GST) - Maximum marks shall be awarded, if the firm has 03 years of experience. - For less than 03 years marks shall be awarded as: $\frac{\text{No. of Years (Experience)}}{03} \times 03$	15 (05 per year)	
iii.	Copy of Registration with Punjab Revenue Authority (PST where applicable)	10	
iv.	Relevant Experience Similar assignments/supplies over last 03-years 1 similar project = 05 marks 2 similar projects = 10 marks 3 similar projects = 15 marks Purchase Orders / Supply orders / completion certificates must be attached, otherwise, no marks shall be awarded	15	
v.	Original Bid Security 2% of whole estimated cost as mentioned in Bidding Documents.	10	
vi.	Tax Return a) Active Tax Payer for Financial Year 2024-2025 b) Income Tax Return for last three Financial Years	20	
vii.	Affidavit on non-judicial Stamp Paper of Rs.100/- i. The firm has not been black listed from any Department ii. The documents/photocopies provided with bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules/Laws. iii. Affidavit for correctness of information. iv. Bidder/firm is not blacklisted or subject to any pending litigation with any Government or Public Department.	15	

Note: Only the bids securing minimum 65% marks would be declared technically accepted


 Sr. Superintendent of Police
 Motor Transport, Punjab, Lahore

PERFORMANCE GUARANTEE FORM

To: Senior Superintendent of Police, Motor Transport, Punjab, Lahore, 236,
Ferozepur Road, Lahore.

Whereas (Name of Supplier) (hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. (number) dated (date) to supply (description of goods) (hereinafter called "the Contract")

And whereas it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a scheduled bank for the sum of 5% of the total Contract amount as a Security for compliance with the supplier's performance obligations in accordance with the Contract

And whereas we have agreed to give the Supplier a Guarantee

Therefore, we hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of (Amount of Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____, 2025

Signature and Seal of the Guarantors/Bank

Address

Date

Note: It should be valid for a period equal to the warranty period.
The contract will be signed/issued after submission of this performance Security.


Sr. Superintendent of Police
Motor Transport, Punjab, Lahore