



**POLICE DEPARTMENT
GOVERNMENT OF PUNJAB**

INVITATION

**FOR PREQUALIFICATION OF FIRMS/ COMPANIES FOR SUPPLY OF
VARIOUS ITEMS FOR F.Y 2024-25**

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 pre-qualification of firms In order to procure the following Categories/Lots for F.Y 2024-25 for Punjab Police: -

Tender No	Category of Procurement	Lot No	Lot Name/Description
1	Stitched Uniform	1	Stitched Uniform (PP) (Dark Olive Green)
		2	Stitched Uniform (EPF)
		3	Stitched Uniform (PHP)
		4	Stitched Uniform (SPU)
		5	Stitched Uniform (TW) with badges
2	Winter Jackets	1	Winter Jacket (PP)
		2	Winter Jacket (PHP)
		3	Winter Jacket (Elite)
		4	Winter Jacket (SPU)
		5	Winter Jacket (Dolphin)
3	Vests/T-Shirts	1	T-Shirt Polo (PP)
		2	Half Sleeve Round Neck vest (PP)
		3	T-Shirt Polo (EPF)
		4	T-Shirt Crew Neck (EPF)
		5	Crew Neck Shirt (PHP)
		6	Polo T-Shirt (ARF)
		7	Full Sleeves T-Shirt (Dolphin)
		8	Crew Neck Vest Summer (SPU)
4	Boots/Shoes	1	Field Boot(PP)
		2	Desert Boot(EPF)
		3	Filed Boot (PHP)
		4	Desert Boot(SPU)
		5	Ankle Boot (TW)
		6	Biker Boots (Dolphin)
5	Bullet Proof Jackets	-	-
6	Bullet Proof Helmets	-	-

2. Pre-qualification documents can be downloaded from e-Pak Acquisition & Disposal System (e-PADS) i.e (<https://punjab.eprocure.gov.pk>), Punjab Police website <https://punjabpolice.gov.pk>, and PPRA Punjab Website (<http://www.ppra.punjab.gov.pk/>). The firms/companies registered on e-PADS 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 e-PADS. Firms/Companies shall submit their applications category-wise by selecting/considering all lots as mentioned against each category on e-PADS, otherwise the application shall be rejected.

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

5. The tender shall be closed on 03.10.2024 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.

IPL-8761

In case of any query, please contact

i. AIG/Procurement:- 042-99214222

ii.AD/Purchase:- 042-99213400

Email: purchasecell114@gmail.com

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

PRE-QUALIFICATION DOCUMENT FOR STITCHED UNIFORM

2024-25

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS (OEM)



**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

Contents

1.	INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25	1
2.	APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014	1
3.	DEFINITIONS	1
4.	INFORMATION/INSTRUCTIONS TO THE APPLICANT	4
4.1.	Preparation of Application	4
4.2.	Cost of Application	4
4.3.	Language of Application	4
4.4.	Clarification of Pre-Qualification Document	4
4.5.	Amendment of Prequalification Document	5
4.6.	Letter of Application	5
4.7.	Eligible Applicants	5
4.8.	Joint Venture (JV)	5
4.8.1	Joint Venture (JV) Agreement	5
4.8.2	Lead Member of JV	5
4.8.4	Requirements for JV	6
4.9	Submission of Pre-Qualification Application	6
4.10	Opening of Pre-Qualification Application	7
4.13	Qualification	7
4.14	Only one Application	7
4.15	Compliance	7
4.16	Fraud & Corruption	7
4.17	Declaring of Ineligibility and Blacklisting	8
4.18	No Conflict of Interest	8
4.19	Additional Information	8
4.20	Announcement of Results:	9
4.21	Confidentiality	9
4.22	Inspection of Applicant's Manufacturing/ Repairing Unit/ /Factory/Office	9
5	PROCURING AGENCY'S RIGHTS	9
5.1	Address of Procuring Agency	10
6	CRITERIA FOR EVALUATION OF APPLICATIONS	10
6.1	Eligibility/ Mandatory Criteria	10
6.2	Pre-Qualification Evaluation Criteria	11
6.2.1	Financial Soundness	11
6.2.2	Relevant Experience & Past Performance	12
6.2.3	MANUFACTURING/PRODUCTION CAPABILITIES	13
6.2.4	Personnel Capabilities	14

7. Grievance Redressal Committee	14
Annex 1: Cover Letter	16
Annex 2: Joint Venture Agreement	18
Annex 3: Lead Member of JV	20
Annex 4: General Information	22
Annex-5: Financial Soundness	23
Annex-6: Similar Projects.....	24
Annex 7: Similar Project in Hand.....	25
Annex8: Undertaking.....	26
Annex 9: Personnel Capabilities	27

15

1. INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25

Punjab Police intends to Pre-Qualify the domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, a combination of such entities in the form of a joint venture (JV) for the procurement of Stitched Uniform for Punjab Police. 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 (PPR-14). Only the Pre-Qualified applicant (s) shall be invited through e-PADS for submission of their e-bids.

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 e-PADS-<https://punjab.eprocure.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 e-PADS. The successful applicant 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 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.

3. DEFINITIONS

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

- I. **"Applicant"** an applicant (eligible) shall be a single domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) with a formal intent to enter into an agreement in relation to this procurement.
- II. **"Authorized Representative,"** means any representative appointed, from time to time, by the Procuring Agency or applicant.
- III. **"Eligible applicants"** means the applicant (OEM, state-owned enterprise or institution, and JV) who fulfills the terms and conditions of this bidding document.

- 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.
- 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 Punjab Police Department and/or any authorized Officer of Police 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 Stitched Uniform.
- 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.
- 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 Punjab Police 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. **"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.
- XXV. The **"Supplier"** means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer/ Agent of OEM who declare responsive/ lowest evaluated after completion of the procurement process.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Preparation of Application

The domestic private entity (OEM), a state owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) shall prepare the documents comprising the information required in this PQD, duly signed and stamped, soft copies in the PDF Format and apply through online web portal e-PADS-<https://punjab.eprocure.gov.pk>.

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 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.

For a consortium, the power of attorney (duly stamped, witnessed and dated; as stated above) should be signed by all partners of the consortium and specify the authority of the named representative of the consortium to sign on behalf of the consortium. Applications submitted by an existing or intended Consortium shall include an undertaking signed by all partners:

- a) Stating that all partners shall be jointly and severally liable.
- b) nominate a representative to act as Lead Partner who shall have the authority & responsibility to conduct all businesses and ensure compliance thereof on behalf of any and all the partners of the Consortium during the prequalification process and, in the event the Consortium is prequalified, during the bidding process, and in the event the Consortium is awarded the Contract, during contract execution.

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 shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification about this PQD shall submit their query through e-PADS. The Procuring Agency will respond to any request for clarification provided that such request is received not later than two (02) days prior to the deadline for submission of applications. 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://punjab.eprocure.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://punjab.eprocure.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. In case of a Consortium; All partners to the Consortium shall be jointly and severally liable; and A Consortium must be represented by its Lead Partner.
- 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 Government of Pakistan/ Government of Punjab.
- 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. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Applicant(s) may submit Pre-Qualification application as a Joint Venture (JV). Pre-Qualification Document shall be signed by authorized representative of the JV. JV Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per Annex-2. All member / partners shall submit their requisite documents and shall be analyzed separately as per the mentioned criteria (4.8.4). Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member of 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. The lead member shall be responsible to incur liabilities and receive instructions for and on behalf of any and all members of JV. This authorization shall be evidenced by

submitting a power of attorney signed by legally authorized signatories of all the members of the JV. The responsibility for successful completion of the work as per bidding 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 legal action against them.

4.8.3 Joint and Several Liability

All members of the JV 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 shall not join any other consortium or submit independent application in this prequalification process and in such eventuality, all such application shall stand rejected.

4.8.4 Requirements for JV

- a) Following are minimum requirements of pre-qualification: -
- i. The lead member shall not have score less than 60% of all qualifying criteria.
 - ii. Each of the members shall not have score less than 25% percent of all the qualifying criteria.
 - iii. The lead member shall not have score less than 50% in every head of qualifying criteria.
 - iv. Each member shall not have score less than 20% in every head of qualifying criteria.
 - v. The joint venture or consortium must compose of one leading partner and maximum two partners.
 - vi. 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.
 - vii. 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 required documents.
- b) Any change in a Prequalified-JV after prequalification process, 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) withdraws 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

4.9 Submission of Pre-Qualification Application

Application for Prequalification must be sent through online web portal of PPRA Punjab, e-PADS-<https://punjab.eprocure.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.

4.10 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 e-PADS, 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 contractor 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, 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**.

4.15 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 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/ Joint Venture's 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, persons 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/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.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per Section 17A of PPRA Act 2009 and Rules 20/21 of 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. A vendor providing biased professional advice to Punjab Police to obtain an undue benefit for himself or those affiliated with him.
- ii. A vendor receiving or giving any remuneration directly or indirectly in connection with the assignment.
- iii. 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.
- iv. 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 e-PADS.

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 manufacturing unit of applicant to inspect the manufacturing/ repairing and personnel capabilities of 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 manufacturing unit/factory/office by the visiting 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/ repairing unit/ factory/ office shall be borne by the applicant(s).

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 the Pre-Qualification/procurement process at any stage.
- iii. The Procuring Agency shall invite the Pre-Qualified applicants to submit e-bids through e-PADS.

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 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/JV 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. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other Authority/ Office applicable by Law).
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last three-year Bank Statement verified by respective Bank.
- e. 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.

- f. Judicial Affidavit declaring “Neither the firms nor its Stakeholders or any of its JV partner, as a whole or as a part of the firm have been black listed/ defaulted/ banned by any government agency/ department/organization/ entity etc.”.
- g. Copy of Pakistan Engineering Council Certificate (Optional, if required)

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	25
B	Relevant Experience & Past Performance	25
C	Manufacturing Facility	30
D	Personnel Capabilities	20
Total		100

Important Note.

- a) A single entity (OEM, Government Owned Enterprise) firm requires overall minimum 70% marks and minimum 50% marks in each category to Pre-Qualify.
- b) For a Joint Venture: -
- The lead member requires overall minimum of 60% marks and minimum 50% marks in each category to Pre-Qualify.
 - Each of the member requires overall minimum of 25% marks and minimum 20% marks in each category to Pre-Qualify.

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.1800 million (PKR) (or equivalent in other currency.) - If Accumulative Turnover is below 1800 million following formula will be used $A = (Y1+Y2+Y3)/1800 * 15$ Y1,Y2,Y3 representing annual turnover of last three years audited financial statements i.e 2021-22,2022-23, 2023-24) *No marks shall be awarded if accumulated turnover in last three FYs is below 600 million. Note: If Audit of 2023-24 is completed then updated last three-year data may be provided for evaluation. i.e. (2021-22,2022-23, 2023-24)

b)	Tangible Net Worth	05	• Full marks if Tangible Net worth is equal or above amounting Rs. 1000 million. • Tangible Net worth (in million)/ 1000 * 5 * No marks shall be awarded if Net Worth is less than Rs. 400 Million. * Tangible Net Worth= Total Assets - Total Liabilities – Intangible Assets
c)	Bank Credit Limit/ Cash and Bank balance	05	• Criteria of awarding marks: - • Full marks will be given if “Bank Credit Limit”, “Cash and Bank Balance” jointly or severally is amounting to Rs. 500 million or more: - • Formula (Bank Credit Limit +Cash and Bank balance)/500* 5
Total Marks		25	

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)	Projects of similar nature and complexity such as manufacturing / supply of Stitched Uniform or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments or exports to any other country, completed in Last 03 Years	20	• 20 marks will be given if applicant firm has project having total value of 800 Million and above in last three years. • If applicant have accumulated value of completed projects below 800 million, then marks will be given according to the following Formula= (Accumulated Total Cost of Project(s) in last three years) (in million)/ 800 x 20 • 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.

b)	Projects of ongoing similar nature and complexity such as manufacturing / supply of Stitched Uniform or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments and exports to any other country in hand.	05	• 05 marks will be given if applicant firm has similar nature project(s) in hand having accumulated amount to Rs. 400 Million or more. • If accumulated amount of ongoing Projects is below Rs. 400 Million, then marks will be awarded according to following formula: (Accumulated Total Cost of Project(s) in hand) (in million)/ 400 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		25	

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

The firm must have following manufacturing facility: -

Sr. No.	Description	Marks	Explanation for Marks Obtained						
a)	Assembling Unit With Allied Skilled Staff.	6 marks	Weaving Unit: - • Applicant must have 200 air jet looms *Otherwise no mark shall be given						
		7 marks	Dyeing Unit • Applicant must have VAT dyeing plant and Water Treatment Plant *Otherwise no mark shall be given in 6.2.3						
		2 marks	01 Generator • Availability of generator 300 KVA or above in operational mode.						
b)	Production / Capability	5 marks	Capability for Cutting & Stitching of Uniform: • Monthly Capability of cutting & stitching of 100,000 sets (shirts + trouser) of Uniform or more= 05 marks • For less than 100,000 sets marks shall be awarded as: (No of Produced Uniform Kits/100,000) *10 *The firm must have dyeing unit and stitching unit as described in clause 6.2.3, otherwise no marks shall be awarded)						
c)	Machinery & Special Equipment Required for Stitching of Uniform	10 marks	<table><tr><th><u>Machine Type</u></th><th><u>No. of Machines</u></th><th><u>Total Marks</u></th></tr><tr><td>Stitching Machines single / double needle</td><td>100</td><td>2</td></tr></table>	<u>Machine Type</u>	<u>No. of Machines</u>	<u>Total Marks</u>	Stitching Machines single / double needle	100	2
			<u>Machine Type</u>	<u>No. of Machines</u>	<u>Total Marks</u>				
Stitching Machines single / double needle	100	2							

			Collar and cuff automatic fusing Machines and Cuff Making Machine	50	1
			Auto Hemming Machine	10	1
			Overlock Machines	30	1
			Bar Tag Machines	30	1
			Cover Stich Machines	10	1
			Auto Loop Machines	30	1
			Waist Band Machines	20	1
			Bottom Hem Machines and Button Attach Machines	20	1
			Total	300	10
Total Marks		30			

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 (10 professionals)	05 (0.5 for each professional)	- Master's degree with minimum 03 years of relevant experience or - Bachelor with minimum 05 years of relevant experience *CVs and Pay roll of the Managerial staff for the previous month must be attached otherwise no marks shall be awarded.
b)	Support Staff (machine operators, technical staff etc)	10	10 Marks will be given if applicant firm has 200 or more support staff. - For staff, less than 200, marks shall be awarded as: (No of support staff/200 x10) *Payroll of the support staff for the previous month must be attached otherwise no marks shall be awarded.
c)	ISO Certification	05	05 Marks will be given if applicant firm has Quality Certification (relevant category). *Relevant / valid ISO certificate must be attached otherwise no marks shall be given in 6.2.4. (Date of expiry of the certification should be clearly mentioned)
Total Marks		20	

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(s) feeling aggrieved by any act of the procuring agency after the submission of his application may lodge a written e-complaint concerning his grievances on Pre-Qualification Evaluation Report through e-PADS not later than ten days after the announcement of the Pre-Qualification Evaluation Report in accordance with the Rule 67 of PPR-2014.
- ii. The committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint.
- iii. The Procuring agency shall inform the decision on the grievance to the bidder on the e-PADS 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

**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.

[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: Joint Venture Agreement

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,200)

To:

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

____ [Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:

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

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

Signature:

Name:

Designation:

Date:

Seal:

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

Signature:

Name:

Designation:

Date:

Seal:

Annex 3: Lead Member of JV
(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB POLICE has invited Application for Pre-Qualification for Supply of _____, Whereas _____ and _____ (collectively the "Joint Venture" and individually as the "Member") being members of the Joint Venture are interested in Pre-Qualification for the Project in accordance with the terms and conditions of the Pre-Qualification Document.

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

Now Therefore Know All Men by These Presents

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

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

In witness whereof we the principals above named have executed this power of attorney on this _____ day of _____.

Members:

<u>Member 1</u>		<u>Member 2</u>	
Signature	_____	Signature	_____
:	_____	:	_____
Name:	_____	Name:	_____
	_____		_____
Title:	_____	Title:	_____
	_____		_____
Address:	_____	Address:	_____
	_____		_____

Witnesses:

<u>Witness 1</u>		<u>Witness 2</u>	
Signature	_____	Signature	_____
:	_____	:	_____
Name:	_____	Name:	_____
	_____		_____
Title:	_____	Title:	_____
	_____		_____
Address:	_____	Address:	_____
	_____		_____

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

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: 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 or Lead member of JV**

Annex-5: Financial Soundness

Financial Soundness

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

Applicant (Lead Member of a Joint Venture, in case of JV) applying for 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 (FY2021-22, FY2022-23, FY2023-24).

Financial Information in Pak Rupees	FY2020-2021	FY2021-2022	FY2022-2023
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 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 or Lead member of JV**

Annex-6: Similar Projects

Summary of Similar Nature Project Completed

Name:

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

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 or Lead member of JV**

Annex 7: Similar Project in Hand

Summary of Similar Nature Project in hand

Name:

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.



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

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex8: 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 Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

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

PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex 9: 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 ¼ of a page) :

 *Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

**PRE-QUALIFICATION DOCUMENT FOR WINTER
JACKET**

2024-25

**PRE-QUALIFICATION OF ORIGINAL EQUIPMENT
MANUFACTURERS (OEM)**



✱

**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

Contents

1.	INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25	1
2.	APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014	1
3.	DEFINITIONS	1
4.	INFORMATION/INSTRUCTIONS TO THE APPLICANT	4
4.1.	Preparation of Application	4
4.2.	Cost of Application	4
4.3.	Language of Application	4
4.4.	Clarification of Pre-Qualification Document.....	4
4.5.	Amendment of Prequalification Document.....	5
4.6.	Letter of Application	5
4.7.	Eligible Applicants	5
4.8.	Joint Venture (JV).....	5
4.8.1	Joint Venture (JV) Agreement	5
4.8.2	Lead Member of JV	5
4.8.4	Requirements for JV	6
4.9	Submission of Pre-Qualification Application	6
4.10	Opening of Pre-Qualification Application	7
4.13	Qualification	7
4.14	Only one Application.....	7
4.15	Compliance	7
4.16	Fraud & Corruption	7
4.17	Declaring of Ineligibility and Blacklisting.....	8
4.18	No Conflict of Interest.....	8
4.19	Additional Information	8
4.20	Announcement of Results:.....	9
4.21	Confidentiality	9
4.22	Inspection of Applicant's Manufacturing/ Repairing Unit/ /Factory/Office	9
5	PROCURING AGENCY'S RIGHTS	9
5.1	Address of Procuring Agency	10
6	CRITERIA FOR EVALUATION OF APPLICATIONS.....	10
6.1	Eligibility/ Mandatory Criteria	10
6.2	Pre-Qualification Evaluation Criteria.....	11
6.2.1	Financial Soundness.....	11
6.2.2	Relevant Experience & Past Performance	12
6.2.3	MANUFACTURING/PRODUCTION CAPABILITIES.....	13
6.2.4	Personnel Capabilities.....	13

7. Grievance Redressal Committee	14
Annex 1: Cover Letter	15
Annex 2: Joint Venture Agreement	18
Annex 3: Lead Member of JV	20
Annex 4: General Information	22
Annex-5: Financial Soundness	23
Annex-6: Similar Projects.....	24
Annex 7: Similar Project in Hand.....	25
Annex8: Undertaking.....	26
Annex 9: Personnel Capabilities	27

LA

1. INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25

Punjab Police intends to Pre-Qualify the domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, a combination of such entities in the form of a joint venture (JV) for the procurement of Winter Jacket for Punjab Police. 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 (PPR-14). Only the Pre-Qualified applicant (s) shall be invited through e-PADS for submission of their e-bids.

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 e-PADS-<https://punjab.eprocure.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 e-PADS. The successful applicant 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 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.

3. DEFINITIONS

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

- I. **"Applicant"** an applicant (eligible) shall be a single domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) with a formal intent to enter into an agreement in relation to this procurement.
- II. **"Authorized Representative,"** means any representative appointed, from time to time, by the Procuring Agency or applicant.

- III. **"Eligible applicants"** means the applicant (OEM, state-owned enterprise or institution, and JV) who fulfills the terms and conditions of this bidding document.
- 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.
- 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 Punjab Police Department and/or any authorized Officer of Police 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 Winter Jacket.
- 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.
- 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 Punjab Police 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. **"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.
- XXV. The **"Supplier"** means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer/ Agent of OEM who declare responsive/ lowest evaluated after completion of the procurement process.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Preparation of Application

The domestic private entity (OEM), a state owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) shall prepare the documents comprising the information required in this PQD, duly signed and stamped, soft copies in the PDF Format and apply through online web portal e-PADS-<https://punjab.eprocure.gov.pk>.

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 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.

For a consortium, the power of attorney (duly stamped, witnessed and dated; as stated above) should be signed by all partners of the consortium and specify the authority of the named representative of the consortium to sign on behalf of the consortium. Applications submitted by an existing or intended Consortium shall include an undertaking signed by all partners:

- a) Stating that all partners shall be jointly and severally liable.
- b) nominate a representative to act as Lead Partner who shall have the authority & responsibility to conduct all businesses and ensure compliance thereof on behalf of any and all the partners of the Consortium during the prequalification process and, in the event the Consortium is prequalified, during the bidding process, and in the event the Consortium is awarded the Contract, during contract execution.

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 shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification about this PQD shall submit their query through e-PADS. The Procuring Agency will respond to any request for clarification provided that such request is received not later than two (02) days prior to the deadline for submission of applications. 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://punjab.eprocure.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://punjab.eprocure.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. In case of a Consortium; All partners to the Consortium shall be jointly and severally liable; and A Consortium must be represented by its Lead Partner.
- 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 Government of Pakistan/ Government of Punjab.
- 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. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Applicant(s) may submit Pre-Qualification application as a Joint Venture (JV). Pre-Qualification Document shall be signed by authorized representative of the JV. JV Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per Annex-2. All member / partners shall submit their requisite documents and shall be analyzed separately as per the mentioned criteria (4.8.4). Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member of 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. The lead member shall be responsible to incur liabilities and receive instructions for and on behalf of any and all members of JV. This authorization shall be evidenced by

submitting a power of attorney signed by legally authorized signatories of all the members of the JV. The responsibility for successful completion of the work as per bidding 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 legal action against them.

4.8.3 Joint and Several Liability

All members of the JV 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 shall not join any other consortium or submit independent application in this prequalification process and in such eventuality, all such application shall stand rejected.

4.8.4 Requirements for JV

- a) Following are minimum requirements of pre-qualification: -
- i. The lead member shall not have score less than 60% of all qualifying criteria.
 - ii. Each of the members shall not have score less than 25% percent of all the qualifying criteria.
 - iii. The lead member shall not have score less than 50% in every head of qualifying criteria.
 - iv. Each member shall not have score less than 20% in every head of qualifying criteria.
 - v. The joint venture or consortium must compose of one leading partner and maximum two partners.
 - vi. 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.
 - vii. 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 required documents.
- b) Any change in a Prequalified-JV after prequalification process, 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) withdraws 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

4.9 Submission of Pre-Qualification Application

Application for Prequalification must be sent through online web portal of PPRA Punjab, e-PADS-<https://punjab.eprocure.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.

4.10 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 e-PADS, 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 contractor 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, 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**.

4.15 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 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/ Joint Venture's 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, persons 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/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.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per Section 17A of PPRA Act 2009 and Rules 20/21 of 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. A vendor providing biased professional advice to Punjab Police to obtain an undue benefit for himself or those affiliated with him.
- ii. A vendor receiving or giving any remuneration directly or indirectly in connection with the assignment.
- iii. 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.
- iv. 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 e-PADS.

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 manufacturing unit of applicant to inspect the manufacturing/ repairing and personnel capabilities of 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 manufacturing unit/factory/office by the visiting 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/ repairing unit/ factory/ office shall be borne by the applicant(s).

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 the Pre-Qualification/procurement process at any stage.
- iii. The Procuring Agency shall invite the Pre-Qualified applicants to submit e-bids through e-PADS.

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 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/JV 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. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other Authority/ Office applicable by Law).
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last three-year Bank Statement verified by respective Bank.
- e. 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.

- f. Judicial Affidavit declaring “Neither the firms nor its Stakeholders or any of its JV partner, as a whole or as a part of the firm have been black listed/ defaulted/ banned by any government agency/ department/organization/ entity etc.”.
- g. Copy of Pakistan Engineering Council Certificate (Optional, if required)

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	25
B	Relevant Experience & Past Performance	25
C	Manufacturing Facility	30
D	Personnel Capabilities	20
Total		100

Important Note.

- a) A single entity (OEM, Government Owned Enterprise) firm requires overall minimum 70% marks and minimum 50% marks in each category to Pre-Qualify.
- b) For a Joint Venture: -
- The lead member requires overall minimum of 60% marks and minimum 50% marks in each category to Pre-Qualify.
 - Each of the member requires overall minimum of 25% marks and minimum 20% marks in each category to Pre-Qualify.

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. 1000 million (PKR) (or equivalent in other currency.) - If Accumulative Turnover is below 1000 million following formula will be used $A = (Y1+Y2+Y3)/1000 * 15$ Y1,Y2,Y3 representing annual turnover of last three years audited financial statements i.e 2021-22,2022-23, 2023-24) *No marks shall be awarded if accumulated turnover in last three FYs is below 400 million. Note: If Audit of 2023-24 is completed then updated last three-year data may be provided for evaluation. i.e. (2021-22,2022-23, 2023-24)

b)	Tangible Net Worth	05	• Full marks if Tangible Net worth is equal or above amounting Rs. 600 million. • Tangible Net worth (in million)/ 600 * 5.
c)	Bank Credit Limit/ Cash and Bank balance	05	• Criteria of awarding marks: - • Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" jointly or severally is amounting to Rs. 500 million or more: - • Formula (Bank Credit Limit + Cash and Bank balance)/500* 5
Total Marks		25	

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)	Projects of similar nature and complexity such as manufacturing / supply of Winter Jacket or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments and exports to any other country completed in Last 03 Years	20	• 20 marks will be given if applicant firm has project having total value of 500 Million and above in last three years. • If applicant have accumulated value of completed projects below 500 million, then marks will be given according to the following Formula= (Accumulated Total Cost of Project(s) in last three years) (in million)/ 500 x 20 • 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.
b)	Projects of ongoing similar nature and complexity such as manufacturing / supply of Winter Jacket or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments and exports to any other country in hand.	05	• 05 marks will be given if applicant firm has similar nature project(s) in hand having accumulated amount to Rs. 200 Million or more. • If accumulated amount of ongoing Projects is below Rs. 200 Million, then marks will be awarded according to following formula: (Accumulated Total Cost of Project(s) in hand) (in million)/ 200 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	25	
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6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

The firm must have following manufacturing facility: -

Sr. No0	Description	Marks	Explanation for Marks Obtained																					
(A)	Cutting / Dressing Department	05	Applicant / manufacturer must have cutting department comprising of 10 Employees (Minimum) with safety equipment such as chain gloves and masks for manual cutters. *Otherwise no marks will be given and firm will be disqualified.																					
(B)	Stitching Unit / Department	10	<table><tr><th>Machine Type</th><th>No. of Machines</th><th>Total Marks</th></tr><tr><td>Stitching Machines single / double needle</td><td>50</td><td>2</td></tr><tr><td>Quilting Machine</td><td>04</td><td>2</td></tr><tr><td>Flat Lock Machine</td><td>10</td><td>2</td></tr><tr><td>Overlock Machines</td><td>20</td><td>2</td></tr><tr><td>Bar Tag Machines</td><td>10</td><td>2</td></tr><tr><td>Total</td><td>94</td><td>10</td></tr></table>	Machine Type	No. of Machines	Total Marks	Stitching Machines single / double needle	50	2	Quilting Machine	04	2	Flat Lock Machine	10	2	Overlock Machines	20	2	Bar Tag Machines	10	2	Total	94	10
Machine Type	No. of Machines	Total Marks																						
Stitching Machines single / double needle	50	2																						
Quilting Machine	04	2																						
Flat Lock Machine	10	2																						
Overlock Machines	20	2																						
Bar Tag Machines	10	2																						
Total	94	10																						
(C)	Production Capability	10	Applicant / manufacturer must have on average production capability of minimum 5000 Jackets / per Month. *Otherwise no marks will be given and firm will be disqualified.																					
(D)	Generator facility	05	The firm must have at least 01 No. generator 300 KVA or above .																					
Total Marks		30																						

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 (10 professionals)	05 (0.5 for each professional)	- Master's degree with minimum 03 years of relevant experience - or - Bachelor with minimum 05 years of relevant experience * CVs and Pay roll of the Managerial staff for the previous month must be attached otherwise no marks shall be awarded.

b)	Support Staff (Machine Operators, Technical Staff etc.)	10	• 10 Marks will be given if applicant firm has 50 or more support staff. • For staff, less than 50, marks shall be awarded as: (No of support staff/50 x10) * Payroll of the support staff for the previous month must be attached otherwise no marks shall be awarded.
c)	ISO Certification	05	• 05 Marks will be given if applicant firm has Quality Certification (relevant category). * Relevant / valid ISO certificate must be attached otherwise no marks shall be given in 6.2.4. (Date of expiry of the certification should be clearly mentioned)
Total Marks		20	

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(s) feeling aggrieved by any act of the procuring agency after the submission of his application may lodge a written e-complaint concerning his grievances on Pre-Qualification Evaluation Report through e-PADS not later than ten days after the announcement of the Pre-Qualification Evaluation Report in accordance with the Rule 67 of PPR-2014.
- ii. The committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint.
- iii. The Procuring agency shall inform the decision on the grievance to the bidder on the e-PADS 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

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

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.

[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: Joint Venture Agreement

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,200)

To:

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

____ [Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:

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

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

Signature:

Name:

Designation:

Date:

Seal:



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

Signature:

Name:

Designation:

Date:

Seal:

Annex 3: Lead Member of JV
(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB POLICE has invited Application for Pre-Qualification for Supply of _____, Whereas _____ and _____ (collectively the "Joint Venture" and individually as the "Member") being members of the Joint Venture are interested in Pre-Qualification for the Project in accordance with the terms and conditions of the Pre-Qualification Document.

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

Now Therefore Know All Men by These Presents

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

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

In witness whereof we the principals above named have executed this power of attorney on this _____ day of _____.

Members:

Member 1

Signature

:

Name:

Title:

Address:

Member 2

Signature

:

Name:

Title:

Address:

Witnesses:

Witness 1

Signature

:

Name:

Title:

Address:

Witness 2

Signature

:

Name:

Title:

Address:

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

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: 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 or Lead member of JV**

Annex-5: Financial Soundness

Financial Soundness

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

Applicant (Lead Member of a Joint Venture, in case of JV) applying for 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 (FY2021-22, FY2022-23, FY2023-24).

Financial Information in Pak Rupees	FY2020-2021	FY2021-2022	FY2022-2023
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 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 or Lead member of JV**

Annex-6: Similar Projects

Summary of Similar Nature Project Completed

Name:

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.



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 or Lead member of JV**

Annex 7: Similar Project in Hand

Summary of Similar Nature Project in hand

Name:

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

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

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex8: 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 Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

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

PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex 9: 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 or Lead Member of JV**

PRE-QUALIFICATION DOCUMENT FOR T-SHIRT/VEST,

2024-25

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS (OEM)



✱

**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

Contents

1.	INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25	1
2.	APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014	1
3.	DEFINITIONS	1
4.	INFORMATION/INSTRUCTIONS TO THE APPLICANT	4
4.1.	Preparation of Application	4
4.2.	Cost of Application	4
4.3.	Language of Application	4
4.4.	Clarification of Pre-Qualification Document	4
4.5.	Amendment of Prequalification Document	5
4.6.	Letter of Application	5
4.7.	Eligible Applicants	5
4.8.	Joint Venture (JV)	5
4.8.1	Joint Venture (JV) Agreement	5
4.8.2	Lead Member of JV	6
4.8.4	Requirements for JV	6
4.9	Submission of Pre-Qualification Application	7
4.10	Opening of Pre-Qualification Application	7
4.13	Qualification	7
4.14	Only one Application	7
4.15	Compliance	7
4.16	Fraud & Corruption	8
4.17	Declaring of Ineligibility and Blacklisting	8
4.18	No Conflict of Interest	8
4.19	Additional Information	9
4.20	Announcement of Results:	9
4.21	Confidentiality	9
4.22	Inspection of Applicant's Manufacturing/ Repairing Unit/ /Factory/Office	10
5	PROCURING AGENCY'S RIGHTS	10
5.1	Address of Procuring Agency	10
6	CRITERIA FOR EVALUATION OF APPLICATIONS	10
6.1	Eligibility/ Mandatory Criteria	11
6.2	Pre-Qualification Evaluation Criteria	11
6.2.1	Financial Soundness	12
6.2.2	Relevant Experience & Past Performance	13
6.2.3	MANUFACTURING/PRODUCTION CAPABILITIES	13
6.2.4	Personnel Capabilities	14

7. Grievance Redressal Committee	15
Annex 1: Cover Letter	16
Annex 2: Joint Venture Agreement.....	18
Annex 3: Lead Member of JV.....	20
Annex 4: General Information.....	22
Annex-5: Financial Soundness	23
Annex-6; Similar Projects.....	24
Annex 7: Similar Project in Hand.....	25
Annex8: Undertaking.....	26
Annex 9: Personnel Capabilities	27

1. INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25

Punjab Police intends to Pre-Qualify the domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, a combination of such entities in the form of a joint venture (JV) for the procurement of T-Shirt/Vest for Punjab Police. 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 (PPR-14). Only the Pre-Qualified applicant (s) shall be invited through e-PADS for submission of their e-bids.

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 e-PADS-<https://punjab.eprocure.gov.pk> and Punjab Police website-<https://punjabpolice.gov.pk>, PPRA Punjab website - <https://ppra.punjab.gov.pk>. The applicant(s) shall apply through the e-PADS. The successful applicant 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 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.

3. DEFINITIONS

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

- I. **“Applicant”** an applicant (eligible) shall be a single domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) with a formal intent to enter into an agreement in relation to this procurement.

- II. **"Authorized Representative,"** means any representative appointed, from time to time, by the Procuring Agency or applicant.
- III. **"Eligible applicants"** means the applicant (OEM, state-owned enterprise or institution, and JV) who fulfills the terms and conditions of this bidding document.
- 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.
- 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 Punjab Police Department and/or any authorized Officer of Police 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 T-Shirt/Vest.
- 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.

- 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 Punjab Police 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. **"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.
- XXV. The **"Supplier"** means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer/ Agent of OEM who declare responsive/ lowest evaluated after completion of the procurement process.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Preparation of Application

The domestic private entity (OEM), a state owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) shall prepare the documents comprising the information required in this PQD, duly signed and stamped, soft copies in the PDF Format and apply through online web portal e-PADS-<https://punjab.eprocure.gov.pk>.

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 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.

For a consortium, the power of attorney (duly stamped, witnessed and dated; as stated above) should be signed by all partners of the consortium and specify the authority of the named representative of the consortium to sign on behalf of the consortium. Applications submitted by an existing or intended Consortium shall include an undertaking signed by all partners:

- a) Stating that all partners shall be jointly and severally liable.
- b) nominate a representative to act as Lead Partner who shall have the authority & responsibility to conduct all businesses and ensure compliance thereof on behalf of any and all the partners of the Consortium during the prequalification process and, in the event the Consortium is prequalified, during the bidding process, and in the event the Consortium is awarded the Contract, during contract execution.

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 shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification about this PQD shall submit their query through e-PADS. The Procuring Agency will respond to any request for clarification provided that such request is

received not later than two (02) days prior to the deadline for submission of applications. 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://punjab.eprocure.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://punjab.eprocure.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. In case of a Consortium; All partners to the Consortium shall be jointly and severally liable; and A Consortium must be represented by its Lead Partner.
- 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 Government of Pakistan/ Government of Punjab.
- 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. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Applicant(s) may submit Pre-Qualification application as a Joint Venture (JV). Pre-Qualification Document shall be signed by authorized representative of the JV. JV Agreement entered into by the members shall be submitted with the Pre-Qualification

Document as per Annex-2. All member / partners shall submit their requisite documents and shall be analyzed separately as per the mentioned criteria (4.8.4). Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member of 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. The lead member shall be responsible to incur liabilities and receive instructions for and on behalf of any and all members of JV. This authorization shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the members of the JV. The responsibility for successful completion of the work as per bidding 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 legal action against them.

4.8.3 Joint and Several Liability

All members of the JV 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 shall not join any other consortium or submit independent application in this prequalification process and in such eventuality, all such application shall stand rejected.

4.8.4 Requirements for JV

- a) Following are minimum requirements of pre-qualification: -
- i. The lead member shall not have score less than 60% of all qualifying criteria.
 - ii. Each of the members shall not have score less than 25% percent of all the qualifying criteria.
 - iii. The lead member shall not have score less than 50% in every head of qualifying criteria.
 - iv. Each member shall not have score less than 20% in every head of qualifying criteria.
 - v. The joint venture or consortium must compose of one leading partner and maximum two partners.
 - vi. 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.
 - vii. 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 required documents.

b) Any change in a Prequalified-JV after prequalification process, 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) withdraws 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

4.9 Submission of Pre-Qualification Application

Application for Prequalification must be sent through online web portal of PPRA Punjab, e-PADS- <https://punjab.eprocure.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.

4.10 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 e-PADS, 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 contractor 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, 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**.

4.15 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 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/ Joint Venture's 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, persons 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/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.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per Section 17A of PPRA Act 2009 and Rules 20/21 of 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. A vendor providing biased professional advice to Punjab Police to obtain an undue benefit for himself or those affiliated with him.

- ii. A vendor receiving or giving any remuneration directly or indirectly in connection with the assignment.
- iii. 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.
- iv. 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 e-PADS.

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 manufacturing unit of applicant to inspect the manufacturing/ repairing and personnel capabilities of 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 manufacturing unit/factory/office by the visiting 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/ repairing unit/ factory/ office shall be borne by the applicant(s).

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 the Pre-Qualification/procurement process at any stage.
- iii. The Procuring Agency shall invite the Pre-Qualified applicants to submit e-bids through e-PADS.

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 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/JV 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.

- Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms.
- Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other Authority/ Office applicable by Law).
- Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- Last three-year Bank Statement verified by respective Bank.
- 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.
- Judicial Affidavit declaring "Neither the firms nor its Stakeholders or any of its JV partner, as a whole or as a part of the firm have been black listed/ defaulted/ banned by any government agency/ department/organization/ entity etc."
- Copy of Pakistan Engineering Council Certificate (Optional, if required)

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	25
B	Relevant Experience & Past Performance	25
C	Manufacturing Facility	30
D	Personnel Capabilities	20
Total		100

Important Note.

- a) A single entity (OEM, Government Owned Enterprise) firm requires overall minimum 70% marks and minimum 50% marks in each category to Pre-Qualify.
- b) For a Joint Venture: -
- The lead member requires overall minimum of 60% marks and minimum 50% marks in each category to Pre-Qualify.
 - Each of the member requires overall minimum of 25% marks and minimum 20% marks in each category to Pre-Qualify.

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.1200 million (PKR) (or equivalent in other currency.) - If Accumulative Turnover is below 1200 million following formula will be used $A = (Y1+Y2+Y3)/1200 * 15$Y1,Y2,Y3 representing annual turnover of last three years audited financial statements i.e 2021-22,2022-23, 2023-24) * No marks shall be awarded if accumulated turnover in last three FYs is below 500 million. Note: If Audit of 2023-24 is completed then updated last three-year data may be provided for evaluation. i.e. (2021-22,2022-23, 2023-24)
b)	Tangible Net Worth	05	- Full marks if Tangible Net worth is equal or above amounting Rs. 600 million. - Tangible Net worth (in million)/ 600 * 5.
c)	Bank Credit Limit/ Cash and Bank balance	05	Criteria of awarding marks: - - Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" jointly or severally is amounting to Rs. 400 million or more: - - Formula $(\text{Bank Credit Limit} + \text{Cash and Bank balance})/400 * 5$
Total Marks		25	

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)	Projects of similar nature and complexity such as manufacturing / supply of T-Shirts / Vest or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments and exports to any other country completed in Last 03 Years	20	• 20 marks will be given if applicant firm has project having total value of 800 Million and above in last three years. • If applicant have accumulated value of completed projects below 800 million, then marks will be given according to the following Formula= (Accumulated Total Cost of Project(s) in last three years) (in million)/ 800 x 20 • 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.
b)	Projects of ongoing similar nature and complexity such as manufacturing / supply of T-Shirts / Vest or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments and exports to any other country in hand.	05	• 05 marks will be given if applicant firm has similar nature project(s) in hand having accumulated amount to Rs. 400 Million or more. • If accumulated amount of ongoing Projects is below Rs. 400 Million, then marks will be awarded according to following formula: (Accumulated Total Cost of Project(s) in hand) (in million)/ 400 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		25	

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

The firm must have following manufacturing facility: -

Sr. No.	Description	Marks	Explanation for Marks Obtained																		
a)	Cutting Department	10	- Applicant / manufacturer must have cutting department comprising of 20 Employees (Minimum) with safety equipment such as chain gloves and masks for manual cutters. *Otherwise no marks will be given and firm will be disqualified.																		
b)	Stitching Unit / Department	10	<table><tr><th><u>Machine Type</u></th><th><u>No. of Machines</u></th><th><u>Total Marks</u></th></tr><tr><td>Stitching Machines single / double needle</td><td>100</td><td>4</td></tr><tr><td>Flat Lock Machine</td><td>20</td><td>2</td></tr><tr><td>Overlock Machines</td><td>30</td><td>2</td></tr><tr><td>Bar Tag Machines</td><td>30</td><td>2</td></tr><tr><td>Total</td><td>200</td><td>10</td></tr></table>	<u>Machine Type</u>	<u>No. of Machines</u>	<u>Total Marks</u>	Stitching Machines single / double needle	100	4	Flat Lock Machine	20	2	Overlock Machines	30	2	Bar Tag Machines	30	2	Total	200	10
<u>Machine Type</u>	<u>No. of Machines</u>	<u>Total Marks</u>																			
Stitching Machines single / double needle	100	4																			
Flat Lock Machine	20	2																			
Overlock Machines	30	2																			
Bar Tag Machines	30	2																			
Total	200	10																			
c)	Production Capability	05	- Applicant / manufacturer must have on average production capability of minimum 2000 shirts / per day. *Otherwise no marks will be given and firm will be disqualified.																		
d)	Generator facility	05	The firm must have at least 01 No. generator 300 KVA or above in operational condition.																		
Total Marks		30																			

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 (10 professionals)	05 (0.5 for each professional)	- Master's degree with minimum 03 years of relevant experience - or - Bachelor with minimum 05 years of relevant experience *CVs and Pay roll of the Managerial staff for the previous month must be attached otherwise no marks shall be awarded.

c)	ISO Certification	05	• 05 Marks will be given if applicant firm has Quality Certification (relevant category). *Relevant / valid ISO certificate must be attached otherwise no marks shall be given in 6.2.4. (Date of expiry of the certification should be clearly mentioned
Total Marks		20	

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(s) feeling aggrieved by any act of the procuring agency after the submission of his application may lodge a written e-complaint concerning his grievances on Pre-Qualification Evaluation Report through e-PADS not later than ten days after the announcement of the Pre-Qualification Evaluation Report in accordance with the Rule 67 of PPR-2014.
- ii. The committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint. 
- iii. The Procuring agency shall inform the decision on the grievance to the bidder on the e-PADS 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

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:
- Bids by prequalified applicants shall be subject to verification of all information submitted for prequalification at the time of bidding;
 - The Procuring agency reserves the right to reject or accept or cancel the prequalification process.
 - 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: -
- Signed so as to legally bind all members, jointly and severally.
 - 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: Joint Venture Agreement

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,200)

To:

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

[Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:

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

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

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

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

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal: _____

14

Annex 3: Lead Member of JV

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

[To be printed on a PKR 100 stamp paper]

PUNJAB POLICE has invited Application for Pre-Qualification for Supply of _____, Whereas _____ and _____ (collectively the "**Joint Venture**" and individually as the "**Member**") being members of the Joint Venture are interested in Pre-Qualification for the Project in accordance with the terms and conditions of the Pre-Qualification Document.

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

Now Therefore Know All Men by These Presents

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

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

In witness whereof we the principals above named have executed this power of attorney on this _____ day of _____.

Members:

Member 1

Signature: _____

Name: _____

Title: _____

Address: _____

Member 2

Signature: _____

Name: _____

Title: _____

Address: _____

Witnesses:

Witness 1

Signature: _____

Name: _____

Title: _____

Address: _____

Witness 2

Signature: _____

Name: _____

Title: _____

Address: _____

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

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: 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 or Lead member of JV**

Annex-5: Financial Soundness

Financial Soundness

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

Applicant (Lead Member of a Joint Venture, in case of JV) applying for 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 (FY2021-22, FY2022-23, FY2023-24)).

Financial Information in Pak Rupees	FY2020-2021	FY2021-2022	FY2022-2023
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 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 or Lead member of JV**

Annex-6: Similar Projects

Summary of Similar Nature Project Completed

Name: _____
(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.



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 or Lead member of JV**

Annex 7: Similar Project in Hand

Summary of Similar Nature Project in hand

Name: _____
(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

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

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex8: 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 Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

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

PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex 9: 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 or Lead Member of JV**



PRE-QUALIFICATION DOCUMENT FOR BOOTS/SHOES

2024-25

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS (OEM)



**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

PRE-QUALIFICATION DOCUMENT FOR BOOTS/SHOES

Contents

1.	INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25.....	1
2.	APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014.....	1
3.	DEFINITIONS	1
4.	INFORMATION/INSTRUCTIONS TO THE APPLICANT	4
4.1.	Preparation of Application.....	4
4.2.	Cost of Application.....	4
4.3.	Language of Application.....	4
4.4.	Clarification of Pre-Qualification Document.....	4
4.5.	Amendment of Prequalification Document	5
4.6.	Letter of Application.....	5
4.7.	Eligible Applicants	5
4.8.	Joint Venture (JV).....	5
4.8.1	Joint Venture (JV) Agreement.....	5
4.8.2	Lead Member of JV	5
4.8.4	Requirements for JV	6
4.9	Submission of Pre-Qualification Application	6
4.10	Opening of Pre-Qualification Application	7
4.13	Qualification	7
4.14	Only one Application	7
4.15	Compliance	7
4.16	Fraud & Corruption	7
4.17	Declaring of Ineligibility and Blacklisting.....	8
4.18	No Conflict of Interest.....	8
4.19	Additional Information.....	8
4.20	Announcement of Results:.....	9
4.21	Confidentiality	9
4.22	Inspection of Applicant's Manufacturing/ Repairing Unit/ /Factory/Office	9
5	PROCURING AGENCY'S RIGHTS	9
5.1	Address of Procuring Agency.....	10
6	CRITERIA FOR EVALUATION OF APPLICATIONS.....	10
6.1	Eligibility/ Mandatory Criteria.....	10
6.2	Pre-Qualification Evaluation Criteria.....	11
6.2.1	Financial Soundness.....	11
6.2.2	Relevant Experience & Past Performance	12
6.2.3	MANUFACTURING/PRODUCTION CAPABILITIES.....	12
6.2.4	Personnel Capabilities.....	13

PRE-QUALIFICATION DOCUMENT FOR BOOTS/SHOES

7. Grievance Redressal Committee	14
Annex 1: Cover Letter	15
Annex 2: Joint Venture Agreement	17
Annex 3: Lead Member of JV	19
Annex 4: General Information	21
Annex-5: Financial Soundness	22
Annex-6: Similar Projects.....	23
Annex 7: Similar Project in Hand.....	24
Annex8: Undertaking.....	25
Annex 9: Personnel Capabilities	26

15

1. INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25

Punjab Police intends to Pre-Qualify the domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, a combination of such entities in the form of a joint venture (JV) for the procurement of Boots/Shoes for Punjab Police. 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 (PPR-14). Only the Pre-Qualified applicant (s) shall be invited through e-PADS for submission of their e-bids.

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 e-PADS-<https://punjab.eprocure.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 e-PADS. The successful applicant 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 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.

3. DEFINITIONS

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

- I. **“Applicant”** an applicant (eligible) shall be a single domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) with a formal intent to enter into an agreement in relation to this procurement.
- II. **“Authorized Representative,”** means any representative appointed, from time to time, by the Procuring Agency or applicant.
- III. **“Eligible applicants”** means an applicant (OEM, state-owned enterprise or institution, and JV) who fulfills the terms and conditions of this bidding document.

- 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.
- 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 Punjab Police Department and/or any authorized Officer of Police 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 Boots/Shoes.
- 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.
- 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 Punjab Police 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. **"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.
- XXV. The **"Supplier"** means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer/ Agent of OEM who declare responsive/ lowest evaluated after completion of the procurement process.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Preparation of Application

The domestic private entity (OEM), a state owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) shall prepare the documents comprising the information required in this PQD, duly signed and stamped, soft copies in the PDF Format and apply through online web portal e-PADS-<https://punjab.eprocure.gov.pk>.

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 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.

For a consortium, the power of attorney (duly stamped, witnessed and dated; as stated above) should be signed by all partners of the consortium and specify the authority of the named representative of the consortium to sign on behalf of the consortium. Applications submitted by an existing or intended Consortium shall include an undertaking signed by all partners:

- a) Stating that all partners shall be jointly and severally liable.
- b) nominate a representative to act as Lead Partner who shall have the authority & responsibility to conduct all businesses and ensure compliance thereof on behalf of any and all the partners of the Consortium during the prequalification process and, in the event the Consortium is prequalified, during the bidding process, and in the event the Consortium is awarded the Contract, during contract execution.

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 shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification about this PQD shall submit their query through e-PADS. The Procuring Agency will respond to any request for clarification provided that such request is received not later than two (02) days prior to the deadline for submission of applications. 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://punjab.eprocure.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://punjab.eprocure.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. In case of a Consortium; All partners to the Consortium shall be jointly and severally liable; and A Consortium must be represented by its Lead Partner.
- 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 Government of Pakistan/ Government of Punjab.
- 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. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Applicant(s) may submit Pre-Qualification application as a Joint Venture (JV). Pre-Qualification Document shall be signed by authorized representative of the JV. JV Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per Annex-2. All member / partners shall submit their requisite documents and shall be analyzed separately as per the mentioned criteria (4.8.4). Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member of 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. The lead member shall be responsible to incur liabilities and receive instructions for and on behalf of any and all members of JV. This authorization shall be evidenced by

submitting a power of attorney signed by legally authorized signatories of all the members of the JV. The responsibility for successful completion of the work as per bidding 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 legal action against them.

4.8.3 Joint and Several Liability

All members of the JV 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 shall not join any other consortium or submit independent application in this prequalification process and in such eventuality, all such application shall stand rejected.

4.8.4 Requirements for JV

- a) Following are minimum requirements of pre-qualification: -
- i. The lead member shall not have score less than 60% of all qualifying criteria.
 - ii. Each of the members shall not have score less than 25% percent of all the qualifying criteria.
 - iii. The lead member shall not have score less than 50% in every head of qualifying criteria.
 - iv. Each member shall not have score less than 20% in every head of qualifying criteria.
 - v. The joint venture or consortium must compose of one leading partner and maximum two partners.
 - vi. 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.
 - vii. 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 required documents.
- b) Any change in a Prequalified-JV after prequalification process, 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

4.9 Submission of Pre-Qualification Application

Application for Prequalification must be sent through online web portal of PPRA Punjab, e-PADS-<https://punjab.eprocure.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.

4.10 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 the all e-applications.

4.12 Lack of Information

Failure of an applicant(s) to provide comprehensive and accurate information through e-PADS, 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 contractor 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, 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**.

4.15 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 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/ Joint Venture's 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, persons 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/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.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per Section 17A of PPRA Act 2009 and Rules 20/21 of 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. A vendor providing biased professional advice to Punjab Police to obtain an undue benefit for himself or those affiliated with him.
- ii. A vendor receiving or giving any remuneration directly or indirectly in connection with the assignment.
- iii. 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.
- iv. 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 e-PADS.

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 manufacturing unit of applicant to inspect the manufacturing/ repairing and personnel capabilities of 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 manufacturing unit/factory/office by the visiting 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/ repairing unit/ factory/ office shall be borne by the applicant(s).

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 the Pre-Qualification/procurement process at any stage.
- iii. The Procuring Agency shall invite the Pre-Qualified applicants to submit e-bids through e-PADS.

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 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/JV 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. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other Authority/ Office applicable by Law).
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last three-year Bank Statement verified by respective Bank.
- e. 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.

- f. Judicial Affidavit declaring "Neither the firms nor its Stakeholders or any of its JV partner, as a whole or as a part of the firm have been black listed/ defaulted/ banned by any government agency/ department/organization/ entity etc."
- g. Copy of Pakistan Engineering Council Certificate (Optional, if required)

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	25
B	Relevant Experience & Past Performance	25
C	Manufacturing Facility	30
D	Personnel Capabilities	20
Total		100

Important Note.

- a) A single entity (OEM, Government Owned Enterprise) firm requires overall minimum 70% marks and minimum 50% marks in each category to Pre-Qualify.
- b) For a Joint Venture: -
- The lead member requires overall minimum of 60% marks and minimum 50% marks in each category to Pre-Qualify.
 - Each of the member requires overall minimum of 25% marks and minimum 20% marks in each category to Pre-Qualify.

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.400 million (PKR) (or equivalent in other currency.) - If Accumulative Turnover is below 400 million following formula will be used $A = (Y1+Y2+Y3)/400 * 15$ Y1,Y2,Y3 representing annual turnover of last three years audited financial statements i.e (2021-22,2022-23, 2023-24) * No marks shall be awarded if accumulated turnover in last three FYs is below 200 million Note: If Audit of 2023-24 is not completed then updated last three-year data may be provided for evaluation. i.e. (2020-21,2021-22, 2022-23)

b	Bank Credit Limit/ Cash and Bank balance	10	• Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" jointly or severally is amounting to Rs.300 million or more: • Formula $(\text{Bank Credit Limit} + \text{Cash and Bank balance}) / 300 * 10.$
Total Marks		25	

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	been Marks	Explanation for Marks Obtained
a	Projects of similar nature and complexity such as manufacturing/supply of Boots/Shoes or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments and exports to any other country, completed in Last 03 Years	20	• 20 marks will be given if applicant firm has completed projects having total value of 400 Million and above in last three years. • Formula= $(\text{Accumulated Total Cost of Project(s) in last three years}) / 400 * 20$ • 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. Otherwise, no marks shall be awarded.
b	Ongoing Projects of similar nature and complexity such as manufacturing/supply of Boots/Shoes or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments in hand.	05	• 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 150 Million or more. • Formula= $(\text{Accumulated Total Cost of Project(s) in hand}) / 150 * 05$ • 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		25	

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

The firm must have following manufacturing facility: -

Sr. No.	Description	Marks			
i.	Cutting Department The Firm must have minimum quantity of following Machines. Otherwise, no marks shall be awarded. <table border="1" data-bbox="331 1825 1161 1859"> <tr> <th>Machine Type</th><th>No. of Machines</th><th>Marks</th></tr> </table>	Machine Type	No. of Machines	Marks	06
Machine Type	No. of Machines	Marks			

	<table> <tr><td>Cutting Press</td><td>10</td><td>2</td></tr> <tr><td>Skiving Machine</td><td>10</td><td>1</td></tr> <tr><td>Splitting Machine</td><td>04</td><td>1</td></tr> <tr><td>Shoe Pattern Cutting Machine</td><td>03</td><td>1</td></tr> <tr><td>Sole Cutting Machine</td><td>03</td><td>1</td></tr> <tr><td>Total</td><td>30</td><td>06</td></tr> </table>	Cutting Press	10	2	Skiving Machine	10	1	Splitting Machine	04	1	Shoe Pattern Cutting Machine	03	1	Sole Cutting Machine	03	1	Total	30	06				
Cutting Press	10	2																					
Skiving Machine	10	1																					
Splitting Machine	04	1																					
Shoe Pattern Cutting Machine	03	1																					
Sole Cutting Machine	03	1																					
Total	30	06																					
ii.	Bottom Department The Firm must have minimum quantity of following Machines. Otherwise, no marks shall be awarded. <table> <tr> <th>Machine Type</th><th>No. of Machines</th><th>Marks</th></tr> <tr><td>Buffing Machine</td><td>10</td><td>2</td></tr> <tr><td>Roughing Machine</td><td>10</td><td>1</td></tr> <tr><td>Sole Press</td><td>07</td><td>1</td></tr> <tr><td>Insole Lamination</td><td>08</td><td>2</td></tr> <tr><td>Heat Activator</td><td>05</td><td>1</td></tr> <tr><td>Total</td><td>40</td><td>07</td></tr> </table>	Machine Type	No. of Machines	Marks	Buffing Machine	10	2	Roughing Machine	10	1	Sole Press	07	1	Insole Lamination	08	2	Heat Activator	05	1	Total	40	07	07
Machine Type	No. of Machines	Marks																					
Buffing Machine	10	2																					
Roughing Machine	10	1																					
Sole Press	07	1																					
Insole Lamination	08	2																					
Heat Activator	05	1																					
Total	40	07																					
iii.	Closing Department The Firm must have minimum quantity of following Machines. Otherwise, no marks shall be awarded. <table> <tr> <th>Machine Type</th><th>No. of Machines</th><th>Marks</th></tr> <tr><td>Sewing Machine</td><td>10</td><td>2</td></tr> <tr><td>Strobel Machine</td><td>20</td><td>2</td></tr> <tr><td>Zig Zag Machine</td><td>10</td><td>1</td></tr> <tr><td>Eye Letting Machine</td><td>10</td><td>1</td></tr> <tr><td>Colour & Fold Homering Machines</td><td>10</td><td>1</td></tr> <tr><td>Total</td><td>60</td><td>07</td></tr> </table>	Machine Type	No. of Machines	Marks	Sewing Machine	10	2	Strobel Machine	20	2	Zig Zag Machine	10	1	Eye Letting Machine	10	1	Colour & Fold Homering Machines	10	1	Total	60	07	07
Machine Type	No. of Machines	Marks																					
Sewing Machine	10	2																					
Strobel Machine	20	2																					
Zig Zag Machine	10	1																					
Eye Letting Machine	10	1																					
Colour & Fold Homering Machines	10	1																					
Total	60	07																					
iv.	Capability to produce 10,000 pair of shoes in a month, otherwise, no marks shall be awarded.	10																					
Total Marks		30																					

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 (05 professionals)	05	Master's Degree with Minimum 03 years of relevant experience or Bachelor with Minimum 05 years of relevant experience *CVs and Pay roll of the Managerial staff for the previous month must be attached otherwise no marks shall be awarded.

B	Support Staff (machine operators, technical staff etc)	10	• 10 Marks will be given if applicant firm has 20 or more support/technical staff. • For staff, less than 20, marks shall be awarded as: (No of support staff/20) *10 *Payroll of the support staff for the previous month must be attached otherwise no marks shall be awarded.
C	Quality Certification and any other certification	05	• 05 Marks will be given if applicant firm has Quality Certification (relevant category). *Relevant/valid ISO certificate must be attached otherwise no marks shall be given in 6.2.4. (Date of expiry of the certification should be clearly mentioned)
Total Marks		20	

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(s) feeling aggrieved by any act of the procuring agency after the submission of his application may lodge a written e-complaint concerning his grievances on Pre-Qualification Evaluation Report through e-PADS not later than ten days after the announcement of the Pre-Qualification Evaluation Report in accordance with the Rule 67 of PPR-2014.
- ii. The committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint.
- iii. The Procuring agency shall inform the decision on the grievance to the bidder on the e-PADS 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

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.

[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: Joint Venture Agreement

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,200)

To:

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

____ [Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:

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

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

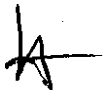
Signature:

Name:

Designation:

Date:

Seal:



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

Signature:

Name:

Designation:

Date:

Seal:

Annex 3: Lead Member of JV
(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB POLICE has invited Application for Pre-Qualification for Supply of _____, Whereas _____ and _____ (collectively the "Joint Venture" and individually as the "Member") being members of the Joint Venture are interested in Pre-Qualification for the Project in accordance with the terms and conditions of the Pre-Qualification Document.

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

Now Therefore Know All Men by These Presents

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

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

In witness whereof we the principals above named have executed this power of attorney on this _____ day of _____.

Members:

<u>Member 1</u>		<u>Member 2</u>	
Signature	_____	Signature	_____
:	_____	:	_____
Name:	_____	Name:	_____
	_____		_____
Title:	_____	Title:	_____
	_____		_____
Address:	_____	Address:	_____
	_____		_____

[Handwritten signature]

Witnesses:

<u>Witness 1</u>		<u>Witness 2</u>	
Signature	_____	Signature	_____
:	_____	:	_____
Name:	_____	Name:	_____
	_____		_____
Title:	_____	Title:	_____
	_____		_____
Address:	_____	Address:	_____
	_____		_____

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

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: 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 Address	Office		
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 or Lead member of JV**

Annex-5: Financial Soundness

Financial Soundness

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

Applicant (Lead Member of a Joint Venture, in case of JV) applying for 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 (FY2021-22, FY2022-23, FY2023-24).

Financial Information in Pak Rupees	FY2020-2021	FY2021-2022	FY2022-2023
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 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 or Lead member of JV**

Annex-6: Similar Projects

Summary of Similar Nature Project Completed

Name: _____

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

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 or Lead member of JV**

Annex 7: Similar Project in Hand

Summary of Similar Nature Project in hand

Name:

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

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

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex8: 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 Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

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

PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex 9: 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 or Lead Member of JV**

PRE-QUALIFICATION DOCUMENT FOR BULLET PROOF JACKET

2024-25

PRE-QUALIFICATION OF ORIGINAL EQUIPMENT MANUFACTURERS (OEM)



**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

PRE-QUALIFICATION DOCUMENT FOR BULLET PROOF JACKET

Contents

1.	INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25.....	1
2.	APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014.....	1
3.	DEFINITIONS	1
4.	INFORMATION/INSTRUCTIONS TO THE APPLICANT	4
4.1.	Preparation of Application.....	4
4.2.	Cost of Application.....	4
4.3.	Language of Application.....	4
4.4.	Clarification of Pre-Qualification Document.....	4
4.5.	Amendment of Prequalification Document	5
4.6.	Letter of Application.....	5
4.7.	Eligible Applicants	5
4.8.	Joint Venture (JV).....	5
4.8.1	Joint Venture (JV) Agreement.....	5
4.8.2	Lead Member of JV	5
4.8.4	Requirements for JV.....	6
4.9	Submission of Pre-Qualification Application	6
4.10	Opening of Pre-Qualification Application	7
4.13	Qualification	7
4.14	Only one Application	7
4.15	Compliance	7
4.16	Fraud & Corruption	7
4.17	Declaring of Ineligibility and Blacklisting.....	8
4.18	No Conflict of Interest.....	8
4.19	Additional Information.....	8
4.20	Announcement of Results:.....	9
4.21	Confidentiality	9
4.22	Inspection of Applicant's Manufacturing/ Repairing Unit/ /Factory/Office	9
5	PROCURING AGENCY'S RIGHTS	9
5.1	Address of Procuring Agency.....	10
6	CRITERIA FOR EVALUATION OF APPLICATIONS.....	10
6.1	Eligibility/ Mandatory Criteria.....	10
6.2	Pre-Qualification Evaluation Criteria.....	11
6.2.1	Financial Soundness.....	11
6.2.2	Relevant Experience & Past Performance	12
6.2.3	MANUFACTURING/PRODUCTION CAPABILITIES.....	13
6.2.4	Personnel Capabilities.....	13

7. Grievance Redressal Committee	14
Annex 1: Cover Letter	15
Annex 2: Joint Venture Agreement	17
Annex 3: Lead Member of JV	19
Annex 4: General Information	21
Annex-5: Financial Soundness	22
Annex-6: Similar Projects	23
Annex 7: Similar Project in Hand	24
Annex8: Undertaking	25
Annex 9: Personnel Capabilities	26

1. INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25

Punjab Police intends to Pre-Qualify the domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, a combination of such entities in the form of a joint venture (JV) for the procurement of Bullet Proof Jacket for Punjab Police. 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 (PPR-14). Only the Pre-Qualified applicant (s) shall be invited through e-PADS for submission of their e-bids.

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 e-PADS-<https://punjab.eprocure.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 e-PADS. The successful applicant 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 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.

3. DEFINITIONS

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

- I. **"Applicant"** an applicant (eligible) shall be a single domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) with a formal intent to enter into an agreement in relation to this procurement.
- II. **"Authorized Representative,"** means any representative appointed, from time to time, by the Procuring Agency or applicant.
- III. **"Eligible applicants"** means the applicant (OEM, state-owned enterprise or institution, and JV) who fulfills the terms and

- 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.
- 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 Punjab Police Department and/or any authorized Officer of Police 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 Bullet Proof Jacket.
- 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.
- 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 Punjab Police 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. **"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.
- XXV. The **"Supplier"** means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer/ Agent of OEM who declare responsive/ lowest evaluated after completion of the procurement process.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Preparation of Application

The domestic private entity (OEM), a state owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) shall prepare the documents comprising the information required in this PQD, duly signed and stamped, soft copies in the PDF Format and apply through online web portal e-PADS-<https://punjab.eprocure.gov.pk>.

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 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.

For a consortium, the power of attorney (duly stamped, witnessed and dated; as stated above) should be signed by all partners of the consortium and specify the authority of the named representative of the consortium to sign on behalf of the consortium. Applications submitted by an existing or intended Consortium shall include an undertaking signed by all partners:

- a) Stating that all partners shall be jointly and severally liable.
- b) nominate a representative to act as Lead Partner who shall have the authority & responsibility to conduct all businesses and ensure compliance thereof on behalf of any and all the partners of the Consortium during the prequalification process and, in the event the Consortium is prequalified, during the bidding process, and in the event the Consortium is awarded the Contract, during contract execution.

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 shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification about this PQD shall submit their query through e-PADS. The Procuring Agency will respond to any request for clarification provided that such request is received not later than two (02) days prior to the deadline for submission of applications. 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://punjab.eprocure.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://punjab.eprocure.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. In case of a Consortium; All partners to the Consortium shall be jointly and severally liable; and A Consortium must be represented by its Lead Partner.
- 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 Government of Pakistan/ Government of Punjab.
- 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. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Applicant(s) may submit Pre-Qualification application as a Joint Venture (JV). Pre-Qualification Document shall be signed by authorized representative of the JV. JV Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per Annex-2. All member / partners shall submit their requisite documents and shall be analyzed separately as per the mentioned criteria (4.8.4). Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member of 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. The lead member shall be responsible to incur liabilities and receive instructions for and on behalf of any and all members of JV. This authorization shall be evidenced by

submitting a power of attorney signed by legally authorized signatories of all the members of the JV. The responsibility for successful completion of the work as per bidding 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 legal action against them.

4.8.3 Joint and Several Liability

All members of the JV 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 shall not join any other consortium or submit independent application in this prequalification process and in such eventuality, all such application shall stand rejected.

4.8.4 Requirements for JV

- a) Following are minimum requirements of pre-qualification: -
- i. The lead member shall not have score less than 60% of all qualifying criteria.
 - ii. Each of the members shall not have score less than 25% percent of all the qualifying criteria.
 - iii. The lead member shall not have score less than 50% in every head of qualifying criteria.
 - iv. Each member shall not have score less than 20% in every head of qualifying criteria.
 - v. The joint venture or consortium must compose of one leading partner and maximum two partners.
 - vi. 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.
 - vii. 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 required documents.
- b) Any change in a Prequalified-JV after prequalification process, 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

4.9 Submission of Pre-Qualification Application

Application for Prequalification must be sent through online web portal of PPRA Punjab, e-PADS-<https://punjab.eprocure.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.

4.10 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 the all e-applications.

4.12 Lack of Information

Failure of an applicant(s) to provide comprehensive and accurate information through e-PADS, 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 contractor 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, 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**.

4.15 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 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/ Joint Venture's 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, persons 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/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.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per Section 17A of PPRA Act 2009 and Rules 20/21 of 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. A vendor providing biased professional advice to Punjab Police to obtain an undue benefit for himself or those affiliated with him.
- ii. A vendor receiving or giving any remuneration directly or indirectly in connection with the assignment.
- iii. 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.
- iv. 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 e-PADS.

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 manufacturing unit of applicant to inspect the manufacturing/ repairing and personnel capabilities of 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 manufacturing unit/factory/office by the visiting 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/ repairing unit/ factory/ office shall be borne by the applicant(s).

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 the Pre-Qualification/procurement process at any stage.
- iii. The Procuring Agency shall invite the Pre-Qualified applicants to submit e-bids through e-PADS.

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 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/JV 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. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other Authority/ Office applicable by Law).
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last three-year Bank Statement verified by respective Bank.

- e. 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.
- f. Judicial Affidavit declaring "Neither the firms nor its Stakeholders or any of its JV partner, as a whole or as a part of the firm have been black listed/ defaulted/ banned by any government agency/ department/organization/ entity etc."
- g. Copy of Pakistan Engineering Council Certificate (Optional, if required)

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	25
B	Relevant Experience & Past Performance	25
C	Manufacturing Facility	30
D	Personnel Capabilities	20
Total		100

Important Note.

- a) A single entity (OEM, Government Owned Enterprise) firm requires overall minimum 70% marks and minimum 50% marks in each category to Pre-Qualify.
- b) For a Joint Venture: -
 - i. The lead member requires overall minimum of 60% marks and minimum 50% marks in each category to Pre-Qualify.
 - ii. Each of the member requires overall minimum of 25% marks and minimum 20% marks in each category to Pre-Qualify.

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.400 million (PKR) (or equivalent in other currency.) - If Accumulative Turnover is below 400 million following formula will be used $A = (Y1+Y2+Y3)/400 * 15$ Y1,Y2,Y3 representing annual turnover of last three years audited financial statements i.e (2021-22,2022-23, 2023-24)

			* No marks shall be awarded if accumulated turnover in last 03 FYs is below 200 million Note: If Audit of 2023-24 is not completed then updated last three-year data may be provided for evaluation. i.e. (2020-21, 2021-22, 2022-23)
b	Bank Credit Limit/ Cash and Bank balance	10	• Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" jointly or severally is amounting to Rs.300 million or more: • Formula $(\text{Bank Credit Limit} + \text{Cash and Bank balance}) / 300 * 10.$
Total Marks		25	

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	been Marks	Explanation for Marks Obtained
a	Projects of similar nature and complexity such as manufacturing/supply of Bullet Proof Jacket or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments and exports to any other country completed in Last 03 Years	20	• 20 marks will be given if applicant firm has completed projects having total value of 400 Million and above in last three years. • Formula= $(\text{Accumulated Total Cost of Project(s) in last three years}) / 400 * 20$ • 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. Otherwise, no marks shall be awarded.
b	Ongoing Projects of similar nature and complexity such as manufacturing/supply of Bullet Proof Jacket or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments in hand.	05	• 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 150 Million or more. • Formula= $(\text{Accumulated Total Cost of Project(s) in hand}) / 150 * 05$ * 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		25	

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

The firm must have following manufacturing facility: -

Sr. No.	Description	Marks
i.	GGT (Gerber Garment Technology) or equivalent 01 No.	05
ii.	Plotter (100 inch to 180 inch) 01 No.	05
iii.	Electric Cutters 05 No.s (1 mark for each cutter)	05
iv.	Hydraulic Press Machine 1 No.	10
v.	Capability to produce 1000 BP Jackets in a month, otherwise, no marks shall be awarded. *The capability shall be examined based on availability of above mentioned manufacturing facility.	05
Total Marks		30

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 (05 professionals)	05	Master's Degree with Minimum 03 years of relevant experience or Bachelor with Minimum 05 years of relevant experience *CVs and Pay roll of the Managerial staff for the previous month must be attached otherwise no marks shall be awarded.
B	Support Staff (machine operators, technical staff etc)	10	• 10 Marks will be given if applicant firm has 20 or more support/technical staff. • For staff, less than 20, marks shall be awarded as: (No of support staff/20) *10 *Payroll of the support staff for the previous month must be attached otherwise no marks shall be awarded.
c	Quality Certification and any other certification	05	• 05 Marks will be given if applicant firm has Quality Certification (relevant category). *Relevant/valid ISO certificate must be attached otherwise no marks shall be given in 6.2.4. (Date of expiry of the certification should be clearly mentioned)
Total Marks		20	

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(s) feeling aggrieved by any act of the procuring agency after the submission of his application may lodge a written e-complaint concerning his grievances on Pre-Qualification Evaluation Report through e-PADS not later than ten days after the announcement of the Pre-Qualification Evaluation Report in accordance with the Rule 67 of PPR-2014.
- ii. The committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint.
- iii. The Procuring agency shall inform the decision on the grievance to the bidder on the e-PADS 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

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.

[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: Joint Venture Agreement

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,200)

To:

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

____ [Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:

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

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

Signature:

Name:

Designation:

Date:

Seal:



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

Signature:

Name:

Designation:

Date:

Seal:

Annex 3: Lead Member of JV
(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB POLICE has invited Application for Pre-Qualification for Supply of _____, Whereas _____ and _____ (collectively the "Joint Venture" and individually as the "Member") being members of the Joint Venture are interested in Pre-Qualification for the Project in accordance with the terms and conditions of the Pre-Qualification Document.

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

Now Therefore Know All Men by These Presents

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

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

In witness whereof we the principals above named have executed this power of attorney on this _____ day of _____.

Members:

<u>Member 1</u>		<u>Member 2</u>	
Signature	_____	Signature	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____

Witnesses:

<u>Witness 1</u>		<u>Witness 2</u>	
Signature	_____	Signature	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____

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

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: 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 or Lead member of JV**

Annex-5: Financial Soundness

Financial Soundness

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

Applicant (Lead Member of a Joint Venture, in case of JV) applying for 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 (FY2021-22, FY2022-23, FY2023-24).

Financial Information in Pak Rupees	FY2020-2021	FY2021-2022	FY2022-2023
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 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 or Lead member of JV**

Annex-6: Similar Projects

Summary of Similar Nature Project Completed

Name:

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.



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 or Lead member of JV**

Annex 7: Similar Project in Hand

Summary of Similar Nature Project in hand

Name:

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

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

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex8: 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 Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

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

PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____

*Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

Annex 9: 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 or Lead Member of JV**



**PRE-QUALIFICATION DOCUMENT FOR BULLET
PROOF HELMET**

2024-25

**PRE-QUALIFICATION OF ORIGINAL EQUIPMENT
MANUFACTURERS (OEM)**



**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

PRE-QUALIFICATION DOCUMENT FOR BULLET PROOF HELMET

Contents

1.	INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25.....	1
2.	APPLICABILITY OF PUNJAB PROCUREMENT RULES, 2014.....	1
3.	DEFINITIONS	1
4.	INFORMATION/INSTRUCTIONS TO THE APPLICANT	4
4.1.	Preparation of Application.....	4
4.2.	Cost of Application.....	4
4.3.	Language of Application.....	4
4.4.	Clarification of Pre-Qualification Document.....	4
4.5.	Amendment of Prequalification Document	5
4.6.	Letter of Application.....	5
4.7.	Eligible Applicants	5
4.8.	Joint Venture (JV).....	5
4.8.1	Joint Venture (JV) Agreement.....	5
4.8.2	Lead Member of JV	5
4.8.4	Requirements for JV.....	6
4.9	Submission of Pre-Qualification Application	6
4.10	Opening of Pre-Qualification Application	7
4.13	Qualification	7
4.14	Only one Application	7
4.15	Compliance	7
4.16	Fraud & Corruption	7
4.17	Declaring of Ineligibility and Blacklisting.....	8
4.18	No Conflict of Interest.....	8
4.19	Additional Information.....	8
4.20	Announcement of Results:.....	9
4.21	Confidentiality	9
4.22	Inspection of Applicant's Manufacturing/ Repairing Unit/ /Factory/Office	9
5	PROCURING AGENCY'S RIGHTS	9
5.1	Address of Procuring Agency.....	10
6	CRITERIA FOR EVALUATION OF APPLICATIONS.....	10
6.1	Eligibility/ Mandatory Criteria.....	10
6.2	Pre-Qualification Evaluation Criteria.....	11
6.2.1	Financial Soundness.....	11
6.2.2	Relevant Experience & Past Performance	12
6.2.3	MANUFACTURING/PRODUCTION CAPABILITIES.....	12
6.2.4	Personnel Capabilities.....	13

7. Grievance Redressal Committee	13
Annex 1: Cover Letter	15
Annex 2: Joint Venture Agreement	17
Annex 3: Lead Member of JV	19
Annex 4: General Information	21
Annex-5: Financial Soundness	22
Annex-6: Similar Projects.....	23
Annex 7: Similar Project in Hand.....	24
Annex8: Undertaking.....	25
Annex 9: Personnel Capabilities	26

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1. INVITATION FOR PRE-QUALIFICATION FOR FINANCIAL YEAR 2024-25

Punjab Police intends to Pre-Qualify the domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, a combination of such entities in the form of a joint venture (JV) for the procurement of Bullet Proof Helmet for Punjab Police. 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 (PPR-14). Only the Pre-Qualified applicant (s) shall be invited through e-PADS for submission of their e-bids.

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 e-PADS-<https://punjab.eprocure.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 e-PADS. The successful applicant 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 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.

3. DEFINITIONS

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

- I. **"Applicant"** an applicant (eligible) shall be a single domestic Original Equipment Manufacturer (OEM), a state-owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) with a formal intent to enter into an agreement in relation to this procurement.
- II. **"Authorized Representative,"** means any representative appointed, from time to time, by the Procuring Agency or applicant.
- III. **"Eligible applicants"** means the applicant (OEM, state-owned enterprise or institution, and JV) who fulfills the terms and conditions of this bidding document.

- 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.
- 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 Punjab Police Department and/or any authorized Officer of Police 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 Bullet Proof Helmet.
- 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.
- 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 Punjab Police 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. **"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.
- XXV. The **"Supplier"** means the Original Equipment Manufacturer (OEM) or Authorized Supplier/ Dealer/ Agent of OEM who declare responsive/ lowest evaluated after completion of the procurement process.

4. INFORMATION/INSTRUCTIONS TO THE APPLICANT

4.1. Preparation of Application

The domestic private entity (OEM), a state owned enterprise or institution, or a combination of such entities in the form of a joint venture (JV) shall prepare the documents comprising the information required in this PQD, duly signed and stamped, soft copies in the PDF Format and apply through online web portal e-PADS-<https://punjab.eprocure.gov.pk>.

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 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.

For a consortium, the power of attorney (duly stamped, witnessed and dated; as stated above) should be signed by all partners of the consortium and specify the authority of the named representative of the consortium to sign on behalf of the consortium. Applications submitted by an existing or intended Consortium shall include an undertaking signed by all partners:

- a) Stating that all partners shall be jointly and severally liable.
- b) nominate a representative to act as Lead Partner who shall have the authority & responsibility to conduct all businesses and ensure compliance thereof on behalf of any and all the partners of the Consortium during the prequalification process and, in the event the Consortium is prequalified, during the bidding process, and in the event the Consortium is awarded the Contract, during contract execution.

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 shall also be in the same language.

4.4. Clarification of Pre-Qualification Document

An Applicant requiring any clarification about this PQD shall submit their query through e-PADS. The Procuring Agency will respond to any request for clarification provided that such request is received not later than two (02) days prior to the deadline for submission of applications. 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://punjab.eprocure.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://punjab.eprocure.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. In case of a Consortium; All partners to the Consortium shall be jointly and severally liable; and A Consortium must be represented by its Lead Partner.
- 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 Government of Pakistan/ Government of Punjab.
- 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. Joint Venture (JV)

4.8.1 Joint Venture (JV) Agreement

Applicant(s) may submit Pre-Qualification application as a Joint Venture (JV). Pre-Qualification Document shall be signed by authorized representative of the JV. JV Agreement entered into by the members shall be submitted with the Pre-Qualification Document as per Annex-2. All member / partners shall submit their requisite documents and shall be analyzed separately as per the mentioned criteria (4.8.4). Letter of acceptance will be issued as per JV agreement.

4.8.2 Lead Member of 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. The lead member shall be responsible to incur liabilities and receive instructions for and on behalf of any and all members of JV. This authorization shall be evidenced by

submitting a power of attorney signed by legally authorized signatories of all the members of the JV. The responsibility for successful completion of the work as per bidding 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 legal action against them.

4.8.3 Joint and Several Liability

All members of the JV 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 shall not join any other consortium or submit independent application in this prequalification process and in such eventuality, all such application shall stand rejected.

4.8.4 Requirements for JV

- a) Following are minimum requirements of pre-qualification: -
- i. The lead member shall not have score less than 60% of all qualifying criteria.
 - ii. Each of the members shall not have score less than 25% percent of all the qualifying criteria.
 - iii. The lead member shall not have score less than 50% in every head of qualifying criteria.
 - iv. Each member shall not have score less than 20% in every head of qualifying criteria.
 - v. The joint venture or consortium must compose of one leading partner and maximum two partners.
 - vi. 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.
 - vii. 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 required documents.
- b) Any change in a Prequalified-JV after prequalification process, 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) withdraws 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

4.9 Submission of Pre-Qualification Application

Application for Prequalification must be sent through online web portal of PPRA Punjab, e-PADS-<https://punjab.eprocure.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.

4.10 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 the all e-applications.

4.12 Lack of Information

Failure of an applicant(s) to provide comprehensive and accurate information through e-PADS, 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 contractor 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, 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**.

4.15 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 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/ Joint Venture's 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, persons 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/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.

4.17 Declaring of Ineligibility and Blacklisting

Declaration of ineligibility and Blacklisting would be applicable as per Section 17A of PPRA Act 2009 and Rules 20/21 of 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. A vendor providing biased professional advice to Punjab Police to obtain an undue benefit for himself or those affiliated with him.
- ii. A vendor receiving or giving any remuneration directly or indirectly in connection with the assignment.
- iii. 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.
- iv. 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 e-PADS.

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 manufacturing unit of applicant to inspect the manufacturing/ repairing and personnel capabilities of 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 manufacturing unit/factory/office by the visiting 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/ repairing unit/ factory/ office shall be borne by the applicant(s).

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 the Pre-Qualification/procurement process at any stage.
- iii. The Procuring Agency shall invite the Pre-Qualified applicants to submit e-bids through e-PADS.

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 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/JV 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. Valid legal entity of the firm e.g. Certificate of registration from SECP or Registrar of firms.
- b. Certificate of registration with relevant Taxation Authorities (Income Tax, Sales Tax or any other Authority/ Office applicable by Law).
- c. Last Three years (FY) Audited Financial Statements by the Chartered Accountant firm.
- d. Last three-year Bank Statement verified by respective Bank.
- e. 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.

- f. Judicial Affidavit declaring “Neither the firms nor its Stakeholders or any of its JV partner, as a whole or as a part of the firm have been black listed/ defaulted/ banned by any government agency/ department/organization/ entity etc.”.
- g. Copy of Pakistan Engineering Council Certificate (Optional, if required)

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	25
B	Relevant Experience & Past Performance	25
C	Manufacturing Facility	30
D	Personnel Capabilities	20
Total		100

Important Note.

- a) A single entity (OEM, Government Owned Enterprise) firm requires overall minimum 70% marks and minimum 50% marks in each category to Pre-Qualify.
- b) For a Joint Venture: -
- The lead member requires overall minimum of 60% marks and minimum 50% marks in each category to Pre-Qualify.
 - Each of the member requires overall minimum of 25% marks and minimum 20% marks in each category to Pre-Qualify.

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.400 million (PKR) (or equivalent in other currency.) - If Accumulative Turnover is below 400 million following formula will be used $A = (Y1+Y2+Y3)/400 * 15$ Y1,Y2,Y3 representing annual turnover of last three years audited financial statements i.e (2021-22,2022-23, 2023-24) * No marks shall be awarded if accumulated turnover in last 03 FYs is below 200 million - Note: If Audit of 2023-24 is not completed then updated last three-year data may be provided for evaluation. i.e. (2020-21,2021-22, 2022-23)

b	Bank Credit Limit/ Cash and Bank balance	10	• Full marks will be given if "Bank Credit Limit", "Cash and Bank Balance" jointly or severally is amounting to Rs.300 million or more: • Formula $(\text{Bank Credit Limit} + \text{Cash and Bank balance}) / 300 * 10.$
Total Marks		25	

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	been Marks	Explanation for Marks Obtained
a	Projects of similar nature and complexity such as manufacturing/supply of Bullet Proof Helmet or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments and exports to any other country completed in Last 03 Years	20	• 20 marks will be given if applicant firm has completed projects having total value of 400 Million and above in last three years. • Formula= $(\text{Accumulated Total Cost of Project(s) in last three years}) / 400 * 20$ • 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. Otherwise, no marks shall be awarded.
b	Ongoing Projects of similar nature and complexity such as manufacturing/supply of Bullet Proof Helmet or similar for Pakistan armed forces (army, navy, air force), Law enforcing agencies and other govt. departments in hand.	05	• 05 marks will be given if applicant firm has similar nature project(s) in hand and having sum of Cost of Project(s) amounting to Rs. 150 Million or more. • Formula= $(\text{Accumulated Total Cost of Project(s) in hand}) / 150 * 05$ * 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		25	

6.2.3 MANUFACTURING/PRODUCTION CAPABILITIES

The firm must have following manufacturing facility: -

Sr. No.	Description	Marks
i.	GGT (Gerber Garment Technology) or equivalent 01 No.	05
ii.	Plotter (100 inch to 180 inch) 01 No.	05

iii.	Electric Cutters 05 No.s (1 mark for each cutter)	05
iv.	Hydraulic Press Machine 1 No.	10
v.	Capability to produce 1000 BP Helmets in a month, otherwise, no marks shall be awarded. *The capability shall be examined based on availability of above mentioned manufacturing facility.	05
Total Marks		30

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 (05 professionals)	05	Master's Degree with Minimum 03 years of relevant experience or Bachelor with Minimum 05 years of relevant experience *CVs and Pay roll of the Managerial staff for the previous month must be attached otherwise no marks shall be awarded.
B	Support Staff (machine operators, technical staff etc)	10	10 Marks will be given if applicant firm has 20 or more support/technical staff. - For staff, less than 20, marks shall be awarded as: (No of support staff/20) *10 *Payroll of the support staff for the previous month must be attached otherwise no marks shall be awarded.
c	Quality Certification and any other certification	05	05 Marks will be given if applicant firm has Quality Certification (relevant category). *Relevant/valid ISO certificate must be attached otherwise no marks shall be given in 6.2.4. (Date of expiry of the certification should be clearly mentioned)
Total Marks		20	

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.

- Any applicant(s) feeling aggrieved by any act of the procuring agency after the submission of his application may lodge a written e-complaint

concerning his grievances on Pre-Qualification Evaluation Report through e-PADS not later than ten days after the announcement of the Pre-Qualification Evaluation Report in accordance with the Rule 67 of PPR-2014.

- ii. The committee shall investigate and decide upon the complaint within fifteen (15) days of the receipt of the complaint.
- iii. The Procuring agency shall inform the decision on the grievance to the bidder on the e-PADS 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.

14

Annex 1: Cover Letter

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:

- W
- 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:
- Bids by prequalified applicants shall be subject to verification of all information submitted for prequalification at the time of bidding;
 - The Procuring agency reserves the right to reject or accept or cancel the prequalification process.
 - 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: -
- Signed so as to legally bind all members, jointly and severally.
 - 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: Joint Venture Agreement

(Should be a Formal JV agreement on a Stamp Paper of value PKR 1,200)

To:

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

____ [Name and address of the Member firm] who for the purpose of this Agreement shall hereinafter called "Member". They hereby declare:

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

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

Signature:

Name:

Designation:

Date:

Seal:

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

Signature:

Name:

Designation:

Date:

Seal:

Annex 3: Lead Member of JV
(Power of Attorney for Lead Member of Joint Venture (JV))

[To be printed on a PKR 100 stamp paper]

PUNJAB POLICE has invited Application for Pre-Qualification for Supply of _____, Whereas _____ and _____ (collectively the "Joint Venture" and individually as the "Member") being members of the Joint Venture are interested in Pre-Qualification for the Project in accordance with the terms and conditions of the Pre-Qualification Document.

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

Now Therefore Know All Men by These Presents

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

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

In witness whereof we the principals above named have executed this power of attorney on this _____ day of _____.

Members:

<u>Member 1</u>		<u>Member 2</u>	
Signature	_____	Signature	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____

Witnesses:

<u>Witness 1</u>		<u>Witness 2</u>	
Signature	_____	Signature	_____
Name:	_____	Name:	_____
Title:	_____	Title:	_____
Address:	_____	Address:	_____

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

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the Applicable Law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Also wherever required, the applicant should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the applicant.
- For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.

Annex 4: 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 or Lead member of JV**

Annex-5: Financial Soundness

Financial Soundness

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

Applicant (Lead Member of a Joint Venture, in case of JV) applying for 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 (FY2021-22, FY2022-23, FY2023-24).

Financial Information in Pak Rupees	FY2020-2021	FY2021-2022	FY2022-2023
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 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 or Lead member of JV**

Annex-6: Similar Projects

Summary of Similar Nature Project Completed

Name: _____

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

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 or Lead member of JV**

Annex 7: Similar Project in Hand

Summary of Similar Nature Project in hand

Name:

(Applicant or member of Joint Venture)

Applicant and each Member of a Joint Venture applying for Pre-Qualification is required to complete the information in this form. Use a separate sheet for each Member of a Joint Venture.

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

***Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV**

Annex8: 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 Punjab Police of the Punjab deemed necessary to verify this statement regarding my (our) competence and general reputation.

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

PUNJAB POLICE undertake to treat all information provided as confidential.

Signed by an authorized Officer of the firm

Title of Officer: _____

Name: _____

Date: _____

*Name, Signatures, Stamp and Designation of focal person nominated by the applicant or Lead Member of JV

Annex 9: 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 or Lead Member of JV**



