

TENDER NOTICE (FRAME WORK CONTRACT)

Police Department (Operations Wing, Lahore) invites sealed tenders (Frame work Contract) based on the Punjab Procurement Rules 2014, from well reputed and financially sound firms, registered with Income Tax and other authorities, for the **provision of Fodder and Misc: articles for Police Horses/Mounted for financial year 2024-2025**. The estimated cost of the tender (Tender/Frame work contract) would be **Rs.30,000,000/-** Bid security must be accompanied with **3%** of estimated cost. No individual items will be entertained.

Bidding shall be conducted through Open Competitive Bidding (Single Stage-Two Envelope) as per rule 38(1) procedures specified in PPRA Rules 2014 (Amended upto 17.08.2020) and is open to all eligible bidders as defined in the bidding documents.

Tenders addressed to the Deputy Inspector General of Police, Operations, Lahore, shall be received till **27.06.2024 till 11:00 am**, and shall be opened on the same day at 11:30 am in the presence of bidder in DIG/Operations office, Lahore.

Tender documents containing terms & Condition etc. are immediately available and can be obtained from the office of DIG/Ops. Office, Shaikh Abdul Qadir Jillani Road, Near District Courts, opposite Govt. Islamia College, Civil Lines, Lahore during office hours (09:00 am to 05:00 pm) up to **27.06.2024 till 10:00am** at the cost of Rs.1000/- of each through Challan Form 32-A (*non-refundable*) duly deposited under "Head of Account C02636-Police-Fees" in the NBP/State Bank of Pakistan.

The Authority reserves the right to reject all bids or proposals in line with Rule 36 of PPR Rules 2014.


Deputy Inspector General of Police
Operations, Lahore.

Tel: 042-99211544-46

Fax: 042-9921155

o/c

**TERMS & CONDITIONS TO PARTICIPATE IN TENDER (FRAME WORK CONTRACT) FOR
PROCUREMENT OF FODDER FOR POLICE HORSES.**

1. Each bid shall comprise two sealed package containing Technical & Financial Proposals envelopes as under:-

i.) **TECHNICAL PROPOSAL:** Detail of specifications, genuine, China, make country etc. On the firms Letterhead, pad along with catalogue, bidding documents (Signed & Stamp), earnest money for respective item.

ii.) **FINANCIAL PROPOSAL:** Rate of respective item including all taxes/changes whatsoever, as per following form on the firms letter head pad:-

Sr. #	Description.	Accounting Unit (Nos./each)	Unit price including all taxes (Rs.)
1.	Chana Wand	1-KG	
2.	Joe (Dalay Hue)	1-KG	
3.	Chokar	1-KG	
4.	Coconut Oil	1-KG	
5.	Jawi Khushk	1-KG	
6.	Green Fodder	1-KG	
7.	Ropes	1 piece	
8.	front hoof/Nal	1 piece	
9.	Nail/Keel	1 piece	
10.	Soap Military	1 piece	
11.	Red Polish (cherry blossom)	1 piece	
12.	Brash	1 piece	
13.	Khurkhara	1 piece	
14.	Ras Laither (Lagam)	1 piece	
15.	Chip Zin Laither	1 piece	
16.	Tarpaulin / Tarp (10x12' fit)	1 piece	
17.	Dry straw / Paraly	1 piece	
18.	Horse Medicines	As per doctor prescription	

The envelopes should be marked in bold letter has ***"Tender/Frame Work Contract for provision of fodder and misc: articles for Police Horses/mounted for financial year 2024-25"*** respectively with name of items.

1. The Last Date of Tender submission is 27.06.2024 at 11:00 am and will be opened on the same date at 11:30 am.
2. Technical proposal & Financial Proposal will be opened in the presence of bidders in the custody of the Committee and would be evaluated.
3. The bidder shall submit original earnest money @3% with their technical proposal of the estimated cost of in the shape of CDR/Pay order/Bank draft of any Scheduled Bank in favor of the DIG/Operations, Lahore. Earnest Money less than 3% of estimated cost of Tender/Frame Work Contract will lead to non-responsive and disqualification. In case of non-acceptance of tender earnest money will be refunded after Finalization of the tender. No copy of the same with Technical Proposal will be entertained at any cost.
4. Sum of sample of fodder/misc: articles whichever is lower, will be awarded to the concerned/lowest evaluated bid.
5. In case of acceptance of tender, bidder shall deposit performance security as per PPRA Rules and demand of department/authority, in the form of deposit at cal/CDR/pay order/Bank Draft in the name of DIG/Operations, Lahore and draw the contract agreement. Security shall be refunded on successful completion of the contract or 30.06.2025 whichever is earlier.
6. Rates quoted would be considered inclusive of all taxes/duties/charges and valid up to 30.06.2025. Successful firm will provide required items as per place selected by the committee on his own transport.
7. The DIG/Operations, Lahore, reserves the right to accept, reject all tender according PPRA rules.


**Deputy Inspector General of Police
Operations, Lahore.**

BIDDING DOCUMENT

FOR PURCHASE OF FODDER & MISCELLANEOUS ARTICLES OF POLICE HORSES/MOUNTED.

BIDDING DOCUMENTS THROUGH TENDER/FRAMEWORK CONTRACT

PROVISION OF FODDER AND MISC: ARTICLES FOR POLICE HORSE/MOUNTED OPERATIONS WING, LAHORE (2024-25)

Hiring of Authorized Firms/Distributors/Dealers



**Police Department,
Operations, Wing, Lahore.**

Deputy Inspector General of Police, Operations, Lahore,

Shaikh Abdul Qadir Jilani Road, Near District Courts, opposite Govt. Islamia College, Civil Lines, Lahore.

Tel: 042-99211544-46 Fax: 042-9921155

URL: www.punjabpolice.gov.pk

Prepared by  I/C E-V	Checked by  Assistant Director	Approved by  Deputy Inspector General of Police Operations, Lahore
---	---	--

1 INVITATION TO BIDDERS

Bidding of Authorized Firms/Distributors/Dealers/Authorized Agents for Purchase of Fodder and Misc: Articles For Police Horses/Mounted of Lahore District (Operations Wing) through Framework Contract

Sealed Bids are invited from authorized distributors/dealers/authorized agents or firms engaged in Fodder & Miscellaneous articles for Police horses/mounted of Lahore District (Operations Wing), registered with Tax Department.

Bidding Document, in the English language, can be purchased by the interested bidders on the submission of a written application to the address below and upon payment of a non-refundable fee of Pak Rs. 1000/- which should be deposited in Govt. Treasury under Head CO2636- Police fees in the NBP/ State Bank of Pakistan, Lahore.

Sr: No.	Head of Accounts	Amount (Rs.)
1.	Provision of fodder and Misc: articles of Police Horse/Mounted	30,000,000/-

Bids must be delivered to the address below at or before **27.06.2024 at 11:00 AM**. All Bids must be accompanied by a Bid Security of **3%** of the estimated price in the form of CDR/Bank Guarantee/Demand Draft/Pay Order. Late bids shall be rejected. The Bids will be opened on the same day at **11:30 AM** in the presence of the Bidders' representatives who choose to attend at the address below. Interested eligible Bidders may obtain further information from Welfare Branch, at the address given below from **09:00 to 16:00 hours**.

Bidding Documents are immediately available after date of publication. Punjab Police will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can be downloaded from Punjab police's website <https://www.punjabpolice.gov.pk> and PPRA Punjab website <http://www.ppra.org.pk> for information only

***Deputy Inspector General of Police,
Operations, Lahore.***

Shaikh Abdul Qadir Jillani Road, Near District Courts, opposite Govt. Islamia College, Civil Lines, Lahore.

Tel: 042-99211544-46 Fax: 042-99211553

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

- I. Received without required original 3% bid security of the estimated price with their technical proposal of the total value of their tender items in shape of pay Order/Call Deposit/Bank Draft in favour of the DIG/Operations Office, Shaikh Abdul Qadir Jillani Road, Near District Courts, opposite Govt. Islamia College, Civil Lines, Lahore. Short/less 3% or missing original or copy of CDR will lead to non-responsive/disqualification.

BIDDING DOCUMENT

FOR PURCHASE OF FODDER & MISCELLANEOUS ARTICLES OF POLICE HORSES/MOUNTED.

- II. Received after the time and date fixed for its receipt.
- III. The bidding documents are unsigned.
- IV. The offer is ambiguous, conditional or incomplete in any respect shall be ignored.
- V. The offer is from a firm/individual blacklisted, suspended or removed by any Government Department. In case of any complaint against/with Govt. Department will lead to non-responsive/disqualification.
- VI. Punjab Procurement Rules 2014 shall be the governing rules for the Bidding process.

1.1. Validity

The offer must remain valid for up to **30.06.2025** (extendable if required.)

1.2. Bidding procedure

All bidders must submit their bids under "Single Stage-Two Envelope Procedure" as per clause 38 (1) of Punjab Procurement Rules 2014, as under:-

- I. The bid shall be a single package consisting of one envelope, containing financial and technical proposal.
- II. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements.
- III. Lowest sum/price of fodder and misc. articles of Govt. Horses will be awarded to that firm, which offers lowest in those articles.
- IV. Technical evaluation of participating firms/individuals, on the approved evaluation criteria as mentioned at para 1.4, will be carried out for only those firms. Individuals whose sample be found as per approved specifications.
- V. During the technical evaluation, no amendments in the technical proposal shall be permitted or any copy or original documents will not be added.
- VI. The financial bids found technically non-responsive shall not be evaluated
- VII. the lowest evaluated bidder of the items shall be awarded the contract, (Draft Contract attached with bidding documents as part thereof at page 25 & 26)
- VIII. The bidder/firm/individual will submit bid price with the condition that if any tax is levied or enhanced during the delivery period same will be borne by the supplier.
- IX. The delivery period of the contract can be extended in special circumstances.
- X. Provision of checklist is essential prerequisite along with submission of tenders.

1.3 Right of Rejection

The chief purchase officer reserves the right to reject all bids or proposals in line with Rule 35 of PPRA Rules 2014.

1.4. Evaluation Process

The evaluation of bidders shall be done in following steps:

- 1. Samples/evaluation would be collected from firms/individuals and its testing would be done, on the discretion of authority.
- 2. Technical proposals of verified samples would be opened.
- 3. Technical evaluation, on the basis of bidding documents/samples.
- 4. Financial evaluation.

2. General terms & Conditions:

2.1 Performance Guarantee

The successful bidders shall deposit equal to 10% of the total cost of store as performance guarantee (in the line 56 of PPRA Rules 2014) in the form of Deposit at Call/Bank Guarantee in favour of the DIG/Operations office, Shaikh Abdul Qadir Jillani Road, Near District Courts, opposite Govt. Islamia College, Civil Lines Lahore. Within the period specified in advance acceptance of Tender and enter in the contract. Performance guarantee shall be refunded on successful completion of the contract obligations and NOC from the Indenter.

2.2 Firm/individual Details

BIDDING DOCUMENT

FOR PURCHASE OF FODDER & MISCELLANEOUS ARTICLES OF POLICE HORSES/MOUNTED.

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

2.3 Delivery Place

The store shall be received Qurban lines, Lahore or the said place. No other destination shall be acceptable. Stores shall be inspected physically and thereafter operationally tested at the cost of the contractor.

2.4 Articles Detail

The bidders are required to specify make, Brand, country of origin and furnish detailed descriptive literature/catalogue (*where applicable*) along with their offers for respective items.

2.5 Import Documents

In case of stores imported origin, the bidder shall produce import documents at the time of inspection to ensure that stores offered for inspection are imported, brand new and in the original packing of the manufacturer.

2.6 Warranty & After Sale Service

The offers of warranted products and after sales service would be given preference and the same should clearly be mentioned in the bids.

2.7 Sample Specifications

The store is required as per specifications and indenter's sealed sample (where applicable,) Which can be seen in the office of the Qurban Lines, Lahore. In any working day during office hours.

2.8 Accounting Unit

The bids should be submitted on the basis of accounting unit specified in the tender notice otherwise the offers shall be ignored.

2.9 Documentation Standards

Any erasing/ cutting/ crossing etc. appearing in the offer must be properly signed by the person signing the bid. Moreover, all pages to the bidding documents must also be properly signed. Offer with any overwriting shall in no circumstances be accepted. Non-production of signed bidding documents will lead to disqualification/non-responsive.

2.10 Affidavit

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

2.11 Tax certificate

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

2.12 Sample Submission

The bidders have to deposit their sample/s alongwith Technical proposal where demanded at the time of opening of tender.

2.13 Violation of Standard Specifications

Stores found not according to the standard specifications will be rejected at the cost of the contractor and may also result in forfeiture of security and blacklisting the firm/individual. However, the store may be accepted if the offered store has higher/better specification than the standard specific.

2.14 Payment to contractor

Upon receipt of stores and the inspection of stores, the inspection note and the bill for payment will be forwarded to the office of Accountant General Punjab, for payment to the contractor.

2.15 Price

Prices charged by the supplier for goods delivered under the contract shall not vary from the prices quoted by the supplier in its bid and shall remain the same till expiry of the original bid validity period provided the procuring agency's request for bid validity extension.

2.16 contract amendments

- i. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties.
- ii. No variation in finalized brands/ makes/models shall be allowed except in special conditions where the manufacturer has stopped producing or suspended that model or the latest model of similar series or version has been launched by the manufacturer or non-availability due to international mergers of the manufacturers or similar unavoidable constraints.

2.17 Assignment

The supplier shall not assign, in whole or in part, its obligations to perform under this contract, except with the Procuring Agency's prior written consent.

2.18 Subcontracts

The supplier shall not be allowed to sublet the job and award subcontracts under this contract except the firms/individuals involved in the joint venture/consortium.

2.19 Delays in the Supplier's performance

- i. Delivery of the goods/services shall be made by the supplier in accordance with the time schedule prescribed by the Procuring Agency in the Schedule of Requirements.
- ii. If at any time during performance of the contract, the supplier should encounter conditions impeding timely delivery of the goods, the supplier shall promptly notify the procuring agency in writing of the fact of the delay, its likely duration and its cause(s). as soon as practicable after receipt of the supplier's notice, the procuring agency shall evaluate the situation and may at its discretion extend the supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of contract. LD 0.1% per day.

2.20 post bid approval procedure

In case of approval/acceptance of technical & financial evaluation/bid, advance acceptance letter will be issued to the qualified bidder. The bidder will be required to submit 10% performance guarantee within 3 days of the issuance of advance acceptance letter failing which the bidder will be issued final notice giving an extension of 3 days for submission of 10% performance guarantee. The mode of payment will be incorporated in the contract after the mutual understanding. If the bidder does not respond to the final notice to deposit required performance guarantee, the procuring agency will be deemed to consider that the bidder is incapable to supply the mandatory merchandise/service and the said procurement process with the supplier will be treated as null and void and next lowest bidder, if any, will be offered to supply goods. The deposited bid security (03%) will be confiscated in lieu of expenses incurred on procurement process and the said bidder will not be allowed to participate in future procurements of the Punjab Police Department.

2.21 Blacklisting of Contractors / Suppliers

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

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

- (a) Acted in a manner detrimental to the public interest or good practices:
- (b) Consistently failed to perform his obligation under the contract:
- (c) Not performed the contract up to the mark : or
- (d) Indulged in any corrupt practice.

2.22 Declaration of Disqualification

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

2.23 Liquidated Damages in Case of Late Deliveries of Stores

BIDDING DOCUMENT

FOR PURCHASE OF FODDER & MISCELLANEOUS ARTICLES OF POLICE HORSES/MOUNTED.

- i. The rate of the liquidated damages shall be 0.1 % of the contract price per day. The maximum amount of liquidated damages for the whole of the goods or part thereof shall be 10% of the contract price.
- ii. The penalty shall be only for the stores supplied late, except where the undelivered stores hold up the delivered stores; in that case the liquidated damages shall be for the total value of the contract.
- iii. The contractor who refuses to pay liquidated damages or delays supplies shall be blacklisted. The audit officer shall make payment of the balance amount after deduction on liquidated damages without reference to the purchase officer subject to later adjustment concerned. Any subsequent refund if desired shall be treated as the refund of revenue. Refund will be made by the concerned Audit Officer on submission of bill in the usual form by the supplier. The fact of the refund will be noted against original entries of deduction to guard against double payment.
- iv. Recovery of the liquidated damages may be affected from payments due to the contractors from other purchase organizations as well.
- v. The question of refund of liquidated damages may be taken up on the representations of the affected party and refund in full or part thereof, may be allowed on merits having regard to condoning circumstances obtaining in the case. Before, making the refund the supplier's concern should be required to give an undertaking (in writing) to the effect that the decision is acceptable to him and that it shall not be subject to any legal proceedings or arbitration at a later date.

2.24 Use Of Contract Documents And Information

- i. The supplier shall not, without the procuring agency's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the procuring agency in connection therewith, to any person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- ii. The supplier shall not, without the procuring agency's prior written consent, make use of any document or information enumerated.
- iii. Any document, other than the contract itself, shall remain the property of the procuring agency and shall be returned (all copies) to the procuring agency on completion of the Supplier's performance under the contract if so required by the procuring agency.

2.25 Inspection Criteria

The contractor shall afford at his own expenses that Inspection Authority shall have full and free access at any time during the contract to the contractor's works and may notwithstanding any contractual terms to the contrary require the contractor to make arrangements for the stores or any part thereof, to be inspected at his premises or at any other place and the contractor shall reserve similar right as regards any sub-contract he may make. The contractor shall pay all cost connected with such tests and provide without extra charges all materials, tools, labor and assistance of every kind which the inspector may consider necessary for any tests and examination other than special or independent test, which he shall enquire to be made on the contractor's premises, and shall pay all cost attendant thereon failing these facilities (in regard to which the Inspection Authority will be the sole Judge) at his own premises for making the tests. The contractors shall bear the cost of such test elsewhere. The contractors shall also provide and deliver free of charge at such place as the Inspection Authority may direct such material, as he may direct such material, as he may require for testing by chemical or other analysis or independent testing machine or means commonly in use according to the nature of the stores. In the event of such tests being unsatisfactory and resulting in or leading to the rejection of the stores concerned, the cost of the test will be borne by the contractor such costs will be assessed at the rates charged by the Laboratory concerned for work done for private firms and individuals.

2.26 Insurance

The goods supplied under the contract shall be delivered duty paid DDP and CIF etc. (where applicable) as mentioned under which risk is transferred to the buyer after having been delivered; hence, marine and inland insurance coverage is Supplier's responsibility. The supplier shall ensure insurance in advance in full on prevailing premium rates at the time of shipment of the Goods on the behalf of the Procuring agency for which the cost is inclusive in the Contract Price.

2.27 Transportation

- i. The supplier shall arrange such transportation of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Schedule of requirement, where applicable.
- ii. Transportation including loading/unloading of goods shall be arranged and paid for by the Supplier, and related cost shall be inclusive in the contract price. The addresses of destinations. offices shall be provided at the time signing of contract.

2.28 Force Majeure

The Supplier shall not be liable for forfeiture of its performance Guaranty/bid Security, or termination/blacklisting for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. For the purposes of this clause force majeure means an act of God or an event beyond the control of the supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mismanagement, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the procuring agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the procuring Agency in writing with sufficient and valid evidence of such condition and the cause thereof. The committee of Ministry of Health, constituted for redress of grievance, shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the procuring agency in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the force majeure event.

2.29 Termination for insolvency

The procuring agency may at any time terminate the contract by giving written notice of one-month time to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the parties.

2.30 Arbitration and resolution of Disputes

In the cases of dispute between the Purchaser and the Supplier who is a national of the Purchaser country, the dispute shall be referred to adjudication or arbitration in accordance with the Arbitration Act 1940.

2.31 Submission of the Bid

Procuring agency will provide each bidder with sample of the item, where applicable.

- a. Bidders will submit the bids.
- b. Bids which do not submit with samples or which submit with a sample that not comply with specifications will be rejected.

2.32 Schedule of delivery

The completion of the store is required by the consignee as per the period specified in the contract, and the supplies to the store must arrive by the 25th of each month.

2 SPECIFIC INSTRUCTIONS TO BIDDERS

2.1. Bid Security:

Each bidder shall submit Bid Security of **3%** of the estimated cost along with technical bid in form of CDR/Bank Guarantee/ Demand Draft/ Pay Order. Bid Security against individual items is not acceptable.

2.2. Filling of Price Schedule:

Bidders shall quote rate Price Bid Schedule (Attached at **Annex- A**).

2.3. Evaluation of bids:

Evaluation shall be done at Individual Bid Price. Incomplete or partially filled bids will be considered as non-responsive.

2.4. Payments:

Payments will be made against the satisfactory performance of the contractor/bidder. The payment will be made within 30 days of invoice certification as per rule 62 of PPRA 2014.

2.5. Sign and Stamp:

Bidder is required to stamp **every page of the bid document** along with signature at the required pages and submit along with the bid.

3 GENERAL INSTRUCTIONS TO BIDDERS

A. DEFINITIONS

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

- i) "Authorized Representative" means any representative appointed, from time to time, by the authorized distributors/dealers/authorized agents or firms engaged in supply of fodder & misc: articles of mount/horse after approval from Client Department.
- ii) "Purchaser" means the Punjab Police Department or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- iii) "Eligible applicants" means authorized distributors/dealers/authorized agents or firms engaged in supply of fodder & miscellaneous articles of mount/horse.
- iv) "Purchase/Work Order" means a document issued by the Purchaser to the Seller for the delivery of Goods or Services as required by the Procuring Agency.
- v) "Commencement Date of the Contract" means the date of signing of the Contract between the Purchaser and the Seller.
- vi) "Contract" means the agreement entered into between the Purchaser and the Seller, as recorded in the Contract Form/Affidavit signed by the parties, including all Schedules and Attachments.
- vii) The Seller means "authorized distributors/dealers/authorized agents or firms engaged in supply for fodder & Miscellaneous articles of Horse/mounted" who's Proposal has been accepted.
- viii) "Contract Price" means the price payable to the Seller under the Purchase Order/Contract for the full and proper performance of its contractual obligations.
- ix) "Day" means calendar day.
- x) "Goods" means all of the fodder & miscellaneous articles regarding horse, which the service provider (bidder) is required to provide/supply under the contract.
- xi) "Person" includes individual, association of persons, company, corporation, institution and organization, etc., having legal capacity.
- xii) "Prescribed" means prescribed in the Bidding Document.

B. INTRODUCTION

1. Scope:

- 1.1 The client wishes to receive bids for the items mentioned in Invitation to Bid at the previous page (hereinafter referred to as "goods" and provide ancillary services, if any, mentioned in the bidding documents.
- 1.2 The bid is to be completed and submitted to the Client in accordance with these Instructions to Bidders.

PROVISION OF FODDER AND MISC. ARTICLES FOR POLICE HORSES/MOUNTED

Detail of items will be provided on production of Challan of Rs.1000/-

DAILY DIET OF A HORSE AS PER POLICE RULES 7-17

Sr: No.	Name of Items	01.04.2024 to 30.09.2024		01.10.2024 to 31.03.2025		Last Purchase rate
		Summer		Winter		
		KG	Gram	KG	Gram	
1.	Chana Wand	-	900	1	350	210/- Per kg
2.	Joe (Dalay Hue)	1	800	1	350	130/- Per kg
3.	Chokar	1	350	1	350	80/- Per kg
4.	Coconut Oil	-	220	-	220	990/- Per kg
5.	Jawi Khushk	8	100	8	100	62/- Per kg
6.	Green Fodder	40	-	40	-	31/- Per kg
7.	Cost of Food per day		797.40 Per Horse	818.10 Per Horse		

DETAIL OF MISC: ITEMS

Sr: #	Name of Items	Quantity	Detail
1.	Ropes	100 Nos.	Length 10 and half feet leather on both sides of ropes
2.	front hoof/Nal	200 Nos.	for one year
3.	Nail/Keel	10 pond	for one year
4.	Soap military	200 KG	for one year
5.	Red Polish (cherry blossom)	480 Nos.	for one year
6.	Brash	40 Nos.	for one year
7.	Khurkhara	40 Nos.	for one year
8.	Ras Laither (Lagam)	100 Nos.	for one year
9.	Chip Zin Laither	100 Nos.	for one year
10.	Tarpaulin / Tarp (10x12" fit)	26 Nos.	for one year
11.	Dry straw / Paraly	10520 KG	01.01.2024 to 31.03.2025 for 5 months. 10520 kg
12.	Horse Medicines	as required	As per doctor prescriptions For one year

- ❖ The firm shall be bound to provide products/services for guarantee/warranty from the date of contract.

2. Eligible Applicants

An authorized distributors/dealers/authorized agents or firms engaged in supply of fodder and miscellaneous articles of horse/mounted.

3. Cost of Bidding:

The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Client will, in no case, be responsible or liable for those costs.

C. BIDDING DOCUMENTS

1. Clarification of Bidding Documents:

An Applicant requiring any clarification of the bidding Document shall contact the Purchaser in writing at the below mentioned address. The Purchaser will respond in writing or by Email to any request for clarification provided that such request is received no later than **five (5) days** prior to the deadline for submission of applications and also the companies are bound to provide any technical document asked by the purchaser at any time during technical evaluation. The Purchaser shall forward copies of its response to all applicants who have acquired the bidding document directly from the Purchaser including a description of the inquiry but without identifying its source. **The Purchaser reserves the right to amend the Bidding document as a result of a clarification if deemed appropriate and communicate the same to all applicants in writing or by Email.**

***Deputy Inspector General of Police,
Operations, Lahore.***

Shaikh Abdul Qadir Jillani Road, Near District Courts, opposite Govt. Islamia College, Civil Lines, Lahore.

Tel: 042-99211544-46 Fax: 042-99211553

Website: www.punjabpolice.gov.pk

2. Amendment of Bidding Document

At any time prior to the deadline for submission of applications, the Purchaser may amend the Bidding Document by issuing addendum /Corrigendum. Any addendum/ Corrigendum issued shall be part of the Bidding Document and shall be communicated in writing or by Email to all who have obtained the Bidding document.

D. BID PREPARATION

1. Language of Bid:

The application as well as all correspondence and documents relating to the Bidding exchanged by the Applicant and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the application shall also be in the same language. All bids should be printed. No other format is acceptable.

2. Documents Comprising the Bid:

2.1 Bid Form:

The bidder shall complete the Bid Form duly signed by the authorized personnel along with the stamp of the company and all the Schedules furnished in the bidding documents.

2.2 Bid Prices:

The price shall be in Pak Rupees and shall be fixed and inclusive of all applicable taxes in Pakistan.

Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance which is minimum one (01) year from award/signing of contract and will not be subject to variation on account of escalation.

2.3 Bid Currencies:

Prices shall be quoted in Pak Rupees.

2.4 Bid Security:

Each bidder shall submit **3%** Bid Security along with the Technical bid in form of CDR/Bank Guarantee/ Demand Draft/ Pay Order. Bid Security against individual items is not acceptable.

2.5 Performance Security

The selected Firms/distributors/dealers will have to deposit **5%** Performance Security in the form of bank guarantee/CDR issued by any scheduled bank/ CDR before signing the agreement/ Award letter. (Attached at **Annex-C**)

2.6 Period of Validity of Bid:

The bid shall remain valid for **one (01) year from award/signing of contract** from the date of bid closing prescribed by the Purchaser. The client may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing. If the bidder agrees to the extension request, the validity of the bid security shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. The bidder will not be required or permitted to modify its bid.

2.7 Signing of Application & Number of Copies

The Applicant shall prepare the documents comprising the information required in the Bidding Document and clearly mark it "**ORIGINAL**". The original of the application shall be typed or written in indelible ink and each page shall be signed by a person duly authorized to sign on behalf of the Applicant.

2.8 Submission of Bidding Application

Application for Bidding (**One original and one hard copy** must be received in **sealed envelopes** to be delivered by hand or through registered mail on or before **Date 27.06.2024 till Time** at the following address:

***Deputy Inspector General of Police,
Operations, Lahore.***

Shaikh Abdul Qadir Jillani Road, Near District Courts, opposite Govt. Islamia College, Civil Lines, Lahore.

Tel: 042-99211544-46 Fax: 042-99211553

Website: www.punjabpolice.gov.pk

Envelope should be clearly marked "**PROVISION OF FODDER AND MISC. ARTICLES FOR GOVT. HORSE/MOUNTED OF POLICE IN OPERATIONS WING, LAHORE**"

Opening of Bidding Application

The Bidding Applications shall be opened on the same day i.e. **Date 27.06.2024 till Time** in presence of Applicant's representative who choose to attend in the conference room of POLICE DEPARTMENT at the below mentioned address:

Deputy Inspector General of Police,
Operations, Lahore.
Govt: of the Punjab, Police Department,
Shaikh Abdul Qadir Jilani Road, Near District Courts, opposite Govt. Islamia College, Civil Lines, Lahore.
Tel: 042-99211544-46 Fax: 042-99211553.
Purchaser shall open the applications as per its standard procedure and shall prepare a record of the opening of applications that shall include, as a minimum, the name and signature of the representatives of the Applicants (if they choose to attend).

Late Submission of Bidding Applications:

The Bidding application which is received after the closing date and time shall not be entertained.

Lack of Information

Failure of an applicant to provide comprehensive and accurate information that is essential for the Purchaser's evaluation of the applicant's Bidding or to provide timely clarification or substantiation of the information supplied may result in disqualification of the applicant and same shall be communicated in accordance with provisions of Punjab Procurement Rules, 2014.

Updating Bidding Information

Bidding Applicants shall inform the Purchaser of any material change in information that might affect their qualification status. Applicants shall be required to update key Bidding information at the time of bidding. Prior to award of contract, the lowest evaluated company will be required to confirm its continued qualified status in a post qualification review process as deemed appropriate by the Purchaser.

Only one Application

An Applicant shall submit only one application in the same Bidding process. An Applicant who submits, or participates in, more than one application will cause all the applications in which the Applicant has participated to be disqualified.

Compliance

The Successful appellant shall comply with and acquire all consents, approvals, permits and licenses applicable under the laws of Pakistan in relation to the performance of the work & services. Each Prospective company shall indemnify the Purchaser, 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 Joint Venture's breach of the obligations referred to above.

Fraud & Corruption:

The applicant shall observe the highest standards of ethics during this Bidding and further processing. The Purchaser 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 Bidding process or in contract execution;
- ii. "fraudulent practice" means a misrepresentation or omission of facts in order to influence the Bidding process; "collusive practice" means a scheme or arrangement between two or more Applicants, with or without the knowledge of the Purchaser, designed to establish artificial data/ information; and
- iii. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the Bidding process;

Purchaser will reject an application for Bidding if it determined that the Applicant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices.; and

Purchaser will sanction a company or individual, including declaring them ineligible, either indefinitely or for a stated period of time for Bidding if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices.

No Conflict

Applicant and all parties constituting the Applicant shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest if,

- such applicant and any other applicant have common controlling shareholders or other ownership interest; or
- a constituent of such applicant is also a constituent of another applicant; or
- such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's' information about, or to influence the Bidding of either or each of the other applicant; or such applicant has participated as a consultant to the Client in the preparation of any documents, design or technical specifications of the Project.

Requisition of Order

Requisition shall be made from Central Police Office.

Inspection and Tests

The contractor shall afford at his own expenses that Inspection Authority shall have full and free access at any time during the contract to the contractor's works and may notwithstanding any contractual terms to the contrary require the contractor to make arrangements for the stores or any part thereof, to be inspected at his premises or at any other place and the contractor shall reserve similar rights as regards any sub-contract he

may make. The contractor shall pay all cost connected with such tests and provide without extra charges all materials, tools, labour and assistance of every kind which the Inspector may consider necessary for any tests and examination other than special or independent tests, which he shall enquire to be made on the contractor's premises, and shall pay all cost attendant thereon failing these facilities (in regard to which the Inspection Authority will be the sole Judge) at his own premises for making the tests. The contractors shall bear the cost out such test elsewhere. The contractors shall also provide and deliver free of cost at such place as the Inspection Authority may direct such material, as he may direct such material, as he may require for testing by chemical or other analysis or independent testing machine or means commonly in use according to the nature of the stores. In the event of such tests being unsatisfactory and resulting in or leading to the rejection of the stores concerned, the cost of the test will be borne by the contractor such costs will be assessed at the rates charged by the Laboratory concerned for work done for private firms and individuals.

Payment Terms

Payment will be made by the Client for the delivery of Goods/ services by the Contractor. Also, the payment shall only be made after the certification of invoice.

Payment to Contractor

After receiving an application for payment which the Contractor was entitled to receive, the Client shall proceed for the payment to contractor subject to the conditions that there are no:

- Defects or short comings in the Service Provided.
- The performance of the Goods and Services is satisfactory

PURCHASER'S RIGHTS

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

- i) Amend the items, scope of procurement, if required while adhering to the Principles of Procurement as per Rule 4 of the Punjab Procurement Rules, 2014 during the Bidding process.
- ii) Cancel the Bidding process and reject all applications as per provisions of Punjab Procurement Rules, 2014

Address of Purchaser/Hiring Services.

Deputy Inspector General of Police,

Operations, Lahore.

Govt: of the Punjab, Police Department,

Near District Courts, opposite Govt. Islamia College, Civil Lines, Lahore.

Tel: 042-99211544-46 Fax: 042-99211553.

BIDDING EVALUATION CRITERIA

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

Checklist	Responsive	Non-Responsive
i) Registration with Income Tax Authorities (National Tax Number)		
ii) Copy of Registration with Sales Tax Authorities (STRN)		
iii) Copy of Registrations (professional Tax Certificate)		
iv) Affidavit on non-judicial Stamp Paper of Rs. 100 (i) The firm has not been blacklisted from any department. (ii) The documents/photocopies provided with bid are authentic. In case of any fake/bogus document look at any stage. They shall be blacklisted as per Rules/Law (iii) Affidavit for correctness of information. (iv) Contractor/firm is not blacklisted or subject to any pending litigation with any Government or public department.		
v) Average annual turnover for last three years shall not be less than Rs: 1,000,000/-. The firm shall provide Bank statement for last three financial years i.e 2021-2022, 2022-2023 and 2023-2024 duly verified from the concerned Bank.		
vi) Original bid security 3% of whole estimated cost as mentioned in bidding documents		

The firm/dealer would not be considered qualified provided the mandatory checklist is not provided. Any one non-responsive will lead to non-responsive/disqualification and financial proposal of the same will not be entertained.

Annex-A

Price Schedule

Sr. No.	Name of item	Accounting unit (nos./Each)	Unit price including all taxes

Detail of items will be provided on production of challan of Rs.1000/-

Total price in Words (Inclusive of all applicable Taxes):

Note:

Bid for all items shall be quoted.

Stamp & Signature of Bidder_____

Annex-B

Bid Security Form

The Total Bid Security amounting to Rs. _____ (Rupees _____ only) in shape of "Call Deposit Receipt" of the Bank (Name)_____ is attached in accordance with Clause 14 of the Instructions to Bidders. The enclosed CDR number is_____.

Signature of Bidder _____

Annex-C

Performance Security Form

To,

Deputy Inspector General of Police,
Operations, Lahore.
Govt: of the Punjab, Police Department,
Shaikh Abdul Qadir Jillani Road, Near District Courts,
opposite Govt. Islamia College, Civil Lines, Lahore.

Tel: 042-99211544-46 Fax: 042-99211553.

WHEREAS (Name of the Contractor) _____ hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE" **PROVISION OF FODDER AND MISC. ARTICLES FOR THE GOVT. HORSE/MOUNT OF POLICE DEPARTMENT** procurement of following:

1. [**Please insert details**].

(Hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____ (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 2019__, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature _____

Name _____

Title _____

Address _____

Seal _____

Annex-D

General Information

	Particulars			
Company Name				
Abbreviated Name				
National Tax No.			Sales Tax Registration No	
No. of Employees			Company's Date of Formation	

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

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	

BIDDING DOCUMENT

FOR PURCHASE OF FODDER & MISCLLENIOUSE ARTICLES OF POLICE HORSES/MOUNTED.

Factory / Workshop			
Address			
City/Town		State/Province	
Country		Postal Code	
Phone		Fax	

Annex-H**Financial Soundness**

Name of Applicant

*Applicant applying for Bidding 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 duly verified by the Bank statements of the past three (3) financial years must be attached.***

Banker	Name of banker	
	Address of banker	
	Credit Line/Cash Limit:	
	Telephone	Contact name and title
	Fax	Telex

Summarize documented information in Pak Rupees (equivalent at the current rate of exchange at the end of each year) for the previous three years.

Financial information in Pak Rupees	Financial Year 2021-2022	Financial Year 2022-2023	Financial Year 2023-2024
Average Annual Turn-over of last three financial year.			

Sign & Stamp of Concerned Bank
Alongwith Name, Designation & Contact Number

Affidavit for Correctness of information

(To be printed on PKR 100 Stamp Paper)

Name: _____

(Applicant)

I, the undersigned, do hereby certify that all the statements made in the Bidding document 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, company 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 company

Title of Officer: _____

Name of Company: _____

Date: _____

AGREEMENT BETWEEN DEPUTY INSPECTOR GENERAL OF POLICE OPERATIONS, LAHORE AND M/S ABC, FOR PROVISION OF FODDER AND MISC. ARTICLES FOR POLICE HORSES/MOUNTED FOR THE DEPUTY INSPECTOR GENERAL OF POLICE OPERATIONS, LAHORE FOR THE FINANCIAL YEAR 2024-25

The article of the agreement framed are entered on _____, between the Deputy Inspector General of Police Operations, Lahore (Party-I) and M/S _____ (Party-II) for provision of fodder and misc. articles for police horses/mounted of Deputy Inspector General of Police Operations, Lahore for the Financial Year, 2024-25

The following terms and conditions will be observed.

- a). M/S _____ (Party-II), will be responsible for the supply of fodder and misc. articles for police horses/mounted on 25th of each month on his own transport in accordance with the demand. The contractor may pursue his bills in AG Office, Lahore for early clearance and payment by fulfilling the departmental formalities. It is the responsibility of the contractor to put up all the bills to Accountant of Deputy Inspector General of Police Operations, Lahore to ensure submission after 10 days for early payment. Delay in submission and clearance of the bills is fully contractor's responsibility.
- b). M/S _____ (Party-II) will be responsible to maintain the quality and quantity of fodder and misc. articles as per demand of Police Department.
- c). The rates will not be changed at any cost upto 30.06.2024
- d). The contractor will be responsible for supply of fodder and misc. articles on required date and time and will not delay in any case. if the supply of is not provided in time, the Deputy Inspector General of Police Operations, Lahore is empowered to go for risk purchase against the contractor out of his security.
- e). in case, the supply of fodder and misc. articles are not supplied in accordance with standard, the contractor will be warned for cancellation of the contract. The supply in any case will be rejected after visual inspection in the presence of contractor or his representative, if found substandard, same will be replaced immediately by the contractor.
- f). Contractor will deposit an amounting to Rs.3,000,000/-(Rupees three million only) as security which will be used for risk purchase, in case need arises contractor will recoup the amount immediately after risk purchase. However, after successful completion of the contract security will be refunded to the contractor.
- g). This contract will be enforced with effect from 01.07.2024.
- h). This contract will be completed on 30.06.2025
- i). if the attitude and execution of the contract found unsatisfactory Deputy Inspector General of Police Operations, Lahore is empowered to cancel the contract without notice.
- j). if M/S _____ (party-II) wants to leave the contract he has to submit an application with reasons, 40 days in advance.
- k). **Terms & Conditions**
 - a. In case of any emergency, the firm would provide all kinds of services on round the clock basis.
 - b. the firm would be responsible for maintaining the expiry date of the fodder items
 - c. the firm would be ensure availability of all items in good condition.
- l. Witness, that in consideration of stipulation herein after contained and by the said DIG/Operations, Lahore and the representative hereby undertakes on the performance of the subject work according to the approved specifications/scope of work.
- m. that all the said work be carried out (as approved by the Police Department) and furnished in a workmanship like manner the satisfaction of the Police Department.

BIDDING DOCUMENT

FOR PURCHASE OF FODDER & MISCELLANEOUS ARTICLES OF POLICE HORSES/MOUNTED.

- n. that the said supply work shall be carried out and finished in all respect according to approved specification/scope of work to the entire satisfaction of the Police Department/Inspection committee and there shall be at liberty to the same if they did not approve and such rejection shall be final and categorical.
- o. If their supply work is found not according to the approved specification/scope of supply work during inspection or otherwise the decision of the inspection committee shall be final and penalty forced by said committee in any form refection of whole or partial shall be final.
- p. that the payment would be made on providing services successfully through the accountant General Punjab.
- q. And it is hereby lastly agreed that if and so often as the said representative shall make default in the due performance of any one or more of the stipulation herein before contained and by him to be performed and observed then and in any such case the inspection committee shall be at liberty to assess any amount shall represent the damages arising from any such default on the part of the said representative and the assessment of the said inspection committee shall be final conclusive to the amount of such damages. Such amount shall there upon become payable by the representative to the DIG/Operations, Lahore and the said DIG/Ops shall be at liberty to deduct and retain any amounts so assessed from any money that may be or may become due and payable at after the time of such failure to the representatives by the Provincial Police Officer Punjab, whether by virtue of this agreement or otherwise.