

GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL, EXCISE & TAXATION DEPARTMENT

TENDER DOCUMENT

SUPPLY OF RETRO REFLECTIVE NUMBER PLATES

for

(All Districts of the Punjab)

Note: The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

September 2011

TABLE OF CONTENTS

TABLE OF CONTENTS	i
INVITATION TO BID	1
INSTRUCTIONS TO BIDDERS	4
INTRODUCTION	4
A. GENERAL	4
1.1 Scope of Proposal	4
1.2. Eligible Bidder	5
(A) Technical Capacity:	5
(B) Financial Capacity:	5
1.3 Number of Proposals.....	6
1.4 Eligible Goods	6
1.5 Cost of Bidding	6
1.6 Consortium /JV	6
1.7 Assurance	7
1.8 Conflict of Interest	7
1.9 Acknowledgement by Applicant.....	7
1.10 Right to reject any or all Proposals	8
2. BIDDING DOCUMENTS.....	8
2.1 Contents of Bidding Documents.....	8
2.2 Clarification of Bidding Documents	8
2.3 Amendment in Bidding Documents.....	9
2.4 PREPARATION OF BID	9
2.4.1 Language of Bid.....	9
2.4.2 Format and signing of Bid	10
2.4 Documents Comprising the Bid	10
2.5 Technical Proposal	10
2.6 Financial Proposal.....	11
3. TECHNICAL SPECIFICATIONS	12
3.1 SCOPE AND FIELD OF APPLICATION	12
3.2 SPECIFICATION COMPLIANCE	12
3.3 RETRO REFLECTIVE MATERIAL	12
3.4 SECURITY REQUIREMENTS	12
3.5 DIRECTIONAL SECURITY MARK	13
3.6 LASER SERIAL NUMBER.....	13
3.7 LICENSE PLATES DESIGN AND DIMENSIONS	14
3.7.1 GRAPHIC DESIGN	14
3.7.2 DIMENSIONS AND NUMERALS	14
3.8 PHOTOMETRIC	14
3.9 GRAPHIC DESIGN COLOR REFLECTIVITY.....	15
3.10 COLORIMETRIC PROPERTIES	16
3.11 TEMPERATURE RESISTANCE	16
3.12 ADHESION TO THE SUBSTRATE	16
3.13 IMPACT RESISTANCE	17
3.14 BENDING RESISTANCE	17
3.15 WATER RESISTANCE	17
3.16 CLEANABILITY	17

3.17	RESISTANCE TO FUEL	17
3.18	RESISTANCE TO SALINE MIST	17
3.19	DURABILITY	17
3.20	SAMPLING	18
4.	Bid Form	18
4.1	Bid Prices	18
4.2	Bid Currencies.....	18
4.3	Documents Establishing Eligibility of the Bidder and the Goods	18
4.4	Documents Establishing the Bidder's Qualifications to Perform the Contract.....	19
4.5	Documents Establishing the Goods' Conformity to the Bidding Documents	19
4.6	Bid Security.....	19
4.7	Period of Validity of Bid.....	20
4.8	Format and Signing of Bid.....	20
5.	SUBMISSION OF BID	21
5.1	Sealing and Marking of Bid	21
5.2	Deadline for Submission of Bid.....	22
5.3	Late Bid.....	22
5.4	Modification and Withdrawal of Bid	22
6.	OPENING AND EVALUATION OF BID	23
6.1	Opening of Bid	23
6.2	Clarification of Bid.....	23
6.3	Determination of Responsiveness of Bid	23
6.4	Evaluation and Comparison of Bids	24
6.5	Technical Evaluation	25
6.6	Evaluated Bid Prices.....	27
6.7	Contacting the Purchaser/Client	27
6.8	Purchaser/Client's Right to Accept the Bid or Reject the Bid	27
6.9	Post-qualification and Award Criteria	28
6.10	Purchaser/Client's Right to perform Contract Agreement	28
6.11	Notification of Contract Award.....	28
6.12	Signing of Contract	28
6.13	Performance Guarantee	28
7.	ADDITIONAL INSTRUCTIONS	29
7.1	Instructions to Assist the Bidder	29
7.2	Income Tax & General Sales Tax.....	29
8.	BID FORM	31
9.	SCHEDULE –A : SPECIAL STIPULATIONS	33
10.	SCHEDULE - B : PRICE SCHEDULE AND SPECIFICATIONS	34
	SCHEDULE - B : PRICE SCHEDULE (continued)	39
11.	BID SECURITY FORM.....	41
12.	PERFORMANCE SECURITY FORM	42
13.	CONTRACT	43
14.	Power of Attorney for Signing of Bid.....	45

INVITATION TO BID

1. The Directorate General Excise & Taxation , Punjab invites **sealed bids** from interested bidders for supply / delivery of the Retro Reflective Number Plates (Blanks) as per technical specifications given for a period of 3 years from the date of contract.
2. The procurement process shall be governed by PPRA Rules 2009.
3. Bids are required to be submitted in sealed envelopes, for the items mentioned, as per rule 36(b) of PPRA 2009 specifying single stage two envelope procedure. Proponents applying for bids should submit **two separate sealed bids / envelopes** for their Technical and Financial Proposals.
4. Technical specifications of the product have been specified in detail in Schedule–B annexed to this document.
5. The bidder must quote for the complete scope of work. Any bid offering partial scope of work shall be rejected as non-compliance as per of rule 18 of PPRA Rules 2009.
6. The bidder will be required to establish credible performance warranty certificates for the Blank Number Plates. The certificate must be in favour of DG Excise & Taxation, Punjab and must come directly from the manufacturer of the material and not from any distributor, agent, or a contractor.
7. The bidder must furnish verifiable references of Blank Number Plates manufactured and supplied at various domestic/International organizations/procuring agencies. The bidder must have an established office in Pakistan and must be the manufacturer or an authorized distributor / dealer of the manufacturer. In case of Authorized distributors / dealers of the quoted brands, the bidder must provide the certificate of dealership/distributorship, genuineness and newness from the principal etc.
8. The Technical Proposal should contain details of all the bid items (as specified in the Technical Specifications) without quoting the price and must list firm's clientele, details of past projects. Any indication of price in the technical proposal, shall make the bid liable to rejection automatically.
9. The financial bids of only technically qualified bidders shall be opened. The financial proposals of bidders found non-responsive shall be returned unopened to the respective bidders in terms of Rule 36(b)(viii) of Punjab Procurement Rules 2009.
10. A set of bidding documents including complete details of the evaluation criteria can be obtained from the office of Director General, Excise & Taxation Punjab, 847-A, Shadman-I, Lahore. Phone no- +92-42-99203741, Fax No. +92-42-99203742 on payment of Rs. 5000/- (Five Thousand only) non-refundable.
11. All Bidders are required to submit bid security amounting to 0.5% of the bid price of total estimated supply to be made in three years in shape of CDR as per PP Rule 25.

12. A complete set of bidding documents can also be downloaded from the official website of the PPRA (www.ppra.org.pk). Bidders using downloadable document, shall be required to deposit the cost of the bidding document Rs. 5000/- (Five Thousand only) at the time of submission of bids
13. All bids must be delivered to the office of the **Director General**, Excise & Taxation Punjab, 847-A, Shadman-I, Lahore on or before **1200** hours, dated 29th October 2011. The Technical bids will be publicly opened in Directorate General, Excise & Taxation Punjab, 847-A, Shadman-I, Lahore at **1400** hours on the **same day**.
14. The **Director General**, Excise & Taxation Punjab will not be responsible for any cost or expenses incurred by bidders in connection with the preparation or delivery of bids.
15. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered. The attention of bidders is drawn to the provisions of Rule 18 of PP Rules 2009 on "Determination of Responsiveness of Bids" for careful review and strict compliance.
16. Directorate General, Excise & Taxation Punjab. E&T Department shall provide empty warehousing space for blank stock and allied material to the successful bidder, who shall be solely responsible for security, safe custody of the stocks, maintenance and up keep of the premises. However the Production Facility for Embossing / Hot Stamping of Blank Number Plates will be managed by the purchaser/Client itself. The maintenance of Production Facility (Embossing and Hot Stamping machines) shall also be the responsibility of the successful bidder. Necessary repair and maintenance of the embossing and hot stamping machines and all other allied equipment shall also be the responsibility of the successful bidder, who shall also replace any machinery rendered irreparable, free of cost. In case the daily production volume increases the successful bidder shall be liable to provide additional machinery without any extra cost to the purchaser/Client.
17. The successful bidder shall be responsible for **maintaining a minimum stock of Number Plates and allied material according to the estimation given in price schedule, for a period of at least 180 working days in the warehouse** in the office of the Directorate General, Excise & Taxation Punjab.
The payment liability of the purchaser/Client shall be limited to the extent of the daily supply of the Number plates and maintenance of the remaining stock will be at the cost of the successful bidder/contractor. Detailed conditions regarding payment procedure shall however apply as specified in the relevant clauses in detail.
18. The quoted prices shall be inclusive of all applicable taxes from time to time and no revisions on this account shall be admissible in any circumstances. Failure to include any taxation burden in quoted price shall be the sole responsibility of the bidder/contractor. . Failure to enter into the contract on quoted and accepted prices would entitle the purchaser/Client to purchase from the next lowest qualified bidder at the risk and cost of such delinquent lowest bidder besides forfeiture of Call Deposit Receipt (CDR) as mentioned in clause 11 above. The liability of the delinquent bidder shall however be restricted to difference in cost of the purchase for the entire contract period from the next lowest bidder.
19. GST number of the bidder must be provided.

20. The Bidder should provide technical specifications for each item / category in its technical proposal. Failure to meet this condition will lead to rejection of bid as non-compliant.
21. The Bidder shall produce an undertaking, to supply at least 150,000 pairs of registration plates of different categories, on monthly basis during the contractual period of three years at the same rate and on the same terms and conditions as quoted in the financial bid.
22. The above quantity may increase in case of digitization/standardization of already registered vehicles bearing non-computerized Number Plates. The inclusion of such additional volume shall be at the discretion of the purchaser/Client without any obligation to additional costs.
23. Failure to supply items within the stipulated time period will invoke penalty as specified in Schedule-A of this document besides BLACKLISTING of the delinquent supplier as per clause 19 of PP Rules 2009. In addition to that the company will not be allowed to participate in future tenders as well.
24. The bidder or/and partner should provide the turnover certificate of the company, which should not be less than **PKR.400 Million** per annum or **equivalent**.
25. The bidder/Manufacturer must have the experience of qualitative manufacturing and delivering same nature of product / delivery of Number plate directly or through authorized partner anywhere in the world.
26. A pre-bid conference is scheduled to be held in the office of the DG Excise and Taxation Punjab on 7th October 2011 at 10.00 am. Any queries with regards to the bidding documents, conditions of contract, supply and all other allied matters can be made in the said conference by the interested bidders. The DG will appreciate participation of all interested bidders in the pre-bid conference in order to provide maximum clarity with regards to the bidding process.
27. A committee for redressal of grievances in terms of rule 48 of PP Rules 2009 has been constituted under the Chairmanship of Mr. Masood ul Haq and comprising of Director E&A and DS(Admin) of Excise and Taxation Department with coopted members as per desire of the Chairman.
28. The bidder shall be responsible for arrangements of visit to their manufacturing facility for inspection of their production capacities at their expense for a team of the purchaser/Client comprising of not more than three members.

Director General
Excise & Taxation Punjab
847-A, Shadman-I, Lahore
Tel. No. 042-99202775-76

INSTRUCTIONS TO BIDDERS

INTRODUCTION

A. GENERAL

1.1 Scope of Proposal

- 1.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to the supply are specified in this RFP. In case, a Bidder possesses the requisite experience and capabilities required for undertaking the supplies, it may participate in the bidding Process either individually (the “**Sole Proprietorship**”) or any other legally recognized form of business relationship including consortium/JV/partnership of firms etc (as a “**Lead Member**”) in response to this invitation.

The term Bidder for the purposes of this contract (the “**Bidder**”) shall imply the Sole **Proprietorship** or the Lead Member, as the case may be.

- 1.1.2 The Directorate General Excise and Taxation (hereinafter referred to as the Purchaser/Client) wishes to receive Bids for the Procurement of Retro-Reflective Registration Plates (Blanks).

The retro-reflective registration plates should consist of security features contained in NPs currently procured/in use of this Directorate including directional hologram/watermark of the Government of the Punjab’s Emblem, and laser serial numbers etc. Any bidder can propose additional security features for the present bid. However no weightage in terms of price evaluation will be allowed on that account. End product will be embossed & hot stamped as by the purchaser/Client itself.

- 1.1.3 The bid is to be completed and submitted to the Purchaser/Client in accordance with all the instruction mentioned in this RFP.
- 1.1.4 The Bidder shall submit its Proposal in the form and manner specified in the RFP. The Technical proposal shall be submitted in the form according to technical specifications and other relevant information and the Financial Proposal shall be submitted in the form in price schedule. Upon selection, the Bidder shall be required to enter into an agreement with the Purchaser/Client in a format duly approved by the Government of the Punjab.
- 1.1.5 The selection of the successful bidder shall be made on the basis of the evaluation criteria which are annexed to the bidding documents. All interested bidders are advised to carefully review the criteria and furnish every relevant information required there in.

1.2. Eligible Bidder

1.2.1 Bidders must read carefully the minimum conditions of eligibility (the “**Conditions of Eligibility**”) provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for evaluation.

1.2.2 To be eligible for evaluation of its Proposal, the Bidder shall fulfill the following:

(A) Technical Capacity:

- I. The bidder will be required to establish credible performance warranty certificates for the Blank Number Plates. The certificate must be in the favor of the DG Excise & Taxation, Punjab and must come directly from the manufacturer of the material and not from any distributor, agent, or a contractor.
- II. The bidder must furnish verifiable references of Blank Number Plates manufactured and supplied at various domestic/International organizations/procuring agencies. The bidder must have an established office in Pakistan and must be the manufacturer or an authorized distributor / dealer of the manufacturer. In case of Authorized distributors / dealers of the quoted brands, the bidder must provide the certificate of dealership/distributorship, genuineness and newness from the principal etc.
- III. The bidder must quote for the complete scope of work. Any bid offering partial scope of work shall be rejected as non-responsive in terms of rule 18 of PPRA Rules 2009.

(B) Financial Capacity:

The Bidder shall have a minimum annual turnover of **Rs.400 Million** (Four Hundred Million only).

Legal Capacity

1.2.3 Any entity which has been barred by the Federal Government, any Provincial, State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of submission of bid, will not be eligible to submit a bid either by itself or through its Associates/consortium/JV etc.

1.2.4 Bidder or its Associate(s) should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder or its Associate(s). It should also neither be expelled from any project or agreement nor have had any agreement terminated for breach by such Bidders or its Associate(s).

1.2.5 Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices in terms of Rule 19 of PP rules 2009

1.2.6 Bidders are required to provide following documents

- a) Company incorporation Certificate/registration certificate of the firm issued by the appropriate authority.
- b) Annual Audited Accounts for the last three years/Proof of annual turnover.
- c) Sales Tax registration certificate.
- d) Experience in production of Number Plate (Evidence)
- e) List of purchasers (National or International).
- f) Performance certificate local or international.
- g) Details and addresses of all the production facilities/sites in the world

1.3 Number of Proposals

No Bidder or its Associate(s) shall submit more than one bid. A Bidder applying individually or as an Associate(s) shall not be entitled to submit another bid either individually or as a member of any consortium/JV etc, as the case may be.

1.4 Eligible Goods

- 1.4.1 The Goods and Services to be supplied under the Contract shall have their origin from anywhere but satisfying all relevant quality standards, while showing the origin of the raw material and finished product in detail.
- 1.4.2 For purposes of Clause 1.4.1 above, "origin" shall be considered to be the place where the Goods are mined, grown or produced or from which the Services are provided. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

1.5 Cost of Bidding

- 1.5.1 The bidder shall bear all costs associated with the preparation and delivery of its Bid and their participation in the selection process and the Purchaser/Client will in no case be responsible or in any way liable for such costs, regardless of the conduct or outcome of the selection process.

1.6 Consortium /JV

- 1.6.1 Bids submitted by a consortium/JV of two companies or partners (maximum) shall comply with the following requirements:
 - a) Consortium/Local partner shall have credibility and shall provide references in financial strengths showing **Min PKR 400 Million, Annual Turnover.**
 - b) Both the partners are required to furnish ISO 9001(Valid Certification).
 - c) The Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners.
 - d) One of the partners shall be authorized to be in-charge; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
 - e) The partner in-charge shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the consortium.

- f) All partners of the consortium/JV shall be liable jointly and severally for the executing of the Contract in accordance with the Contract terms, and a relevant statement to this effect shall be included in the authorization mentioned under (d) above as well as in the Bid Form and the Form of Agreement (in case of a successful Bid); and
- e) A copy of the agreement entered into by the joint venture partners shall be submitted with the Bid.

1.7 Assurance

The successful bidder will be required to give performance guarantee of 5% of the contract amount its ability and intention to supply the Goods and Services pursuant to the Contract, within the time set forth therein.

1.8 Conflict of Interest

1.8.1 Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:

- (a) A constituent of such Bidder is also a constituent of another Bidder; or
- (b) Such Bidder or its Associate receives or has received any direct or indirect subsidy or grant from any other Bidder or its Associate; or
- (c) Such Bidder has the same legal representative for purposes of this Application as any other Bidder; or
- (d) Such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each others' information about, or to influence the Application of either or each of the other Bidders;

1.8.2 Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Purchaser/Client shall forfeit and appropriate the Bid Security as mutually agreed genuine pre-estimated compensation and damages payable to the Purchaser/Client for, *inter alia*, the time, cost and effort of the Purchaser/Client including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Purchaser/Client hereunder or otherwise.

1.9 Acknowledgement by Applicant

1.9.1 It shall be deemed that by submitting the Proposal, the Bidder has:

- (a) made a complete and careful examination of the RFP;
- (b) satisfied itself about all matters, things and information, including matters necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- (c) acknowledged that it does not have a Conflict of Interest; and
- (f) agreed to be bound by the undertaking provided by it under and in terms hereof.

1.9.2 Purchaser/Client shall not be liable for any omission, mistake or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process.

1.10 Right to reject any or all Proposals

1.10.1 The purchaser/Client reserves the right to reject any Proposal if:

- (a) at any time, a material misrepresentation is made or discovered, or
- (b) the applicant does not provide, within the time specified by the Purchaser/Client, the supplemental information sought by the Purchaser/Client for evaluation of the Proposal.

1.10.2 Misrepresentation/ improper response by the Bidder may lead to the disqualification of the Bidder. If such disqualification / rejection occurs after the Proposals have been opened and the highest ranking Bidder gets disqualified / rejected, then the Purchaser/Client reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of the Purchaser/Client, including annulment of the Selection Process.

2. BIDDING DOCUMENTS

2.1 Contents of Bidding Documents

2.1.1 The Goods required, bidding procedures and Contract terms are prescribed in the bidding documents. In addition to the Invitation for Bid, the bidding documents include:

- a) Instructions to Bidders
- b) Bid Form
- c) Schedules:
 - Schedule A Special Stipulations
 - Schedule B Price Schedule
- d) Bid Security Form
- e) Performance Security Form
- f) Contract Form
- g) Conditions of Contract
- h) Technical Specifications
- i) Annexure

2.1.2 The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will result in the rejection of the bid.

2.2 Clarification of Bidding Documents

2.2.1 The prospective bidder requiring any further information or clarification on the RFP may send their queries to the Purchaser/Client in writing or by telephone or by visiting at the following address not later than ten days after the date of advertisement:

Director General
Excise & Taxation Department,
847-A Shadman-I
Lahore
Tel. No. 042-99202775-76

The envelopes shall clearly bear the following identification:

"Queries/Request for Additional Information concerning RFP for Number plates"

- 2.2.2 The Purchaser/Client shall endeavor to respond to the queries within the period specified therein but not later than 7 (seven) days prior to the Proposal Due Date. The responses will be sent by fax or e-mail. The Purchaser/Client will post the reply to all such queries on the Official Website and copies thereof will also be circulated to all Applicants who have purchased the RFP document without identifying the source of queries.

2.3 Amendment in Bidding Documents

- 2.3.1 At any time prior to the deadline for submission of bid, the Purchaser/Client may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by the issuance of Addendum/ Amendment and posting it on the Official Website and by conveying the same to the prospective Bidders (who have purchased the RFP document) by fax or e-mail and will be binding on all Bidders..
- 2.3.2 The amendment shall be part of the bidding documents, pursuant to PPRA Clause 36(IX), will be notified in writing or by telex, or by fax to the prospective bidder who has purchased the bidding documents and informed the designated office, Bidder is required to acknowledge receipt of any such amendment to the bidding documents.
- 2.3.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Purchaser/Client may, at its discretion, extend the proposal due date (PDD).

2.4 PREPARATION OF BID

2.4.1 Language of Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Purchaser/Client shall be written in **English** language. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for and in case any of these Documents is in another language, it must be accompanied by an accurate translation of the relevant passages in English, in which case, for all purposes of interpretation of the Proposal, the translation in English shall prevail.

2.4.2 Format and signing of Bid

- 2.4.2.1 The Applicant shall provide all the information sought under this RFP. The purchaser/Client would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 2.4.2.2 The Bidder shall prepare one original set of the Proposal (together with originals/ copies of Documents required to be submitted along therewith pursuant to this RFP) and clearly marked "ORIGINAL". In addition, the Applicant shall submit 2 (two) copies of the Proposal, alongwith Documents, marked "COPY". In the event of any discrepancy between the original and its copies, the original shall prevail.
- 2.4.2.3 The Proposal and its copy shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by the person(s) signing the Proposal. The Proposals must be properly signed by the authorized representative (the "**Authorized Representative**") as detailed below:
- (a) by the proprietor, in case of a proprietary firm; or
 - (b) by a partner, in case of a partnership firm and/or;
 - (c) by a duly authorized person holding the Board Resolution, in case of a Limited Company or a corporation; or
 - (d) by the authorized representative of the Lead Member, in case of consortium.
- 2.4.2.4 Applicants should note the Proposal Due Date, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Purchaser/Client, and that evaluation will be carried out only on the basis of Documents received by the closing time of Proposal Due Date. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the Purchaser/Client reserves the right to seek clarifications from the applicants.

2.4 Documents Comprising the Bid

The bid prepared by the bidder shall comprise the following documents. However, the evaluation of proposal submitted shall be inclusive of, but not be limited to, the following factors:

2.5 Technical Proposal

2.5.1 The Technical Proposal shall comprise the following documents:

- (a) Bid Security is provided
- (b) Documentary evidence establishing, in accordance with Clause 1.2, that the bidder is eligible to bid.
- (b) Documentary evidence establishing, in accordance with Clause 4.4, that the bidder is qualified to perform the Contract if it's Bid is accepted.

- (c) Documentary evidence establishing, in accordance with Clause 3, that the goods to be supplied by the bidder conform to the bidding documents.
- (d) Power of attorney in accordance with Clause 1.6.1.
- (e) Disaster Recovery, Testing, Training and other plans as mentioned in the Technical Specification Section of this document.

2.5.2 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

2.5.3 Failure to comply with the requirements spelt out in this Clause shall make the Proposal liable to be rejected.

2.5.4 The Purchaser/Client reserves the right to verify all statements, information and documents, submitted by the Applicant in response to the RFP. Any such verification or the lack of such verification by the Purchaser/Client to undertake such verification shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of the Purchaser/Client there under.

2.5.5 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Bidder or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if the contract has not been awarded yet either by issue of the LOA or entering into of the Agreement, and if the Selected Bidder has already been issued the LOA or has entered into the Agreement, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the Purchaser/Client without the Purchaser/Client being liable in any manner whatsoever to the Bidder.

In such an event, the Purchaser/Client shall forfeit and appropriate the Bid Security as mutually agreed pre-estimated compensation and damages payable to the Purchaser/Client for, *inter alia*, time, cost and effort of the Purchaser/Client, without prejudice to any other right or remedy that may be available to the Purchaser/Client

2.6 Financial Proposal

The Financial Proposal of the bid shall comprise the following documents:

a): Bid Form:

The Bidder shall complete the Bid Form in accordance with Clause 8.

b): Price Schedule:

The Bidder shall complete the appropriate Price Schedule furnished in the Bidding Documents in accordance with Clauses 9 and 10.

c): Bid Security:

The bidder shall furnish Bid Security in accordance with Clause 11.

3. TECHNICAL SPECIFICATIONS

3.1 SCOPE AND FIELD OF APPLICATION

This standard specifies the provisions applicable to retro reflective registration plates for motor vehicles and their trailers.

3.2 SPECIFICATION COMPLIANCE

- a. The bidder shall comply with technical standard ISO 7591 and provide certificate from independent test institute.
- b. Used materials (reflective foil, aluminium, hot-stamping foil) shall be in accordance to technical specification.
- c. Technical features:
 - i. Specified Design as provided in technical specifications
 - ii. Laser security marks visibility 30°
 - iii. Unique Serial number
 - iv. Hologram- customised chromium hologram.
- d. Bidder shall provide earliest lead time.
- e. Compliance with the national regulations for dimensions, shape, letters, numerals, Security features and graphic design shall be checked on a completely finished plate by the competent authorities. Compliance with this specification shall be determined by laboratory testing of representative samples of the plates at the cost of the bidder.

3.3 RETRO REFLECTIVE MATERIAL

The retro reflective sheeting of the finished plates shall be flat and smooth and consist of optical elements enclosed or formed in a transparent resin. The retro reflective sheeting shall have counterfeit proof properties showing an effective visual identification and verification. The retro reflective sheeting shall be applied to a corrosion resistant substrate to form a durable bond with the substrate and resist impact and bending. Processing and converting of the retro reflective sheeting shall be in accordance with the technical recommendations of the retro reflective sheeting's manufacturer. The retro reflective sheeting shall be embossed able to a height of maximum 2 mm to form letters and digits in relief. Processing and converting the retro reflective sheeting shall be in accordance with the technical recommendations of the retro reflective sheeting's manufacturer.

3.4 SECURITY REQUIREMENTS

The retro-reflective sheeting shall display Directional Security Marks of a design, size, configuration and position on the plate as mutually agreed between the manufacturer of the retro-reflective security license plates and the competent authorities. This security feature shall be integral parts of the retro reflective sheeting. The Directional Security mark shall not be removable by chemical or physical means from the retro reflective sheeting without irreparable damage to the retro reflective system and shall be visible for the entire performance life of the finished registration plate (end Product).

3.5 DIRECTIONAL SECURITY MARK

The design, size and configuration shall be according to the Figure. a. (Size and configuration in mm)

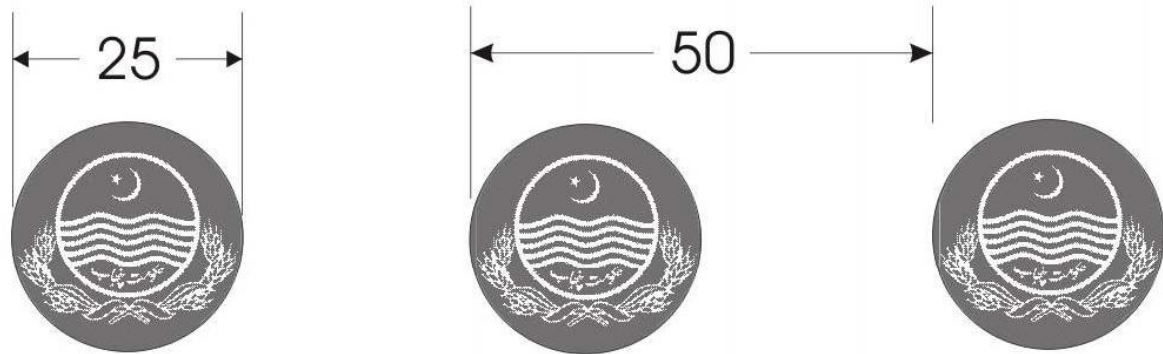


Fig-a

Example of directional security mark

Directional security marks shall meet following requirements:

- A) The Directional Security Mark on the mounted registration plate shall become fully visible in the vertical plane under ambient light and retro reflected light at an angle of $+30^{\circ}+5^{\circ}$ to the perpendicular on the plate (e.g. to a viewer with an eye height of approx. 1.7 m and standing approx. 1.8 m behind or in front of the car facing the plate surface). Outside this angle range the logos are fading. See the Figure-a above.
- B) The Directional Security Mark on the mounted registration plate shall not be visible in the vertical plane at a viewing angle greater than $+45^{\circ}$ or smaller than $+15^{\circ}$ to the perpendicular in the center of a Directional Security Mark. (e.g. to a viewer standing less than 1.0 m or more than 4.0 m from the car facing the plate surface). See the Figure-a above.
- C) The Directional Security Mark shall not be visible at a viewing angle greater than 15° horizontally to both sides of the perpendicular in the center of a directional Security Mark when viewed at the $+30^{\circ}+5^{\circ}$ vertical angle. See the Figure-a above

3.6 LASER SERIAL NUMBER

The printed retro-reflective security license plates shall contain unique serial number of a design, size, configuration and position on the plate as mutually agreed between the manufacturer of the retro-reflective security license plates and the competent authorities. These security features shall be integral parts of the retro-reflective sheeting. The unique serial number shall not be removable by chemical or physical means from the retro-reflective sheeting without irreparable damage to the retro-reflective system and shall be visible for the entire performance life of the finished registration plate.



3.7 LICENSE PLATES DESIGN AND DIMENSIONS

3.7.1 GRAPHIC DESIGN

The retro reflective sheeting shall display a country specific graphic of a design, size and position on the plate as mutually agreed between the manufacturer of the retro reflective security license plates and the purchaser/client. This country specific graphic shall be integral part of the sheeting and not be removable from the sheeting or the finished registration plate by chemical or physical means without irreparable damage to the retro reflective system and shall be visible for the entire performance life of the finished registration plate.

The graphic design and position on the plate shall be according to Figure



3.7.2 DIMENSIONS AND NUMERALS

The nominal outer dimensions of the finished front and rear registration plates shall be:

Size (mm)	A	B	C	D
Length (L)	302	202	202	152
Height (H)	152	152	62	130

Table 1: Types and dimensions

3.8 PHOTOMETRIC

The minimum coefficient of reflection of the retro reflective area shall not be less than specified in Table 2 and 3 below. Measurements shall be made in accordance with the procedures defined in CIE publication No. 54, 1982 using CIE standard illuminant “A” and with the entrance and observation angles in the same plane.

BACKGROUND COLOUR REFLECTIVITY

Color	Observation Angle	Entrance Angle Minimum coefficients of retro reflection (in cd lx-1 m ⁻²)
		5° 30° 40°
White	0°12′ 0°20′ 1°30′	45 18 8 30 12 6 3,5 2 0,7
Yellow	0°12′ 0°20′ 1°30′	30 12 5 20 8 4 2,3 0,8 0,4
Green	0°12′ 0°20′ 1°30′	

Table 2

3.9 GRAPHIC DESIGN COLOR REFLECTIVITY

Color	Observation Angle	Entrance Angle Minimum coefficients of retro reflection (in cd lx-1 m ⁻²) 5°
Color 1	0°12′	5°
Color 2	0°12′	5°

Table 3

If local variations on background colors are apparent when a sample is observed under retro-reflective viewing conditions, photometric measurements shall be made at an observation angle of 0° 20' and at an entrance angle of 5°. Relative measurements shall be made in the region of variation of the coefficients of retro-reflection of several adjacent areas. The ratio of

the highest to the lowest reading shall not be greater than 20%. The coefficient of retro-reflection measured at an observation angle of 0°20' and an entrance angle of 5° shall not vary by more than + 20% while rotating the specimen through 360° in its own plane. When the retro-reflective background of the number plate is covered with water the coefficient of retro-reflection shall not be less than 90% of the values required in the table2.

3.10 COLORIMETRIC PROPERTIES

When measured in accordance with the provisions of the CIE document No. 15 (1971) and illuminated with the CIE Standard Illuminant D65, at 45° to the normal and viewed along the normal (45/0 geometry), the color of the retro reflective surface (in a new condition) shall be located within the area defined by the chromaticity coordinates in the tables 4 and 5 and comply with the luminance factor.

BACKGROUND COLOR COORDINATES

Color	1	2	3	4	Lumin. Factor
X	0,355	0,355	0,285	0,335	0,35
Y White	0,355	0,355	0,325	0,375	
X	0,465	0,427	0,487	0,545	
Y Yellow	0,534	0,483	0,423	0,454	
GREEN					

Table 4

3.11 TEMPERATURE RESISTANCE

A test sample is subjected to the following conditions in sequence:

- A) 7 hours consecutively at a temperature of 65 + 2°C with a relative humidity of 10 + 5%
- B) 1 hour at a temperature of 23 + 5°C and 50 + 10% relative humidity
- C) 15 hours consecutively at a temperature of -20 + 2°C

At the end of this test, the retro reflective material, the letters and digits shall show no peeling off from the substrate, no cracking, blistering or appreciable discoloration.

3.12 ADHESION TO THE SUBSTRATE

Condition the test sample for 1 hour at -20°C. Immediately after taking the sample out of the cold store, it shall not be possible to remove the retro reflective material physically in one piece from the substrate at the adhesive to substrate interface.

3.13 IMPACT RESISTANCE

Condition the test sample for 1 hour at -20°C immediately after taken out of the cold storage, place the sample plate with the reflective side up on a solid support base such as concrete or a 12.5 mm steel plate and allow a steel ball of 25 mm diameter to drop from a height of 2 m onto a flat section of the sample. The retro reflective material shall show no cracking or separation from the substrate outside of a distance of 5 mm from the impacted area.

3.14 BENDING RESISTANCE

Bend the flat area of the test plate within a period of 2 seconds over a mandrel of 50 mm diameter to an included angle of 90° with the retro reflective material facing outwards, at a temperature of 23 + 5°C. There shall be no cracking. To facilitate bending, any embossed border shall be cut from the top and bottom of the test plate.

3.15 WATER RESISTANCE

Immerse the test plate for a period of 24 hours consecutively in deionized water at 23 + 5°C and then allow it to dry for 48 hours at normal room temperature. Following completion of this test, the sample shall show no evidence of deterioration which could reduce its efficiency.

3.16 CLEANABILITY

A test sample smeared with a mixture of lubricating oil and graphite shall be easily cleaned without damage to the retro reflective surface when wiped with a mild aliphatic solvent such as heptane, followed by washing with a neutral detergent.

3.17 RESISTANCE TO FUEL

Immerse a portion of the sample plate, including letters and numerals for 1 minute in a test fuel composed of 70% n-heptane and 30% toluol (by volume). After removal, inspect the surface which shall not show any visible change which would reduce its efficiency.

3.18 RESISTANCE TO SALINE MIST

Subject a sample plate to the action of a saline mist for 2 cycles of 22 hours each, separated by an interval of 2 hours at room temperature during which the sample is allowed to dry. The saline mist shall be produced by atomizing, at a temperature of 35 + 2°C, a saline solution obtained by dissolving 5 parts (m/m) of sodium chloride in 95 parts (m/m) of deionized water. After completion of the test, wash the sample plate with water, dry with a cloth, and then examine it. There shall be no corrosion which would reduce its efficiency.

3.19 DURABILITY

Subject a sample plate with the retro reflective area only to a source of illumination in accordance with the ISO 105 until blue standard no. 7 has faded to no. 4 contrast of the grey scale. After this test the color shall still meet the chromaticity requirements in table 2 and the

Co efficient of retro reflection shall not be less than 50% of the values in table 1 and 1a at the 0°20' observation and 5° entrance angles.

The luminance factor shall not be lower than 80% of the values in table 3 and 4.

3.20 SAMPLING

Nine test samples shall be submitted to the laboratory for approval testing. The sample plates shall be representative of current production, produced in accordance with the recommendations of the manufacturer of the retro reflective material. Test samples shall have a minimum area of 10 x 10 cm of continuous flat background area to facilitate colorimetric and photometric measurements and other testing. All test samples shall be conditioned for 24 hours at 23 + 5°C and 50 + 10% relative humidity prior to testing.

The test results shall be the average of three measurements per test method.

One of the samples shall be a completely finished plate ready to be mounted on a vehicle and representative of current production. It shall be used for checking the dimensions, shape, letters and numerals for compliance with the Production Standards as per ISO.

A second sample shall be a completely finished plate but with no legend, to be used for the check on uniformity of retro-reflection.

The seven other test samples shall be finished plate's representative of current production but with only one letter and two numerals located in the center and leaving free areas of at least 100 cm² for the various tests on the sides.

4. 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.

4.1 Bid Prices

4.1.1 The bidder shall complete Schedule B Price Schedule for all the items in accordance with the instructions contained in this document.

4.1.2 Prices quoted for the Goods should be entered as per Price Schedule given.

4.1.3 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.

4.2 Bid Currencies

Prices shall be quoted in Pak Rupees.

4.3 Documents Establishing Eligibility of the Bidder and the Goods

The bidder shall furnish, as part of its bid, certification establishing both the bidder's eligibility to bid and that the origin of the Goods is an eligible source country, pursuant to Clause 1.2 & 1.4. The bidder may offer to supply embossed & hot stamped finished

product under the contract. Bidder shall establish to the purchaser/Client 's satisfaction that the bidder has been duly authorized by his Principal namely M/s _____, to supply the Goods for the contract.

4.4 Documents Establishing the Bidder's Qualifications to Perform the Contract

The documentary evidence of the bidder's qualifications to perform the Contract, if its Bid is accepted, shall establish to the Purchaser/Client's satisfaction prior to the award of contract.

- (a) That, in the case of a bidder offering to supply finished product under the Contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized by the Goods' manufacturer or producer to supply to and install the Goods in the Purchaser/Client's country; The bidder shall attach / submit Valid Authorization Letter (Not Older than One Year) from the Principal.
- (b) That, the bidder has the financial, technical and production capability necessary to perform the Contract, including capacity in terms of personnel for the purpose of carrying out the Services; and
- (c) that, the bidder not doing business within the Purchaser/Client's country, the bidder is, or will be (if the Contract is awarded to it), represented by an agent in that country equipped and able to carry out the maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of the Contract and or Technical Specifications.

4.5 Documents Establishing the Goods' Conformity to the Bidding Documents

The documentary evidence of the Good's conformity to the bidding documents may be in the form of literature, drawings and data, and shall furnish:

- (a) A detailed description of the Goods' essential technical and performance characteristics as described in the technical specifications of this document;
- (b) A list, giving full particulars, of trained personnel, for training and servicing including available sources spare parts and special tools, etc. necessary for the proper and continuing functioning of the Goods.

4.6 Bid Security

- 4.6.1 The bidder shall furnish an indemnity bond along with the performance guarantee of 5 % of the contract amount, after signing the contract agreement.
- 4.6.2 The bid security of 0.5% CDR shall be furnished in Pak Rupees from any schedule bank.
- 4.6.3 The bid not secured in accordance with Clauses 4.7.1 and 4.7.2 above will be rejected by the Purchaser/Client as non-responsive.

- 4.6.4 An unsuccessful bidder's bid security will be discharged or returned, or both, as promptly as possible upon award of Contract.
- 4.6.5 The successful bidder's bid security will be returned, upon the bidder's executing the contract, pursuant to Clause 6.9, and furnishing the performance security, pursuant to Clause 8.
- 4.7.6 The bid security may be forfeited:
- (a) If the bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form; or
 - (b) If the bidder does not accept the correction of the Total Bid Price pursuant to Clause 6.3.5; or
 - (c) If the bidder fails;
 - (i) to furnish the performance security in accordance PP Rule 39.
 - (ii) to sign the contract in accordance with Clause 13,

4.7 Period of Validity of Bid

- 4.8.1 The bid shall remain valid for one hundred & twenty (120) days from the date of bid closing prescribed by the Purchaser/Client, pursuant to Clause 8.
- 4.8.2 Notwithstanding Clause 4.8.1 above, the Purchaser/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 or by cable or fax. If the bidder agrees to the extension request, the validity of the bid security provided under Clause 4.7 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.

4.8 Format and Signing of Bid

- 4.9.1 The Applicant shall provide all the information sought under this RFP. The purchaser/Client would evaluate only those Proposals that are received in the specified forms and complete in all respects.
- 4.9.2 The bidder shall prepare one (1) original and one (1) copy of the documents comprising the Technical & Financial Bid as described in Clause 11, clearly marking each "ORIGINAL" and "COPY" as appropriate. In the event of any discrepancy between the ORIGINAL and the COPY, the ORIGINAL shall govern.
- 4.9.3 Prescribed Bid Form and Schedules shall be used and not to be retyped. The original and copy of the bid shall be typed or written in indelible ink (in the case of copies, photocopies are also acceptable) and shall be signed by the authorized signatory of the bidder who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialed. All pages of the bid where entries and amendments have been made shall be initiated by the person signing the bid.

The Proposals must be properly signed by the authorized representative (the "**Authorized Representative**") as detailed below:

- (a) by the proprietor, in case of a proprietary firm; or

- (b) by a partner, in case of a partnership firm and/or;
 - (c) by a duly authorized person holding the Board Resolution, in case of a Limited Company or a corporation; or
 - (d) by the authorized representative of the Lead Member, in case of consortium.
- 4.9.4 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid.
- 4.9.5 The Proposal and its copy shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant who shall initial each page, in blue ink. In case of printed and published Documents, only the cover shall be initialed. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal.
- 4.9.6 Applicants should note the Proposal Due Date, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by the Purchaser/Client, and that evaluation will be carried out only on the basis of Documents received by the closing time of Proposal Due Date. Applicants will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected. For the avoidance of doubt, the Purchaser/Client reserves the right to seek clarifications from the applicants.

5. SUBMISSION OF BID

5.1 Sealing and Marking of Bid

- 5.1.1 The bidder shall seal the original and each copy of the Technical & Financial Bid separately in an inner and an outer envelope, duly marking the envelopes as "ORIGINAL" and "COPY".
- 5.1.2 The inner and outer envelopes shall:
- (a) be addressed to the following address:

Director General
Excise & Taxation Punjab
847-A, Shadman-I
Lahore
Tel. No. 042-99202775-76
 - (b) bear the following identification:

Bid for "Motor Vehicle Registration-Motor Transport Management Information System"

Procurement of Goods
DO NOT OPEN BEFORE 29th October 2011.

5.1.3 In addition the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “Late”.

5.1.4 Fax bid will not be entertained.

5.2 Deadline for Submission of Bid

5.2.1 The original and copy of bid must be received by the Purchaser/Client at the address specified in Clause 5.1.2 no later than:

Date: 29th October 2011

Time: **1200 hours**

5.2.2 The Purchaser/Client may, at its discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with Clause 2.3, in which case all rights and obligations of the Purchaser/Client and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

5.3 Late Bid

The bid received by the Purchaser/Client after the deadline for submission of bid prescribed by the Purchaser/Client, pursuant to Clause 5.2, will be rejected and returned unopened to the bidder.

5.4 Modification and Withdrawal of Bid

5.4.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser/Client prior to the deadline prescribed for submission of bid.

5.4.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 5.2. A withdrawal notice may also be sent by telex or Fax but must be followed by a signed confirmation copy, post marked not later than the deadline for submission of bid.

5.4.3 The bid may not be modified subsequent to the deadline for submission of bid.

5.4.4 The bid may not be withdrawn in the interval between the deadline for submission of bid and the expiration of the period of bid validity or till the award of contract whichever is earlier. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security, pursuant to Clause 8.

6. OPENING AND EVALUATION OF BID

6.1 Opening of Bid

- 6.1.1 The bid shall be opened by the Purchaser/Client in the presence of the bidder's representatives who choose to attend at the time and date specified in Clause 12(invitation of bid), at the office of the Purchaser/Client, given in Clause 5.2 (a). The bidder's representatives who are present shall sign a register evidencing their attendance.
- 6.1.2 The bidder's name, bid price, modifications, bid withdrawal, and the presence or absence of the requisite bid security, and such other details as the Purchaser/Client, at its discretion, may consider appropriate will be announced and recorded at the opening.

6.2 Clarification of Bid

To assist in the examination, evaluation and comparison of bid, the purchaser may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

6.3 Determination of Responsiveness of Bid

- 6.3.1 Prior to the detailed evaluation of the bid, pursuant to Clause 6.5, the Purchaser/Client will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which:
- (a) meets the eligibility criteria specified in Clauses 1.2;
 - (b) has been properly signed on the Bid Form;
 - (c) is accompanied by the required Securities and these Securities are valid and in good order;
 - (d) meets the major technical criteria specified in the schedule;
 - (e) meets the delivery period set out in Schedule A (Special Stipulations) to Bid;
 - (f) meets the rate and limit of liquidated damages as specified in Schedule A (Special Stipulations) to Bid;
 - (g) offers fixed price quotations i.e. the bid do not offer an escapable price quotation;
 - (h) is otherwise complete and generally in order;
 - (j) conforms to all the terms, conditions and Specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one:
 - (i) which affects in any substantial way the scope, quality or performance of the Goods; or
 - (ii) which limits in any substantial way, inconsistent with the bidding documents, the Purchaser/Client 's rights or the bidder's obligations under the Contract.
- 6.3.2 The purchaser's determination of a bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

- 6.3.3 The bid determined as not substantially responsive will be rejected by the Purchaser/Client and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.
- 6.3.4 The Purchaser/Client may waive any minor informality or non-conformity or irregularity in the bid.
- 6.3.5 Correction of Arithmetical Errors: Bid determined to be substantially responsive will be checked by the purchaser/Client for any arithmetic errors. Errors will be rectified by the Purchaser as follows:
- (a) for the total bid price entered in paragraph of the Bid Form, if there is a discrepancy between the amounts in Figures and in words, the amount which tallies with the total Bid Price, shown in the Price Schedule, will govern unless the Bid Contains a specific statement confirming the total Bid Price.
 - (b) where there is a discrepancy between the unit rate and the total price resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern and the total price shall be corrected, unless in the opinion of the Purchaser, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the total price as quoted will govern and the unit rate will be corrected, and
 - (c) where there is a discrepancy in the total price quoted in the Price Schedule vis-à-vis addition of each item, the total of the itemized prices will govern.

The amount stated in the Bid Form will be adjusted by the purchaser/Client in accordance with the above procedure for the correction of errors, and shall be considered as binding upon the Bidder. If the Bidder does not accept the correction of the errors, his Bid will be rejected and the Bid Security will be forfeited in accordance with Clause 4.7.6.

Corrected Total Bid Price: The price as determined after the application of arithmetic corrections shall be termed as corrected Total Bid Price.

6.4 Evaluation and Comparison of Bids

The Purchaser will evaluate and compare the bids previously determined to be substantially responsive, pursuant to Clause 6.5, as stated hereinafter.

6.5 Technical Evaluation

DOCUMENTS CHECK LIST

All bidders are advised in their own interest to provide the following documents for a fair evaluation of their capacity to perform the contract. Failure to furnish any of these documents can impact the possibility of success of the bidder. A duly filled copy of this check list shall be annexed and attached with the sealed envelope by every bidder

SR#	DOCUMENT NAME	COMPLIANCE YES/NO	REMARKS
1	Company /firm Registrations Documents In case of Consortium (Company incorporation/Registration certificate of both parties)		
2	Agreement (on stamp paper) of Consortium if any		
3	Worldwide Purchaser List (similar nature projects) with documentary		
4	Scope of Work as mentioned (Technical specifications)		
5	Certificate for Distribution of number plates from principal manufacturer (if applicable)		
5	Proof of Annual Turn Over PKR 400 million or equivalent of preceding three years		
7a	Performance certificate of similar projects in Pakistan/abroad)		
7b			
8	Number Plate Certification (ISO 7591 and other related Standards)		

EVALUATION CRITERIA

Sr #	Document Name	Allocated Marks	Marks Obtained	Remarks
1	Annual Turnover of the manufacturer (30 Marks)	400 M (15 Marks) 400-700 million (20 Marks) 700-1000 million (25 Marks) Over 1Billion (30 Marks)		
2	Status of the manufacturer(Sole Proprietor/Firm/Private limited Company/ Public listed company) (10 Marks)	*1 Mark for sole proprietor *3 Marks for registered firm *7 Marks for private limited		

		*10 Marks Public listed company		
3	Paid up Capital of dealer / authorized agent in Pakistan (5 Marks)	1 Marks for each 100 Million(max 5 Marks)		
4	Status of the Dealer / authorized agent (in case of JV); Sole proprietor/Firm/Private limited Company/ Public listed company (10 Marks)	*1 Mark for sole proprietor *3 Marks for firm *7 Marks for private limited company *10 Marks for public listed company		
5	International references / projects with documentary proof (10 Marks)	1 Marks for each reference of projects exceeding 10 Million PKR or Equivalent (max 10 Marks)		
6	Number Plate Certification (ISO 7591 and other related Standards) (25 Marks)	25 Marks		
7	Management certificate of the manufacturer (ISO 9001) (5 Marks)	5 Marks		
8	Management certificate of the dealer/authorized agent (ISO 9001) (5 Marks)	5 Marks		
9	Experience of manufacturing Number Plates (10 Marks)	1 Marks for each year (max 10 Marks)		
10	Annual Production Capacity (15 Marks)	3 Marks for each million (max 15 Marks)		
	TOTAL MARKS	125		

Commercial Evaluation

It will be examined in detail whether the bid comply with the specified Conditions of Contract of the bidding documents. It is expected that no major deviation/stipulation shall be taken by the bidder.

6.6 Evaluated Bid Prices

The Purchaser's evaluation of a bid will take into account in addition to the Bid Price, the following factors (Adjustments) in the manner and to the extent stated hereinafter. Adjustment will be based on corrected Bid Prices. The price so determined after making such adjustments will be termed as Evaluated Bid Price.

- (1) Correction of arithmetical errors - as stated in Clause 4.9.4;
- (2) The cost of making good any deficiency resulting from any acceptable, quantifiable variations and deviations from the Schedules, Conditions of Contract and Specifications, shall be added to the corrected Bid Price for comparison purposes only.
- (3) For bid offering delivery period of the Goods earlier than the period specified in the Schedule A Special Stipulations to Bid, no credit will be given.
- (4) Terms of Payment: The bidder shall state their bid price for the payment terms outlined in the Conditions of Contract. The bid will be evaluated on the basis of this base price. The bidder may state alternate payment terms and indicate the reduction in bid price that wish to offer for such alternative payment terms. The Purchaser/Client may consider the alternative payment terms offered by the bidder.

6.7 Contacting the Purchaser/Client

Any effort by a bidder to influence the Purchaser/Client in the Purchaser/Client 's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

6.8 Purchaser/Client's Right to Reject the Bid

The Purchaser/Client reserves the right to reject the bid as per Rule 33 of PPRA 2009.

AWARD OF CONTRACT

6.9 Post-qualification and Award Criteria

- 6.9.1 The Purchaser/Client will determine to its satisfaction whether the bidder has offered Goods at reasonable prices consistent with the current prevailing market prices and is qualified to satisfactorily perform the Contract.
- 6.9.2 The determination will take into account the bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, pursuant to Clause 16, as well as such other information as the Purchaser/Client deems necessary and appropriate.
- 6.9.3 An affirmative determination will be prerequisite for award of the Contract to the bidder. A negative determination will result in rejection of the bidder's Bid.
- 6.9.4 Subject to Clause 6.9.1, the Purchaser/Client will award the Contract to the bidder if its bid has been determined to be substantially responsive to the bidding documents and consistent with the current prevailing market prices as determined by the Purchaser, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.

6.10 Purchaser/Client's Right to perform Contract Agreement

The Purchaser/Client reserves the right to qualify / disqualify the successful bidders for performing Contract Agreement.

6.11 Notification of Contract Award

- 6.11.1 Prior to the expiration of the period of bid validity, the Purchaser/Client will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as Letter of Acceptance.
- 6.11.2 The notification of award will constitute the formation of a contract, until the Contract has been affected pursuant to Clause 13.

6.12 Signing of Contract

- 6.12.1 After the acceptance of performance guarantee by the Purchaser/Client, the Purchaser/Client will send to the successful bidder the Contract Form for signature / finalization.
- 6.12.2 Within seven (7) days of the receipt of such Contract Form, the bidder shall sign and date the Contract and return it to the Purchaser/Client.

6.13 Performance Guarantee

Within seven (7) days of the receipt of the Letter of Acceptance from the Purchaser/Client, the bidder shall furnish the performance security, in accordance with

the Conditions of Contract, in the performance guarantee Form provided in the bidding documents or another form acceptable to the Purchaser/Client.

7. ADDITIONAL INSTRUCTIONS

7.1 Instructions to Assist the Bidder

Bid shall be prepared and submitted in accordance with the instructions set forth herein. These instructions to Bidders are provided to assist in preparing their Bid and shall not constitute part of the Contract Documents.

7.2 Income Tax & General Sales Tax

The bidder may make inquiries on income tax to the concerned authorities of Income Tax and General Sales Tax Department, Government of Pakistan.

8. BID FORM

To:

Director General
Excise & Taxation Punjab,
847-A, Shadman-I, Lahore
Tel. No. 042-99202775-76

Dear Sir

Having examined the bidding documents the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply / deliver the Number Plates in conformity with the specification in the bidding documents as per the following price details for the contractual period of 3 Years.

Sr#	Category	Estimated Volume (per Year)(Plate)	Unit Price (PKR.) (inclusive of all taxes)	Total Price (PKR) (inclusive of all taxes)
1	Car(Private, Government and Autonomous body)	165,000		
2	Commercial Vehicle (Bus, Truck, Van, Tractor, Motor Cab etc.)	90,000		
3	Motor Cycle Front(Private, Government and Autonomous body)	1,500,000		
4	Motor Cycle Rear(Private, Government and Autonomous body)	1,500,000		
5	Auto Rickshaw	50,000		
	Grand Total			

We understand that the purchaser/Client intends to award the contract for all different categories to a single lowest bidder on the basis of consolidated bid cost due to administrative requirements particularly the restraints of warehousing arrangements, we also understand that we will be bound to supply all the above categories irrespective of the volume and price which may see an acceptable variation due to customer/user preferences. We further undertake that at no stage during the period of contract we will claim any additional cost in respect of any or all the categories of NPs due to such variations. We undertake, if our Bid is accepted, to complete the Works in accordance with the Contract Execution Schedule provided in the Schedule-A Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance guarantee of minimum 5 % of the estimated volume of the contract period as per our quoted prices. Our prices are inclusive of all

applicable Government taxes from time to time and no revision shall be made on account of taxes during the contract period.

We agree to abide by this Bid for the period of one hundred and twenty (120) days from the date fixed for bid opening pursuant to Clause 4.8 of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

We understand that the process of procurement is governed by PP Rules 2009. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of -----2011

WITNESS

Signature -----

Name-----

Title:-----

Address.-----

BIDDER

Signature -----

Name -----

Title-----

Address-----

9. SCHEDULE –A : SPECIAL STIPULATIONS

For ease of reference, certain information and Special Stipulations applicable to the Contract are set forth herein.

- | | | | |
|--|---|--|---|
| 1. | Amount of Performance Guarantee at the time of signing the Contract Agreement | Clause of Conditions <u>of Contract</u>
7.1 | 5% of the contract amount |
| 2. Delivery of Goods | | | |
| a) | Address at which Final Product will produce | 10.1 | Office of the Directorate General, Excise & Taxation Punjab, 847-A, Shadman Colony Lahore |
| b) | Contract Execution Schedule | 10.2 | As per T.O.Rs of Contract Agreement |
| 3. Warranty Period offered by the manufacturer | | | |
| | | 15.2 | Five years or more warranty period as specified in the Schedule-B of this document. |
| 5. Liquidated damages | | | |
| a) | Liquidated damages for delayed delivery of Goods part thereof. | | 0.25% of the PO Price of the delayed or Goods per day or part thereof. |
| b) | Limit of Liquidated Damages | | Not to exceed in the aggregate ten percent (10%) of Contract Price stated in the Notice of Contract Award/Letter of Acceptance by the Purchaser/Client. |

10. SCHEDULE - B : PRICE SCHEDULE AND SPECIFICATIONS

Preamble

1. The Goods will be delivered at the address provided in Schedule A. The total Bid Price shall include all charges up to the delivery point and other services to be provided under the Contract.
2. Where no prices are entered against any item, the price of that item shall be deemed to have been distributed among the rates and prices of other items, and no separate payment shall be made for that item(s).

General Specifications of Number Plates

- 1) Retro Reflective Material
 - a) Retro-reflective Aluminum sheets with flat and smooth edges
 - b) Resistance against temperature, water, impacts and bending etc
 - c) Rounded border edges & corners in order to avoid injuries during hot stamping & embossing
 - d) Embossed border.
 - e) At least 1 mm thickness of all types of registration plates
- 2) Punjab Specific Graphical Logos
- 3) Unidirectional Security Marks
 - a) Comprising the emblem of the Government of the Punjab visible from a specific distance.
 - b) Not removable by chemical & physical means.
 - c) Can be seen at a specified viewing angle and invisible at all other angles.
 - d) Security Marks should not reproduce able as a lookalike by any photographing, copying, printing, lamination or other imaging process on the final registration plate.
- 4) Uniquely identified Laser Serial Numbers
 - a) Registration Plates should contained a unique laser serial no consisting of at least 7 digits.
 - b) Laser no could not be removed from the reflective sheet unless to destroy it.
- 5) The plates should readable in reflection of light during dark hours.
- 6) Alphabets and Numerals should be embossed not printed
- 7) OCR (Optical Character Recognition) readable numbers

- 8) Significant dimensions of the finished front and rear registration plates along with the color specifications are as follows:

i) White Non-Commercial (Private Vehicles / Motor Cars)

Length:	302 mm
Height:	152 mm
Font Color:	Black
Back Ground Color:	White

ii) Yellow Commercial Vehicles

Length:	302 mm
Height:	152 mm
Font Color:	Black
Back Ground Color:	Yellow

iii) Green Government Vehicles

Length:	302 mm
Height:	152 mm
Font Color:	White
Back Ground Color:	Green

iv) Motorcycles and Scooters (Front Plate)

Length:	202 mm
Height:	65 mm
Font Color:	Black
Back Ground Color:	White

v) Motorcycles and Scooters (Rear Plate)

Length:	152 mm
Height:	130 mm
Font Color:	Black
Back Ground Color:	White

vi) Motor Rickshaws

Length:	202 mm
Height:	152 mm
Font Color:	Black
Back Ground Color:	Yellow

vii) Government Motorcycles and Scooters (Front Plate)

Length:	202 mm
Height:	65 mm
Font Color:	White
Back Ground Color:	Green

viii) Government Motorcycles and Scooters (Rear Plate)

Length:	152 mm
Height:	130 mm
Font Color:	White
Back Ground Color:	Green

ix) Semi Government / Autonomous body Vehicles

Length:	302 mm
Height:	152 mm
Font Color:	White
Back Ground Color:	Blue

x) Semi Government / Autonomous body Motorcycles (Front Plate)

Length:	202 mm
Height:	65 mm
Font Color:	White
Back Ground Color:	Blue

xi) Semi Government / Autonomous body Motorcycles (Rear Plate)

Length:	152 mm
Height:	130 mm
Font Color:	White
Back Ground Color:	Blue

Duplicate Number Plates

Duplicate Number Plates of all above mentioned categories, specifying with a word “DUPLICATE” at the desired location.

Terms & Conditions

- 1) Minimum of Five Years warranty of the final / finished product.
- 2) The bidders should separately quote the price of the registration plates with all the security features included (option 1) and (as other options) quote the price of each security feature (laser serial number, directional hologram/watermark etc.) as an add on cost to the cost of the retro-reflective plates.

- 3) The bidders should clearly mention Terms and Conditions of the Contract Agreements for the supplied registration and relevant materials / accessories
- 4) In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc.
- 5) The Bidder should produce a certificate of commitment, to supply at least 150,000 pairs of plates per month on the same rate and terms and conditions as quoted by the bidder at bid time during the contractual period of 3 Years.
- 6) The exact dimensions and layout of the alphabets/numerals, and security features will be approved by the Purchaser/Client before the award of the contract.
- 7) The contractor should maintain in advance, the blank stock of Number Plates along with the allied technologies / materials, for at least 6 Months, in the premises of the production facility.
- 8) The contractor may quote as an option the finished product (embossed & hot stamped) from the blank stock, within the premises of the office of the Directorate General, Excise & Taxation Punjab.
- 9) The maintenance / management of Central Production Facility, office of the Directorate General, Excise & Taxation Punjab, will be the responsibility of the Contractor including electrification, furnishing, mobilization, machinery & equipments and other relevant technologies / materials.
- 10) Work order for the manufacturing of duplicate Number Plates will be issued as per the actual requirements.**
- 11) Category wise Minimum Requirement of Number Plates is mentioned below, which may be increase / decrease as per the actual requirements:**

Sr#	Category	Estimated Volume (per Year)(Plate)	Unit Price (PKR.) (inclusive of all taxes)	Total Price (PKR) (inclusive of all taxes)
1	Car(Private, Government and Autonomous body)	165,000		
2	Commercial Vehicle (Bus, Truck, Van, Tractor, Motor Cab etc.)	90,000		
3	Motor Cycle Front(Private, Government and Autonomous body)	1,500,000		

4	Motor Cycle Rear(Private, Government and Autonomous body)	1,500,000		
5	Auto Rickshaw	50,000		
	Grand Total			

SCHEDULE - B : PRICE SCHEDULE (continued)

Quoted Prices of the finished product of the Number Plates, including all taxes, duties etc are as follows (please fill the Price Schedule):

Schedule-I

Sr#	Category	Estimated Volume (per Year)(Plate)	Unit Price (PKR.) (inclusive of all taxes)	Total Price (PKR) (inclusive of all taxes)
1	Car(Private, Government and Autonomous body)	165,000		
2	Commercial Vehicle (Bus, Truck, Van, Tractor, Motor Cab etc.)	90,000		
3	Motor Cycle Front(Private, Government and Autonomous body)	1,500,000		
4	Motor Cycle Rear(Private, Government and Autonomous body)	1,500,000		
5	Auto Rickshaw	50,000		
	Grand Total			

Schedule-II

Sr#	Category	Estimated Volume (per Year)(Plate)	Unit Price (PKR.) (inclusive of all taxes)	Total Price (PKR) (inclusive of all taxes)
1	Car(Private, Government and Autonomous body)	165,000		
2	Commercial Vehicle (Bus, Truck, Van, Tractor, Motor Cab etc.)	90,000		
3	Motor Cycle Front(Private, Government and Autonomous body)	1,500,000		
4	Motor Cycle Rear(Private, Government and Autonomous body)	1,500,000		
5	Auto Rickshaw	50,000		
	Grand Total			

Signature of Bidder _____

Note:

Currencies should be used in accordance with Clause 4.3 of the Instructions to bidders, the price shall include all customs duties and sales and other taxes already paid or payable on the components and raw materials used in the manufacture or assembly of the item.

In case of Contract of imported goods offered Ex-Warehouse/Off-the-Shelf from within the Purchaser/Client's country, the cost of import duties and sales and other taxes already paid shall be shown separately.

11. BID SECURITY FORM

WHEREAS ----- (hereinafter called "**the Bidder**") has submitted its bid dated -----for supply of Goods, (hereinafter called "**the Bid**").

KNOW ALL MEN by these presents that We -----(Name of Bank) of -----(Name of Country) having our registered office at -----(address of Bank) hereinafter called "the Bank") are bound into the Director General, Excise & Taxation Punjab, 847-A Shadman Colony Lahore Pakistan (hereinafter called "the Purchaser/Client ") in the sum of -----**(0.5% of the bid price of total estimated supply to be made in three years)**, for which payment well and truly to be made to the said Purchaser/Client, the Bank binds itself, its successors and assigns, by these presents.

Sealed with the Common Seal of the Bank this-----day of-----, 2011

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder does not accept the corrections of his Total Bid Price; or
3. If the Bidder, having been notified of the acceptance of its Bid by the Purchaser/Client during the period of bid validity:
 - (a) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders; or
 - (b) fails or refuses to execute the Contract Form, when requested. or

We undertake to pay to the Purchaser/Client up to the above amount, according to, and upon receipt of, its first written demand, without the Purchaser/Client having to substantiate its demand, provided that in its demand the Purchaser/Client will note that the amount claimed by it is due to it owing to the occurrence of one or both or all the three above stated conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to -----2011, the period of bid validity, and any demand in respect thereof should reach the Bank not later than such date.

(NAME OF BANK)

By-----

(Title)

Authorized Representative

12. PERFORMANCE SECURITY FORM

To:

Director General
Excise & Taxation Punjab,
847-A, Shadman-I, Lahore
Tel. No. 042-99202775-76

WHEREAS (Name of the Contractor)

Hereinafter called "the Contractor" has undertaken, in pursuance of Motor Vehicle Registration - Motor Transport Management Information System, Procurement of Goods, dated _____ 2011, (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish a bank guarantee by a recognized bank for the sum specified therein as guarantee for successful compliance of the contractual obligations;

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

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ (**which shall be 5% of the contract value for 3 years**)(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 _____, 2011, 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_____

13. CONTRACT

This Contract is made on _____ 2011 at Lahore

Between

[Name & Address of the Purchaser/Client] (hereinafter referred to as "the Purchaser/Client")
of the one part

And

[Name & Address of the Contractor] (Hereinafter referred to as "the Contractor") of the other
part

Which expression shall include their respective heirs, legal representatives, successors,
assignees & nominees

For

Supply of finished Retro-Reflective Registration Plates "the Goods") after embossing & hot
stamping and for replacement during warranty period, after-sale support, etc. of said Goods
(hereinafter referred to as "the Services").

1. The Contractor hereby covenants with the Purchaser/Client to supply the Goods and provide the Services and to remedy defects / damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser/Client to the Contractor.
2. The Purchaser/Client hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and provision of the Services and remedying of defects / damage therein.
3. The following shall be deemed to form and be read and construct as part of this Contract:
 - a. The Tender Document
 - b. Terms and Conditions of the Contract
 - c. Special Stipulations
 - d. The Technical Specifications
 - e. Tender Form
 - f. Price Schedule
 - g. Affidavit
 - h. Authorized Dealership / Agency Certificate
 - i. Financial Summary
 - j. Tender Security
 - k. Performance Security
4. This Contract shall prevail over all other documents. In the event of any discrepancy / inconsistency within the Contract, the above Documents shall prevail in the order listed above.
5. Without prejudice to the powers to terminate the arrangement with the contractor / bidder for the project, the Purchaser/Client shall have right to terminate this Contract by serving one month notice to the other party in case of any violation of terms and

requisites of this contract or as mentioned in the bidding documents and / or any written instructions .

6. The Contractor shall not by default claim any concession or advantage in case of *force majeure* and it shall be the discretion of the Purchaser/Client to entertain any claim / request made under certain circumstances. The Contractor shall not claim or be entitled to claim anything in pursuance of alleged *force majeure*, if refused / rejected by the Purchaser/Client, before any court of law.
7. All the Intellectual Property of the Purchaser/Client shall be used by the Contractor for the limited purpose and through separate license agreement and the Contractor shall indemnify the Purchaser/Client in case of any damage thereto.
8. The law of Pakistan shall be applicable to the Contract and entire bidding process and the courts of Lahore shall have jurisdiction to entertain the dispute arising out here from.

IN WITNESS whereof the parties hereto have caused this Contract to be executed, in the presence of the witnesses and in accordance with their respective laws, the day and the year first above written

PURCHASER/Client

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

CONTRACTOR

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

WITNESSES

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

14. Power of Attorney for Signing of Bid (Refer Clause -----)

Know all men by these presents, We, (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (Name), son/daughter/wife of and presently residing at, who is presently employed with us/ the Lead Member of our Consortium/JV and holding the position of, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for the Retro-Reflective Registration Plates including but not limited to signing and submission of all applications, bids and other documents and writings, participate in bidders' and other conferences and providing information / responses to the Directorate General, Excise & Taxation (Purchaser/Client), representing us in all matters before the Purchaser/Client, signing and execution of all contracts and undertakings consequent to acceptance of our bid, and generally dealing with the Purchaser/Client in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things 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.

IN WITNESS WHEREOF WE,, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20.....

For.....

(Signature, name, designation and address)

Witnesses:

1.

2.

(Signature, name, designation and address of the Attorney)

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.*

▪ *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

- *For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Pakistani Embassy and notarised in the jurisdiction where the Power of Attorney is being issued.*

Power of Attorney for Lead Member of Consortium/ JV

Whereas the Directorate General, Excise and Taxation Department (Purchaser/Client), has invited bids from for the Retro Reflective Number Plates (the “Project”).

Whereas,, and
(collectively the “Consortium/JV”) being Members of the Consortium/JV are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposal and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Lead Member with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid 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, (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 Members of the Consortium, as the Lead Member and true and lawful attorney of the Consortium (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 Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, 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, accept the Letter of Award, 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 Consortium and generally to represent the Consortium in all its dealings with the Purchaser/Client, and/ or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s bid for the Project and/ or upon award thereof till the validity of the contract.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things 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/ Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS DAY OF, 20....

For

(Signature, Name & Title)

For

(Signature, Name & Title)

For

(Signature, Name & Title)
(Executants)

(To be executed by all the Members of the Consortium)

Witnesses:

1.

2.

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.*

☐ *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Embassy and notarised in the jurisdiction where the Power of Attorney is being issued.