

## **GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS**

1. The interested bidders must visit the office of DSP/CPO Lines HQ, M-2 (North) sector Chakri to observe the sample of uniform, the quality and standard of uniform pair and must bring one (01) sample of uniform pair which will be examined by the Tender Purchase Committee before opening of the bids. Sample not found as per NH&MP sample will be rejected and bid of such firm will be returned un-open.
  
  2. The Tender should be accompanied by a Call Deposit receipts / pay order @ 3% of the total quoted value as Bid's Security in the name of **Senior Superintendent of Police, NH& MP, M-2 (North) Chakri**, drawn on any scheduled bank of Rawalpindi / Islamabad and No other shape of earnest money will be acceptable.
- 3. (b) Single stage – two envelope procedure**
- (i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal.
  - (ii) The envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion.
  - (iii) Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened.
  - (iv) The envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.
  - (v) The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price, and reject any proposal which does not conform to the specified requirements.
  - (vi) During the technical evaluation, no amendments in the technical proposal shall be permitted.
  - (vii) The financial proposals of bids shall be opened publicly at a time, date and venue announced and communicated to the bidders in advance.
  - (viii) After the evaluation and approval of the technical proposal, the procuring agency, shall, at a time within the bid validity period open the financial proposals of the technically accepted bids publically. The financial proposal of bids disqualified technically shall be returned un-opened to the respective bidders.
  - (ix) The bid found to be the lowest evaluated bid shall be accepted.

4. The bidder shall enclose Bid Security, i.e. 3% of total quoted value in separate envelop attached with the Technical Proposal Envelope and not within the Financial Proposal Envelope.
5. Technical Proposals which do not contain the Bid Security will not be evaluated and bid will be rejected at this first bid opening stage.
6. The successful bidders shall furnish performance guarantee equal to 5% of the total value of the contract. The security shall remain with this department till warranty period (which is one year from the date of receipt).
7. NH&MP reserve the right to accept or reject any or all the tender and to alter the quantity with assigning reason.
8. The firm would be responsible to send its representatives for measurement of officers /officials to all beats/ Lines HQ, M-2 (North) Sector.
9. Quantity may be increased or decreased subject to availability of funds.
10. In case opening date is declared as a Public Holiday by the Government, the next working day shall be deemed to be the date for submission and opening of tender at the same time and venue.
11. The firm should have its complete cutting & stitching unit with having sufficient advanced machinery/equipment (generator). The firm should have capacity for preparation of 50 pairs of uniform per day.
12. All uniform pairs shall be inspected and will be supplied at Lines HQ, M-2 (North) Chakri.
13. All the supplies shall free from all stitching defect and as per NH&MP samples.

**TECHNICAL PROPOSAL FOR CUTTING & STITCHING OF UNIFORMS FOR  
M-2 (NORTH) SECTOR**

Name of Firm		
Complete Address with telephone & Fax number		
Item description and specification of NH&MP	Qty	Name (s) of items with specification being offered
<b><u>SPECIFICATIONS - MALE</u></b>		
<b><u>S H I R T</u></b> <b><u>(TOTAL DOUBLE STITCHED AND OVER LOCKED)</u></b>		
a. Collar 3" b. Shoulder Patti 2 ½" c. Front Patti 1 ½" (containing 06 buttons) d. Pocket Size 5 X 5 ½" e. Plate on Pocket 1 ½" f. Pocket Flap 2 ¼" g. Cuff (Round) 2 ¼" X 10" h. Pen Pocket 5 ¼" X 2" i. Buttons a. Front Patti 06 nos b. Cuff 02+02 nos c. Pocket 01+01 nos Bukram Urooj/DVAT j. Thread Asli Pari.	<b>1451</b>	
03 Full sleeved and 02 Half Sleeved with two front flapped pockets one left arm pen pocket front open and approximately 7" Shoulder Strap visible below collar; measurements according to height of individual officer.		
<b><u>T R O U S E R</u></b> <b><u>(TROPICAL TYPE AND OVER LOCKED)</u></b>		
a. Pocket 5 ½" X 5 ½" b. Pocket flap back 2 ¼" c. Loopies 4 ½" X 1 ½" d. Paincha 18" e. Paincha fold 2 ½" f. Zip YKK g. Plate 2 x 2 h. Pocket Front 02 nos i. Hook + Button (waist) 1+1 nos j. Bottom		
Superior quality (as per sample) With three loops, two side cross pockets and one back patch pocket. Measurement of the lower shall be according to the height of individual officer.		

**FEMALE****SHIRT (TOTAL DOUBLE STITCHED AND OVER LOCKED)**

- |    |               |             |                                 |
|----|---------------|-------------|---------------------------------|
| a. | Collar        |             | 2 ½"                            |
| b. | Shoulder Flap |             | 2 x 6 ¼"                        |
| c. | Cuff (Round)  |             | 2 x 9 ½"                        |
| d. | Pen Pocket    |             | 5 ¼" X 2"                       |
| e. | Buttons       |             |                                 |
|    | a.            | Front Pattl | 06 nos                          |
|    | b.            | Cuff        | 02+02 nos                       |
| f. | Bukram        |             | Germany best                    |
|    | quality.      |             |                                 |
| g. | Front         |             | 02 plates and back<br>02 plates |

**TROUSER (TROPICAL TYPE AND OVER LOCKED)**

- |    |                                   |  |        |
|----|-----------------------------------|--|--------|
| a. | Paincha                           |  | 16"    |
| b. | Paincha fold                      |  | 2 ½"   |
| c. | Zip                               |  | YKK    |
| d. | Plate                             |  | 2 x 2  |
| e. | Pocket Front                      |  | 02 nos |
| f. | Double Hook (Waist)               |  | 1 nos  |
| g. | Elastic on the back side of waist |  |        |

**PGs**

- |    |   |                                |  |
|----|---|--------------------------------|--|
| a. | Cutting & Stitching of Safari Suits, with embroided name plate, |                                |  |
| b. | Bukram  | Urooj/DVAT,                    |  |
| c. | Thread  | Asli Pari,                     |  |
| d. | Pent Zip  | YKK,                           |  |
| e. | Bottom  | Superior Quality as per sample |  |

**(The cloth will be provided by NH&MP @ 3.25m Per Pair)**

**NOTE:**

The distance of the 1<sup>st</sup> collar button of shirt to 2<sup>nd</sup> button is 3" and the others are 3 ½" (For Male)

The distance of the 1<sup>st</sup> collar button of shirt to 2<sup>nd</sup> button is 2 ½" and the others are 3 ½" (For Female)

**FINANCIAL PROPOSAL FOR CUTTING & STITCHING OF UNIFORMS FOR  
M-2 (NORTH) SECTOR**

Name of Firm					
Complete Address with telephone & Fax number					
Item description and specification of NH&MP	Qty	Unit Price without 17% GST	17% GST	Total Unit price with GST	Total Bid Cost
<b><u>SPECIFICATIONS</u></b>					
<b>MALE</b>					
<b><u>SHIRT</u></b> (TOTAL DOUBLE STITCHED AND OVER LOCKED)					
a. Collar		3"			
b. Shoulder Patti		2 ½"			
c. Front Patti		1 ½" (containing 06 buttons)			
d. Pocket Size		5 X 5 ½"			
e. Plate on Pocket		1 ½"			
f. Pocket Flap		2 ¼"			
g. Cuff (Round)		2 ¼" X 10"			
h. Pen Pocket		5 ¼" X 2"			
i. Buttons					
a. Front Patti		06 nos			
b. Cuff		02+02 nos			
c. Pocket		01+01 nos			
j. Bukram		Urooj/DVAT			
k. Thread		Asli Pari.			
<p>Full sleeved and Half Sleeved with two front flapped pockets one left arm pen pocket front open and approximately 7" Shoulder Strap visible below collar; measurements according to height of individual officer.</p>					
		<b>1451</b>			
<b><u>TROUSER</u></b> (TROPICAL TYPE AND OVER LOCKED)					
a. Pocket		5 ½" X 5 ½"			
b. Pocket flap back		2 ¼"			
c. Loopies		4 ½" X 1 ½"			
d. Paincha		18"			
e. Paincha fold		2 ½"			
f. Zip		YKK			
g. Plate		2 x 2			
h. Pocket Front		02 nos			
i. Hook + Button (waist)		1+1 nos			
j. Bottom		Superior quality (as per sample)			
<p>With three loops, two side cross pockets and one back patch pocket. Measurement of the lower shall be according to the height of individual officer.</p>					

**FEMALE****SHIRT****(TOTAL DOUBLE STITCHED AND OVER LOCKED)**

- |    |                |                             |
|----|----------------|-----------------------------|
| a. | Collar         | 2 ½"                        |
| b. | Shoulder Flap  | 2 x 6 ¼"                    |
| c. | Cuff (Round)   | 2 x 9 ½"                    |
| d. | Pen Pocket     | 5 ¼" X 2"                   |
| e. | Buttons        |                             |
|    | a. Front Patti | 06 nos                      |
|    | b. Cuff        | 02+02 nos                   |
| f. | Bukram         | Germany best quality.       |
| g. | Front          | 2 plates and back 02 plates |

**TROUSER****(TROPICAL TYPE AND OVER LOCKED)**

- |    |                                   |        |
|----|-----------------------------------|--------|
| a. | Paincha                           | 16"    |
| b. | Paincha fold                      | 2 ½"   |
| c. | Zip                               | YKK    |
| d. | Plate                             | 2 x 2  |
| e. | Pocket Front                      | 02 nos |
| f. | Double Hook (Waist)               | 1 nos  |
| g. | Elastic on the back side of waist |        |

**PGs**

- |    |   |
|----|---|
| a. | Cutting & Stitching of Safari Suits, with embroided name plate, |
| b. | Bukram Urooj/DVAT,  |
| c. | Thread Asli Pari,   |
| d. | Pent Zip YKK,   |
| e. | Bottom Superior Quality, as per sample                          |

**(The cloth will be provided by NH&MP @ 3.25m Per Pair)****NOTE:**

The distance of the 1<sup>st</sup> collar button of shirt to 2<sup>nd</sup> button is 3" and the others are 3 ½" (For Male)

The distance of the 1<sup>st</sup> collar button of shirt to 2<sup>nd</sup> button is 2 ½" and the others are 3 ½" (For Female)

**TO BE FILLED BY THE BIDDER**

1. Our offer for cutting & stitching of 01 pair of uniform is Rs\_\_\_\_\_.
2. Our offer price includes all Government taxes.
3. A separate agreement shall be signed with successful bidder and Performance Guarantee deposit @ 5 % of the total value of contract shall be deposited by the successful bidder, which will be retained by this department till warrantee.
4. Bid Security in the shape of Pay Order/Call Deposit worth Rs.\_\_\_\_\_. Issued by\_\_\_\_\_Bank being 3% of the total offer is being attached.
5. We agree that the quantity of pairs can vary subject to availability of NH&MP funds.
6. The delivery of offered pairs shall be completed within stipulated period from the date of signing of the agreement.
7. NH&MP reserves all the rights to reject any or all the tenders, with assigning reason or to accept full or part of the tender at its discretion.
8. Pairs of uniform, which will not be found according to require standards/samples, shall not be accepted and successful bidder shall be responsible for supply of all the uniform pairs free from manufacturing defects, which will be replaced by the bidder within the warrantee period.

(SIGNATURE & STAMP OF BIDDER)

**GENERAL INSTRUCTIONS & CONDITIONS**

<b>GENERAL INSTRUCTIONS &amp; CONDITIONS</b>	
1	Pay Order/Call Deposit Receipt/Bank Draft of Rs._____ bearing No._____ dated_____ of Bank_____ is attached in original as 3% earnest money.
2	The bid(s) is/are valid for _____ days.
3	Offered price(s) is/are inclusive of General Sales Tax.
4	Payment will be claimed on completion of 100% supply as per tender specifications and approved samples.
5	Successful bidder(s) shall deposit 5% of the total value of contract money as performance guarantee in shape of Pay Order, Call Deposit Receipt, Bank draft, which will be retained by the department till expiry of warranty period for one year from the date of delivery of item(s).
6	A separate agreement shall be executed with successful bidder.
7	Bidder (s) must attach General Sales Tax (GST) Registration Certificate and National Tax Number (NTN). And mention its Bank Account No. _____ Name of Bank _____ Address _____
8	The quantity of items(s) can vary subject to availability of funds. Moreover, NH&MP reserves all the rights to reject any or all the tenders, with assigning reason or to accept full or part of the tender at its discretion.
9	The delivery shall be completed within the financial year 2018-19 from the date of assigning of the agreement.
10	<b>LIQUIDATED DAMAGES:</b> If the suppliers fail to deliver the items of specified standard within the specified time period, the supplier shall deposit, without the prejudice to other remedies under the contract, liquidated damages, i.e. A sum equivalent to 0.5% per week and maximum upto 20% on the total value of the contract.
11	<b>PENALTY FOR FAILURE OF SUPPLY:</b> If the firms fail to supply on time any or all the items as per specifications, required standard, delay in delivery period and improper stitching, 5% Performance Guarantee of total value of contract shall be forfeited and the un-supplied items will be purchased on the risk and the cost of supplier. Action for black listing of the firm will also be initiated.
12	All item (s) shall be inspected and will be supplied at Lines HQ, M-2 (North) Chakri.
13	Item(s) which will not be found according to required specifications/standard shall not be accepted.
14	In case, any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will lie on the supplier firm.

**(SIGNATURE & SEAL OF BIDDER)**