

**GOVERNMENT OF THE PUNJAB**  
**DIRECTORATE GENERAL, EXCISE, TAXATION & NARCOTICS**  
**CONTROL PUNJAB**

**TENDER DOCUMENT**

for

**SUPPLY OF ISO 7591 & ANPR COMPLIANT FINISHED**  
**(EMBOSSSED & HOT FOILED) RETRO REFLECTIVE LICENCE**  
**NUMBER PLATES FOR DISPLAY ON MOTOR VEHICLES**

*Note: The Applicant is expected to examine the Tender Document including all instructions forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Tender Documents or submission of an application not substantially responsive to the Tender Document in every respect would result in the rejection of the Application.*

*In case of gazetted holidays, very next working day will be considered for the scheduled activities.*

August 2018

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# 1 INVITATION TO BID

- 1.1 The Excise, Taxation & Narcotics Control Department, Government of the Punjab invites applications in sealed envelopes from already pre-qualified firms/ parties for supply / delivery of ISO 7591 & ANPR Compliant Finished (Embossed & Hot Foiled) Retro Reflective License Number Plates vide letter no 8-259(2010)E-IV dated 18<sup>th</sup> April 2018 for providing same to motor vehicle owners for displaying registration plates on motor vehicles as per technical specifications given for a period of 3 years from the date of contract from pre qualified firms.

  
8-258(2010)E-IV  
DIRECTORATE GENERAL  
EXCISE & TAXATION, PUNJAB  
847-A, SHADMAN-I, LAHORE  
Lahore dated the 18<sup>th</sup> April, 2018

To  
The Director General,  
Excise & Taxation, Punjab,  
Lahore.

SUBJECT: PRE-QUALIFICATION OF SUPPLIER FOR SUPPLY OF ISO 7591 & ANPR COMPLIANT FINISHED (EMBOSSED & HOT FOILED) RETRO REFLECTIVE LICENSE NUMBER PLATES

With reference to subject noted above an advertisement was floated in the newspapers on 27-12-2017 for the Pre-Qualification of Supplier for Supply of ISO 7591 & ANPR Compliant Finished (Embossed & Hot Foiled) Retro Reflective License Number Plates. In its response Seven (7) companies submitted their bids on 19-01-2018.

2. On evaluation, following four (4) companies stands pre-qualified:

- M/s Computer Marketing Company (Pvt) Ltd
- M/s Mega Plus (Pvt) Ltd
- M/s Inbox Business Technologies Limited
- M/s SI Global (Pvt) Ltd

3. On evaluation, committee observed following applicants as disqualified:

- M/s EGS (Pvt) Ltd, bid rejected due to non-full filling mandatory requirements and also couldn't gain passing marks.
- M/s NADRA, bid rejected due to non-full filling mandatory requirements.
- M/s Daoming Optics & Chemical Co. Ltd, bid rejected due to non-full filling mandatory requirements.

3. It is further brought to your kind attention that reports are also uploaded on the PPRA website under Technical Evaluation section.

(Mustafiz-ul Haq)  
Competent Authority (Procurement) /  
Additional Director General  
Excise, Taxation & Narcotics Control,  
Punjab.

CC:  
1. Secretary, Excise, Taxation & Narcotics Control Department.

2/3  
8-4-18  
o/c

- 1.2 Bidders are required to submit bids in sealed envelopes, Single Stage Two Envelop bidding procedure shall be adopted. The bid shall be a single package consisting of two separate envelopes, containing separately the financial and technical proposals. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal".
- 1.3 1.8 Million Pairs of License Number Plates (different categories) may be required annually. However this volume may vary depending upon the actual demand.
- 1.4 The procurement process shall be governed by updated PPRA Rules 2014.
- 1.5 Technical specifications of the product have been specified in detail in clause 13 and Schedule-B of this tender document.
- 1.6 The bidder must provide undertaking for complete scope of work. Any application offering partial scope of work shall be rejected as non-responsive.
- 1.7 Tender document including complete details of the evaluation criteria can be obtained from the office of Additional Director General(Competent Authority Procurement), Excise, Taxation & Narcotics Control Punjab, 847-A, Shadman-I, Lahore. Phone no- +92-42-99203567, on payment of Rs. 5000/- (Five Thousand only) non-refundable in shape of Bank Draft in favor of Additional Director General/Competent Authority Procurement, Excise, Taxation & Narcotics Control Punjab at the time of procuring the Tender Document.
- 1.8 Tender documents can also be downloaded from the official website of the PPRA (<http://www.ppra.punjab.gov.pk>) as well as from the official website of department ([excise-punjab.gov.pk/tenders](http://excise-punjab.gov.pk/tenders)). Bidder using downloadable document, shall be required to deposit the cost of the tender document @ Rs.5000/- (Five Thousand only) at the time of submission of

application in shape of Bank Draft in favor of Additional Director General/Competent Authority Procurement, Excise, Taxation & Narcotics Control Punjab.

- 1.9 All bids must be delivered to the office of the Additional Director General / (Competent Authority Procurement), Excise, Taxation & Narcotics Control Punjab, 847-A, Shadman-I, Lahore before 1200 hours 17 September 2018". The bids will be opened in the office of Additional Director General (Competent Authority Procurement), Excise, Taxation & Narcotics Control Punjab, 847-A, Shadman-I, Lahore on 17 September 2018 at 1400 hours, the same day. Only those bids will be considered which are delivered by hand by the representative of the bidder within given time to the office of undersign.
- 1.10 The Excise, Taxation & Narcotics Control Department Punjab will not be responsible for any cost or expenses incurred by bidder in connection with the preparation or delivery of bid.
- 1.11 Bidder shall submit only ONE bid, which comply with the tender document. Alternative Bids will not be considered.
- 1.12 Excise, Taxation & Narcotics Control Department Punjab shall provide 92 Feet X 122 Feet space for setting up of state of the art License Number Plate Production Facility to the successful contractor. The Contractor shall be solely responsible for security, safe custody of the number plate stocks and allied materials, maintenance and up keep of the premises while all utilities including Primary & backup power arrangement will be responsibility of contractor. The Production Facility for Embossing / Hot Stamping of Blank Number Plates will be managed by the contractor itself in all aspects. Contractor will also be responsible for the security of the premises. Contractor will also be responsible for connectivity with Central DB.
- 1.13 Software Development for management of complete lifecycle of production of Number Plate from finishing to delivery to department (Inventory Module & reports) which will be part of (MVRS) Motor Vehicle Registration System application and same is required in amendment/development which will be responsibility of contractor. MVRS system is developed in Oracle & Java. The software module including testing/QA must be developed in all aspects atleast One month prior to the delivery of number plates. Required licenses will be purchased in the name of Director General , Excise & Taxation and will remain his property even after the expiry of the contract.
- 1.14 The applicant shall produce an undertaking, to supply at least 20,000 pairs of License Number Plates of different categories, on daily basis during the contractual period. However, the demand of License Number Plates is dependent upon the requirement of the purchaser and may vary from the said quantity.
- 1.15 The successful contractor shall be responsible for maintaining a minimum stock of ISO 7591 & ANPR Compliant Blank Number Plates of all categories and allied material according to the estimation based on corresponding 4 months of the last year's consumption of number plates in the warehouse of the facility in the office of the Directorate General, Excise, Taxation & Narcotics Control Punjab.847A, Shadman-I, Lahore or any place approved by Director General, E&T Punjab.
- 1.16 The payment mechanism will be on monthly basis. Monthly Invoice (based on system generated report for the finished license number plates (embossed, hot foiled and delivered License Number Plates to ET&NC Staff) will be shared by the vendor within first five working days of the month. The invoice will be related to the Finished (Embossed & Hot Foiled) and delivered Number Plates to purchaser during the previous month. Payments will be released to the vendor within 25 days of submission of invoice. Detailed conditions regarding payment procedure shall however apply as specified in the relevant clauses in detail.
- 1.17 The applicant will submit undertaking for complete scope of work. Failure to meet this condition will lead to rejection of application as non-compliant.
- 1.18 Bidders will be required to submit the sample number plates according to Table No:1, **13.1.9**, Testing & Sampling Clause for ISO 7591 testing. The expenses for testing from laboratory selected by the purchaser will be borne by the bidder.
- 1.19 The contractor shall be responsible for arrangements of visit to their blank license number plate manufacturing facility for inspection of their production capacities each year during contract period for a team of three-member of the Purchaser/Client nominated by the

Purchaser at their expense. However first visit will have to be arranged before signing of the contract or immediately after signing of the contract.

- 1.20 The applicant should clearly mention the origin, where the Blank Retro Reflective License Number Plates as per the specifications of this documents, will be manufactured.
- 1.21 The Contractor will be bound to make 1<sup>st</sup> delivery of License Number Plates with in the 80 days after the issuance of LOA(letter of acceptance) or signing of contract which ever is earlier.
- 1.22 The bids shall remain valid for 150 days. Moreover, quoted price should be valid for at least 150 days, with effective from the opening of Financial Proposals
- 1.23 Only those proposals will be considered which are dropped in the sealed box available in the office of undersign within given time. Bids sent through courier, mail or any such other means will not be considered.
- 1.24 Within FOURTEEN (14) 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.
- 1.25 Bid security of the tender @ 3% of estimated price(calculated on the basis of existing sale price and consumption during the year 2016 must be furnished along with the financial bid in the shape of Bank Draft or Pay Order in favor of Additional Director General/Competent Authority(Procurement), Excise, Taxation & Narcotics Control, Punjab as per following table:

ITEM	3% Bid Security (Rs.)
SUPPLY OF ISO 7591 & ANPR COMPLIANT FINISHED (EMBOSED & HOT FOILED) RETRO REFLECTIVE LICENCE NUMBER PLATES	140,628,852/-

**Additional Director General/  
(Competent Authority Procurement)**  
Excise, Taxation & Narcotics Control Punjab  
847-A, Shadman-I, Lahore  
Tel. No. 042-99203567

## 2 INSTRUCTIONS TO BIDDERS

### 2.1 Scope of Proposal

- 2.1.1 Detailed description of the objectives, scope of services, deliverables and other requirements relating to the supply of license number plates are specified in this document.
- 2.1.2 The Competent Authority Procurement / Additional Director General, Excise Taxation & Narcotics Control Punjab (hereinafter referred to as the Purchaser/Client) wishes to receive applications for the tender from already pre qualified firms/ applicants for participation in the process of procurement of Finished ISO 7591 & ANPR Compliant Retro-Reflective License Number Plates.  
The retro-reflective License Number plates should consist of security features contained in NPs currently procured/in use of this Directorate including directional Laser Security Feature /watermark of the Government of the Punjab's Emblem, and laser serial numbers etc.
- 2.1.3 The bid must be completed and submitted to the Purchaser in accordance with the instruction mentioned in this document.
- 2.1.4 All pre-qualified firms/ applicants are advised to carefully review the criteria and furnish every relevant information required there in.
- 2.1.5 The license number plates should be ANPR & ISO 7591 compliant. Purchaser will verify the samples provided by the firms at the time of bidding for ISO 7591 compliance from the lab decided by the purchaser at the cost of the applicant. Details are given at section 13.1.9 Testing & Sampling section. Further, the purchaser will get the plates tested every year for ISO 7591 at the contractor's expense during the contract. The number of sample plates to be tested every year will depend upon the requirement of the testing laboratory.
- 2.1.6 Technical specifications have been specified in **13.1: Technical Specifications** of this document.
- 2.1.7 All the cost involved in the implementation of the scheme (manufacturing of Number Plates, Embossing , Hot stamping of number plates, software development, developing of number plate facility, security measures etc.) will be borne by the contractor.
- 2.1.8 The contractor will ensure security of warehouse and manufacturing facility along with the stock of the License number plates and allied materials.
- 2.1.9 The contractor will be responsible for Security and confidentiality of data / information provided by the purchaser.  
The contractor will also be responsible for making amendment/development in existing MVRS software application for automated demand generation (through related MRA's approval) and finish number plate delivery update at his expense. The Purchaser may also direct the contractor to provide electronic data of the plate order, plate type, registration character, laser serial number and finish number plate delivery details as required to maintain the registration and licensing database in Punjab. Payments for the finished plates will be done on monthly basis. The integrated and updated MVRS software should be able to automatically generate demand for finished the plates, after the approval of related MRA defining the registration characters and the plate type for these. The contractor will finish those plates accordingly and update the status in the MVRS software. The contractor have to finish(make) all license number plates within 48 hours excluding gazetted holidays of demand generated by MRA. Invoice will be submitted based on the system generated report for the finished number plates.
- 2.1.10 The contractor will be required to amend the existing MVRS software and include a delivery status update of finish number plate to the ET&NC related staff member along with the time stamps. Detail of the receiver of number plates from the applicant will be logged in the amended MVRS software. ET&NC will provide the names of authorized representatives for receiving the number plates from finishing facility.
- 2.1.11 Contractor will be required to furnish following minimum requirements for delivering the finished plates. Finished plates in all aspects will be delivered to ET&NC in plastic/polymer transparent bags with proper identification of the contents of the bags through detailed list of registration numbers of the plates therein and grouped by a unique Bag number (defined in the format of a barcode) assigned to the contents. Minimum 50 Barcode readers will be provided by the applicant for reading these barcodes. In addition to these, the applicant may suggest and implement any further safety/security measures for the delivery of number plates.

- 2.1.12 The system, developed by the contractor, will indicate the time and date of payment of price and approval of registration by the MRA. After the payment of price, complete finished Number plate indicating the registration mark will be handed over to the Department within 48 Hours(two Day) excluding gazetted holidays.
- 2.1.13 The applicant will ensure and provide undertaking for Production capacity (finish plate in all aspects) of minimum 20,000 pairs / day at the local facility developed by contractor for the purchaser only.
- 2.1.14 The contractor will be required to safeguard the license number plates and arrange all the possible measures so that same are delivered only to the persons nominated by the purchaser.
- 2.1.15 The contractor will be required to destroy any plates partly spoiled in the process of manufacture periodically. Waste generated during the import, production or warehousing will be the responsibility of the contractor. ET&NC will not pay for any wasted plates. However ET&NC will pay for finished plates that got wasted because of wrong demand.
- 2.1.16 ET&NC will not allow to warehouse and facility to be established anywhere other than the space approved by the purchaser. In case of shifting of warehouse / manufacturing facility to any other place approval of the purchaser will be required.
- 2.1.17 Number Plate Facility which will be established in the office of Directorate General Excise Taxation & Narcotics Control Punjab 847-A, Shadman-I, Lahore or any other place given / approved by the purchaser needs to be ISO-9001 or equivalent certified in case the contract is awarded. All expenses regarding ISO 9001 certifications will be borne by the contractor.

### **3 ELIGIBILITY CRITERIA OF APPLICANT**

#### **Legal Capacity**

- 3.1 Only successfully pre-qualified firms/parties that are prequalified consequent upon Pre-qualification notice published in Daily Express Lahore dated December 27, 2017 are eligible to apply.
- 3.2 Any entity which has been barred by the Federal Government, any Provincial, State Government, a statutory authority or a public sector by itself or through its Associates/consortium/JV etc is not eligible to apply.
- 3.3 Applicant or its Associate(s) should not have, during the last three years, failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement undertaking, as the case may be, from participating in any project, and the bar subsists as on the date of submission of application/bid, will not be eligible to submit the application either or arbitration award against the applicant 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 applicants.
- 3.4 Applicant must not be under a declaration of ineligibility for corrupt and fraudulent practices in terms of Punjab Procurement Rules
- 3.5 The applications of those firms who are black listed by any government department or by any of the International Donor Agency like World Bank, JICA, and ADB etc and this blacklisted continues on the date of submission of application/bid. shall be rejected without detailed evaluation. The applicant is required to submit an undertaking on judicial paper that he or any of his associates is not in the list of black listed firms of the above mentioned departments or financing institutions. Neither have they been blacklisted by the Procuring Agency, the Federal and/or any Provincial government and/or any government/state department, agency or authority.

### **4 Number of Proposals**

No applicant or its Associate(s) shall submit more than one application. A applicant applying individually or as an Associate(s) shall not be entitled to submit another application either individually or as a member of any consortium/JV etc., as the case may be. Proposals must be submitted as per pre qualification.

### **5 Origin of the Goods**

- 5.1 The Goods and Services to be supplied under the Contract shall have their origin from anywhere subject to the policy of Federal Government of the Pakistan and Government of the Punjab.

- 5.2 For purposes of Clause 5.1 above, "origin" shall be considered to be the place where the Goods are produced or from which the Services are provided.

## **6 Cost of Application**

6.1 The applicant shall bear all costs associated with the preparation and delivery of its application 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.

## **7 Conflict of Interest**

- 7.1 Application shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
- (a) A constituent of such applicant is also a constituent of another applicant; or
  - (b) Such applicant or its associate receives or has received any direct or indirect subsidy or grant from any other applicants or its associate; or
  - (c) Such applicant has the same legal representative for purposes of this application as any other applicant; or
  - (d) Such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the application of either or each of the other applicants;

7.2 Any applicant found to have a Conflict of Interest shall be disqualified.

## **8 Acknowledgement by Applicant**

- 8.1 It shall be deemed that by submitting the proposal, the applicant has:
- (a) Made a complete and careful examination of this document;
  - (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
  - (d) Agreed to be bound by the undertaking provided by him.
- 8.2 Purchaser/Client shall not be liable for any omission, mistake or error on the part of the applicant in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this document or the Selection Process.

## **9 Right to reject any or all Proposals**

- 9.1 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.
- (c) the procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or Proposal (Rule35(1))PPRA 2014

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

## **10 CONTENTS OF TENDER DOCUMENTS**

10.1 The specifications of the goods are given in this document.

10.2 The applicant is expected to examine all instructions, terms and specifications in this document. Failure to furnish all information required by the tender document or submission of an application not substantially responsive to this document in any and every respect will result in the rejection of the application.

## **11 Clarification of Tender Document**

11.1 The prospective applicant requiring any further information or clarification on this document 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:

Additional Director General/  
Competent Authority Procurement  
Excise, Taxation & Narcotics Control Punjab  
847-A Shadman-I, Lahore  
Tel. No. 042-99203567

The envelopes should clearly bear the following identification:

"Queries/Request for Additional Information concerning  
"Tender for supply OF ISO 7591 & ANPR COMPLIANT FINISHED (EMBOSSSED  
& HOT FOILED) RETRO REFLECTIVE LICENCE NUMBER PLATES"

## **12 PREPARATION OF APPLICATION**

### **12.1 Format and signing of Application**

- 1) The Applicant shall provide all the information sought under this document. Non provision of any information required under this document will lead to straight forward rejection of the application.

- 2) The complete application proposal 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, all the pages will be required to be initialed. All the alterations, omissions, additions, or any other amendments made to the application shall be initialed by the person(s) signing the application. The applications 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; 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.
- 3) Applicants should note the application Due Date, for submission of application. Except as specifically provided in this document, 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 application 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.
- 4) Page numbering is must require on complete document with page numbering sequence like Page number 1 of 10. Noncompliance may result into rejection of bid.
- 5) In case of having contradictory statement, the bid will be technically rejected.
- 6) Bid must be book bind (sewn or stapled in such a way that it cannot be opened, in case of Noncompliance bid will be technically rejected.
- 7) Failure to comply with the requirements spelt out in this Clause shall make the proposal liable to be rejected.
- 8) The Purchaser/Client reserves the right to verify all statements, information and documents, submitted by the applicant in response to the Tender Documents. Any such verification or the lack of such verification by the Purchaser/Client to undertake such verification shall not relieve the Applicant of its obligations or liabilities, nor will it affect any rights of the Purchaser/Client.
- 9) 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 Applicant or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if the applications has not been pre-qualified yet either by issue of the pre-qualification report or entering into the procurement procedure, and if the Selected Applicant has already been issued/published the pre-qualification report or has entered into the procurement procedure, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this document, 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 Applicant.

## **13 SCOPE OF WORK**

### **13.1 TECHNICAL SPECIFICATIONS**

#### **13.1.1 SCOPE AND FIELD OF APPLICATION**

This standard specifies the provisions applicable to retro reflective License number plates for motor vehicles.

##### **General Specifications of License 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.
- 2) At least 1 mm thickness of all types of License number plates
- 3) Punjab Specific Graphical Design / Logo
- 4) Unidirectional Security Marks Comprising the emblem of the Government of the Punjab
  - a) 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 be reproducible as a lookalike by any photographing, copying, printing, lamination or other imaging process on the final registration plate.
  - e) visible at the angle of 30 degree as per technical design and existing license number plate being issued by the department
- 5) Uniquely identified Laser Serial Numbers
  - a) Registration Plates should have contained a unique laser serial no consisting of minimum 7 digits (combination of Alpha-numerals to be provided by the purchaser to the successful applicant).
  - b) Laser no could not be removed from the reflective sheet unless to destroy it.
- 6) The plates should be readable in reflection of light during dark hours.
- 7) Alphabets and Numerals should be embossed not printed
- 8) OCR (Optical Character Recognition) readable numbers
- 9) ISO 7591 Compliant
- 10) ANPR Compliant
- 11) Barcode of the laser serial number plate should be placed at the back side of the plate for inventory management / detection etc.

12) Significant dimensions of the finished license number plates are as follows:

Sr. No.	Category	Length	Height
1	Car	325	152
2	Bike Front	205	70
3	Rickshaw & Bike Rear	200	170

### Terms & Conditions

- 1) Minimum of Five Years warranty of the final/finished product.
- 2) In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc. The Applicant shall produce a certificate of commitment to supply at least 20,000 pairs of plates per day and terms and conditions as quoted by the Applicant at application time during the contractual period of 3 Years.
- 3) 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 based on the samples provided by the applicant.
- 4) The Contractor should maintain in advance, the blank stock of Number Plates along with the allied technologies / materials, for at least 4 Months on the basis of previous year.
- 5) The Contractor will provide finish number plate(embossed & hot stamped) in all aspects within the premises of the office of the Directorate General, Excise, Taxation & Narcotics Control Punjab Punjab.847-A,Shadman.-Lahore or any other place in Lahore as approved by Director General, Excise & Taxation Punjab.
- 6) The maintenance / management of Central Production Facility as well as warehouse in the office of the Directorate General, Excise, Taxation & Narcotics Control Punjab or any other approved place, will be the responsibility of the Contractor including electrification, furnishing, mobilization, machinery & equipment and other relevant technologies / materials.
- 7) Category wise Minimum Requirement of License Number Plates is mentioned below, which may increase / decrease as per the actual requirements(estimation is on the basis of consumption during the year 2016):

S.No	Category	Estimated Volume (per Year) (Number Plate Pairs)
1	Private M.Cycle	1,457,077
2	Private Car	120,055
3	Commercial Vehicle	52,542
4	Rickshaw	63,828
5	Govt. M.Cycle	3,180
6	Govt. Car	2,014
7	Semi-Govt. M. Cycle	613
8	Semi Govt. Car	1,274

	<b>Total</b>	<b>1,700,583</b>
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### 13.1.2 SPECIFICATION COMPLIANCE

- Testing & sampling will be made in accordance to the ISO 7591. Pre-qualified firms at the time of submission of bids shall supply 66 Number plates (Blanks & Embossed) in total with following details along with foils. Sample preparation shall be done as per below table. Pre-qualified firms have to submit following License number plates (Embossed & blank) as per Table No:1 and items as per Table No:2 along with the BID .
- Materials being used (reflective foil, hot-stamping foil) shall be in accordance to technical specification.
- Technical features:  
As provided in the document.

### 13.1.3 RETRO REFLECTIVE MATERIAL

Retro reflective Material shall comply with ISO 7591 Standard. Processing and converting the retro reflective sheeting shall be in accordance with the technical recommendations of the retro reflective sheeting's manufacturer.

### 13.1.4 SECURITY REQUIREMENTS

The retro-reflective sheeting shall display Directional Security Marks of a design, size, configuration and position on the plate as per drawings in this document. 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).

### 13.1.5 DIRECTIONAL SECURITY MARK

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

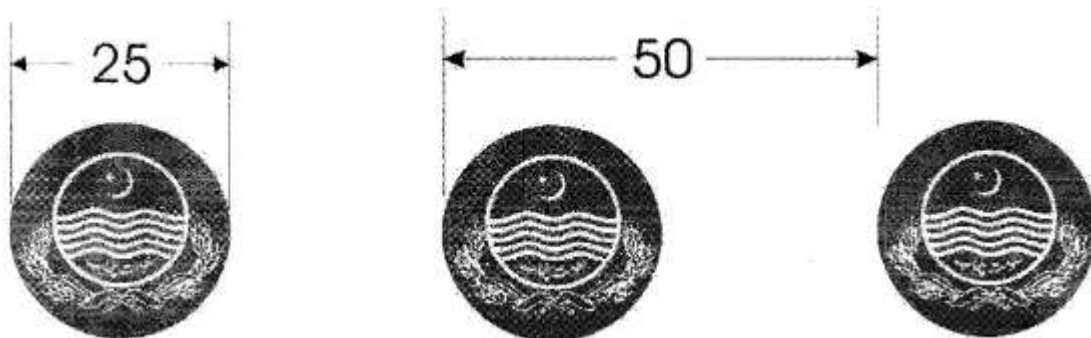


Figure-A

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..

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).

C) The Directional Security Mark shall not be visible at a viewing angle greater than  $15^{\circ}$  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

### 13.1.6 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 provided by ET&NC to the successful bidder. 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. Laser No sequence will start according to the requirement of the Purchaser. Purchaser will provide previously issued laser numbers in order to avoid duplication.

### 13.1.7 LICENSE PLATES DIMENSIONS

Sr. No.	Category	Length	Height
1	Private Vehicle Cars Front & Rear	325	152
2	Commercial Vehicle Cars Front & Rear	325	152
3	Govt. Vehicle Cars Front & Rear	325	152
4	Semi-Govt. Cars Front & Rear	325	152
5	Private Bike Front	205	70
6	Private Bike Rear	200	170
7	Govt. Bike Front	205	70
8	Govt. Bike Rear	200	170
9	Semi-Govt. Bike Front	205	70
10	Semi-Govt. Bike Rear	200	170
11	Rickshaw Front & Rear	200	170

### 13.1.8 PROPERTIES OF THE NUMBER PLATES

Properties of License Number Plates should be according to latest ISO 7591 standards.

### 13.1.9 TESTING & SAMPLING

Testing & sampling will be made in accordance to the ISO 7591. Pre-qualified firms at the time of submission of bids shall supply 66 Number plates (Blanks & Embossed) in total with following details along with foils. Sample preparation shall be done as per below table. All bidders have to submit

following License number plates (Embossed & blank) as per Table No:1 and items as per Table No:2 along with the BID .

**Table No:1**

Sr. No.	Type	Plate Identity	Letters to emboss	Quantity (Plate)
1	Private Motor Cycle Front	Laser Serial No.	ABC 1234	4
2	Semi-Govt. Motor Cycle Front	Laser Serial No.	ABC 1234	4
3	Govt. Motor Cycle Front	Laser Serial No.	ABC 1234	4
4	Private Motor Cycle Rear	Laser Serial No.	ABC 1234	4
5	Semi-Govt. Motor Cycle Rear	Laser Serial No.	ABC 1234	4
6	Govt. Motor Cycle Rear	Laser Serial No.	ABC 1234	4
7	Rickshaw	Laser Serial No.	ABC 1234	4
8	Private Car	Laser Serial No.	ABC 123	4
9	Semi-Govt. Car	Laser Serial No.	ABC 123	4
10	Govt. Car	Laser Serial No.	ABC 123	4
11	Commercial Car	Laser Serial No.	ABC 123	4
12	Private Motor Cycle Front	Laser Serial No.	Blank	2
13	Semi-Govt. Motor Cycle Front	Laser Serial No.	Blank	2
14	Govt. Motor Cycle Front	Laser Serial No.	Blank	2
15	Private Motor Cycle Rear	Laser Serial No.	Blank	2
16	Semi-Govt. Motor Cycle Rear	Laser Serial No.	Blank	2
17	Govt. Motor Cycle Rear	Laser Serial No.	Blank	2
18	Rickshaw	Laser Serial No.	Blank	2
19	Private Car	Laser Serial No.	Blank	2
20	Semi-Govt. Car	Laser Serial No.	Blank	2
21	Govt. Car	Laser Serial No.	Blank	2
22	Commercial Car	Laser Serial No.	Blank	2
<b>Total</b>				<b>66</b>

**Table No:2**

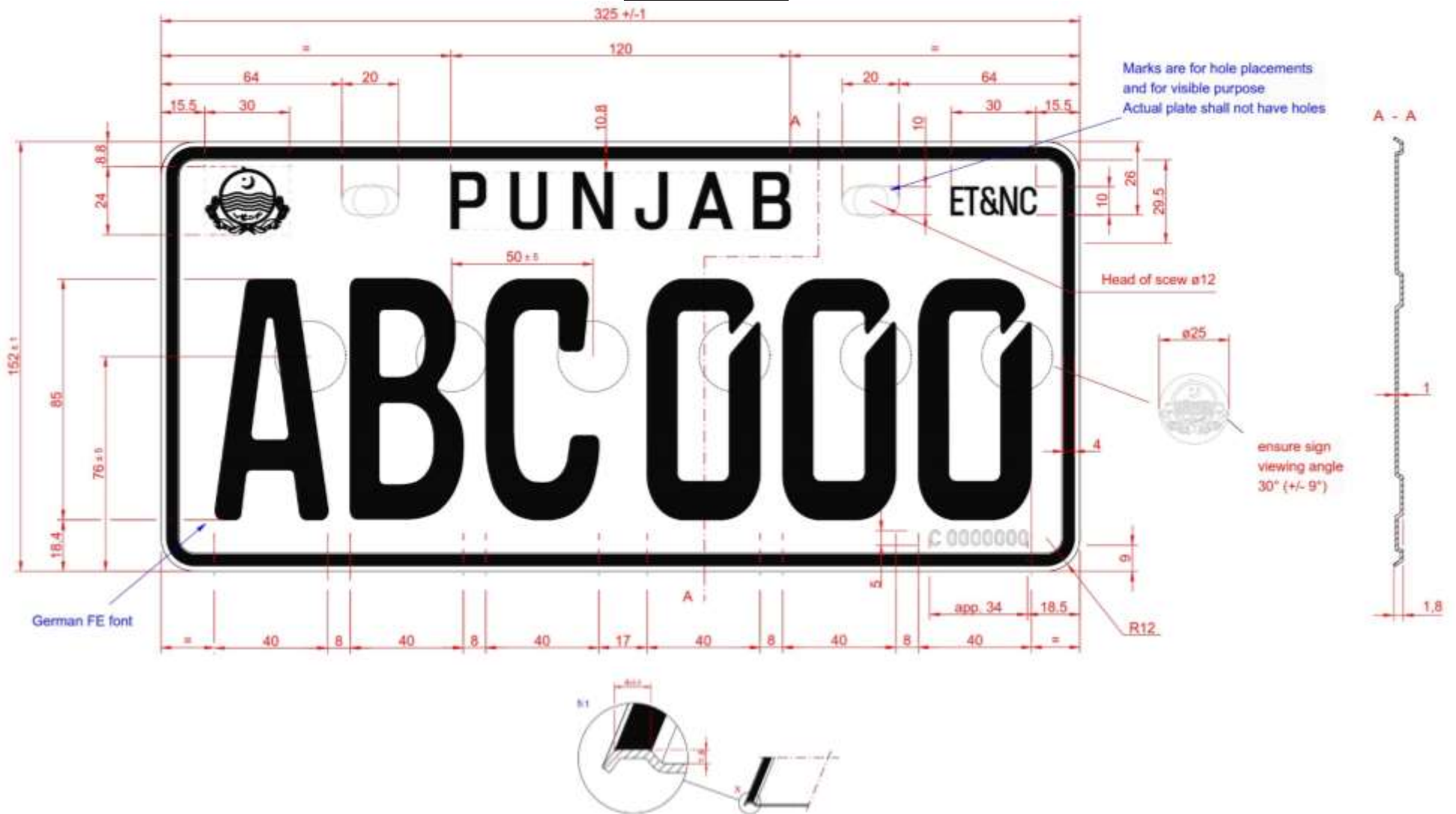
Sr. No.	Other Requirements	Details
1	Name and Detail of manufacturer of number plates	
2	Name and Detail of Reflective film producer	
3	Name and Detail of Aluminum material producer for number plates.	
4	Provide 2 pieces (2meter each in length) of foils with which above numbers are embossed and foiled	Please Provide

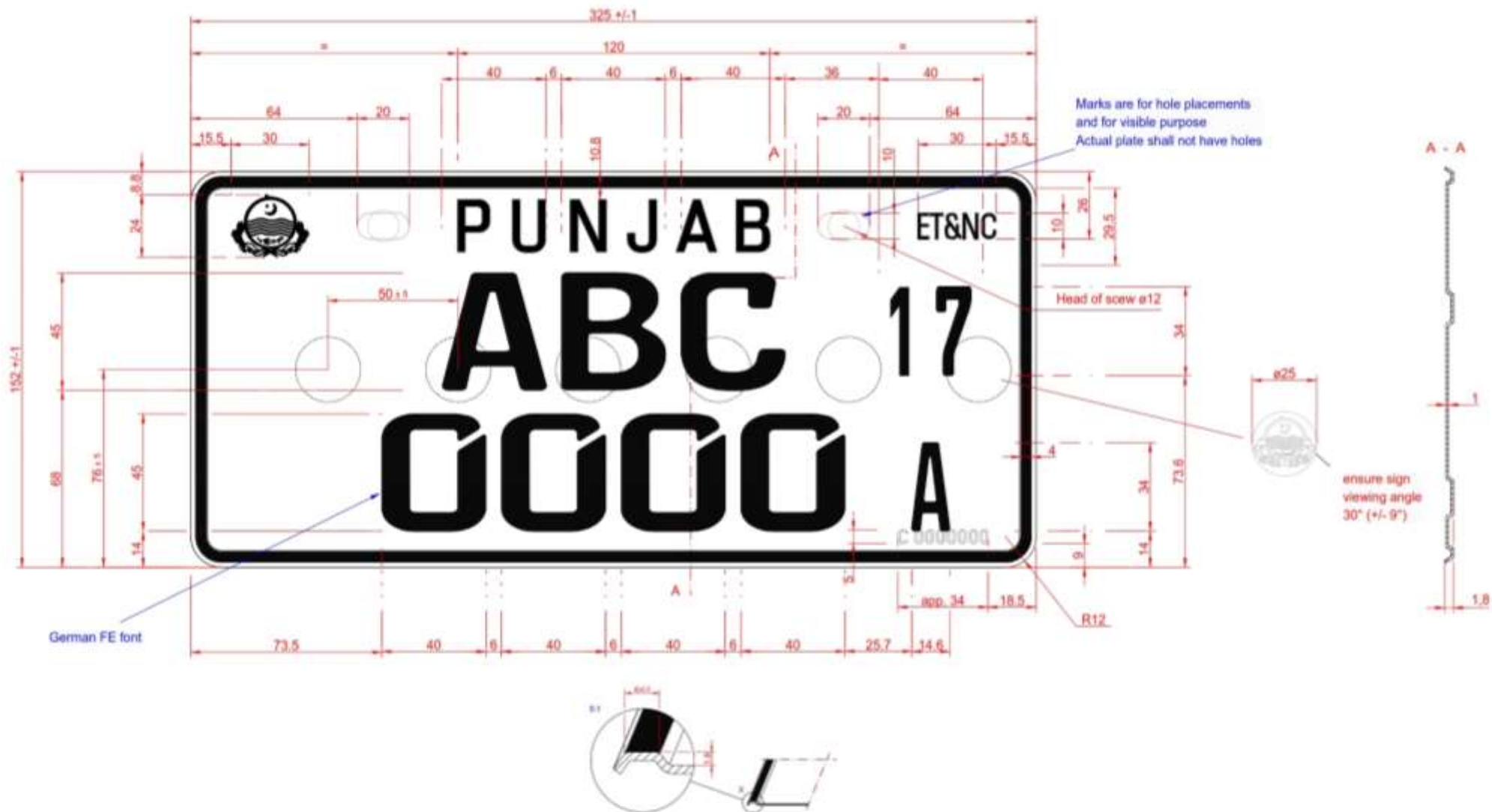
**Category wise design & sizes are as follows:**

<b>Sr. No.</b>	<b>Category</b>	<b>Length</b>	<b>Height</b>
1	Private Cars	325	152
2	Commercial Vehicles	325	152
3	Govt. Cars	325	152
4	Semi-Govt. Cars	325	152
5	Private Bike Front	205	70
6	Govt. Bike Front	205	70
7	Semi-Govt. Bike Front	205	70
8	Private Bike Rear	200	170
9	Govt. Bike Rear	200	170
10	Semi-Govt. Bike Rear	200	170
11	Rickshaw	200	170

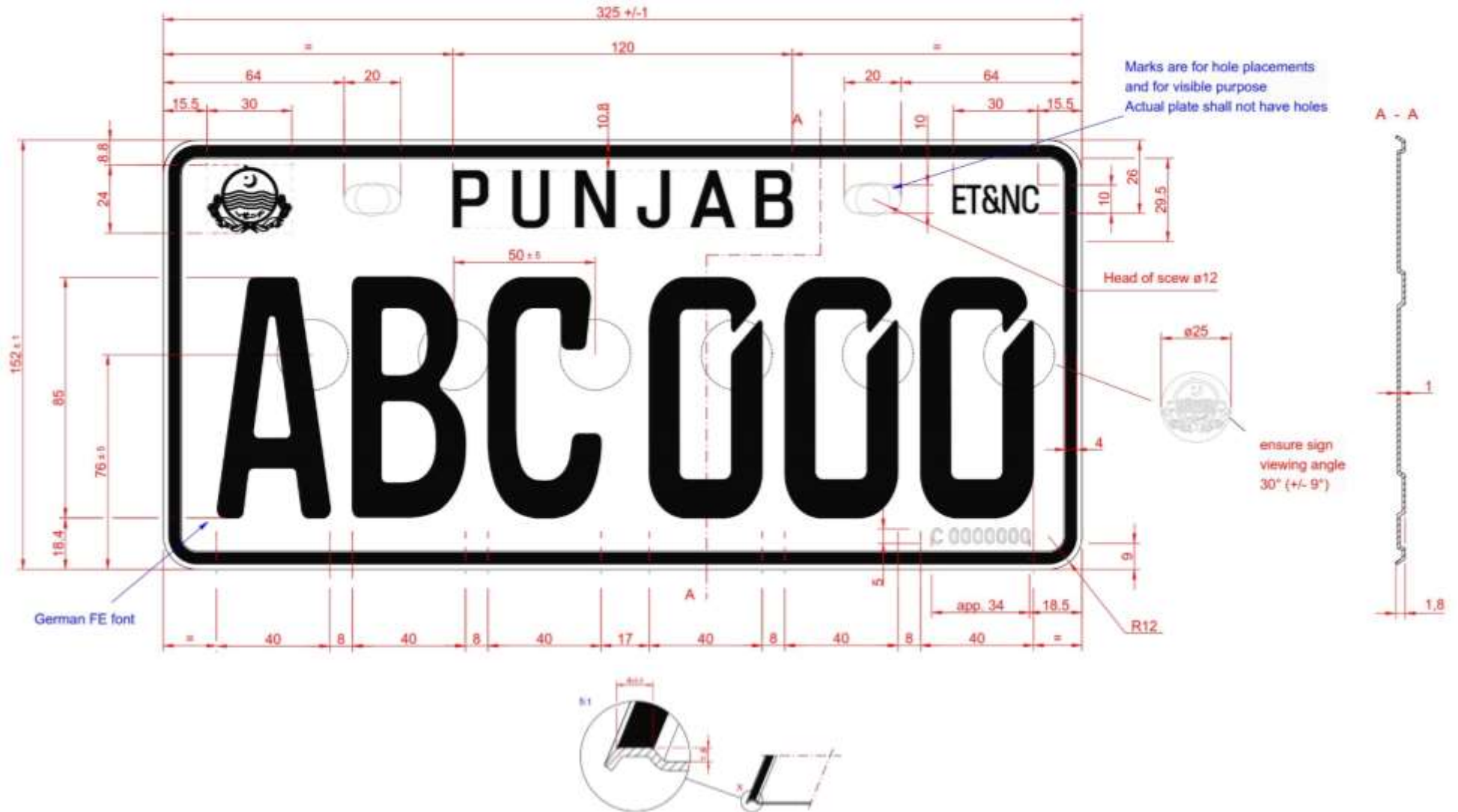


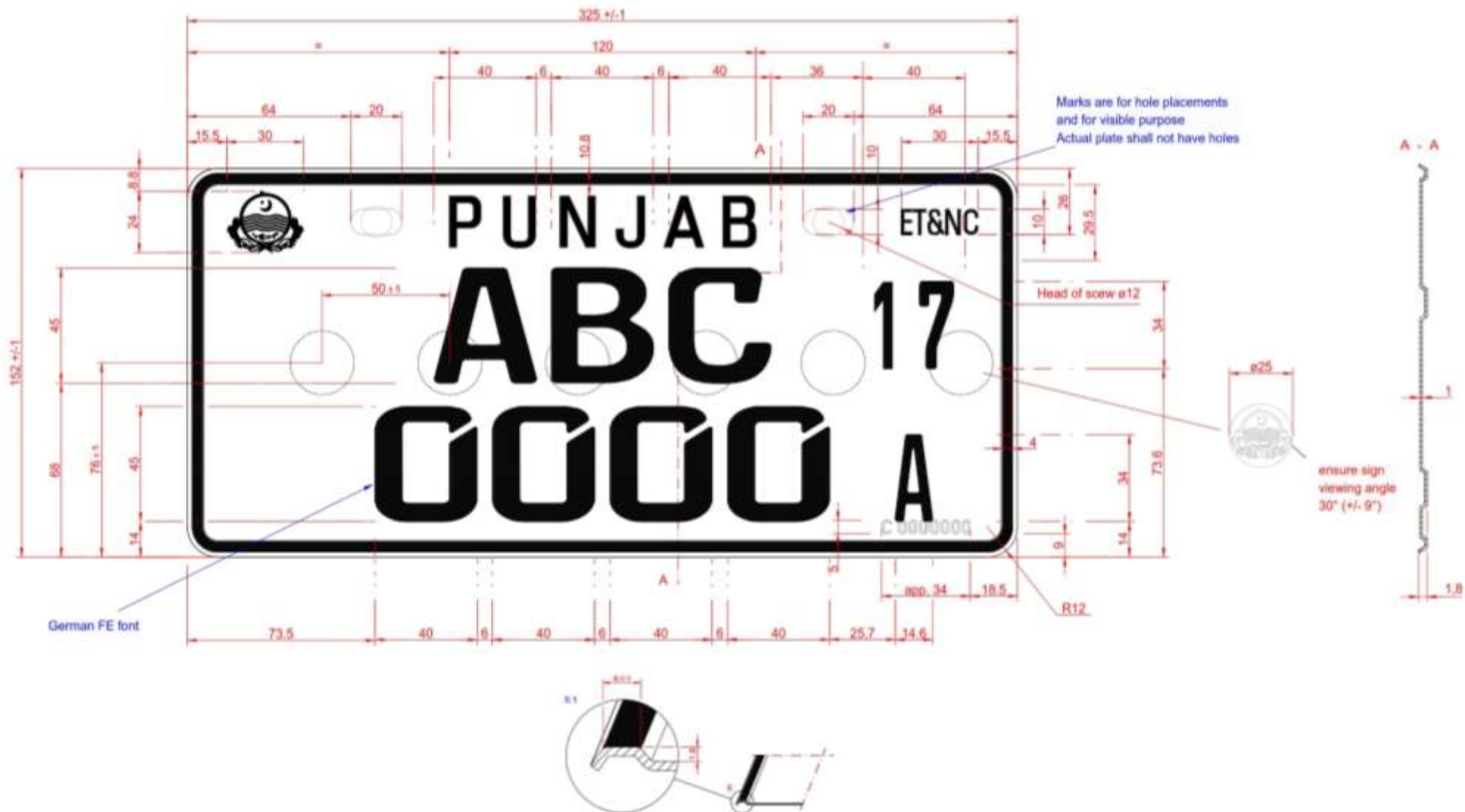
**Private Cars:**



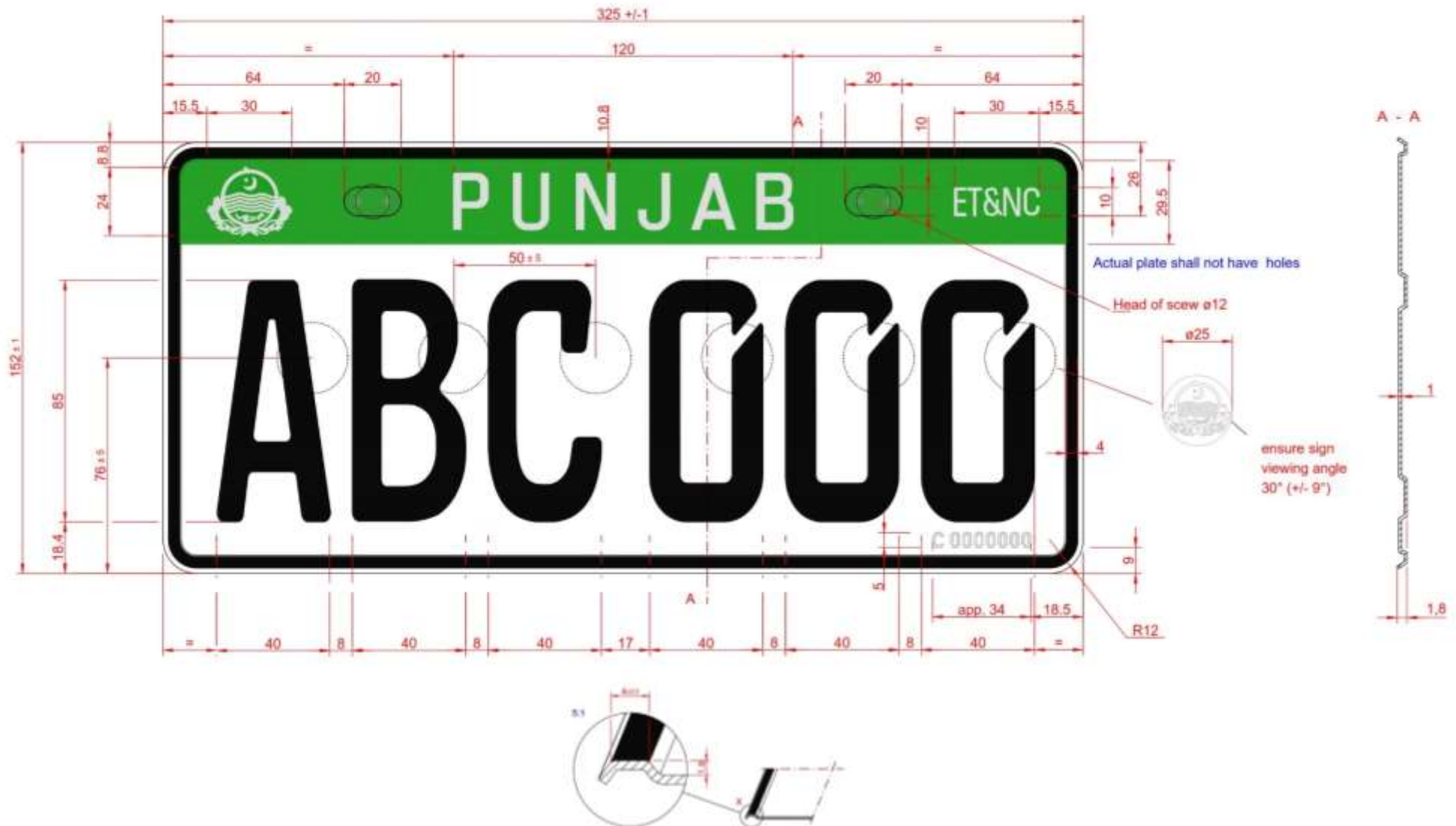


**Commercial Vehicles:**





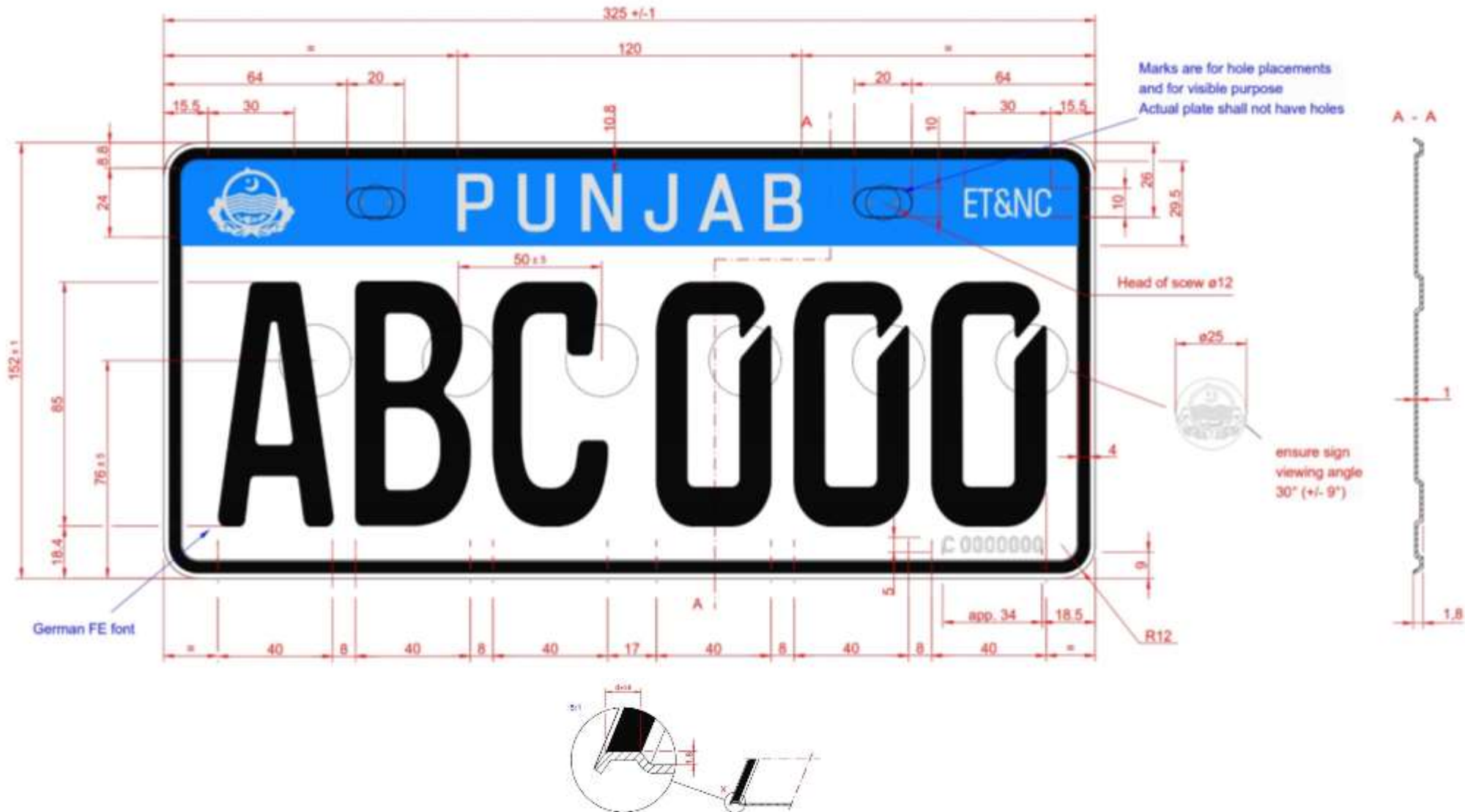
**Govt. Cars (with green strip):**







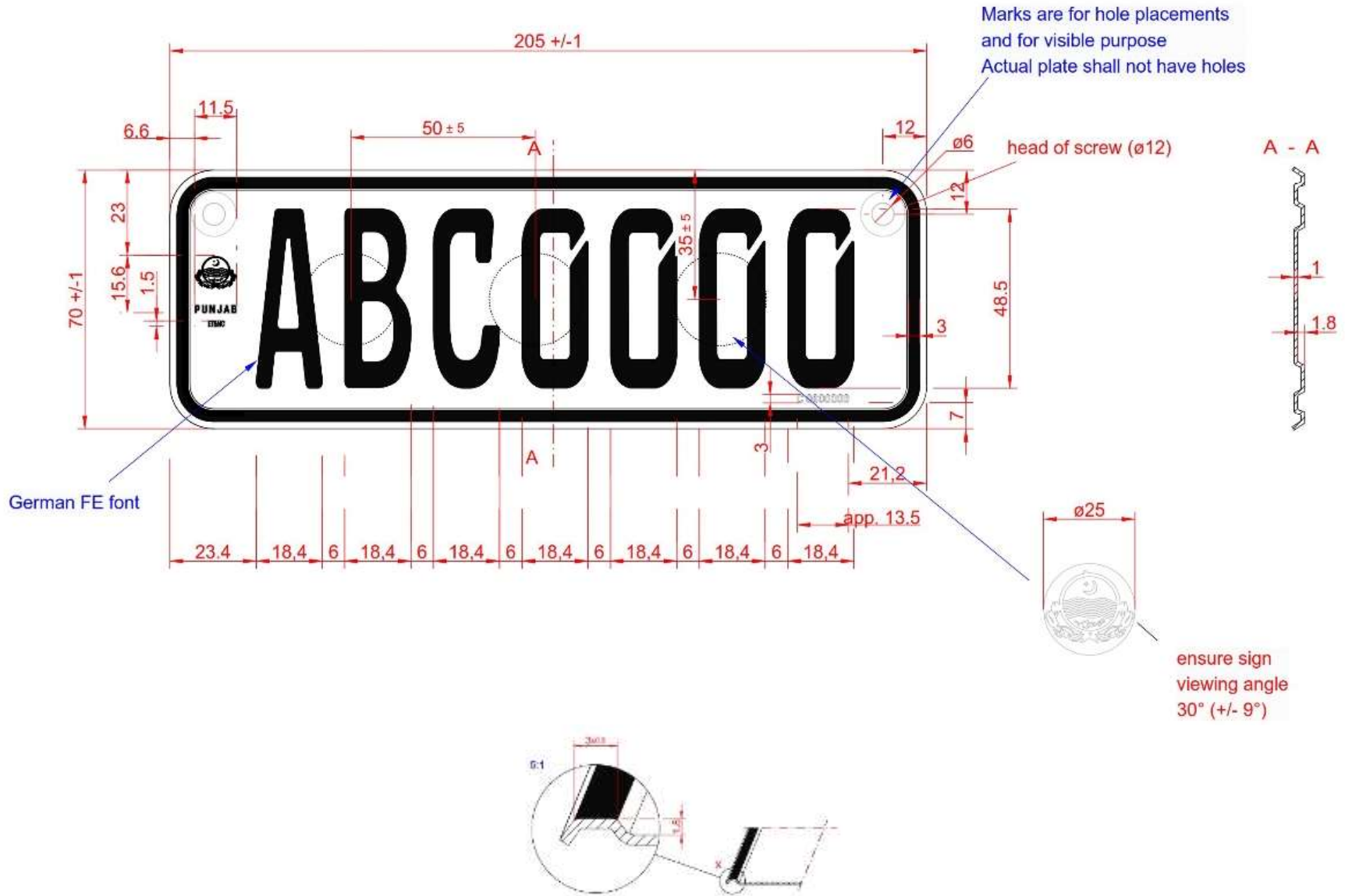
**Semi – Govt. Cars (with blue strip):**

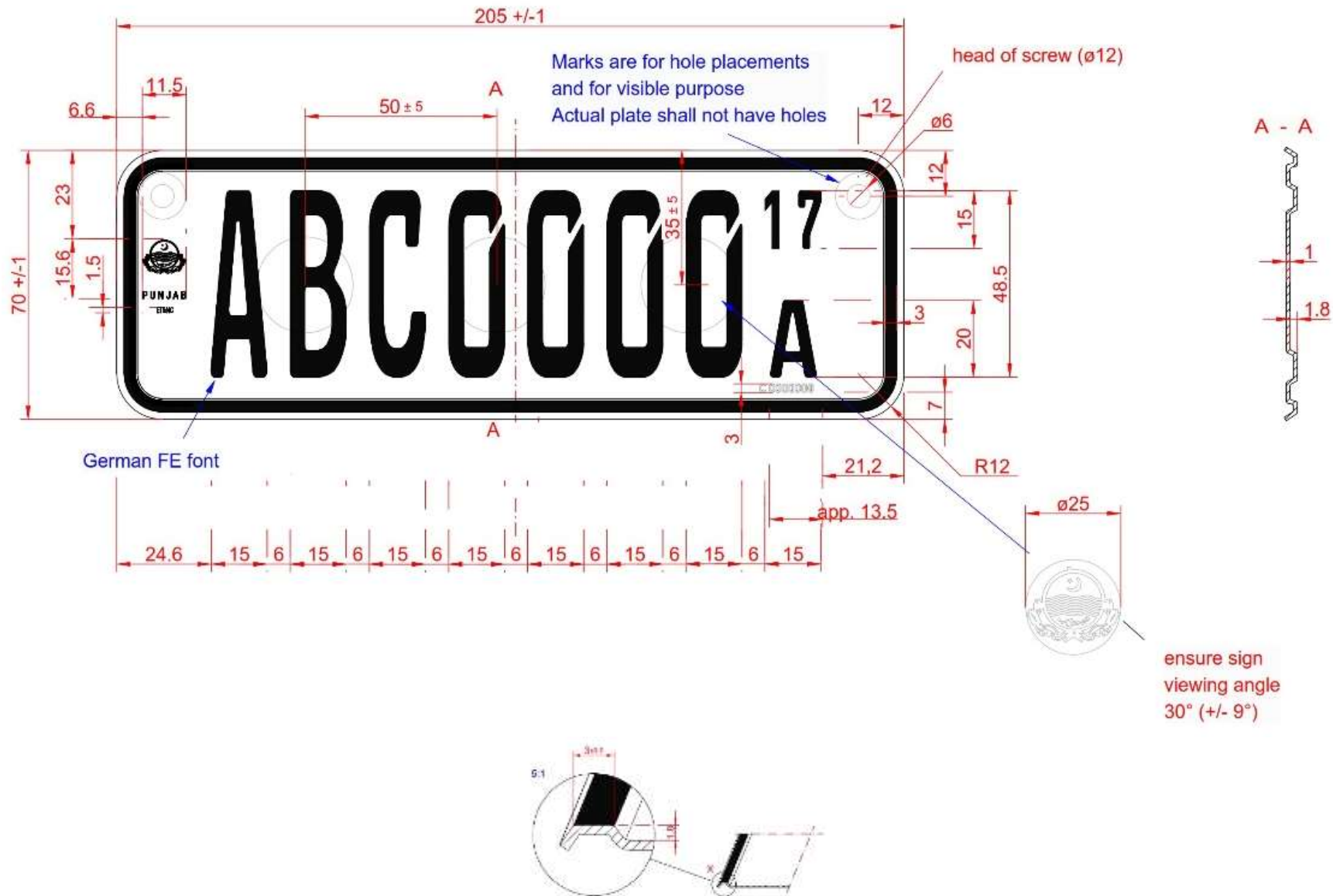




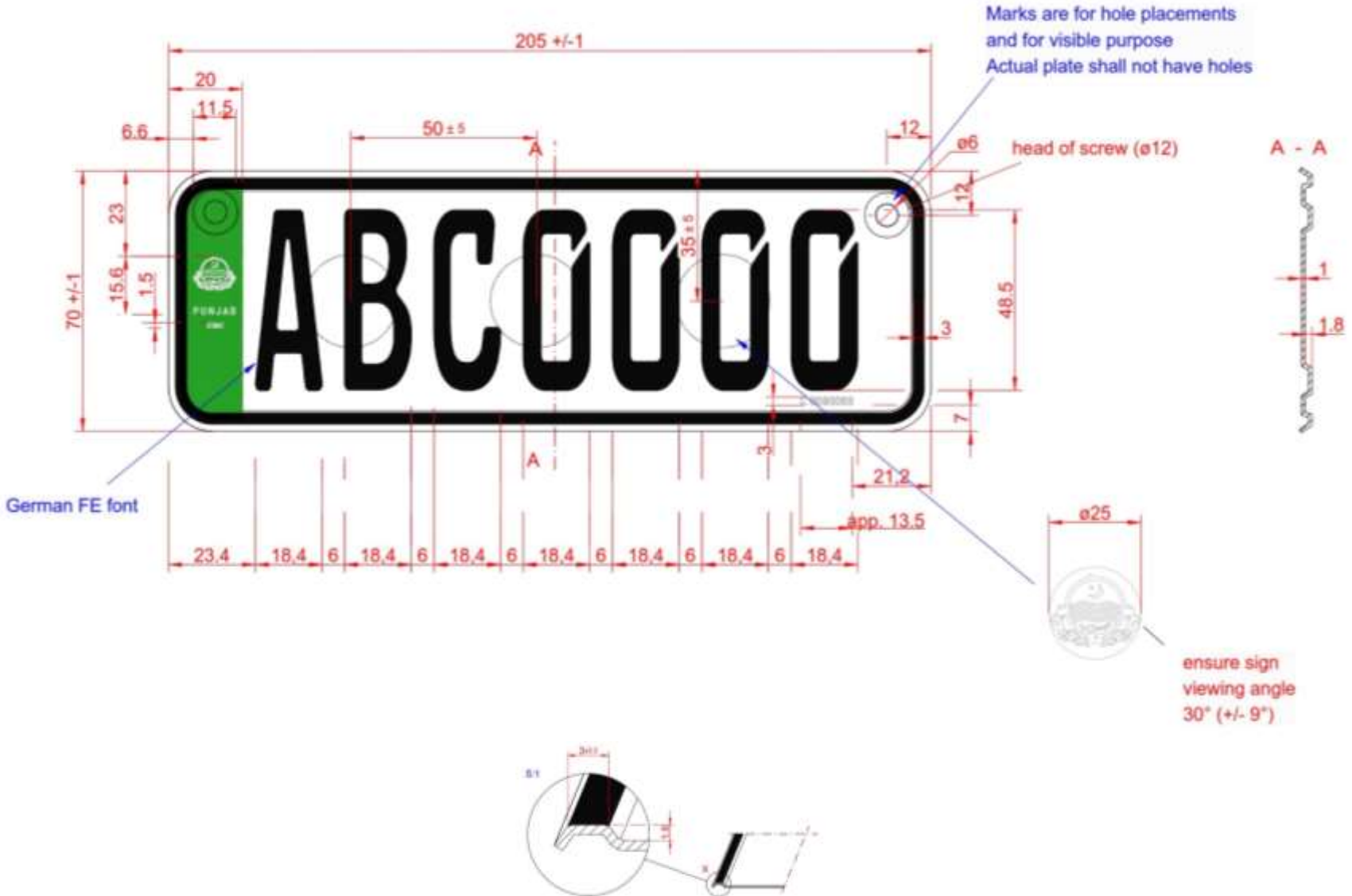


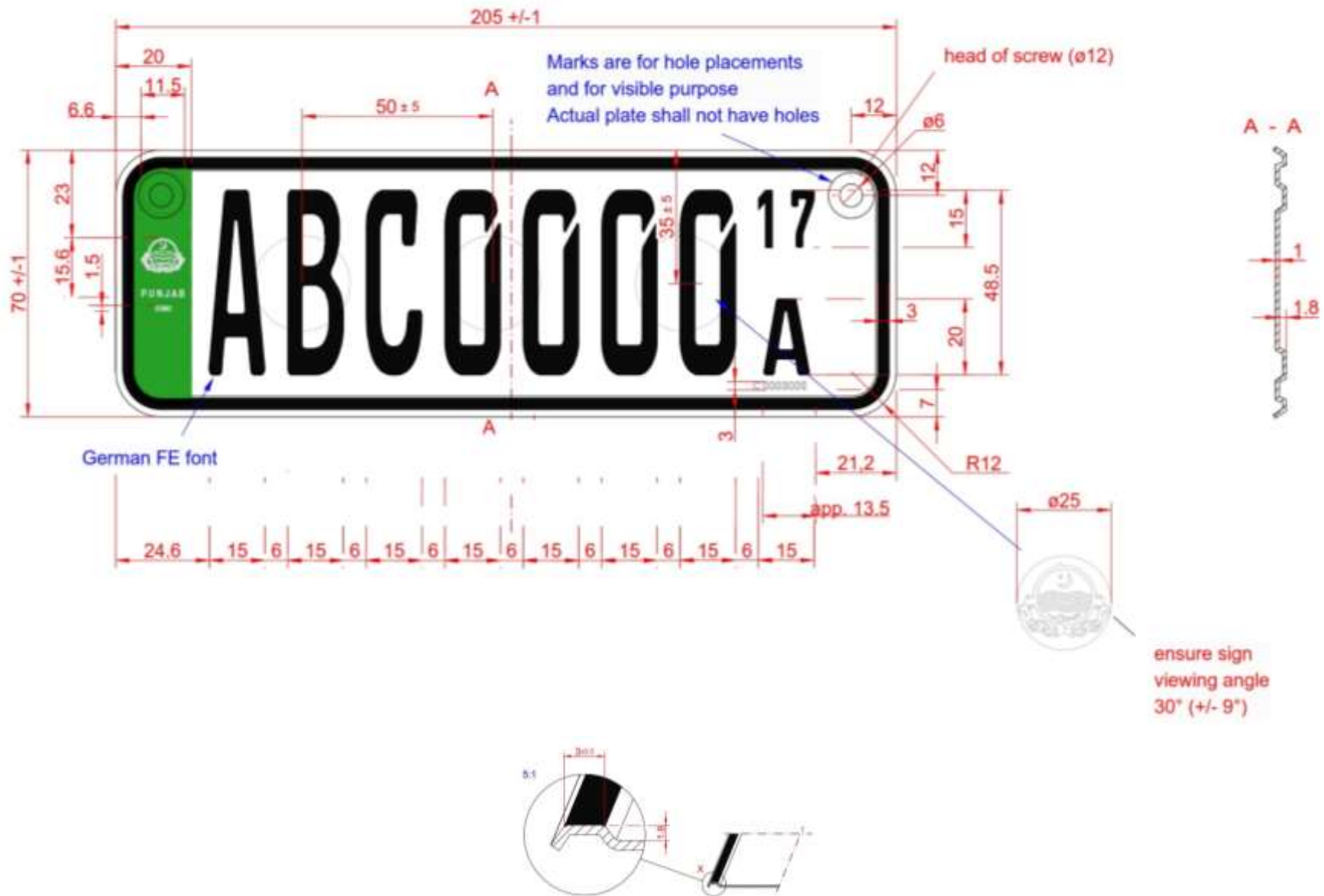
**Private Bike (Front):**



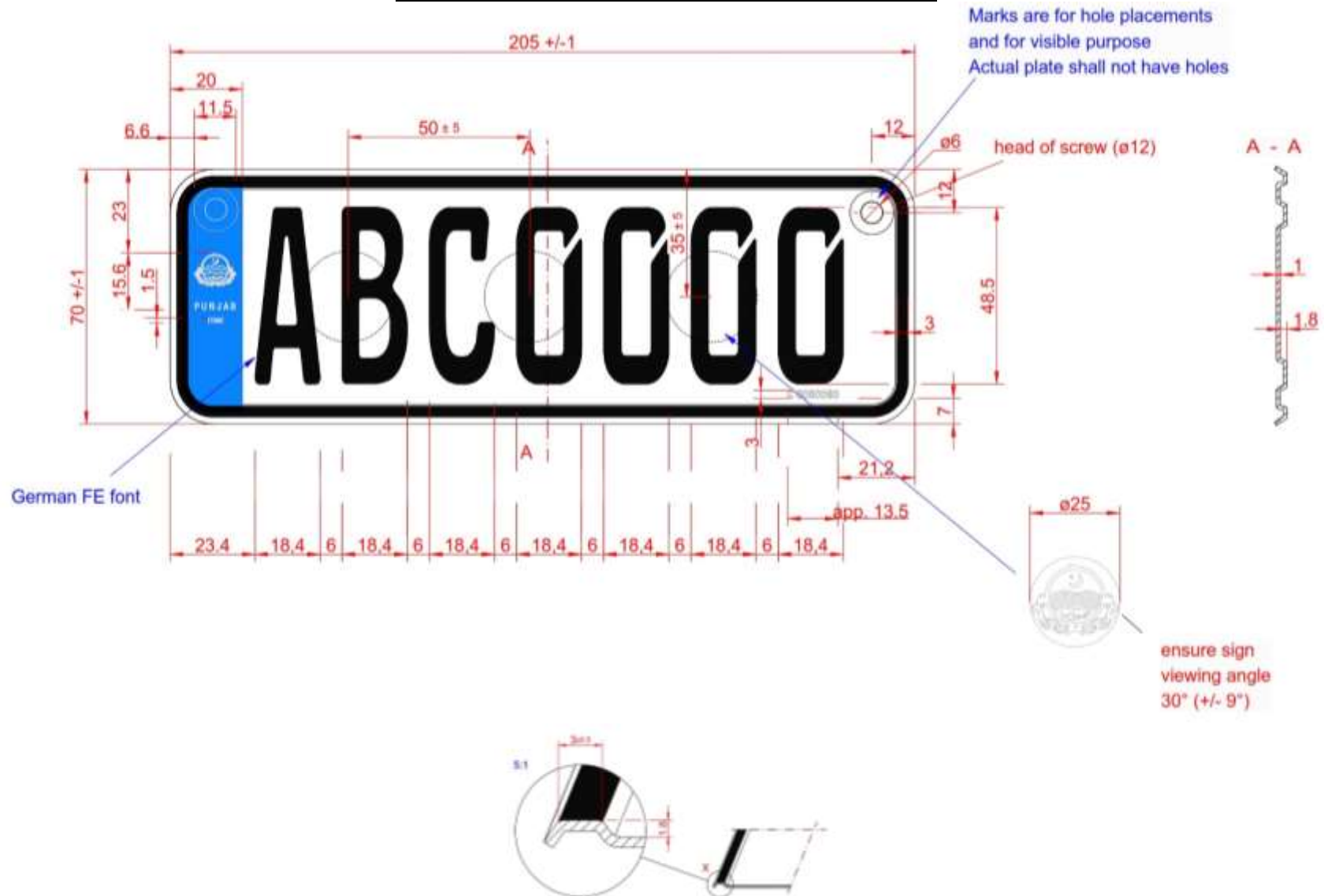


***Govt. Bike (Front) (with green strip):***





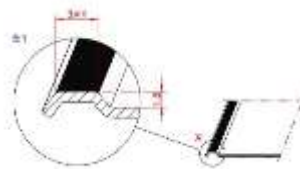
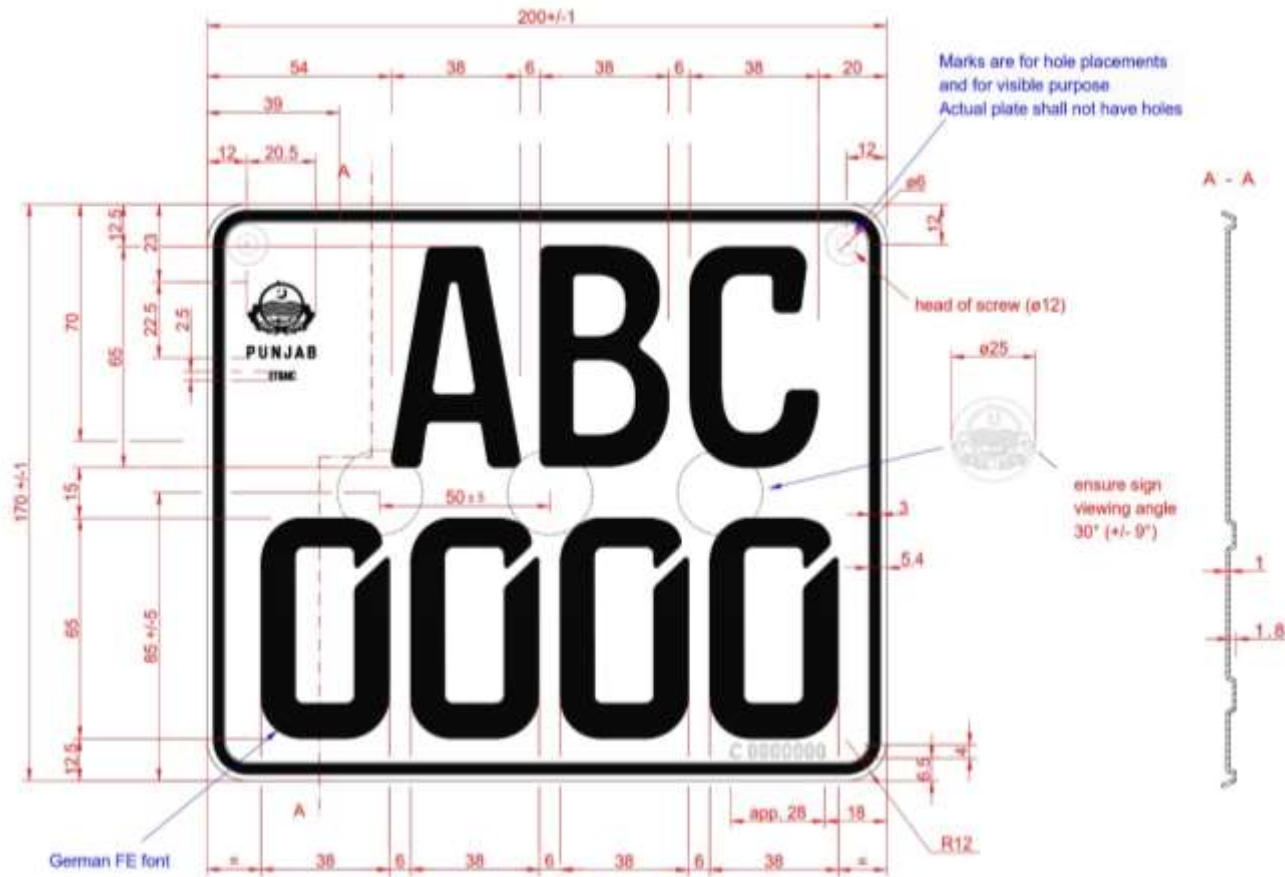
**Semi-Govt. Bike (Front) (with blue strip):**







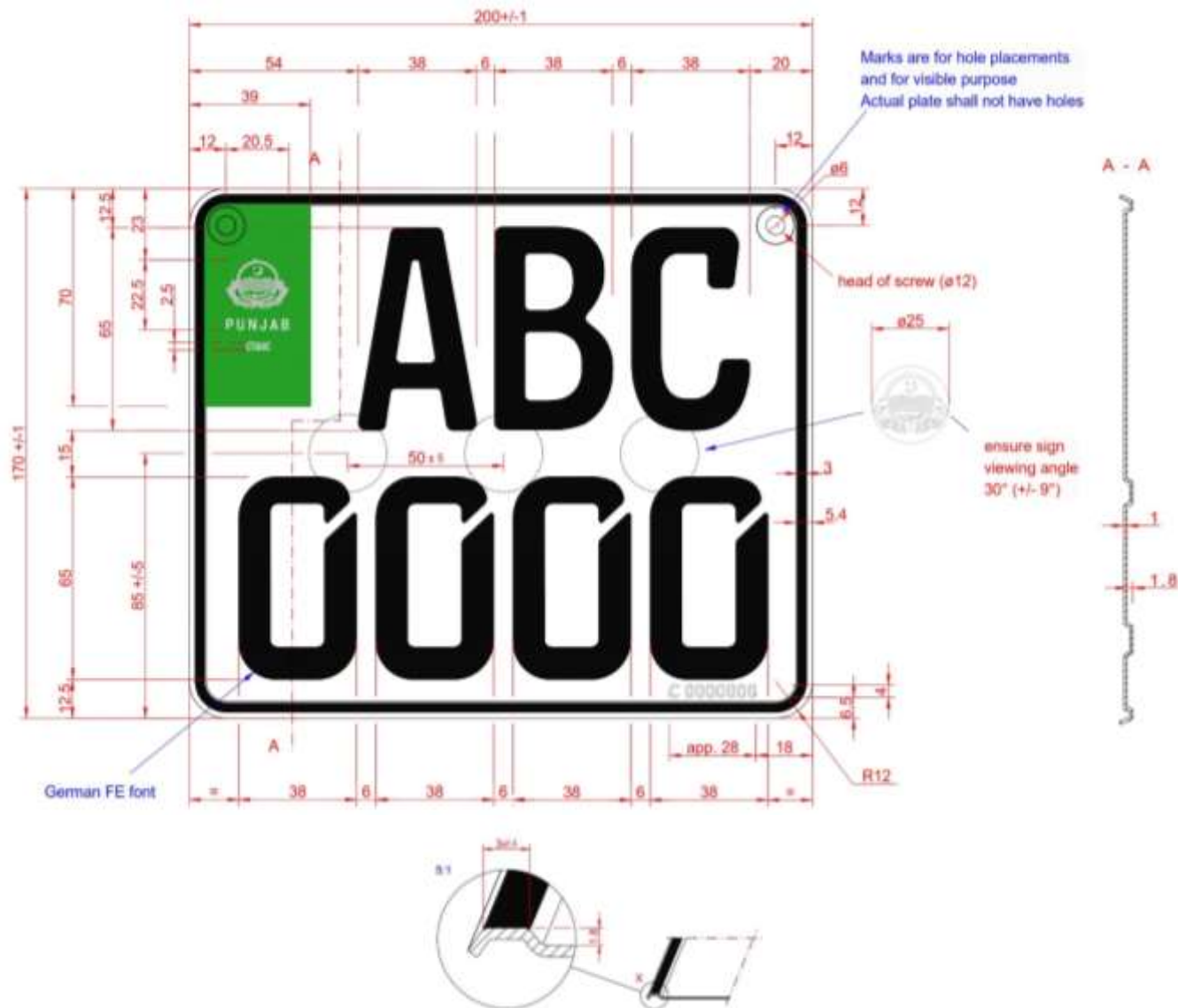
**Private Bike (Rear):**





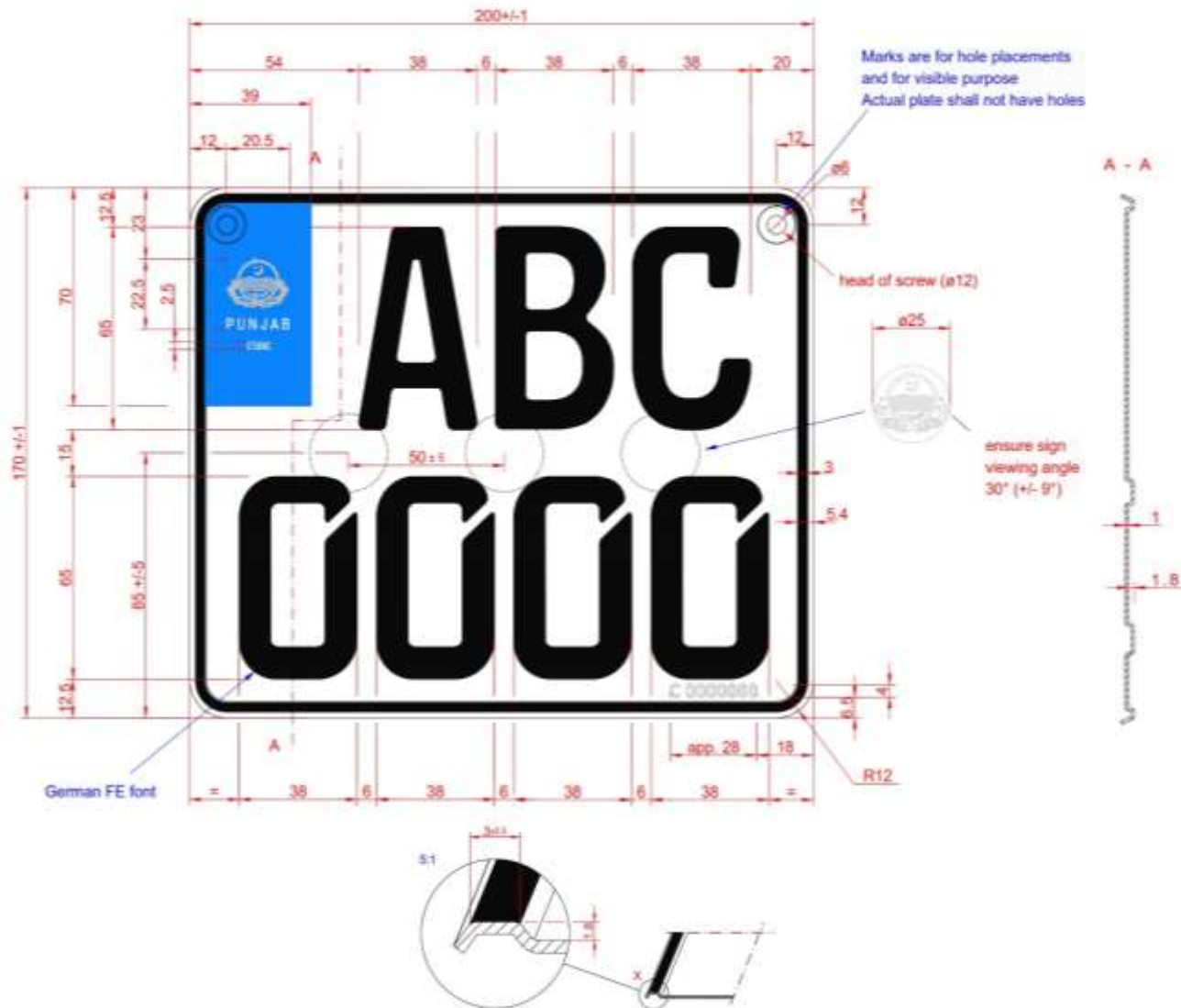


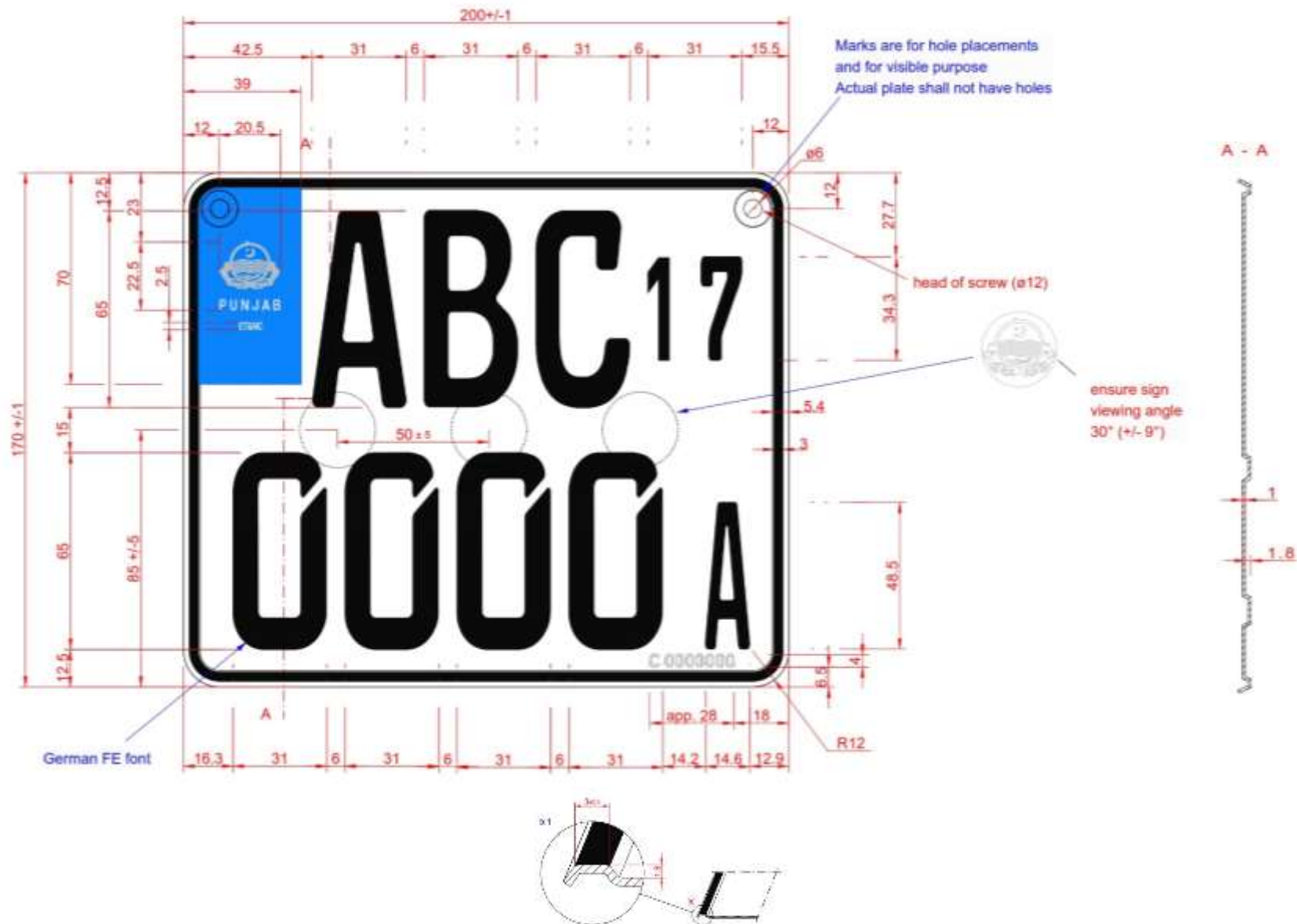
**Govt. Bike (Rear) (with green strip):**



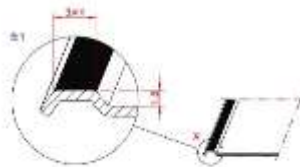
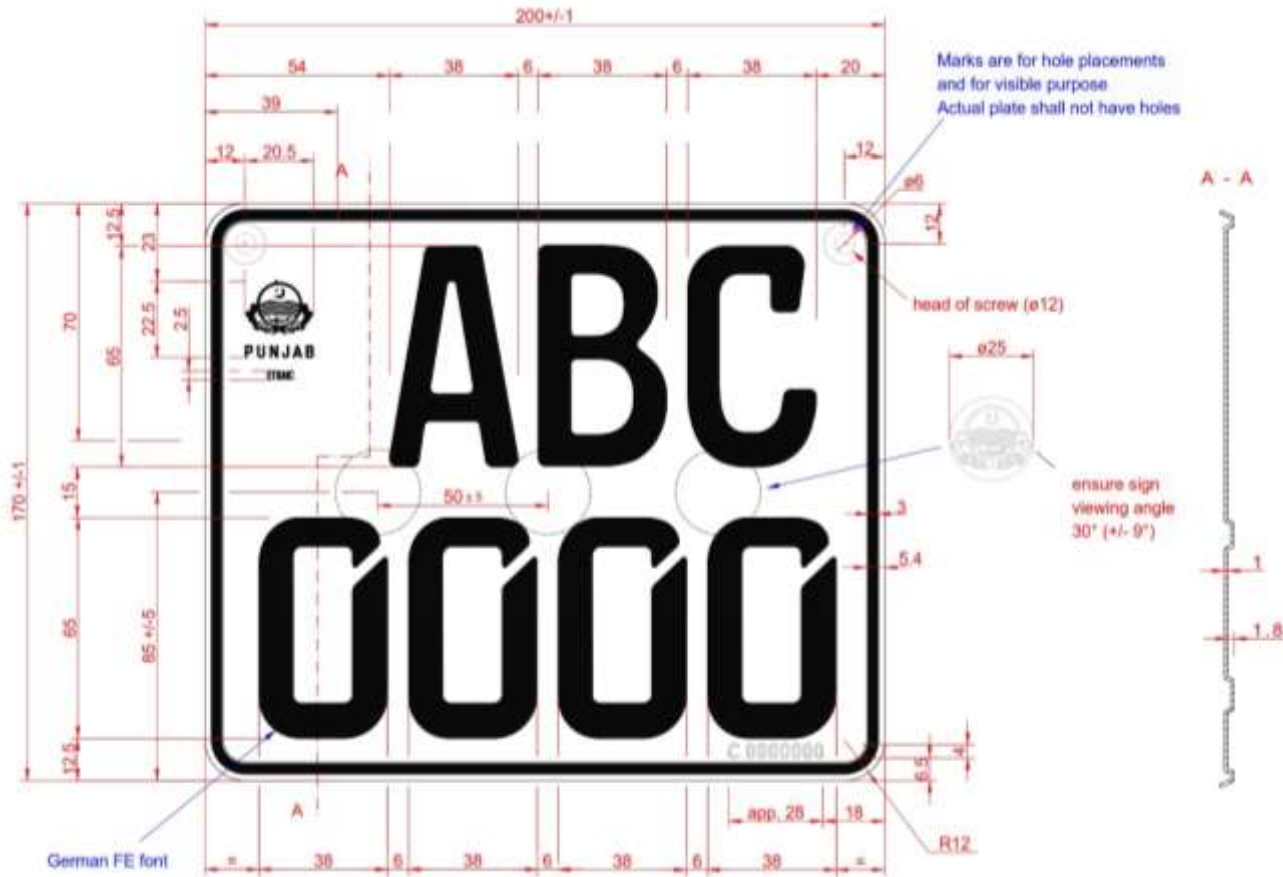


**Semi – Govt. Bike (Rear) (with blue strip):**





**Rickshaw:**



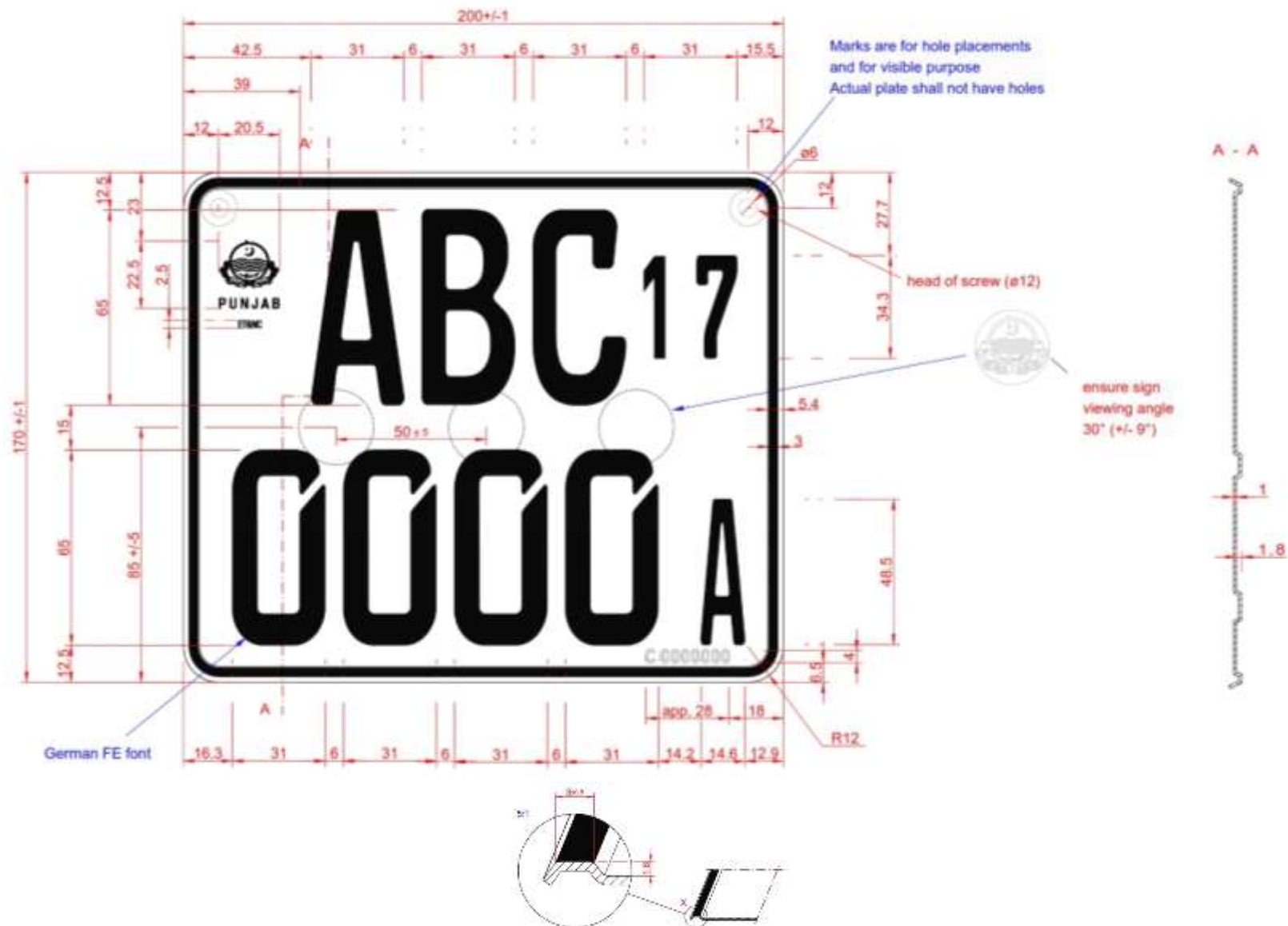




Table 1 - Specific coefficient of retroreflection									
Observation angle	0.2°			0.33°			1.5°		
Entrance angle	5°	30°	40°	5°	30°	40°	5°	30°	40°
white (Min.)	45	18	8	30	12	6	3,5	2	0,7
blue (Min.)	4	1,7	0,5	2	1	0,5	#	#	#
turtle green (Min.)	9	3,5	1,5	7	3	1,2	0,5	0,3	0,2
black (Max.)	1								
Maximum all angles and colours ex. black					80				

# larger than zero, no specific minimum specified

Table 2 - Chromaticity coordinates									
Colors	1		2		3		4		Luminance Factor $\beta$
	x	y	x	y	x	y	x	y	
white ( 10 )	0,355	0,355	0,305	0,305	0,285	0,325	0,335	0,375	> / = 0,35
blue ( 050 )	0,078	0,171	0,150	0,220	0,210	0,160	0,137	0,038	> / = 0,01
turtle green ( 618 )	0,260	0,440	0,260	0,360	0,305	0,360	0,305	0,440	> / = 0,06
black ( 070 )	0,385	0,355	0,300	0,270	0,260	0,310	0,345	0,395	< 0,01

Note:

Drawings with year tag and amplification factor are provided for the information of bidders. Bidders need to arrange tools and allied material to issue number plates for previous years containing registration numbers with year tag and amplification factor.

### 13.1.10 SOFTWARE REQUIREMENTS

The contractor will be responsible for development and maintenance of the software for managing the operations of the facility. The software must:

- Be capable to import all the historical data related to the already produced number plates
- Be capable to implement duplicate production checking of the number plates
- Have a Raw Material Inventory Management Module
- Have a Finished Plates Stock Management Module
- Have a Production Planning and Management Module
- Have Plate wise status report
- Have date and time stamps for in-coming stock; production and delivery.
- Software be capable to automatically map the laser serial number through the bar code stamped at the back of the number plate with the registration number embossed on the number plate
- Software Development for management of complete lifecycle of production of Number Plate from finishing to delivery to department (Inventory Module & reports) which will be part of (MVRS) Motor Vehicle Registration System application and same is required in amendment/development which will be responsibility of contractor. MVRS system is developed in Oracle & Java. The software module including testing/QA must be developed in all aspects atleast One month prior to the delivery of number plates. Required licenses will be purchased in the name of Director General , Excise & Taxation and will remain his property even after the expiry of the contract.

13.1.10.1 The contractor will be responsible for Security and confidentiality of data / information provided by the purchaser. The contractor will also be responsible for making amendment/development in existing MVRS software application for automated demand generation (through related MRA's approval) and finish number plate delivery update at his expense. The Purchaser may also direct the contractor to provide electronic data of the plate order, plate type, registration character, laser serial number and finish number plate delivery details as required to maintain the registration and licensing database in Punjab. Payments for the finished plates will be done on monthly basis. The integrated and updated MVRS software should be able to automatically generate demand for finished the plates, after the approval of related MRA defining the registration characters and the plate type for these. The contractor will finish those plates accordingly and update the status in the MVRS software. The contractor have to finish(make) all license number plates within 48 hours excluding gazetted holidays of demand generated by MRA. Invoice will be submitted based on the system generated report for the finished number plates.

13.1.10.2 The contractor will be required to amend the existing MVRS software and include a delivery status update of finish number plate to the ET&NC related staff member along with the time stamps. Detail of the receiver of number plates from the applicant will be logged in the amended MVRS software. ET&NC will provide the names of authorized representatives for receiving the number plates from finishing facility.

13.1.10.3 Contractor will be required to furnish following minimum requirements for delivering the finished plates. Finished plates in all aspects will be delivered to ET&NC in plastic/polymer transparent bags with proper identification of the contents of the bags through detailed list of registration numbers of the plates therein and grouped by a unique Bag number (defined in the format of a barcode) assigned to the contents. Minimum 50 Barcode readers will be provided by the applicant for reading these barcodes. In addition to these, the applicant may suggest and implement any further safety/security measures for the delivery of number plates.

13.1.10.4 The system, developed by the contractor, will indicate the time and date of payment of price and approval of registration by the MRA. After the payment of price, complete



finished Number plate indicating the registration mark will be handed over to the Department within 48 Hours(Two Day) excluding gazetted holidays.

- 13.1.10.5 The contractor will be responsible for modification/amendment to the current MVRs system for automated demand generation and delivery status update for the finished number plates. The contractor will be responsible for all the changes required to existing MVRs Oracle database including:
- Building, management and maintenance of workflows on workflow builder
  - Creation of reports for monitoring on report builder
  - Cross application communication using a compatible and suitable composite application for seamless integration
  - Use of efficient web services for handling complex data
  - Providing business intelligence dashboards for monitoring of number plates

### **13.1.11 REQUIREMENTS FOR SETTING UP MANUFACTURING FACILITY**

- 13.1.11.1 The contractor will be responsible for setting-up a secure embossing/hot-foiling facility with storage areas for blank and finished number plates.
- 13.1.11.2 ET&NC will provide space for the facility. However, renovation/customization of facility, complete primary and back-up utilities (including Electricity, Water etc.) for operating the facility shall be the responsibility of the contractor.
- 13.1.11.3 24-hour CCTV monitoring of each area of the facility shall be the responsibility of the contractor for safety of the stock and the security reasons. Recordings of surveillance for last/previous 30 days must be provided to the Excise & Taxation as and when required. Access of the CCTV system will also be provided in the office of Purchaser.
- 13.1.11.4 Central facility which will be established by the contractor will only be used for number plates.
- 13.1.11.5 Only personal who are engaged in day-to-day activity of number plate production are allowed in number plate facility. Only personal authorized by ET&NC Punjab may come in the Number Plate Facility.
- 13.1.11.6 All furniture, machinery, all source codes of software's, any software running, in number plate facility except embossing & hot stamping machines will be Excise & Taxation Department property at the expiry of contract.
- 13.1.11.7 Any other software made/developed/ running regarding number plates in NP facility will be property of Purchaser and all access will be given to purchaser.
- 13.1.11.8 Connectivity with Central database will be vendor responsibility.
- 13.1.11.9 On installation of any machinery, hardware, software items, contractor will notify purchaser and will provide inventory details.
- 13.1.11.10 Any licensing used in this project will be in the name of Director General, Excise, Taxation & Narcotics Control Punjab.
- 13.1.11.11 Contractor is required to create & upgrade the existing ET&NC server & storage hardware (primary & secondary) to the extent of Number Plates during the contractual period. If require contractor will be bound to procure and install new hardware including server & storage devices.
- 13.1.11.12 Contractor will develop a dashboard of production & delivery of number plates which will be live with the database and contractor will install / provide 75 inch smart LED to the purchaser. Dashboard will be displayed on the LED and connectivity / cabling will be responsibility of contractor.
- 13.1.11.13 Contractor will develop customized ANPR android and IOS application which will read number place and show particulars for hundred authorized users of ET&NC Punjab.
- 13.1.11.14 Contractor will provide 13 laptops for viewing number plate status on Dashboard developed by vendor to Director motors Excise & Taxation Lahore, Motor Registration Authorities

Lahore, motor registration authority Rawalpindi, Gujranwala, Multan. Minimum specification of laptop must be Corei5, 7<sup>th</sup> Generation, 8Gb RAM, 1 TB Hard Disk

- 13.1.11.15 Excise, Taxation & Narcotics Control Department Punjab shall provide 92 Feet X 122 Feet space for setting up of state of the art License Number Plate Production Facility to the successful contractor. The Contractor shall be solely responsible for security, safe custody of the number plate stocks and allied materials, maintenance and up keep of the premises while all utilities including Primary & backup power arrangement will be responsibility of contractor. The Production Facility for Embossing / Hot Stamping of Blank Number Plates will be managed by the contractor itself in all aspects. Contractor will also be responsible for the security of the premises. Contractor will also be responsible for connectivity with Central DB.
- 13.1.11.16 The successful contractor shall be responsible for maintaining a minimum stock of ISO 7591 & ANPR Compliant Blank Number Plates of all categories and allied material according to the estimation based on corresponding 4 months of the last year's consumption of number plates in the warehouse of the facility in the office of the Directorate General, Excise, Taxation & Narcotics Control Punjab.847A, Shadman-I, Lahore or any place approved by Director General, E&T Punjab.
- 13.1.11.17 The contractor will be required to safeguard the license number plates and arrange all the possible measures so that same are delivered only to the persons nominated by the purchaser.

## **14 SUBMISSION OF APPLICATION**

### **14.1 Sealing and Marking of Application**

14.1.1 The applicant shall seal the ORIGINAL and one COPY of application separately in an inner and an outer envelope, duly marking the envelopes as "ORIGINAL" and "COPY".

14.1.2 The inner and outer envelopes shall:

- (a) Be addressed to the following address:

Additional Director General/Competent Authority Procurement  
Excise, Taxation & Narcotics Control Punjab  
847-A, Shadman-I Lahore  
Tel. No. 042-99203567

- (b) Bear the following identification:

Application for " SUPPLY OF ISO 7591 & ANPR COMPLIANT FINISHED  
(EMBOSSSED & HOT FOILED) RETRO REFLECTIVE LICENSE / NUMBER PLATES"  
Procurement of Goods  
DO NOT OPEN BEFORE .....

14.1.3 In addition the inner envelope shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared "Late".

14.1.4 Only those proposals will be considered which are delivered by hand by the representative of the bidder within given time to the office of undersign.

### **14.2 Deadline for Submission of Application**

- 14.2.1 The original and copy of application must be received by the Purchaser/Client at the address specified in Clause 14.1.2 before 1200 hours 17 September 2018

### **14.3 Late Application**

The application received by the Purchaser/Client after the deadline for submission of application prescribed by the Purchaser/Client, will be rejected and returned unopened to the applicant.

### **14.4 Modification and Withdrawal of Application**

- 14.4.1 The Application may modify or withdraw its application after the application'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 application.
- 14.4.2 The applicant modification or withdrawal notice shall be prepared, sealed, marked and dispatched. withdrawal notice may also be sent by Fax but must be followed by a signed confirmation copy, post marked not later than the deadline for submission of application.
- 14.4.3 The bids may not be modified subsequent to the deadline for submission of bid.

## **15 OPENING AND EVALUATION OF APPLICATION**

### **15.1 Opening of Applications**

15.1.1 The applications shall be opened by the Purchaser/Client in the presence of the applicant's representatives who choose to attend at the time and date specified in this Document, at the office of the Purchaser/Client. The Applicant's representatives who are present shall sign a register evidencing their attendance.

### **15.2 Clarification of Application**

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

### **15.3 Determination of Responsiveness of Application**

15.3.1 Prior to the detailed evaluation of the application, the Purchaser/Client will examine and determine the substantial responsiveness of the application to the requirements of this document. A substantially responsive application is one which:

- (a) meets the eligibility criteria specified in this document;
- (b) has been properly signed on the Application Form by authorized representative of all partners;
- (c) meets the evaluation criteria, as specified in this document;
- (d) is otherwise complete and generally in order;
- (e) Conforms to all the terms, conditions and Specifications of this document, 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/services; or
- (ii) Which limits in any substantial way, inconsistent with the tender document

15.3.2 The Purchaser's determination of a applicant's responsiveness shall be based on the contents of the application itself without recourse to extrinsic evidence, except where verification is done by the purchaser.

15.3.3 The application determined as not substantially responsive will be rejected by the Purchaser/Client and may not subsequently be made responsive by the applicant by correction or withdrawal of the nonconforming deviation or reservation.

## 15.4 Evaluation and Comparison of Applications

The Purchaser may evaluate and compare the applications previously determined to be substantially responsive.

## 15.5 Technical Evaluation

All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the issuance of Letter of Acceptance /Purchase Order. Failure to furnish any of the requisite documents will impact on the possibility of success of the bidder. A duly filled copy of the mandatory documents shall be annexed and attached with the sealed envelope by every bidder. All pre-qualified bidders will submit undertaking for complete scope of work as well as entire tender document along with mandatory clauses Technical Evaluation. All the pre-qualified bidders will also submit financial proposal against scope of work mentioned in the tender document. An evaluation criterion is given below:

### DOCUMENTS CHECK LIST(MANDATORY)

All applicants 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 affect the success of the applicant. A duly filled copy of this check list shall be annexed and attached with the sealed envelope by every applicant.

SR#	MANDATORY DOCUMENT NAME	COMPLIANCE YES/NO	REMARKS
1	Undertaking of compliance of Scope of Work as mentioned (Technical specifications compliance) on legal paper (Stamp paper)		
2	Undertaking of Compliance of Tender Document on legal paper (Stamp paper)		
3	Valid NTN/ GST registration of lead member on the date of submission of bid along with undertaking of its being valid		
4	Undertaking on legal paper(stamp paper) that the firm is not blacklisted by Government , Semi Government , public sector etc The applications of those firms who are black listed by any government department or by any of the International Donor Agency like World Bank, JICA, and ADB etc and this blacklisted continues on the date of submission of application. shall be rejected without detailed evaluation. The applicant is required to submit an undertaking on judicial paper that he or any of his associates is not in the list of black listed firms of the above mentioned departments or financing institutions. Neither have they been blacklisted by the Procuring Agency, the Federal and/or any Provincial government and/or any government/state department, agency or authority.		
5	Signed & Stamped Application Form from authorized representatives of all partners		

## 15.6 Financial Evaluation

Financial bids of the successful bidders (Technically Qualified) will be opened and Letter of Acceptance /Purchase order will be issued to the lowest bidder

as per PPRA 2014(Updated) rules & regulations. Financial bids of the technically disqualified proponents will be returned unopened.

#### **15.7 Contacting the Purchaser/Client**

Any effort by the applicant to influence the Purchaser/Client in the Purchaser/Client's decisions in respect of application evaluation, or shortlisting will result in the rejection of the Applicants' application.

#### **15.8 Purchaser/Client's Right to Reject the Application**

The Purchaser / procuring agency may reject all applications or proposals at any time prior to the acceptance of a application or Proposal.(Rule35(1))PPRA 2014

#### **15.9 PRICE SCHEDULE**

Bidders are required to fill the tables below and attached along financial proposal:

1	2	3	4	5
S.No	Category	Consumption of Number Plate Stock 2017	Unit Price(PKR.)(Inclusive of all taxes)	Total Price(PKR.)(Inclusive of all taxes)
1	Private Vehicle Cars (Front & Rear)	263,094		
2	Commercial Vehicle Cars (Front & Rear)	125,830		
3	Govt. Vehicle Cars (Front & Rear)	5,416		
4	Semi-Govt. Cars (Front & Rear)	2,318		
5	Private Bike Front	1,693,061		
6	Private Bike Rear	1,693,061		
7	Govt. Bike Front	6,438		
8	Govt. Bike Rear	6,438		
9	Semi-Govt. Bike Front	732		
10	Semi-Govt. Bike Rear	732		
11	Rickshaw (Front & Rear)	131,666		
Grand Total		3,928,786		= Column 3 x Column 4

#### **15.10 Financial evaluation criteria**

The bidder giving the lowest Grand Total Price (PKR.)Inclusive of all taxes as indicated in the last row against the column No .5 shall be the successful bidder.

Note: All future taxes will be borne by the Contractor.

## 16 BID FORM

To:

Additional Director General/

Competent Authority(Procurement)

Excise, Taxation & Narcotics Control Department 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 / delivery of ISO 7591 & ANPR compliant finished(Embossed & Hot Stamped) Retro Reflective License Number Plate below in conformity with the specification in the Bidding Documents as per the following price details for the contractual period of 3 Years.

1	2	3	4	5
S.No	Category	Consumption of Number Plate Stock 2017	Unit Price(PKR.)(Inclusive of all taxes)	Total Price(PKR.)(Inclusive of all taxes)
1	Private Vehicle Cars (Front & Rear)	263,094		
2	Commercial Vehicle Cars (Front & Rear)	125,830		
3	Govt. Vehicle Cars (Front & Rear)	5,416		
4	Semi-Govt. Cars (Front & Rear)	2,318		
5	Private Bike Front	1,693,061		
6	Private Bike Rear	1,693,061		
7	Govt. Bike Front	6,438		
8	Govt. Bike Rear	6,438		
9	Semi-Govt. Bike Front	732		
10	Semi-Govt. Bike Rear	732		
11	Rickshaw (Front & Rear)	131,666		
Grand Total		3,928,786		= Column 3 x Column 4

We understand that the purchaser / Competent Authority(Procurement) to award the contract for all different categories to a single lowest bidder on the basis of consolidated bid cost. We also undertake that we will be bound to supply all above categories irrespective of the volume and price. 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 we will complete the Works in accordance with the Execution Schedule provided in the Schedule-A Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance guarantee of 5 % of the total value of the purchase order. 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 fifty(150) days from the date fixed for bid opening pursuant to clause Instruction to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of period.

We understand that the process of procurement is governed by PP Rules 2014. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of -----2018

### BIDDER

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### WITNESS

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

## 17 SCHEDULE -A: SPECIAL STIPULATIONS

For ease of reference, certain information and Special Stipulations applicable to the firms entering into the contract are set forth herein.

S.No		
1	Amount of Performance Guarantee must be submitted within fourteen working days of the receipt of the Acceptance Letter/PO from the Purchaser	5 % of the contract amount
2	Delivery of Goods	
a	Address at which Final Product will here to be delivered	Office of the Directorate General, Excise, Taxation & Narcotics Control Punjab, 847-A, Shadman Colony Lahore
b	Contract Execution Schedule	1 <sup>st</sup> shipment 80 days from issuance of LOA, After Payment of price, and delivery of finished number plate indicating registration mark will be handed over to the department within 48 Hours (Two Day.) except gazetted holidays.
3	Warranty Period offered by the manufacturer	Five years warranty period as specified in the Schedule-B of this document
4	Penalty for Non Performance	
a	In case of non-provision of number plates as requested by MRA within the timeline: Liquidated damages for delayed delivery of Goods thereof.	2.5% per day of the value of the delayed number plate
b	In case of delay in project startup or any component as per committed time line in the proposal	0.25 % per day of the annual contract value
c	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
5	Bidders will be required to submit 3% bid security at the time of submission of bid.	





## 18 SCHEDULE-B: SPECIFICATIONS

### Preamble

1. The Goods will be delivered at the address provided in Schedule A:

### General Specifications of License 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.
- 2) At least 1 mm thickness of all types of License number plates
- 3) Punjab Specific Graphical Design / Logo
- 4) Unidirectional Security Marks

Comprising the emblem of the Government of the Punjab visible from a

  - 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 be reproducible as a lookalike by any photographing, copying, printing, lamination or other imaging process on the final registration plate.
  - e. visible at the angle of 30 degree as per technical design and existing license number plate being issued by the department
- 5) Uniquely identified Laser Serial Numbers
  - a) Registration Plates should have contained a unique laser serial no consisting of minimum 7 digits (combination of Alpha-numerals to be provided by the purchaser to the successful applicant).
  - b) Laser no could not be removed from the reflective sheet unless to destroy it.
- 6) The plates should be readable in reflection of light during dark hours.
- 7) Alphabets and Numerals should be embossed not printed
- 8) OCR (Optical Character Recognition) readable numbers
- 9) ISO 7591 Compliant
- 10) ANPR Compliant
- 11) Barcode of the laser serial number plate should be placed at the back side of the plate for inventory management / detection etc.
- 12) Significant dimensions of the finished license number plates are as follows:

Sr. No.	Category	Length	Height
1	Car	325	152

2	Bike Front	205	70
3	Rickshaw & Bike Rear	200	170

## Terms & Conditions

- 1) Minimum of Five Years warranty of the final/finished product.
- 2) In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc. The Applicant shall produce a certificate of commitment to supply at least 20,000 pairs of plates per day and terms and conditions as quoted by the Applicant at application time during the contractual period of 3 Years.
- 3) 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 based on the samples provided by the applicant.
- 4) The Contractor should maintain in advance, the blank stock of Number Plates along with the allied technologies / materials, for at least 4 Months on the basis of previous year.
- 5) The Contractor will provide finish number plate(embossed & hot stamped) in all aspects within the premises of the office of the Directorate General, Excise, Taxation & Narcotics Control Punjab Punjab.847-A,Shadman.-Lahore or any other place in Lahore as approved by Director General, Excise & Taxation Punjab.
- 6) The maintenance / management of Central Production Facility as well as warehouse in the office of the Directorate General, Excise, Taxation & Narcotics Control Punjab or any other approved place, will be the responsibility of the Contractor including electrification, furnishing, mobilization, machinery & equipment and other relevant technologies / materials.
- 7) Category wise Minimum Requirement of License Number Plates is mentioned below, which may be increase / decrease as per the actual requirements(estimation is on the basis of consumption during the year 2016):

S.No	Category	Estimated Volume (per Year) (Number Plate Pairs)
1	Private M.Cycle	1,457,077
2	Private Car	120,055
3	Commercial Vehicle	52,542
4	Rickshaw	63,828
5	Govt. M.Cycle	3,180
6	Govt. Car	2,014
7	Semi-Govt. M. Cycle	613
8	Semi Govt. Car	1,274
	<b>Total</b>	<b>1,700,583</b>

## 19 Power of Attorney for Signing of Application (please provide)

(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 application [or the Retro-Reflective License Number Plates including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Applicants' and other conferences and providing information / responses to the Directorate General, Excise, Taxation and Narcotics Control Punjab (Purchaser/Client), representing us in all matters before the Purchaser/Client, signing and execution of all contracts and undertakings consequent to acceptance of our application, and generally dealing with the Purchaser/Client in all matters in connection with or relating to or arising out of our application 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 Applicant 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 Applicant.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Pakistani Embassy and notarized in the jurisdiction where the Power of Attorney is being issued.*
- *Consortium, partners and their arrangement will remain same as per pre qualification.*

## **Power of Attorney for Lead Member of Consortium/JV**

Whereas the Directorate General, Excise, Taxation and Narcotics Control Punjab (Purchaser/Client), has invited applications from pre qualified firms/ applicants for Supply of ISO 7591 & ANPR Compliant Finished (Embossed & Hot Foiled) Retro reflective license number plates for display on Motor vehicles (the "Project").

Whereas, .....and ..... (collectively the "Consortium/JV") being Members of the Consortium/JV are interested in tender for the Project in accordance with the terms and conditions of the Tender Document 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 application for the Project and its execution.

### **NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS**

We, ..... having our registered office at ..... M/s....., having our registered office at....., and M/s ..... having our registered office at ..... (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 anyone 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 application 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 Applicants' 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 Applicant 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 Applicant.*

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

## 20 APPLICATION FORM

Date: .....

No: .....

To

Additional Director General/  
Competent Authority Procurement  
Excise, Taxation & Narcotics Control Punjab  
847-A Shadman-I, Lahore, Tel. No. 042-99203567

Subject: APPLICATION FOR SUPPLY OF ISO 7591 & ANPR COMPLIANT FINISHED (EMBOSSSED & HOT FOILED) RETRO REFLECTIVE LICENCE NUMBER PLATES FOR DISPLAY ON MOTOR VEHICLES

Sir

Being duly authorized to represent and act on behalf of ..... ("the Applicant"), and having reviewed and fully understood all the information provided in tender document, the undersigned hereby apply for supply of ISO 7591 & ANPR compliant finished (embossed & hot foiled) retro reflective license number plates for display on motor vehicles.

2. The Client and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and informationsubmitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves or the authorized representative to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

3. The Client and its authorized representatives may contact the following persons for further information, if needed.

TECHNICAL QUERIES		
Contact 1	Telephone No 1	Email 1
Contact 2	Telephone No 2	Email 2

FINANCIAL QUERIES		
Contact 1	Telephone No 1	Email 1
Contact 2	Telephone No 2	Email 2

4. The undersigned declare that the statements made and the information provided in the duly completed application are complete, true, and correct in every detail.

Signed: \_\_\_\_\_

Signed : \_\_\_\_\_

Name: \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Designation : \_\_\_\_\_

Stamp: \_\_\_\_\_

Stamp : \_\_\_\_\_

For and on behalf of  
(name of Applicant or lead partner of a  
joint venture)

For and on behalf of  
(name and signature of other partners of  
the joint venture)

## 21 PERFORMANCE SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender . \_\_\_\_\_ (hereinafter called "the Contract") for the Contract Value of PKR (in figures \_\_\_\_\_) (in words \_\_\_\_\_)

AND WHEREAS it has been stipulated in the Tender Document that the successful Tenderer shall furnish Performance Security, within fourteen working days of the receipt of the Acceptance Letter/PO from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to 5 % of the contract value, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee; THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures \_\_\_\_\_) (in words) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to \_\_\_\_\_ or until all

Obligations have been fulfilled in accordance with the Contract, whichever is later. Date this \_\_\_\_\_ day of 2018.

GUARANTO

R

Signature \_\_\_\_\_ CNIC # \_\_\_\_\_ Name \_\_\_\_\_ Designation \_\_\_\_\_ Address \_\_\_\_\_

## 22 Contract Form



THIS CONTRACT is made at \_\_\_\_\_ on the day of\_ 2018, between the [Full name & address of the procuring agency] (hereinafter referred to as the “Procuring Agency”) of the First Part; and M/s (firm name) a firm having its registered office at (address of the firm) (hereinafter called the “Supplier”) of the Second Part (hereinafter referred to individually as “Party” and collectively as the “Parties”)

.

**WHEREAS** the Procuring Agency invited bids for procurement of services, in pursuance where of M/s (firm name) being the Manufacturer/ authorized Supplier of services/ authorized Agent of (item name/service name) in Pakistan and ancillary services offered to supply the required service (s); and Whereas the Procuring Agency has accepted the bid by the Supplier for the supply of (item name) and related services in the sum of Rs (amount in figures and words) cost per unit, the total amount of (quantity of goods) shall be Rs (amount in figures and words).

**NOW THIS CONTRACT WITNESSETH AS FOLLOWS:**

1. In this Contract words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of this Contract hereinafter referred to as “Contract”:
2. The following documents shall be deemed to form and be read and construed as integral part of this Contract, viz:-
  - a. the Price Schedule submitted by the Bidder,
  - b. the Tender Document;
  - c. the Advertisement;
  - d. the General Conditions of Contract;
  - e. the Bid & its clarifications.
3. In consideration of the payments to be made by the Procuring Agency to the Supplier of services as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the Services etc. and to remove/rectify defects therein in conformity in all respects with the provisions of this Contract.
4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the time and in the manner prescribed by this Contract.
5. [The Supplier] hereby declares that it has not obtained or induced the

procurement of any Contract, right, interest, privilege or other obligation or benefit from Government of the Punjab or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of the Punjab) through any corrupt/collusive business practice.

6. Without limiting the generality of the foregoing, [the Seller/ Supplier] represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of a Contract, right interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab, except that which has been expressly declared pursuant hereto.

7. [The Supplier] certifies that it has made and shall make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of the Punjab and has not taken any action or shall not take any action to circumvent the above declaration, representation or warranty.

8. [The Supplier] accepts full responsibility and strict liability for not making any false declaration, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty and making full disclosure of all relevant information as required by procuring agency. It agrees that any Contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of the Punjab under any law, Contract or other instrument, be voidable at the option of Government of the Punjab.

9. Notwithstanding any rights and remedies exercised by Government of the Punjab in this regard, [The Supplier] agrees to indemnify Government of the Punjab for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of the Punjab in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [The Seller/ Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any Contract, right, interest, privilege or other obligation or benefit in whatsoever form from Government of the Punjab.

10. In case of any dispute concerning the interpretation and/or application of this Contract shall be settled through arbitration. Secretary Law or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the Parties.

11. This Contract shall be governed by the laws of Punjab Government and the courts of Punjab (Pakistan) shall have exclusive jurisdiction.

12 Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, which cannot be amicably settled between the Parties, shall be referred to mediation in accordance with the Center for Effective Dispute Resolution (CEDR) Model Mediation Procedure and to be conducted by a mediator who is duly accredited by CEDR. Both Parties shall appoint a mediator who is mutually acceptable. If the Parties fail to agree upon a mediator within fourteen (14) days after one Party has notified the other in writing of the dispute, then, the courts at Punjab (Pakistan) may be requested by either Party to appoint a CEDR-accredited mediator. The venue for the mediation proceedings shall be in Punjab (Pakistan). The language of mediation and the appropriate documentation shall be English

IN WITNESS Whereof the Parties hereto have caused this Contract to be executed at (the place) and shall enter into force on the day, month and year first above mentioned.

Signed/ Sealed by the Manufacturer/  
authorized Supplier

Signed/ Sealed by Procuring Agency

1.

1.

2.

2.