

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

**BIDDING DOCUMENT**

**PROCUREMENT OF COMPLETE PRINTED AUTOMATED  
REGISTRATION CARD AND VIRTUAL REGISTRATION CARD FOR  
MOTOR VEHICLES REGISTERED IN PUNJAB, PAKISTAN**

*for*

**(All Districts of the Punjab)**

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

August 2023

## 1. INTRODUCTION / INSTRUCTIONS

- 1.1 The Competent Authority(procurement) Excise, Taxation & Narcotics Control, Punjab invites **sealed bids** from the interested bidders for supply of printed/finished Automated Registration Card (ARC) and Virtual Registration Card (VRC) as per the given technical specifications mentioned in the tender document. The system will be implemented for all districts of Punjab.
- 1.2 Government of the Punjab is seeking proposals for the provision of services for supply of printed automated registration card and developing and deploying a Virtual Registration Card (VRC) system that will provide a digital version of the registration card to vehicle owners in Punjab. Solution would be a turnkey project for a contract period of 03 years extendable up to 2 years by the procuring authority on satisfactory performance. The bidder is required to furnish and setup all relevant components and dependencies in accordance with the technical scope details as mentioned in this document and provide support for the duration of the contract period.
- 1.3 The price of ARC will remain same for the initial period (03 years) of the contract however; the price may be varied for the extended period of the contract, if any, through mutual consultation in case of major market challenges and changes. Any such variation shall mutually be settled by the parties, in writing, after approval of their respective competent authorities.
- 1.4 The essential requirements for ARC are counterfeit-resistance, durability, and the ability to store data securely for at least five years from the issuance of the card.
- 1.5 The procurement process shall be governed by Punjab Procurement Rules, 2014.
- 1.6 Bidders are required to submit bids in sealed envelopes, for the mentioned scope of work, as per PP Rules, 2014 rules specifying single stage two envelopes procedure. Proponents applying for bids should submit two separate sealed bids in one envelope, containing, Technical and Financial Proposals.
- 1.7 Successful bidder will be required to manufacture and supply ARC as per the given specifications and locations mentioned in the tender document.
- 1.8 The bidder shall furnish an indemnity bond along with the performance guarantee of 5%.

- 1.9 5% of the total value of contract on the basis of approximately 2 million per year ARC and the quoted price.
- 1.10 Financial Proposal must contain the rate per printed ARC including VRC of the quoted Technical Specifications, provided under clause 2 of this document.
- 1.11 Prices shall be quoted in Pak Rupees (PKR) inclusive of all taxes.
- 1.12 The bids shall remain valid for 60 days. Moreover, quoted price shall remain valid for at least 90 days, with effective from the opening of Financial Proposals
- 1.13 The intended bidders are required to purchase this bidding document from the office of the Additional Director General/Competent Authority (Procurement) Excise, Taxation & Narcotics Control, Punjab 847-A, Shadman-I, Lahore on payment of tender document price Rs. 5000/- (Non-refundable) in the shape of Bank Draft. However, the bidding document /tender document can be downloaded for information from the official website of PPRA (<http://ppra.punjab.gov.pk/>) as well as official website of Excise Department (<http://excise-punjab.gov.pk/>). In case the tender document is downloaded, the tender document price will have to be submitted with the bid. Without the bank draft, the document will not be accepted.
- 1.14 Bid Security @ 5% amounting to Rs.200 million approximately must be furnished in the shape of Bank Guarantee / Bank Draft or Pay Order in favor of Additional Director General, Excise, Taxation & Narcotics Control, Punjab by the bidder along with the financial bid to secure the Obligations.
- 1.15 Delivery details of items is mentioned in **Schedule-A**
- 1.16 Only GST registered /NTN registered Contractor / Firm shall apply.
- 1.17 Five Years ARC warranty in every aspect except accident shall be mandatory.
- 1.18 The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or Proposal. (Rule 35(1) of PP Rules, 2014).
- 1.19 Bidders must submit bids on Turnkey basis. Failure to meet this condition will cause disqualification of the bidder.
- 1.20 Payment mechanism – monthly basis
- 1.21 Monthly invoice (based on system generated report for the printed and delivered ARC) will be shared by the vendor within first five working

days of the month. The invoice will be related to the printed and delivered cards to purchaser during the previous month.

- 1.22 Payments will be released to the vendor within 25 days of submission of invoice.
- 1.23 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.
- 1.24 The firm selected for ARC testing shall comply ISO-17025 Certificate organization in the relevant field.
- 1.25 The Primary & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact:

**Additional Director General /**

Competent Authority

(Procurement)

Excise & Taxation, Punjab

847-A, Shadman-I,

Lahore 042-99203567

Email: [adgent@gmail.com](mailto:adgent@gmail.com)

Secondary Contact:

Deputy Director (Projects), Directorate General

Excise & Taxation, Punjab

847-A, Shadman-I,

Lahore 042-99200557

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**Additional Director General**  
**Competent Authority (Procurement)**

Excise & Taxation, Punjab

847-A, Shadman-I, Lahore

Tel. No. 042-99203567

## **2. TECHNICAL SPECIFICATIONS & SCOPE OF WORK**

Technical Specifications and scope of work is given below; all the bidders are required to quote according to given specifications:

### **SCOPE OF WORK**

Contractor will provide completely & correctly printed Automated Registration Card and Virtual Registrations Card to purchaser.

- 2.1 A centralized model will be used for the printing of cards, whereby the required cards will be printed by the contractor at central production facility at Lahore.
- 2.2 The contractor shall be responsible for setting up a fully equipped Automated Registration Card (ARC) production facility at designated location provided, rent-free, by Purchaser to build production facility which should be enough for printing facility and storage of Raw Material and Finished cards. However, utilities will be the responsibility of the Purchaser.

Moreover, the contractor shall be solely responsible for security, safe custody of the stocks, maintenance and up keep of the warehouse premises and of the Automated Registration Cards. Necessary measures shall be taken to ensure that the cards do not get misplaced, damaged or stolen.

- 2.3 Management of complete lifecycle of ARC & VRC from Printing to delivery to Department including development of Inventory module and integration with MVR System / Application is contractor's responsibility.
- 2.4 The contractor shall also be responsible for safe and secured bulk delivery of printed cards to all the divisional headquarters in Punjab within 48 hours.
- 2.5 The proposed system shall be capable of managing the issuance of ARC for an approximate 2.5 million (2,500,000) vehicles per year, Contractor is bound to maintain minimum stock of 1,000,000 cards throughout the duration of the contract, however at the commencement of production, sufficient stock must be available to produce registration cards for two upcoming quarters. Failure to supply items within the stipulated time period will invoke penalty @ 2% of the invoice price per month, besides BLACKLISTING of the delinquent supplier as per the PP Rules, 2014 (as amended from time to time). The printing facility shall be fully equipped to meet daily

demand of ARC with clear plan for expansion in case of growth and redundancy/backup. E&T MVR database will be accessed by the production software to produce ARCs/VRCs. The contractor will also be responsible for conducting the necessary integration with the Excise and Taxation department servers for the issuance of cards.

- 2.6 The system, developed by the contractor, will indicate the time and date of approval of registration by the MRA. After the approval, completely printed card will be handed over to the Department within 48 working hours of time period except public holidays.
- 2.7 The successful bidder will develop a citizen centric mobile application showing card status for citizens. An SMS alert will also be sent to citizen regarding receipt of demand, printing and delivery of ARC to Excise & Taxation authority.
- 2.8 Successful bidder will also develop web/android/iOS based dashboard clearly showing the availability of stock in position, request of card printing received, printing in progress, card printed, delivered with date/district/site filters etc.
- 2.9 The successful bidder will also develop a mobile application for verification of ARCs by getting the key data from NFC chip.
- 2.10 Issuance of New ARC on every Amendment/ change in the printed contents on ARC Contractor will print New ARC upon Amendment/ change in the printed contents on ARC with unique serial number, before issuance of new ARC, previous ARC will be dismissed/disabled in the system, this activity (software development component) will be responsibility of the contractor
- 2.11 Every contractor will provide 05 samples each of sleeves and ARC (within 15 days) with designs mentioned in the bid document along with the technical bid. E&T will select one design or will suggest combination of designs from such samples, which will be considered as final approved design
- 2.12 Sample testing for compliance with the technical specifications will be conducted by purchaser on vendor's expense on yearly basis. One Hundred random cards will be selected for sampling.
- 2.13 Excise & Taxation Department will provide access to relevant database for integration of software application.
- 2.14 Final Design of the Automated Registration Card and the Packing sleeve shall be intimated by E&T at the time of issuance of Letter of Acceptance (LOA).

- 2.15 The contractor will be responsible for establishing and making the facility operational for the Production, Printing and Supply of Security Featured Smart Card at the designated location and start supply of Security Featured Smart Card within 60 (sixty) days from the issuance of the LOA.
- 2.16 The bidder shall be responsible for arrangements of visit to their Principal's facility of Sleeves & Card for inspection once during the contract period at their expense for a five-member team of the Purchaser/Client nominated by the Purchaser.
- 2.17 The bidder will provide a certificate from overseas principal in case of local vendor of card production material.
- 2.18 The contractor will be responsible for developing its system/application using APIs in accordance with Excise MVRS database including:
- a. Cross application communication using a compatible and suitable composite application for seamless integration
  - b. Building, management and maintenance of workflows
  - c. Creation of reports for monitoring
  - d. Use of efficient web services for handling complex data
  - e. Providing business intelligence dashboards for monitoring of card processing cycle.
- 2.19 Virtual Card
- a. The system developed by the Bidder shall also be able to generate virtual card as per actual ARC.
  - b. The bidder shall be bound to transmit Virtual ARC to MVRS database right after receiving demand from Excise & Taxation (right after MRA approval)
  - c. A Web based portal from where a Virtual Card can also be downloaded in both Image and PDF format.

### **3. TECHNICAL DETAILS:**

The Automated Registration Card will strictly follow the specifications in below mentioned table. However, the Purchaser may ask for design change for better legibility of the Card. Contractor will maintain Blank White Stock and all printing must be carried out inside E&T approved facility located at Lahore. The bidder shall be responsible to maintain secure inventory at the production site at all times.

<b>Material:</b>	<b>PET with PVC Surface Finish for Thermal Transfer Printing</b>
<b>Size:</b>	86mm x 54mm x 0.80 mm (ISO 7810 Standard ID-1)
<b>Printing:</b>	Blank White Stock – All printing must be carried out at designated production facility
<b>NFC Chip</b>	ISO 14443A, Contactless Mifare DESFire EV2 – 2K with 3DES, AES Encryption
<b>Branding on Jacket</b>	Excise logo branding and packaging with Jacket(sleeve)

The production systems supplied to print ARC must at least follow and support the below specifications.

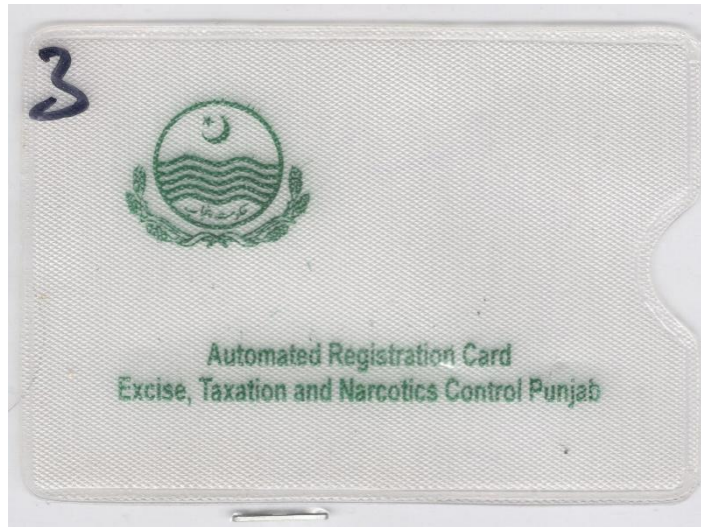
<b>Design</b>	<b>Both Sides, minimum 600dpi - Variable design for each category</b>
Design Features	4 Color Design CMYK with Guilloche on both sides Digital Pigment printing process must be used to provide fade protection Emblem of department Having feature of Variable UV Security Printing
<b>Chip Personalization</b>	Secure Chip personalization using a unique key/passcode for each card that enables protection enabled in such a way that unless that card is physically presented for verification, it cannot be read. Chip data must contain offline data for verification
<b>Machine Readable</b>	MRZ, Chip Data, QR Code
<b>Protection</b>	Customized Holographic Security Laminate 1.0mil, on front. Clear 1.0mil laminate on the back of card
<b>Customized Holographic Laminate (Security Features)</b>	<ul style="list-style-type: none"> <li>• 1.0 mil thick</li> <li>• Holographic OVD Design(hot stamped / part of custom laminate)</li> <li>• Guilloche security printing</li> <li>• Microtext</li> <li>• Kinetic Animation</li> <li>• Flip Image</li> <li>• Optical Variable Ink/Mica Flip Ink</li> </ul>
Additional features	<ul style="list-style-type: none"> <li>• Laser retrievable covert text</li> <li>• Latent / Ghost Image</li> <li>• Pseudo color</li> </ul>
<b>Customized Tactile Seal</b>	Customized Tactile Impression or equivalent on the card

### 3.1 CARD SLEEVE SPECIFICATION:

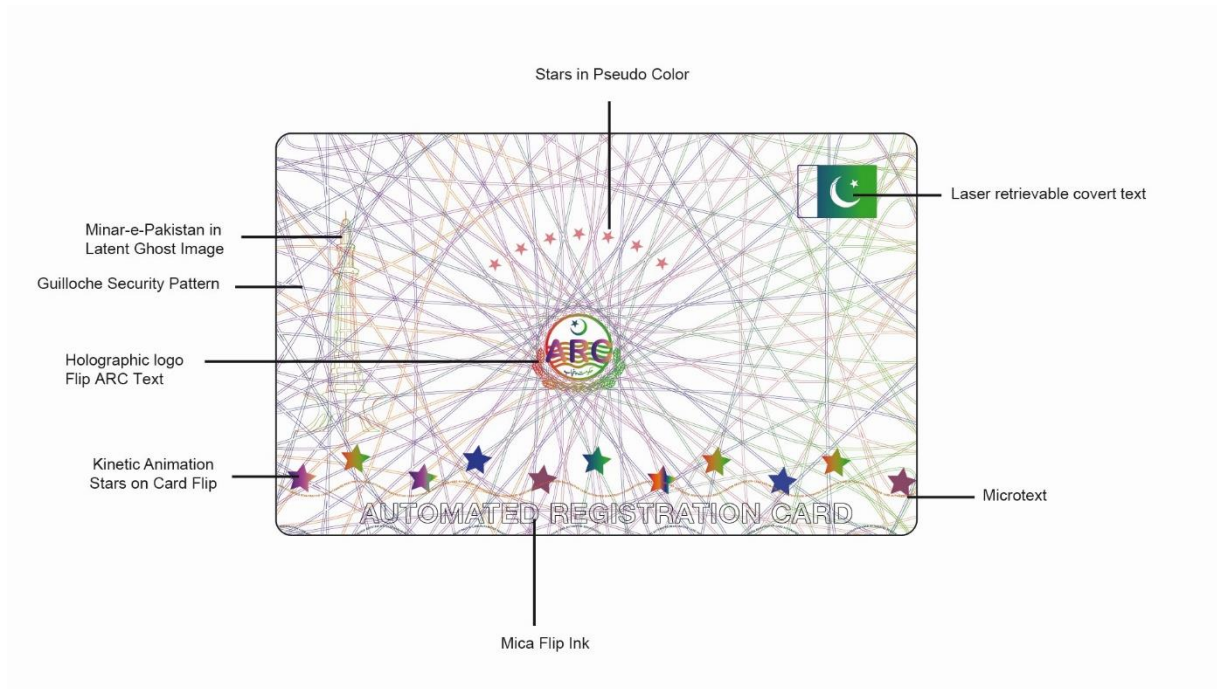
The card will be delivered in a jacket (see image below).

- a) Card sleeve specs
- b) Department logo
- c) Automated registration card
- d) Excise, Taxation and Narcotics Control Punjab
- e) Card Jacket with 1 Color Printing
- f) Parachute/PVC Material, One Sided Grain (Inner Side), 0.25mm thick

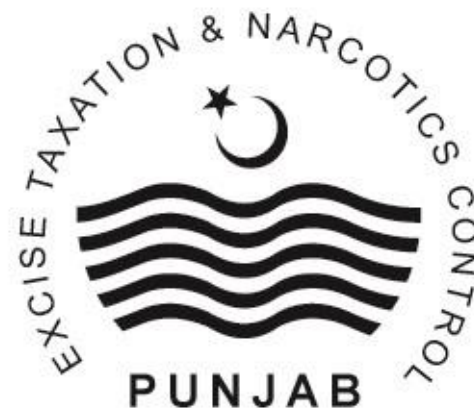




### 3.2 Customized Holographic Laminate (Security Features):



### 3.3 Customized Tactile:



**3.4 Fields to be printed on the card:**

Fields to be printed on the card subject to the provision of information by the Purchaser from its MVRs Application:

**3.5 Fields to be printed on Obverse view of the Card:**

- a) Registration No.
- b) Category (Private/Commercial)
- c) Owner's Name
- d) Father/Husband Name
- e) Address
- f) CNIC
- g) Owner Cell No
- h) Chassis No
- i) Engine No
- j) HPA
- k) Previous Reg. No/Vanity No.
- l) "Form-G" to be printed on top right corner

**3.6 Fields to be printed on Reverse view of the Card:**

- a) Registration No.
- b) Date of Reg.
- c) Month and Year of Mfg.
- d) Type of Body
- e) Maker Name (Company Name/Brand Name)
- f) Make (Model Name)
- g) Color
- h) Horse Power / CC
- i) Card Serial No. (To be printed on right top corner)
- j) Seating Capacity
- k) Laden Weight
- l) Motor Vehicle Tax Paid Upto (For vehicles upto 1000cc: "Lifetime" should be printed under the field. For all other vehicles, the field should be left blank)

However, the Department may add/subtract/alter any information mentioned above at clauses 3.5 and 3.6

**3.7 Following information of the Vehicle shall be encoded in NFC Memory Chip.**

- a) Registration No.
- b) Chassis No.
- c) Address
- d) Cell No
- e) Engine No.
- f) Color
- g) Owner Name
- h) Amount of Token Tax Paid
- i) Validity of Token Tax paid upto (Date till which the token tax is paid)
- j) Purchase / import date

## 4. SUBMISSION OF BID

### 4.1 Labeling

- (a) To be addressed to the following address:

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

- (b) bear the following identification:

Bid for “Procurement of Automated Registration Card”  
DO NOT OPEN BEFORE **30<sup>th</sup> August 2023 1400 Hrs.**

- (c) Bid received through fax/email shall not be entertained

### 4.2 Deadline for Submission of Bid

- 4.2.1 The original bid must be received by the Purchaser / Client at the address specified in Clause 4.1 not later than:

**Date: 30<sup>th</sup> Day of August, 2023      Time: 1200 hours**

### 4.3 Late Bid

The bid received by the Competent Authority(Procurement)/Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to Clause 4.2, will be rejected and returned unopened to the bidder.

### 4.4 Clarification of Bid Document

- 4.4.1 Prospective bidders at least seven (7) working days prior to last date of submission of proposal may request in writing for clarification of the tender document, the criteria for qualification or any other aspects of the tender document.
- 4.4.2 To assist in evaluation of bids, the Purchaser may, at its discretion, ask an applicant for a clarification. The bidder must respond within 5 working Days to all questions and provide complete information. Any lapses in providing essential information may result in the disqualification of the bidder
- 4.4.3 Any clarification under clause 4.4.1 may be obtained through email mentioned at clause 1.25

## 5. Consortium /JV

5.1 Proposals submitted by a consortium/JV of two companies or partners, shall comply with the following requirements:

- a) Lead Partner / JV Partner shall have credibility and shall provide references in financial strengths showing Min PKR 1.5 Billion or equivalent for the last 3 consecutive years, Annual Turnover.
- b) The proposal, and in case of successful Proposal, the Contract form, shall be signed by all so as to be legally binding on all the partners.
- c) One of the partners shall be authorized to be lead partner. This authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
- d) The lead partner shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the consortium.
- e) All conditions regarding eligibility as indicated under clause 6 will apply to individual partners of the JV as well.
- f) It is clarified that in case of consortium the lead partner must be Pakistan based.
- g) Bidding Consortium means JV/Consortium allowed but not more than 2 (two) companies excluding Principal.

### 5.2 Number of Proposals

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

### 5.3 Legal Capacity

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

## 6. OPENING AND EVALUATION OF BID

### 6.1 Opening of Bid

6.2 The bid shall be opened by the Purchaser/Client at 1400 Hrs on 30<sup>th</sup> Day of August, 2023 in the presence of the bidders' representatives at the office of the Competent Authority(Procurement), given below:

**Office of the Additional Director General/Competent Authority  
(Procurement)  
Excise & Taxation, Punjab  
847-A, Shadman-I  
Lahore**

### Evaluation and Comparison of Bids

6.3 The Purchaser / Competent Authority(Procurement) will evaluate and compare the bids previously determined to be substantially responsive.

### Technical Evaluation

6.4 All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the issuance of contract. 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. An evaluation criterion is given below:

**Total Marks / Points = 100**

**Qualifying Marks / Points = 70% of the total marks**

<b>DOCUMENTS CHECK LIST(MANDATORY)</b>			
All interested parties are advised in their own interest to provide the following mandatory documents for a fair evaluation of their capacity to perform the contract. Failure to furnish any of these documents will result in disqualification of the bidder. A duly filled copy of this check list with documentary proof shall be annexed and attached with the sealed envelope by every contracting firm with page numbering.			
<b>SR#</b>	<b>DOCUMENT NAME</b>	<b>COMPLIANCE YES/NO</b>	<b>REMARKS</b>
<b>1</b>	Certificate of Registration of Firms / Company with SECP and in case of Public Sector Organization, the relevant law/statute under which established/governed		
<b>2</b>	Income Tax & GST Registration		
<b>3</b>	Undertaking for complete Scope of Work		
<b>4</b>	Conformation to Specifications (As per RFP)		
<b>5</b>	original tender document paid receipt / pay order is attached		
<b>6</b>	An affidavit of PKR 100/- non-judicial stamp paper		

	with required discipline regarding non-litigation, blacklisting & fraudulent practices from any government / authority provided by the bidder and the principal (to be produced by the bidder(s) itself).		
7	Photocopy of the bid security Pay Order / Bank Guarantee / Demand Draft is submitted in the Technical Proposal. Amount should be blacked out and should not be readable otherwise the bid(s) will be rejected at the time of Technical Proposal.		
8	Proof of Annual Turn Over as declared by the business entity to FBR		
9	Documentary Evidence of Printing & Supply of same nature of Card.		
10	Undertaking as required that the firm is not blacklisted at the date of submission of application,		
11	Proof of payment of Professional Tax administered by Punjab, if applicable		
12	Automated Registration Card and jacket Samples with all security features as per tender document (03 different Samples)		
13	ISO 7816 (Standard)- (General Quality Assurance Regarding Smart Card (Letter to be provided by Principal) Provided by Bidder(s)		
14	All documents, in Technical Proposal, submitted by the Bidder(s) are duly signed, designated with Official Seal, properly filed, flagged as well as paginated		
15	The Bidder must demonstrate the ability of their business capacity by proving the printing and supply of minimum 02 Million plastic/PVC/PET data Cards in Pakistan in last Three (03) years.		
16	The bidder will be required to establish minimum two contracts/performance certificates in Pakistan for the plastic/PVC/PET Card based on total solution i.e. production, printing and supply of cards.		
17	The bidder should have verifiable presence / office at least in Pakistan. (documentary evidence required)		
18	The facility of card manufacturing should have certified standards of the industry; 1- ISO 9001 (Quality Management System), 2- ISO 27001 (Information Security Management Systems),		

## EVALUATION CRITERIA

Sr #	CRITERIA	MARKS	COMMENT/DESCRIPTION
1	Average annual turnover of the bidder should be 2.0 billion rupees for last 3 years. In case of JV, the turnover of lead and JV partner will be considered <b>collectively</b> , (documentary evidence required).	12	<b>Certified Audited Financial Reports</b> More than 3.0 Billion (12 Marks) 2.6 to 3.0 Billion (10 Marks) 2.0 to 2.5 Billion (8 Marks)
2	Number of years in similar nature of contact/contactless cards delivered to public/private sector (minimum 05 years). In case of JV, period of lead and JV partner will be considered <b>collectively</b> .	10	10 Years and above (10 Marks) 05 - 09 Years (6 Marks) (documentary evidence required)
3	The bidder should have executed at least 03 investment-based projects each worth Rs. One Billion or more, during the last 10 years. In case of JV, number of projects & worth of lead and JV partner will be considered <b>collectively</b>	12	<b>Copy of Contract / PO</b> 5 Projects (12 Marks) 4 Projects (7 Marks) 3 Projects (5 Marks) (documentary evidence required)
4	The bidder should have proven experience in post-production support and managerial and IT support to the client(s) in minimum 02 projects in Pakistan during the last 10 years. In case of JV, experience and number of projects of lead and JV partner will be considered <b>collectively</b>	12	4 and above project (12 Marks) 2 to 3 project (7 marks)
5	Experience of working with public sector project(s) in Pakistan worth Rs. One billion each or more during the last 10 years. In case of JV, experience and number of projects of lead and JV partner will be considered <b>collectively</b>	12	<b>Copy of PO or contract</b> 5 and above projects = 12 4 projects = (7 Marks) 3 projects = (5 Marks)
6	Number of employees of Bidder (Documentary bank evidence of salaries). In case of JV, number of Employees will be considered <b>collectively</b>	12	301 and above (12 Marks) 201 - 300 (7 Marks) 100 - 200 (5 Marks) (documentary evidence required) <b>Satisfactory Proof to be provided</b>
7	Period since bidder Firm is registered in SECP. In case of Public Sector Organization, the relevant statutory provision shall be relied upon	10	<b>SECP Registration Certificate or relevant legal instrument Required</b> Above 10 years (10 Marks) 8 to 10 Years (7 Marks) 5 to 7 years (4 Marks)
8	In case of local supplier, the Bidder or its Principal/partner should have verifiable presence of local manufacturing.  In case of international supplier, the Bidder or its Principal/local partner should have verifiable presence of local manufacturing.	10	<b>Experience of local manufacturing</b> Above 7 years (10 Marks) 4 to 7 Years (6 Marks) 3to 4 years (4 Marks)
9	In case of local supplier, the Bidder shall present a letter from the principal stating that the manufacturer is utilizing the same module specified in the bidding document.  In case of international supplier, the Bidder or its Principal/local partner shall present a letter from the principal/local partner stating that the manufacturer is utilizing the same module specified in the bidding document	10	<b>Yes = 10</b> <b>No = 0</b>
	<b>Total Marks</b>	<b>100</b>	



**NOTE:**

**Bidder must get 70% in Technical Evaluation for qualifying for further tendering process as per above mentioned criteria.**

## 6.5 Financial Evaluation

- a) Financial bids of the successful bidders (Technically Qualified) will be opened publicly and contract will be signed with the lowest bidder as per PP Rules, 2014 and regulations.
- b) Financial bids of the technically disqualified proponents will be returned unopened.
- c) All the Bids shall be evaluated / examined as per PP Rules, 2014.

## 7. BID FORM

To:

Additional Director General/  
Competent Authority (Procurement)  
Excise & Taxation, Punjab  
847-A, Shadman-I, Lahore  
Tel. No. 042 - 9920 3567

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 of printed ARC with jacket as per scope of work and technical specifications provided in the tender document as per the following price.

Sr #	Item Name	QTY	Unit Price ( PKR ) (inclusive of all taxes)
1	<b>Automated Registration Card (Printed)With Jacket and Virtual Registration Card solution Plus Bulk Delivery as per tender document</b>	1	
	<b>Grand Total</b>		

Note: Payment of all kind of taxes or any change in taxes will be borne by the contractor.

We understand that the purchaser / Competent Authority (Procurement) to award the Contract for the procurement of above mentioned item to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, 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 minimum 5 % of the total value of the project. Our prices are inclusive of all applicable taxes.

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.....2023

**BIDDER**

**WITNESS**

Signature.....

Signature .....

Name.....

Name .....

Title:.....

Title.....

Address.....

Address..... -

## 8. SCHEDULE -A : SPECIAL STIPULATIONS

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

8.1	Amount of Performance Guarantee before signing of the contract	5 % of the offer / total amount
8.2	Delivery of Cards a) At all locations mentioned above.  b) Execution / delivery Schedule	Within 60 days after issuance of LOA
8.3	Warranty Period	Five years warranty
8.4	Liquidated damages a) Liquidated damages for delayed delivery  b) Limit of Liquidated Damages	2% of the Monthly Invoice Price, daily penalty will impose on the same basis  Not to exceed in the aggregate ten percent (10%) of Contract Price

## 9. PERFORMANCE SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Cards 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 2023.

GUARANTOR

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_

## 10. Contract Form

THIS CONTRACT is made at \_\_\_\_\_ on the day of \_\_\_\_\_ 2023, 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 cards, in pursuance where of M/s (firm name) being the Manufacturer/ authorized Supplier/ authorized Agent of (item name) in Pakistan and ancillary services offered to supply the required item (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 cards) shall be Rs (amount in figures and words).

### **NOW THIS CONTRACT WITNESSED 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 Schedule of Requirements;
  - c. the Technical Specifications;
  - d. the General Conditions of Contract;
  - e. the Special Conditions of Contract;
  - f. the Procuring Agency's Notification of Award;
  - g. the scope of work;
  - h. the Contract; and
  - i. the Bid & its clarifications.
  - j. the contracted specifications (attached as annexure)
3. In consideration of the payments to be made by the Procuring Agency to the Supplier/Manufacturer as hereinafter mentioned, the Supplier/Manufacturer hereby covenants with the Procuring Agency to provide the Cards and its related 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 Cards and 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/ authorized Agent	Signed/ Sealed by Procuring Agency
Signature .....	Signature .....

**11. BANK GUARANTEE FORM**

The Additional Director General,  
Excise & Taxation,  
Punjab 847-A, Shadman-I, Lahore  
Punjab, Pakistan

**12. BID BOND/GUARANTEE**

WHEREAS M/s ..... (hereinafter called "the Bidder") have submitted their tender dated.....for supply of Automated Registration Card Solution for All Districts of the Punjab" (hereinafter called the "Bid")

KNOW ALL MEN BY THESE PRESENTS that we, ....., having our registered Office..... and (hereinafter called the "Bank") are bound unto The Additional Director General, Excise & Taxation, Punjab (hereinafter called the "Purchaser") in the sum of .....fo

r which payment well and truly to be made to the said Purchaser, we bind ourselves, oursuccessors-in-interest and assigns by these presents.

SEALED with the official Seal of the Bank this\_\_day of 2023

**Yours Faithfully,**

**AUTHORISED SIGNATURE**

**AUTHORISED SIGNATURE**

The Additional Director General,  
Excise, & Taxation, Punjab 847-A,  
Shadman-I, Lahore, Punjab,  
Pakistan

**BID BOND/GUARANTEE**

THE CONDITIONS OF this obligation are:

- 1) If the Bidder withdraws its Bid during the period of Bid validity specified by the Bidder on the Bid Form or
- 2) If the Bidder, having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity:
  - i) Fails or refuses to accept or execute the contract placed on bidder,
  - ii) Fails or refuses to furnish the Performance Security in accordance with instructions to Bidders,

We undertake to pay to the purchaser up to the above amount upon receipt of its first written demand without the purchaser having to substantiate its demand provided that the Purchaser in its demand will notify that the amount claimed by it is due to it, owing to the occurrence of one condition, or conditions, within three (3) days of the written intimation.

Our maximum liability under this Guarantee is restricted to .....

**Yours Faithfully,**

**AUTHORISED SIGNATURE**

**AUTHORISED SIGNATURE**

The Additional Director General,  
Excise & Taxation, Punjab  
847-A, Shadman-I, Lahore  
Punjab, Pakistan

**BID BOND/GUARANTEE**

This Guarantee shall remain valid up to..... Claim if any under this Guarantee must be lodged with us in writing during banking business hours on or before

..... Claim received after this date will not be entertained by us in any manner whatsoever. Upon expiry this Guarantee shall become null and void whether or not it is returned to us in original for cancellation.

This guarantee is available for payment, without recourse to the bidder, against beneficiary's first written call to do so accompanied by written statement certifying that the opener failed to comply with the terms and conditions of the order.

Witness 1: \_\_\_\_\_

Witness 2: \_\_\_\_\_

**Yours Faithfully,**

**AUTHORIZED SIGNATURE**

**AUTHORIZED SIGNATURE**