

**SELECTION
OF
SUPPLIERS/FIRMS**

BIDDING DOCUMENT FOR REFLECTIVE NUMBER PLATES



**EXCISE & TAXATION DEPARTMENT
ISLAMABAD CAPITAL TERRITORY
ISLAMABAD**

INTRODUCTION OF THE DEPARTMENT

The Excise & Taxation Department, Islamabad (The Department), is working under the Ministry of Interior Government of Pakistan, Islamabad. The Department provides services for collection of various taxes and duties. Building up of taxpayer's confidence, creation of taxpaying culture and providing facilities to the general public in payment of taxes are the top most priorities. Excise and Taxation Department Islamabad, intends to float tender for production/ procurement of Reflective number plates in Islamabad Motor Vehicle Registration System for which sealed tenders/offers are invited from manufacturers, firms, their representatives with sound financial reputation/experience of manufacturing/supplying of reflective number plates.

FORM OF BID

The Chairman,
Purchase Committee,
Excise & Taxation Department,
Islamabad Capital Territory,
Islamabad

We hereby submit bid for supply of Reflective number plates mentioned in the list attached with Tender Enquiry No. _____. Details of our offer and particular of Bidder / Firm are as under:

1. **Name & Address of Firm:** _____

2. **Description of Firm :** _____

3. **Contact No.** _____
4. **National Tax No.** _____
5. **GST Registration No.** _____
6. **Delivery Period:** _____
7. **Validity period of the Offer:** _____
8. **Technical Proposal:** Attached (in sealed envelop)
9. **Financial Proposal:** Quotation showing per unit rate on Firm's letter head is attached (in seal Envelop)

Signature: _____

CNIC No. _____

CERTIFICATE

1. We hereby confirm to have read carefully the description reflective number plates and all the terms and conditions of your tender enquiry No. _____ due for opening on _____ for the supply of _____ in addition to the conditions specified in the contract and all the special instructions attached the tender enquiry. We agree to abide by all instructions/conditions.
2. We also hereby categorically confirm that the reflective number plates offered by us are exactly of the particulars and specifications as laid down in your tender enquiry in all respects.
3. We hereby confirm to adhere to the delivery period required in the delivery schedule which would be the essence of the contract and which shall be strictly adhere by us. In case of failure we agree unconditionally to accept the recovery of liquidated damages on supplies at 1% per month. All taxes are included in our final rates mentioned in financial bid.
4. Any complain of warranty reflective number plates supplied by us should be replaced within one week.
5. Warranty & support period would be _____ .

Name of Bidder / Firm _____

Signature of Bidder _____

Address _____

Telephone Nos. **Office** _____ **Mobile** _____

Fax No. _____

Witness:

a) **Name** _____

b) **Full Address** _____

c) **Date** _____

SUBMISSION OF PROPOSALS

Technical Proposal

The technical proposal should be separate, clearly marked as "**TECHNICAL PROPOSAL**". Prices should NOT be mentioned in the technical proposals, but should be provided separately in a sealed envelope clearly marked as "**FINANCIAL PROPOSAL**".

The Technical Proposal should be according to the specifications of the number plates mentioned in the bidding document. The sealed technical proposal should be submitted in separate envelope along with call deposit/bank guarantee of **10 Million Rupees** for the period of **03 years** in the name of "Director General Excise & Taxation Department, ICT".

Financial Proposal

The sealed financial proposal should be submitted in separate envelope. Bids not containing the call deposit will not be entertained. Validity of rates should be clearly mentioned as per quantity/period. Prices should be inclusive of all charges and taxes.

Channel of Payment

Payment to be made directly in the account of the contractor, after collection of amount from owners of vehicles.

Contract

The period of contract will be **03** years after signing of the contract. The validity of rates will be same for the whole period of contract. The call deposits of all the bidders will be returned within one week of the contract being signed with the successful bidder. In case of successful bidder performance guarantee of **10%** of the contract amount will be submitted to the concerning Department.

SELECTION CRITERIA

The following criteria will be used in the evaluation of technical proposals:

Technical Proposal

Company's profile.
Relevant Experience of similar nature/ assignments.
Presentation and sample provided.
The specifications of the reflective number plates is annexed as Annexure-A.
Compliance sheet of specification should be attached.

Financial Selection

Financial bids will be evaluated according to public procurement rules 2004.

RESPONSIBILITIES OF SUCCESSFUL BIDDER/FIRM

- Initially, successful bidder/Firm/Company will work on *BOT basis for **03** years. Contract can be extended further on the basis of mutual consent.
- Successful bidder/Firm/Company will provide requested Number Plates in advance and before defined timeline.
- Delivery of Number Plates consignments from source to destination is the responsibility of the Successful bidder/Firm/Company.
- Infra-structure and Number Plates management software for Delivery Section will be provided by the successful bidder/firm to Excise & Taxation Department, Islamabad.

* **BOT** : Here BOT stands for Built, Operate and Transfer mechanism, which covers following:

- E&TD, ICT will provide the space to the Successful bidder/Firm/Company.
- Successful bidder/Firm/Company will built the infrastructure, install the machinery for embossing and manage the number plates printing process as well as inventory.
- Successful bidder/Firm/Company will also develop the inventory software for the number plate printing and stock management.

TERMS & CONDITIONS

- Bidder should be duly incorporated/ registered under relevant laws at least 05 years.
- Bidder must be registered with Income Tax and Sale Tax Departments.
- Bidder/Company/Firm shall be ISO 27001 (ISMS) valid certified.
- Bidder must have valid Manufacture Authorization proof/letter from manufacturer/ principal in the name of the customer validating the support, supply, warranty and services.
- Manufacturers/firms/Principal and bidder should be ISO-9001 valid certified.
- Bidder and their Manufacturer/Principal shall not be blacklisted by any Government Department/ Authority and is not involved in any litigation/ Arbitration with any Government Department/ Authority or Autonomous Institution in last three years.
- The Manufacturer/ Principal must be total solution provider in terms of finished secured Number Plates, Machines for embossing and hot stamping and supply Management Software.
- The Manufacturer/ Principal/ Bidder must be having experience of supplying retro-reflective Number Plates in Pakistan or must have at least secure contract for supplies.
- The Bidder and/ or Principal will be required to establish minimum two credible performance certificates for the Finished Registration Number Plates supplied. The certificate must be issued by the end user/ Client.
- Manufacturer/ Principal should have experience in production of number plates as defined in Annexure-A (Technical Specification of Number Plates).
- Manufacturer/ Principal should submit the list of Clients.
- The Manufacturer/ Principal must have submitted the Customer satisfaction proof/ evidence.
- The Bidder itself or a subsidiary/ parent incase bidding directly shall have credibility and shall provide reference in financial strengths showing PKR 300 Million Annual Turnover for last year.

- The Bidder/ Principal shall comply with technical Excise & Taxation Department standard ISO-7591 (for finished goods only) and provide certificate from independent test institute.
- JV for more than 2 (two) companies is not allowed.
- The bids as well as all related correspondence shall be written in English Language.
- Local presence of Manufactures/firms in Pakistan.
- Only General sales tax/NTN registered firms/suppliers are eligible to submit tenders.
- If a Company submits incomplete bid or participates in more than one bid, such bids shall be disqualified.
- The quality of reflective number plates will be tested/ examined from the authentic Laboratory. If any fee charged by the Laboratory for testing procedure that cost will be bear by Bidders.
- The bids will be submitted in sealed envelopes.
- The Department Reserves the right to accept or reject any or all bids and or cancel the entire bidding process at any time with assigning reason to thereof.
- The Department will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- Last date for submission of bids is **18-12-2017**.
- Technical bids will be opened at **12:30 pm** on the same day.
- Guarantee/Warranty period should also be clearly mentioned.

CONTACT INFORMATION

Following address will be used for the applications & correspondence:

System Analyst / Office Superintendent

Excise & Taxation Department, ICT,

Near HEC building, Main Service Road, Sector H-9, Islamabad.

Phone: 92-51-9265589

Fax : 92-51-9265589

ANNEXURE – A

(TECHNICAL SPECIFICATIONS OF NUMBER PLATES)

S #	Design Features	Security/ Tamper Resistant Properties
1	Retro-Reflective foil of license Plates	<ul style="list-style-type: none"> • The reflective foil enables the license plates to be more easily read at night and distinguishes the number plate itself from non-regulation/ counterfeit plates. • The reflectivity of license plate is internationally considered an essential road safety feature, for visibility of a vehicle at night which is parked or broken down without lights or being driven in foggy, hazy conditions according to the ISO-7591. • The retro-reflective sheeting of the finished plates shall be flat and smooth and consist of optical elements enclosed or formed in a transparent resin. The retro-reflective sheeting shall have counterfeit proof properties showing an effective visual identification and verification. The retro-reflective sheeting shall be applied to a corrosion resistant substrate to form a durable bond with the substrate and resist impact and bending. Processing and converting of the retro-reflective sheet shall be in accordance with the technical recommendations of the retro-reflective sheeting's manufacture and shall comply with the international standard ISO-7591. • The retro-reflective license plates shall be able to emboss to a height of maximum 1.5 mm to 2 mm to form letters and digits in relief. • The number plate would bear the word ICT and the top, alphanumeric digits in the middle and the word Islamabad at the bottom, with border at the edges.
2	Unique Serial Number of imported license plate	<ul style="list-style-type: none"> • Each blank number license plate has the status of a secure document issued by the Government. • Therefore, each blank plate carries a unique laser branded and tamper resistant serial number, to control its movement, from point of production/ dispatch of blank plate (manufacture production unit) up to its final issuance to the vehicle owner. • The unique serial number of the number plates is also designed so that it is entered in the registration record/ database of the vehicle, therefore becoming an essential check number, in combination with the registration number, engine number, chassis number of the vehicle.
3	Laser Security Mark	<ul style="list-style-type: none"> • The retro-reflective license plates shall display Laser Security Marks of a design, size, configuration and position on the plate as mentioned in specification of the

		<p>retro-reflective license plates and the competent authority.</p> <ul style="list-style-type: none"> • These security features shall be integral parts of the retro-reflective sheeting. The Laser 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.
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Specification of number plates.

1) Retro reflective Material:

- Retro-reflective foil shall be applied on the Aluminum (98% pure aluminum) sheets with flat and smooth edges.
- Resistance against temperature, water, humidity impacts and bending etc.
- Rounded border edges and corners in order to avoid injuries during fixing.
- Border of the Number Plates shall be embossed.
- At least 1 mm(+/-) 0.02 mm thickness of all types of blank registration plates.
- Alpha-numeric characters are embossed on number plates.

2) Specific Graphical Logo on left side of the plate.

3) Unidirectional Security Marks:

- a) Comprising the emblem of the Federal Logo Visible from a specific distance (less than Meter)
- b) Not removable by chemical and physical means.
- c) Can be seen at a specified viewing angle and invisible at all other angles.
- d) Security Marks are not reproduce able as a lookalike by any photographing, copying, printing, lamination or other imaging process on the final registration plate.
- e) Retro reflective material must have 3-D unidirectional water mark or laser engraved logo emblem every 50 mm in height and width.
- f) Retro reflective material must have embedded 3-D visual security thread.
- g) Retro reflective material must have embedded logo (visible) in single color.
- h) Retro reflective material must carry secret identification number (Visible).

4) Uniquely identified Laser Serial Numbers:

- a) Registration plates are market with a unique laser serial no consisting of at least 6-7 digits.
- b) Laser number cannot be removed from the reflective sheet unless to destroy it.

5) The plates should be readable in reflection of light during dark hours due to the usage of Retro Reflective material.

- 6) Alphabets and Numerals should be embossed not printed.
- 7) OCR (Optical Character Recognition) readable numbers.

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

S.No.	Category	Length (mm)	Height (mm)	Font Color	Background Color
1	Private (Pvt) Vehicles	302	152	Black	White
2	Commercial Vehicles	302	152	Black	Yellow
3	Government Vehicles	302	152	White	Green
4	Pvt. Motor Cycle and Scooters (Front Plate)	202	65	Black	White
5	Pvt. Motorcycles and Scooters (Rear Plate)	155	155	Black	White
6	Govt. Motor Cycle and Scooters (Front Plate)	202	65	Black	Green
7	Govt. Motorcycles and Scooters (Rear Plate)	155	155	Black	Green

- 9.) MONTH WISE REGISTRATION FOR VEHICLE REGISTRATION ESTIMATION IN E&TD, ISLAMABAD

S #	Months (Year : 2017)	No. of Vehicles (Medium Plates)	No. of Vehicles (Small Plates)	Total
1	January	6295	2424	8719
2	February	6077	1819	7896
3	March	6469	2098	8567
4	April	5730	982	6712
5	May	6618	2849	9467
6	June	4741	1735	6476
7	July	5229	2043	7272
8	August	6814	2535	9349
9	September	3815	1943	5758
10	October	6833	2412	9245
11	November	6491	1290	7781
	TOTAL	65112	22130	87242

Year-wise Report

S #	Years	No. of Vehicles (Medium Plates)	No. of Vehicles (Small Plates)	Total
1	2015	45863	22337	68200
2	2016	49740	21066	70806