

PRE-QUALIFICATION DOCUMENT

PUNJAB FORENSIC SCIENCE AGENCY (PFSA)

PURCHASE OF AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS)

FSA-313



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Important Note:

Interested Parties must ensure that they submit all the required documents indicated in this Pre-Qualification Document without fail. Proposals received without, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in this document or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Interested Parties for scrutiny. It is intimated that no objection shall be entertained regarding the terms and conditions of this Pre-Qualification Document at the later stages during Pre-Qualification process.

Applicability of Punjab Procurement Rules, 2014

This Pre-Qualification Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the process. These may be obtained from PPRA's website:

<http://www.ppra.punjab.gov.pk/>

1. INTRODUCTION

Punjab Forensic Science Agency (PFSA), Government of the Punjab, Pakistan intends to prequalify reputable, well-experienced and financially sound firms/companies in order to further streamline the Procurement procedures.

All reputable, registered and established Companies/Firms are invited to submit documents for Pre-qualification.

Evaluation method given in this document shall be adopted for the purpose of Pre-Qualification of the applicant's capabilities in respect of vital elements of applicant's organization and capacity to perform so that eligible Interested Parties may be invited to get involved in further Procurement Procedures. Each Interested Parties' performance in terms of quality, delivery, after sales service, credit terms and other contractual obligations will be closely monitored and periodically reviewed during all future procurements they are involved in.

All prospective Interested Parties are required to submit an amount of Rs. 5,000/- (Non-refundable) as tender document fee. This amount shall be deposited in form of Bank Draft or Pay Order in Favor of Director General Punjab Forensic Science Agency. Lahore.

The proposals along with supporting documents etc. must be delivered to Punjab Forensic Science Agency, Lahore on or before **1100 hours on 24th March, 2020** which shall be opened on the same date at **11:30 Hrs** in the presence of applicant firms or their authorized representatives.

Any query received after said date may not be entertained. All queries shall be responded to within due time.

Interested Parties should note that during the period from the receipt of the proposal and till further notice from the Punjab Forensic Science Agency, all queries should be communicated via in writing or e-mail only.

Interested Parties are also required to state, in their proposals, the name, title, fax number and e-mail address of the their authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The Purchaser will not be responsible for any costs or expenses incurred by Interested Parties in connection with the preparation or delivery of proposals.

The PFSA may reject all proposals at any time prior to the acceptance of a proposal, as provided under Rule-35 of the Punjab Procurement Rules, 2014.

1.1. TERMS AND CONDITIONS OF THE PRE-QUALIFICATION

Definitions

- i. In this document, unless there is anything repugnant in the subject or context:
- ii. "Authorized Representative" means any representative appointed, from time to time, by the Purchaser or the Supplier.
- iii. "Purchaser" means the Punjab Forensic Science Agency, or any other person for the time being or from time to time duly appointed in writing by the Purchaser to act as Purchaser for the purposes of the Contract.
- iv. "Client" means the Project lead of technical wing of the Purchaser for whose' particular project the Goods / Services have been procured or any other person, duly appointed in writing, by the Client, for the time being or from time to time, to act as Client for the purposes of the Contract.
- v. "The Parties" means the Interested Parties who's Proposals have been accepted.
- vi. "Day" means calendar day.
- vii. "Person" includes individual, association of persons, firm, company, corporation, institution and organization, etc., having legal capacity.
- viii. "Prescribed" means prescribed in the Pre-Qualification Document.
- ix. "Origin" shall be considered to be the place where the Goods are produced or from where the Services are provided. Goods are produced when, through manufacturing, processing or assembling of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components. The origin of Goods and Services is distinct from the nationality of the Supplier.
- x. "Services" means work to be done by the supplier or other such obligations which the Supplier is required to provide to the Purchaser under the Purchase Order/Contract.

1.2. DISCLAIMER

This Pre-Qualification for “Provision of Automated Fingerprint Identification System (AFIS) for Punjab Forensic Science Agency – Lahore.” (“the Project”) contains brief information about the Project and qualification process for short listing and pre-qualification of Applicants for RFP stage. The purpose of the Document is to provide the Applicants with information to assist the formulation of their application or response to Document (“the Application”) and to pre-qualify Interested Parties for RFP Stage.

While all efforts have been made to ensure the accuracy of information contained in this Document, this document does not purport to contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigations and analysis and should check the reliability, accuracy and completeness of the information at their end and may advice as per their relevant experience and international best practices as required before submission of their application. Punjab Forensic Science Agency and Government of the Punjab or any of its employees or advisors / consultants shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the EOI Document.

PFSA reserves the right to change any or all conditions/ information set in this Document by way of revision, deletion, updation or annulment through issuance of appropriate addendum as the Authorities may deem fit following through the rules and regulations issued vide PPRA 2014. Participation in the Pre-Qualification process does not qualify any applicant for the next stage of the procurement process.

PFSA and any other Government Department will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the applications to be submitted in terms of this Document.

1.3. Joint Venture:

Joint venture or partnership firms are **ALLOWED / eligible (Maximum of TWO Companies)**. Only those companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate.

Local vender should be the lead partner.

Bids submitted by a group of two companies or partners (maximum) shall comply with the following requirements:

- I. Local partner shall have credibility and shall provide references in financial strengths.
- II. The Bid, and in case of successful Bid, the Contract form, shall be signed by all so as to be legally binding on all the partners.
- III. One of the partners shall be authorized to be lead partner; and this authority shall be evidenced by submitting a power of attorney signed by legally authorized signatories of all the partners.
- IV. The partner Lead Partner shall be authorized to incur liabilities, receive payments and receive instructions for and on behalf of any or all partners of the Joint Venture.
- V. A copy of the agreement entered into by the partners shall be submitted with the Bid.

2. EXPRESSION OF INTEREST (EOI)

Punjab Forensic Science Agency intends to establish an Automated Fingerprint Identification System (AFIS) at Punjab Forensic Science Agency – Lahore. The details of the project back ground and other relevant information is presented in the subsequent paragraphs. The purpose of the initiative is to provide quick and prompt process for automated fingerprint, palm print, latent and facial identification for the delivery of Speedy Justice.

This Pre-Qualification document is being issued for provision of technology solution for Fingerprint Identification in the Punjab Forensic Science Agency Lahore. Through Pre-Qualification document, Punjab Forensic Science Agency invites Applicants to submit their Expression of Interest (EOI) to set-up and provide the complete solution on turnkey basis.

The shortlisted applicants will be responsible in supplying and Installation of Automated Fingerprint Identification System which would involve the supply, installation, testing, commissioning, training, 24/7 back up services.

3 Project Scope

3.0 Introduction

Proposals are to be considered a Best Value Proposal to the Punjab Forensic Science Agency.

3.1 Purpose of Request for Proposal

The Punjab Forensic Science Agency (PFSA) is requesting Competitive Sealed Proposals for an Automated Fingerprint Identification System with capability of automated fingerprint, palm print, latent and facial identification. The system proposed must be based on the requirements of the PFSA. Award will be based on meeting the requirements of PFSA. Vendors are invited to propose a complete turnkey solution but should be prepared to address interfaces, communication, connectivity, functional and technical requirements of PFSA.

3.2 Project Goals

Following are the business goals of the RFP:

- To ensure that the functional and technical requirements of the PFSA will be met with the best technology available at a reasonable cost.
- To obtain a state-of-the-art Automated Fingerprint Identification System (AFIS) that will provide the desired features, functions, and capabilities including automated fingerprint, palm print, latent and facial identification.
- To obtain an AFIS that will provide for growth capability to account for the level of operations that may exist for the next five years following system acceptance.
- To obtain an AFIS that will minimize the duplication of data by providing access to a single data source.

3.3 Scope of Work

3.3.1 General Information

Vendor must furnish and install a fully functional system that meets the requirements specified. Details regarding the Buyer's responsibilities and the Vendor's responsibilities are noted below. Vendors are invited to bid costs for all of the following:

- Software licensing
- Server hardware
- Workstation hardware
- Peripheral hardware
- Live Scan hardware
- Supporting equipment
- Installation services
- Technical support and maintenance services

3.3.2 Punjab Forensic Science Agency Responsibilities

3.3.2.1

The Punjab Forensic Science Agency will provide facilities, and associated systems for the AFIS, including the following:

- Office Space for Vendor Project Management Staff

- Training Facility
- Site Preparation
- Building space complete with HVAC and AC power feed and generator backup for the system

3.3.3 Vendor's Responsibilities

3.3.3.1 AFIS System Design

- Provide design documents and diagrams for all components of the Automated Fingerprint Identification System architecture design including incorporation into the current Punjab Forensic Science Agency network configuration

3.3.3.2 Project Design

- Provide a sample schedule and plans. Schedule and plan must specify activities to be completed both on and off the site, amount of time spent per activity, and resources required and provided to perform each activity.
- Provide written status reports furnished at an interval to be determined to include, but not be limited to work completed, work underway, and scheduled changes and delays

3.3.3.3 System Installation

- Supply and install all proposed servers, workstations, and live scan equipment
- Supply and install all included application software

3.3.3.4 System Transition

- Provide training for PFSA personnel and workstations and software licenses for use in converting data from existing systems and tenprint/latent cards at Punjab Forensic Science Agency to the proposed AFIS
- Provide technical services for the conversion of any existing digital format tenprint/latent records currently held by the Punjab Forensic Science Agency
- Provide enrolment service on site for approximately 10000 tenprint cards and 1000 latent cards
- Propose and provide a ten prints and latent cards storage model

3.3.3.5 System Testing and Configurations

- Provide support staff during acceptance tests
- Provide recommended test plan

3.3.3.6 Training

- Provide training materials and online classes for users and administrators of the system in all aspects of use
- Participate in a collaborative effort with Punjab Forensic Science Agency personnel to establish guidelines for initial training
- Vendor will provide ongoing training materials for new release functionality to insure that Punjab Forensic Science Agency personnel are proficient in the use of new features and capabilities of new versions of the proposed systems.

3.3.3.7 System Documentation

- Provide system level documentation

3.3.3.8 Maintenance

- Provide warranty support for all system software and hardware
- Provide technical support and maintenance

3.4 Project Timeline

The estimated time period for development and Supply, Installation, Testing and commissioning shall be maximum up to 08 weeks from the date of opening of Letter of Credit, while the Operation & Maintenance period shall be 5 (five) years subsequent to the commissioning date.

3.5 Payment Plan

The payment will be secured by letter of credit for the entire amount and will be made after satisfactory report and acceptance by the PFSA.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Additional Director General (Forensic),
Punjab Forensic Science Agency
Lahore

Secondary Contact

Director (Forensic)
Punjab Forensic Science Agency
Lahore

4. SUBMISSION OF PROPOSAL

4.1 The Pre-Qualification proposal and all documents relating to the Pre- Qualification proposal, exchanged between the Interested Parties and the Purchaser, shall be in English. Any printed literature furnished by the Interested Parties in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Pre-Qualification proposal.

4.2 The Pre-Qualification proposal shall be filed in / accompanied by the required Forms, Annexes, Charts, Drawings, Documents, Brochures, Literature, etc. which shall be typed, completely filled in, stamped and signed by the Interested Parties or his Authorized Representative. In case of copies, signed and stamped photocopies may be submitted. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape

i. The Pre-Qualification proposal shall be in compliance to scope mentioned vide this document;

4.3 The pre-qualification proposal shall comprise of the following:-

- i. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan;
- ii. Complete Company Profile;
- iii. Detail of relevant Projects (Successfully completed and ongoing projects);
- iv. Complete CVs / list of employees, including Top Level management, middle level management and operational teams;
- v. Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan;
- vi. Audited financial statements for the last One (01) years, supported by audit letters,
- vii. Integrity Pact duly signed and stamped by authorized representative (Annexure-B);
- viii. Undertaking (All terms & conditions and qualifications listed anywhere in this document
- ix. Covering letter duly signed and stamped by authorized representative. (Annexure-A);
- x. Financial Capacity as per evaluation criteria;
- xi. Valid Registration Certificate for Income Tax & Sales Tax;

Verifiable documentary proof of the mandatory and other requirements mentioned in this document must be submitted along with the below form, noncompliance of which shall lead to disqualification.

4.4 The Interested Party shall seal the Original EOI Proposal in an envelope duly marked as under:

Original EOI for
EOI & Pre-Qualification Title.
[Name of the Purchaser] [Address
of the Purchaser]

[Name of the Interested Party]

[Address of the Interested Party]

[Phone No. of the Interested Party]

4.5 The Tenderer shall seal the Duplicate EOI Proposal in an envelope duly marked as under:

Duplicate EOI

EOI & Pre-Qualification Title

[Name of the Purchaser] [Address
of the Purchaser]

[Name of the Interested Party]

[Address of the Interested Party]

[Phone No. of the Interested Party]

4.6 The Interested Party shall follow the same process for the Pre-Qualification proposal.

4.7 The Interested Party shall again seal the sealed envelopes of Original EOI Proposal and the Original Pre-Qualification Proposal in an outer envelope, duly marking the envelope as under:

Original EOI & Pre-Qualification Proposal for

EOI & Pre-Qualification Title

[Name of the Purchaser] [Address
of the Purchaser]

[Name of the Interested Party]

[Address of the Interested Party]

[Phone No. of the Interested Party]

4.8 The Tenderer shall again seal the sealed envelopes of Duplicate EOI and the Pre- Qualification Proposal in an outer envelope, duly marking the envelope as under:

Duplicate EOI & Pre-Qualification Proposal for

EOI & Pre-Qualification Title

[Name of the Purchaser] [Address
of the Purchaser]

[Name of the Interested Party]

[Address of the Interested Party]

[Phone No. of the Interested Party]

- 4.9 The Interested Party shall enclose soft copies of the EOI Proposal and the Pre-Qualification Proposals, including all Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc., in the form of MS Word Documents, MS Excel Worksheets and Scanned images, with the hard copies.
- 4.10 The Proposals shall be submitted to the Purchaser's office, during office hours, up to due date and time.
- 4.11 This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the proposal submitted by the Interested Party/Contractor.

5. Tender Price

5.1 The quoted price shall be:

- 5.1.1 best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
- 5.1.2 on C&F (Lahore International Airport, Lahore basis including all charges);**
- 5.1.3 in US \$ DOLLARS;**
- 5.1.4 on C & F basis;**
- 5.2 For the purpose of evaluation of bids quoted in different currencies, the price shall be converted into Pak Rupees. The rate of exchange shall be the selling rate of those currencies, prevailing on the date of opening of Financial Bids specified in the bidding documents,
- 5.3 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.
- 5.4 Where no prices are entered against any item(s), the price of that item shall be deemed to have been distributed among the prices of other items, and no separate payment shall be made for that item(s).
- 5.5 Each cost should be identified as installation (one time) or monthly/quarterly/yearly (recurring) for any other equipment rental or any support of operation services thereof.
- 5.6 In case of Contract of imported Equipment/Services offered Ex-Warehouse/Off-the-Shelf from within the Purchaser's country, import duties and sales and other taxes already paid shall be shown separately.

6. OTHER TERMS & CONDITIONS

- 6.1 Interested Parties which submitted complete EOI in compliance to scope mentioned vide this document, shall only be considered for Pre-Qualification.

7. EVALUATION CRITERIA

IMPORTANT NOTE:-

All the applicants to please note that as per PPRA Rules and Regulations, all the documents/statements submitted by a Interested Parties\ for its pre-qualification are under Oath.

Any document/statement provided if proved false, mis-stated, concocted, or incorrect at any time during or after Pre-qualification will result into permanent dis-qualification and black listing of the firm/Company/Partners with their names displayed on PPRA website.

PASS MARKS: Based on conditions listed in this document, Proposal not meeting the criteria will be rejected.

The Firms who have duly complied with the Qualification and Evaluation Criteria against each item will be eligible for further processing.

The Evaluation Committee has the sole right to ACCEPT or REJECT any proposal. No appeal or re-consideration would be granted in any case. The decision of Evaluation committee can't be challenged in any court of Law or hereof.

If the Evaluation Committee deemed necessary further clarification or information, it is the responsibility of the Supplier to provide such information in the span of time mentioned in such case. Failure to do so would lead to disqualification of such firm.

The proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

PARAMETERS OF EVALUATION CRITERIA

The Firm/Company securing less than 80% marks will be disqualified

-Total Marks: **200**

=**Qualification Marks 160 (80%) + Mandatory**

Category	Description	Points		Compliance/ Points
Legal (Mandatory) For lead partners.	Income Tax Registration	Mandatory		
	General Sales Tax Registration (Active)	Mandatory		
	In case of Joint Venture – Joint Venture Agreement	Mandatory		
	Principal’s Authorization letter.	Mandatory		
	Undertaking that the firm is not blacklisted and not involved in litigation with Government	Mandatory		
Financial strength, (For lead partners)	Financial Audit Report / Bank statements / Client’s Work Orders/ any supporting document (last 01-year). (Max Points 100)	200-220 million	70 Points	
		221-250 million	85 Points	
		250+ million	100 Points	
Technical (Quality, Human Resource, Professionals staff details)	Total No. of technically trained employees in the company (CVs with educational certificates & Training certificates issued by Principles / Manufacturer) (Max Points 30)	3-5	20 Points	
		5-8	20 Points	
		9+	30 Points	
Satisfied Customers	Total No. of Satisfied Customers (List & Satisfaction letter of Customers (Max Points 20) Please do provide valid email addresses & contact numbers of the customers	6-8	10 Points	
		9-10	15 Points	
		10+	20 Points	
Country of Origin of principal manufacturer	Country of Origin/make (Max Points 40)	Max (40 Points)	40-USA, Canada, Turkey EU/Japan 05-Other	
Office Location	Office in Lahore	Max (10- Points)	10 Points 0 Others	

Note: Verifiable documentary proof for all above requirements and criteria points are mandatory requirement and marks will be awarded on the basis of these verifiable proves.

Format for Covering Letter

To
(Name and address of Purchaser)

Sub: _____.

Dear Sir,

- a) Having examined the EOI & Pre-Qualification document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of Purchase Order/Contract.
- b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the Purchaser.
- c) We agree to abide by this proposal for the period of _____ days (as per requirement of the project) from the date of opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract agreement.
- f) We understand that you are not bound to accept any proposal you may receive, not to give any reason for rejection of any proposal and that you will not defray any expenses incurred by us in Pre-Qualification.

Authorized Signatures with Official Seal.

Notwithstanding any rights and remedies exercised by the Purchaser in this regard, [the Firm] agrees to indemnify the Purchaser for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to the Purchaser in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Firm] 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 the Purchaser.

Authorized Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20__

_____ Notary Public

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Pre-Qualification and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign proposals for and on behalf of: