# Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22.

**Technical Bid:**

|  |  |
| --- | --- |
| **Have you duly completed all the Returnable Bidding Forms?**  |  |
| * Form A: Bid Submission Form
 | [ ]  |
| * Form B: Bidder Information Form
 | [ ]  |
| * Form C: Joint Venture/Consortium/ Association Information Form
 | [ ]  |
| * Form D: Qualification Form
 | [ ]  |
| * Form E: Format of Technical Bid/Bill of Quantities
 | [ ]  |
| * From G: Form of Bid Security
 |  |
| **Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?**  | [ ]  |

**Price Schedule:**

|  |  |
| --- | --- |
| * Form F: Price Schedule Form
 | [ ]  |

# Form A: Bid Submission Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | UNDP-ITB-2018-092 - Fabrication of 08 Crime Scene Investigation Mobile Units for Baluchistan Police Department |

We, the undersigned, offer to supply the goods and related services required for the **Fabrication of 08 Crime Scene Investigation Mobile Units for Baluchistan Police Department** in accordance with your Invitation to Bid No. UNDP-ITB-2018-092 and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency].

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

1. is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
2. have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
3. have no conflict of interest in accordance with Instruction to Bidders Clause 4;
4. do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
5. have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
6. undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and weembrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

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

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

[*Stamp with official stamp of the Bidder*]

# Form B: Bidder Information Form

|  |  |
| --- | --- |
| **Legal name of Bidder** | [Complete] |
| **Legal address** | [Complete] |
| **Year of registration** | [Complete] |
| **Bidder’s Authorized Representative Information** | Name and Title: [Complete] Telephone numbers: [Complete]Email: [Complete] |
| **Are you a UNGM registered vendor?** | [ ]  Yes [ ]  No If yes, [insert UGNM vendor number]  |
| **Are you a UNDP vendor?** | [ ]  Yes [ ]  No If yes, [insert UNDP vendor number]  |
| **Countries of operation** | [Complete] |
| **No. of full-time employees** | [Complete] |
| **Quality Assurance Certification (e.g. ISO 9000 or Equivalent)** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?** *(If yes, provide a Copy of the valid Certificate):* | [Complete] |
| **Does your Company have a written Statement of its Environmental Policy?** *(If yes, provide a Copy)* | [Complete] |
| **Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues** | [Complete] |
| **Is your company a member of the UN Global Compact**  | [Complete] |
| **Contact person that UNDP may contact for requests for clarifications during Bid evaluation**  | Name and Title: [Complete]Telephone numbers: [Complete]Email: [Complete] |
| **Please attach the following documents:**  | * Duly signed Bid Submission Form;
* Bid Security @ PKR 500,000/-or USD 4,041 The original banking instrument should be sent to UNDP Office on the address as mentioned at serial number 6. A scanned copy of the banking instrument must be uploaded in the e-Tendering System along with other requisite documents;
* Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured;
* Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder;
* Certificate of Registration of the business, including Articles of Incorporation, or equivalent document;
* Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country;
* POs/Contracts, Delivery Notes or Challans from the Top 2 - Clients in terms of Contract Value the past three (3) years;
* Satisfactory Performance Certificates from the Top 2 – Clients the past three (3) years.
* Statement that bidder is not listed in the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
* All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.
* Latest Audited Financial Statement (Income Statement and Balance Sheet) including Auditor’s Report for the past two years (2015-16 and 2016-17);
* Provide sample of items to be included in the Crime Scene Investigation Equipment kit as mentioned in appendix 1-

The sample of one Kit (include all items) must be delivered at UNODC Office as per below address:**United Nations Office on Drugs and Crime (UNODC)****Plot # 5-11, Diplomatic Enclave****G-5, Islamabad.** |

# Form C: Joint Venture/Consortium/Association Information Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | **UNDP-ITB-2018-092 - Fabrication of 08 Crime Scene Investigation Mobile Units for Baluchistan Police Department**  |

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

|  |  |  |
| --- | --- | --- |
| **No** | **Name of Partner and contact information** *(address, telephone numbers, fax numbers, e-mail address)* | **Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed**  |
| 1 | [Complete] | [Complete] |
| 2 | [Complete] | [Complete] |
| 3 | [Complete] | [Complete] |

|  |  |
| --- | --- |
| **Name of leading partner** (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution) | [Complete] |

We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

[ ]  Letter of intent to form a joint venture ***OR*** [ ]  JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

|  |  |
| --- | --- |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of partner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

##

# Form D: Eligibility and Qualification Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | [Insert ITB Reference Number] |

If JV/Consortium/Association, to be completed by each partner.

**History of Non- Performing Contracts**

|  |
| --- |
| [ ] Non-performing contracts did not occur during the last 3 years  |
| [ ]  Contract(s) not performed in the last 3 years |
| **Year** | **Non- performed portion of contract** | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Reason(s) for non-performance: |  |

**Litigation History** (including pending litigation)

|  |
| --- |
| [ ]  No litigation history for the last 3 years |
| [ ]  Litigation History as indicated below |
| **Year of dispute**  | **Amount in dispute** (in US$) | **Contract Identification** | **Total Contract Amount** (current value in US$) |
|   |  | Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute:Party awarded if resolved: |  |

**Previous Relevant Experience**

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder’s individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder’s partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project name & Country of Assignment** | **Client & Reference Contact Details** | **Contract Value** | **Period of activity and status** | **Types of activities undertaken** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

[ ]  Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

|  |  |
| --- | --- |
| **Annual Turnover for the last 3 years** | Year       USD      Year       USD      Year       USD       |
| **Latest Credit Rating (if any), indicate the source** |  |

|  |  |
| --- | --- |
| **Financial information**(in US$ equivalent) | **Historic information for the last 3 years** |
|  | Year 1 | Year 2 | Year 3 |
|  | *Information from Balance Sheet* |
| Total Assets (TA) |  |  |  |
| Total Liabilities (TL) |  |  |  |
| Current Assets (CA) |  |  |  |
| Current Liabilities (CL) |  |  |  |
|  | *Information from Income Statement* |
| Total / Gross Revenue (TR) |  |  |  |
| Profits Before Taxes (PBT) |  |  |  |
| Net Profit  |  |  |  |
| Current Ratio |  |  |  |

[ ]  Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

* 1. Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
	2. Historic financial statements must be audited by a certified public accountant;

Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

# Form E: Format of Technical Bid

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | **UNDP-ITB-2018-092 - Fabrication of 08 Crime Scene Investigation Mobile Units for Baluchistan Police Department** |

The Bidder’s Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

**SECTION 1: Bidder’s qualification, capacity and expertise**

* 1. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
	2. Relevance of specialized knowledge and experience on similar engagements done in the region/country.
	3. Quality assurance procedures and risk mitigation measures.
	4. Organization’s commitment to sustainability.

**SECTION 2: Scope of Supply, Technical Specifications, and Related Services**

This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

* 1. A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
	2. Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
	3. The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
	4. Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
	5. Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

|  |  |
| --- | --- |
| **Goods and services to be Supplied and** **Technical Specifications**  | **Your response** |
| **Compliance with technical specifications** | **Delivery Date** *(confirm that you comply or indicate your delivery date)**i.e*120 days from the issuance of PO/Contract | **Comments** |
|  **Yes, we comply** | **No, we cannot comply***(indicate discrepancies)* |
| **Maintain & Repair:**General Maintenance and Repair to Modify Toyota Hilux Single Cabin Vehicles to transform them into Mobile Crime Scene Investigation Unit for Baluchistan Police Department. (Drawing Attached) |  |  |  |  |
| **Painting of Vehicles:**Painting of Metal Body Twin Toyota HILUX Single Cabin Paint Color: Police Blue with Police Red StripeLogo of Baluchistan Police Department should be printed on Each Vehicle |  |  |  |  |
| **Supply & Installation of UPS:**Supply and installation of 3 KVA UPS’s along with 200-Watt battery for each Vehicle. The UPS should be Mounted/Installed in the Vehicle with appropriate fitting. |  |  |  |  |
| **Supply & Installation of Refrigerator:**Supply and installation of 1’ X 1’.5” size Refrigerator in each vehicle, should also be flexible depends on how the fitting inside vehicle will be done. The Refrigerator should be Mounted/Installed in the Vehicle with appropriate fitting.**Supply & Installation of Air Conditioner:**Supply and Installation of 1.5 Ton Vehicle Mounted Air Conditioner unit for each vehicle. |  |  |  |  |
| **Supply & Installation of Generator:**Supply and installation of 5 KVA Portable Generators to be placed and fitted in Vehicles with appropriate fitting.  |  |  |  |  |
| **Supply & Installation of CCTV System:**Supply & Installation of CCTV System to be installed in each vehicle with appropriate fitting.High resolution with Video Recording System, can be operated from inside vehicle ideally movable in all directions  |  |  |  |  |
| **Supply of Crime Scene Investigation Equipment (as per Appendix 1):**Supply of Crime Scene Investigation preservation and forensic equipment for Mobile Crime Scene Unit/Vehicle. All the equipment to be placed in separate smaller kits within the Mobile Crime Scene Unit compartments. Appendix-1 contains the complete list of items for each mobile unit.Sample of complete kit must be provided with the Bid. |  |  |  |  |

**SECTION 3: Management Structure and Key Personnel**

* 1. Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
	2. Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

# Format for CV of Proposed Key Personnel

|  |  |
| --- | --- |
| **Name of Personnel** | [Insert] |
| **Position for this assignment** | [Insert] |
| **Nationality** | [Insert] |
| **Language proficiency**  | [Insert] |
| **Education/ Qualifications** | *[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]* |
| [Insert] |
| **Professional certifications** | *[Provide details of professional certifications relevant to the scope of goods and/or services]* |
| * Name of institution: [Insert]
* Date of certification: [Insert]
 |
| **Employment Record/ Experience** | *[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]* |
| [Insert] |
| **References** | *[Provide names, addresses, phone and email contact information for two (2) references]* |
| Reference 1: [Insert]Reference 2:[Insert] |

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Personnel Date (Day/Month/Year)

# FORM F: Price Schedule Form

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Bidder: | [Insert Name of Bidder] | Date: | Select date |
| ITB reference: | **UNDP-ITB-2018-092 - Fabrication of 08 Crime Scene Investigation Mobile Units for Baluchistan Police Department** |

The Bidder is required to prepare the Price Schedule following the below format. The Price Schedule must include a detailed cost breakdown of all goods and related services to be provided. Separate figures must be provided for each functional grouping or category, if any. Any estimates for cost-reimbursable items, such as travel of experts and out-of-pocket expenses, should be listed separately.

**Currency of the Bid: USD/PKR**

**Price Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Description/Specifications[[1]](#footnote-1)** | **Quantity** | **Unit Price (Currency)** | **Total Price (Currency)** |
| 1 | **Maintain & Repair:**General Maintenance and Repair to Modify Toyota Hilux Single Cabin Vehicles to transform them into Mobile Crime Scene Investigation Unit for Baluchistan Police Department. (Drawing Attached) | **08** |  |  |
| 2 | **Painting of Vehicles:**Painting of Metal Body Twin Toyota HILUX Single Cabin Paint Color: Police Blue with Police Red StripeLogo of Baluchistan Police Department should be printed on Each Vehicle | **08** |  |  |
| 3 | **Supply & Installation of UPS:**Supply and installation of 3 KVA UPS’s along with 200-Watt battery for each Vehicle. The UPS should be Mounted/Installed in the Vehicle with appropriate fitting. | **08** |  |  |
| 4 | **Supply & Installation of Refrigerator:**Supply and installation of 1’ X 1’.5” size Refrigerator in each vehicle, should also be flexible depends on how the fitting inside vehicle will be done. The Refrigerator should be Mounted/Installed in the Vehicle with appropriate fitting. | **08** |  |  |
| 5 | **Supply & Installation of Air Conditioner:**Supply and Installation of 1.5 Ton Vehicle Mounted Air Conditioner unit for each vehicle.  | **08** |  |  |
| 6 | **Supply & Installation of Generator:**Supply and installation of 5 KVA Portable Generators to be placed and fitted in Vehicles with appropriate fitting.  | **08** |  |  |
| 7 | **Supply & Installation of CCTV System:**Supply & Installation of CCTV System to be installed in each vehicle with appropriate fitting.High resolution with Video Recording System, can be operated from inside vehicle ideally movable in all directions  | **08** |  |  |
| 8 | **Supply of Crime Scene Investigation Equipment (as per Appendix 1):**Supply of Crime Scene Investigation preservation and forensic equipment for Mobile Crime Scene Unit/Vehicle. All the equipment to be placed in separate smaller kits within the Mobile Crime Scene Unit compartments. Appendix-1 contains the complete list of items for each mobile unit. | **08** |  |  |
| 9 | Transportation Cost to Pick Vehicle from Quetta to Supplier’s premises. |  |
| 10 | Transportation Cost for Delivery of Vehicles (after fabrication) from Supplier’s Premises to Quetta Police Line |  |
| 11 | Insurance Cost (if any) |  |
| **GRAND TOTAL (Currency)** |  |

**Please provide the breakdown of Sr# 8 under below table.**

|  |
| --- |
| **(Appendix-1) - Mobile Crime Scene Investigation Equipment** |
| **Sr.** | **UNODC Kit (Description)** | **Unit** | **Qty** | **Unit Price** | **Total Price** |
| **Safety (Protection) Kit** |
| 1 | Safety Gloves: Disposable Latex/ Vinyl/ Nitrile/ Thermal Plastic Gloves (Powder Free) | No. | 100 |  |   |
| 2 | Face Mask : Standard Basic Disposable Face Mask with Ear loop | No. | 50 |  |   |
| 3 | N95 Mask | No. | 20 |  |   |
| 4 | Shoe Cover Disposable  | No. | 200 |  |   |
| 5 | Head Cap Disposable  | No. | 100 |  |   |
| 6 | Safety Glasses (UV Protection)  | No. | 12 |  |   |
| 7 | Tyvek Suit | No. | 6 |  |   |
| 8 | Coverall | No. | 6 |  |   |
| 9 | Reflective Vest with Printing | No. | 12 |  |   |
| 10 | Anti bacterial wet Wipes cool & cool  | No. | 100 |  |   |
| **Fingerprint Kit** |
| 1 | Brushes: Set of Four Brushes; Zephyr Fiber Glass Brush 01, Soft Hair Brush 01, Squirrel Hair Brush 01, Feather Brush 01 | set | 6 |  |   |
| 2 | Magnetic wand: Professional Magnetic Applicator | No. | 2 |  |   |
| 3 | Powders: Black, Silver/ white each 30 Grams | Set | 6 |  |   |
| 4 | Magnetic powder: Black, Silver/ white each 30 Grams | Set | 2 |  |   |
| 5 | Finger Print Backing Cards: 50 White Backing Cards, and 50 Black Backing Cards in 3" x 5" sizes | No. | 100 |  |   |
| 6 | Lifting tape Clear: 2" and 3"  | Set | 6 |  |   |
| 7 | Hinge Lifters: Size 2" x 3" Black 25, and White 25 | No. | 50 |  |   |
| 8 | Gel Lifters: For rough Surface; Black, White, Clear | Set | 5 |  |   |
| 9 | Flashlight: SMD 5 Watt Super Bright Professional Torch | No. | 2 |  |   |
| 10 | Head Flash Light: Super Bright White Light SMD Type | No. | 2 |  |   |
| 11 | Magnifier Illumination LED 3-5X Power, Linen Tester (Each 01) with 5- 8X Power | No. | 2 |  |   |
| 12 | Gloves: Reusable Latex and Cotton Heavy Duty in Pair | No. | 5 |  |   |
| 13 | Gloves: Disposable Latex Gloves/ Vinyl Gloves/ Thermal Plastic Gloves: Box of 50 Pairs | No. | 1 |  |   |
| 14 | Evidence Ruler 12" | No. | 2 |  |   |
| 15 | Evidence Labels | No. | 100 |  |   |
| 16 | Scissors Stainless Steel | No. | 1 |  |   |
| 17 | Tweezers Stainless Steel | No. | 1 |  |   |
| 18 | Scalpel Stainless Steel | No. | 1 |  |   |
| 19 | Box Cutter with Blades | set | 2 |  |   |
| 20 | Finger print Ink pad and Pint Card | Set | 5 |  |   |
| 21 | Ink Roller (Rubber) 2"& 3",Stainless Steel Slab 3" x 4", Stainless Steel Slab 4" x 10", Black Ink Tube 100 ml, | Set | 1 |  |   |
| 22 | Ink Remover wet Towelettes: Watterless Box of 50 Pieces | No. | 1 |  |   |
| 23 | Finger Print Cards: Standard 10 Print sheets | No. | 500 |  |   |
| 24 | Electrostatic Dust Print Lifter Kit with Sheets | No. | 1 |  |   |
| 25 | Carrying Case with Foam Insert | No. | 1 |  |   |
| **Basic Forensics Alternative Light Source Kit** |
| 1 | UV LED Torch 365nm with rechargeable battery, Charger etc | No. | 1 |  |   |
| 2 | White LED Torch 6500 K0 with rechargeable Battery, Charger etc | No. | 1 |  |   |
| 3 | Blue LED Torch 450nm with rechargeable Battery, Charger etc | No. | 1 |  |   |
| 4 | Amber Goggles | No. | 1 |  |   |
| 5 | Orange Goggles | No. | 1 |  |   |
| 6 | Transparent Goggles | No. | 1 |  |   |
| 7 | Red Goggles | No. | 1 |  |   |
| 8 | Telescopic Tripod Small | No. | 1 |  |   |
| 9 | Carrying Case with Foam Insert | No. | 1 |  |   |
| **Evidence Collection & Packaging, Sealing & Labeling Kit** |
| 1 | Paper Strong Brown Bags: Large, Medium, Small with Evidence Printing | No. | 300 |   |   |
| 2 | Plastic Resalable Bags: Large, Medium, Small | No. | 300 |   |   |
| 3 | Coin Envelopes: 3.5" x 6.5" | No. | 50 |   |   |
| 4 | Evidence Security Cordon Tape: 3", 'Crime Scene Do Not Cross' would be written | No. | 2 |   |   |
| 5 | Evidence Bag sealing Tape | No. | 5 |   |   |
| 6 | Evidence Labels 3.5" x 5" | No. | 100 |   |   |
| 7 | Evidence Tags: Tough paper tags pre-printed, Size 3.5" x 2", Red color | No. | 100 |   |   |
| 8 | Bio hazard labels | No. | 50 |   |   |
| 9 | Disposable Syringes and Tubes to carry sample | set | 50 |   |   |
| 10 | Gloves: Reusable gloves, heavy duty Vinyl and Cotton in Pairs | No. | 5 |   |   |
| 11 | Antibacterial Wipes | No. | 50 |   |   |
| 12 | Scale 6": White and Black  | No. | 3 |   |   |
| 13 | Measuring Tape: 5 Meter and 15 Meter | set | 1 |   |   |
| 14 | Scalpels Stainless Steel in two sizes | set | 1 |   |   |
| 15 | Scissors Stainless Steel in two sizes | set | 1 |   |   |
| 16 | Tweezers Stainless Steel in two sizes | set | 1 |   |   |
| 17 | Disposable Tweezers Plastic Blue color | No. | 50 |   |   |
| 18 | Evidence Magnifier: 5X Power Min Size 3.5" | No. | 2 |   |   |
| 19 | Flags (surveyor type): For marking evidence, 18" stem, Set of four colors | set | 10 |   |   |
| 20 | Flash Light: Super Bright white Light Torch SMD 5 Watt | No. | 2 |   |   |
| 21 | Head Flash Light: Super Bright White Light SMD Type | No. | 2 |   |   |
| 22 | Adjustable Evidence Tube" 7"- 12" | No. | 5 |   |   |
| 23 | Plastic Jars 3 Sizes each 125ml- 1000ml  | set | 2 |   |   |
| 24 | Evidence Metal Cans: Small, Medium Large 200ml-1000ml | set | 5 |   |   |
| 25 | Smoke Containers | No. | 5 |   |   |
| 26 | Evidence Boxes: in five sizes starting from 250 Gm to 2 Kg | set | 5 |   |   |
| 27 | Markers: Fine Quality, Red, Black, White, Blue | Set | 4 |   |   |
| 28 | Black Permanent Marker: Round Tip | No. | 1 |   |   |
| 29 | Expandable high quality Bag to hold all Items mentioned above | No. | 1 |   |   |
| **Blood & DNA Collection kit** |
| 1 | Disposable Tweezers Plastic Blue color | No. | 50 |   |   |
| 2 | Disposable scalpels. Plastic | No. | 100 |   |   |
| 3 | Distilled water. Small plastic packaging | No. | 100 |   |   |
| 4 | Water Ampoules | No. | 100 |   |   |
| 5 | Disposable Pipette | No. | 100 |   |   |
| 6 | Ethanol 1 Liter Bottle | No. | 1 |   |   |
| 7 | Evidence identifiers plastic | No. | 30 |   |   |
| 8 | Latex Nitrle/ Vinyl Powder free gloves Box | No. | 1 |   |   |
| 9 | Photographic ruler (ABFO scales) | No. | 2 |   |   |
| 10 | Phenolphthalein Presumptive Blood Test Kit: Pre-mixed chemicals regents in plastic dropper bottles (For 30 Tests) | No. | 1 |   |   |
| 11 | DNA Specimen Collection Kit | No. | 1 |   |   |
| 12 | Sterile gauze. | set | 2 |   |   |
| 13 | Sterile swabs. | No. | 50 |   |   |
| 14 | Disposable Alcoholic Swabs | No. | 200 |   |   |
| 15 | Test tubes with test tube rack. | No. | 50 |   |   |
| 16 | Carrying Case for all items above | No. | 1 |   |   |
| **Casting & Impression Kit** |
| 1 | Rubber Bowls: 3 Sizes | Set | 1 |   |   |
| 2 | Cardboard Boxes: 5 Sizes starting from very small to 2 kg each | Set | 10 |   |   |
| 3 | Dental Stone (Die Stone) | Kg | 5 |   |   |
| 4 | Plaster of Paris | Kg | 5 |   |   |
| 5 | Stainless Steel/ Aluminum frames: Foot print frames made from Stainless Steel or Aluminum, Adjustable Max 20" x 8" x 2" | No. | 1 |  |   |
| 6 | Spatulas Steel, Plastic and Wooden | Set | 2 |  |   |
| 7 | Cast Cleaning Brush | No. | 2 |  |   |
| 8 | Measurement Tape 5 Meter Retractable | No. | 1 |  |   |
| 9 | Evidence tag (Preprinted) | No. | 100 |  |   |
| 10 | Aerosol Spray 300ml | No. | 2 |  |   |
| 11 | Water bottles strong bottles . 500 ml  | No. | 2 |  |   |
| 12 | Surface/ Paint Brush 3" and 1" | Set | 1 |  |   |
| 13 | Molding Clay | Gm | 200 |  |   |
| 14 | Distilled Water 200 ml bottles | No. | 20 |  |   |
| 15 | Black Marker Fine Quality Tip | No. | 2 |  |   |
| 16 | Bubble Rape Plastic Sheet Standard Size | No. | 2 |  |   |
| 17 | Mikrosil Casting kit: A tube of gray mikrosil, Hardener, 10 Wooden Spatulas, Mixing pads and instruction manual | No. | 1 |  |   |
| 18 | Clear Adhesive Lifters for Footprint: Sheets 12" x 6" | No. | 50 |  |   |
| 19 | Field Case Hard Plastic  | No. | 1 |  |   |
| **Crime Scene Photo Graph Camera Kit** |
| 1 | Digital Camera: Canon DSLR camera, 14 MP, 02 Lenses 24-105mm, Built in LCD, with Battery, Charger Pouch with all accessories & Tripod, **OR Basic Digital Camera 14 MP Nikon with all accessories, Memory card 32 GB, Photo scales, ABFO Scales, Ink Pen and Equipment Case with Foam Insert** | No. | 1 |   |   |
| 2 | Red Filter | No. | 1 |  |   |
| 3 | Yellow Filter | No. | 1 |  |   |
| 4 | Orange Filter | No. | 1 |  |   |
| 5 | Clear UV Filter | No. | 1 |  |   |
| 6 | Circular Polarizing Filter | No. | 1 |  |   |
| 7 | AA Batteries | No. | 9 |  |   |
| 8 | Memory Cards 64 GB , 32 GB each | No. | 2 |  |   |
| 9 | Multi-Pack 6” Photo Scales | No. | 10 |  |   |
| 10 | ABFO Scale L Shape | No. | 2 |  |   |
| 11 | Photo Scale | No. | 1 |  |   |
| 12 | 12” Ruler Scale Tape | No. | 1 |  |   |
| 13 | Blank Labels | No. | 50 |  |   |
| 14 | Ink Pen | No. | 1 |  |   |
| 15 | Black/ Blue Pen Fine Tip | No. | 1 |  |   |
| 16 | 3” x 5” Notebook | No. | 1 |  |   |
| 17 | Equipment Case W/ Foam Insert | No. | 1 |  |   |
| **Pattern Print Lifter Kit** |
| 1 | Casting Material (casting material, distilled water if needed for casting material, casting frames, mixing bowl if needed for casting material, polymer type casting material with various spreader tips.) set for which should be sufficient for 200 crime scenes | Set | 6 |   |   |
| 2 | Gel lifter. | No. | 2 |   |   |
| 3 | Wide format lift tape. | No. | 6 |   |   |
| **Trace Evidence Collection Kit** |
| 1 | Bindle Paper | No. | 100 |   |   |
| 2 | Clear tape/adhesive lift: 2" | No. | 6 |   |   |
| 3 | Forceps/tweezers. Plastic | set | 12 |   |   |
| 4 | Glass vials. Several sizes from 10 ml to 500 ml (each set of sizes) | set | 12 |   |   |
| **Bullet Trajectory Kit** |
| 1 | Calculator. Medium size | No. | 1 |   |   |
| 2 | Canned Smoke Containers | No. | 12 |   |   |
| 3 | Search Mirror Kit: With Telescopic Handle in two sizes, Telescopic Magnet Rod with LED Light, Casing for these Items | Set | 1 |   |   |
| 4 | Protractor. D shape in several sizes | Set | 1 |   |   |
| 5 | Trajectory String Kit: Plastic and cotton thin string with six colors (50 meters each) including plastic casing | Set | 1 |   |   |
| 6 | Trajectory Rods: Several colors 1/4" in dia, 18" or 24" in lengths with jointers, Made from fiberglass or plastic with Trajectory Laser Light which can be fixed on rods | Set | 2 |   |   |
| 7 | Gun shot residue (GSR) AA/ SEM: For Atomic Absorption Analysis (AA) and Scanning Electron Microscope Analysis; a set of Cotton Swabs with tubes sterile 7"and a liquid chemical, S. E. M. 4 Stubs, Instruction Paper, a pair of Nitride Gloves, a pair of Thermal Plastic Gloves, 02 Envelopes and 02 Evidence sealing label | No. | 25 |   |   |
| 8 | Tarpaulin Tent: For out door scenes with all elements for fixing and covering of scene of incident | No. | 1 |   |   |
| 9 | Carrying Case | No. | 1 |   |   |
| **Excavation kit** |
| 1 | Cones/markers. | No. | 30 |   |   |
| 2 | Evidence identifiers | Dozen | 12 |   |   |
| 3 | Paintbrushes: Different sizes,; 1", 2", 3", 4" | set | 2 |   |   |
| 4 | Shovels/trowels. | set | 2 |   |   |
| 5 | Sifting Screens with wooden or plastic Frame 2' x 2' size | No. | 1 |   |   |
| **Stationery & CSI Sketch Kit** |
| 1 | Sketching Clip Board | No.  | 1 |   |   |
| 2 | Geometry Box Medium Size: Includes Full Protector Plastic clear, Half Protector Plastic Clear, Set Square 300/600, Triangle 450/450, Divider, Bow Compass | Set | 1 |   |   |
| 3 | Magnetic Compass | No.  | 1 |   |   |
| 4 | Set of 2 Mechanical Drafting Pencils with Lead Refills | Set | 1 |   |   |
| 5 | Set of 6 Drawing lead Pencils | Set | 1 |   |   |
| 6 | Black Marker Fine Tip Black , Blue and Red | Set | 2 |   |   |
| 7 | Ball Point Black, Blue and Red color | Set | 2 |   |   |
| 8 | Permanent Marker Black, Blue Red round Tip  | Set | 2 |   |   |
| 9 | Eraser AL30 | No.  | 6 |   |   |
| 10 | Sharpener | No.  | 6 |   |   |
| 11 | Small Ruler: Plastic and Steel/ Silver 6" and 12" | Set | 2 |   |   |
| 12 | Sketching Paper in Booklet form | No.  | 1 |   |   |
| 13 | Graph Paper in Booklet form | No.  | 1 |   |   |
| 14 | Writing Pad 50 leaves with Logo | No.  | 20 |   |   |
| 15 | Tagging Note Book Small Yellow color | No.  | 2 |   |   |
| 16 | Templates: Human Figure, Crime scene, Traffic | Set | 1 |   |   |
| 17 | Marker stickers: Arrows, Numbers and letters (Each Ten Sheets) | Set | 1 |   |   |
| 18 | Measuring Tape Retractable: 5 Meter, 15 Meter | Set | 1 |   |   |
| 19 | Knife with blades | Set | 1 |   |   |
| 20 | Rubber Bands  | No.  | 150 |   |   |
| 21 | Pouch or Carrying Case | No.  | 1 |   |   |
| **General Purpose Kit** |
| 1 | Flashlight: Flash light super bright white SMD LED Type with extra batteries. | No. | 2 |   |   |
| 2 | Placards (Set) | No. | 50 |   |   |
| 3 | Spray paint bottles in Three colors, chalk set in several colors etc. Box | Set | 1 |   |   |
| 4 | weighing Scale: Can measure up to 10 Kg with accuracy | No. | 1 |   |   |
| 5 | Cutting instruments (knives, box cutter, scalpel, scissors). | Set | 1 |   |   |
| 6 | Disinfectant disposable Towelette Type | No. | 100 |   |   |
| 7 | Waterless hand wash (hand sanitizer) 500 ml | No. | 2 |   |   |
| 8 | Distilled water disposable 200 ml, 500 ml | set | 20 |   |   |
| 9 | Extension cords electric good quality 100 meter with multiple sockets in roll shape | No. | 1 |   |   |
| 10 | Reflective vest (with writing in the back 'Crime Scene Investigation Team') | No. | 10 |   |   |
| 11 | Air Respirators with filters. | No. | 2 |   |   |
| 12 | Roll of string. Thick Strong Plastic and cotton (200 meters in total) | Meter | 200 |   |   |
| 13 | Rubber bands: Top Quality | No. | 150 |   |   |
| 14 | Tarps: To protect evidence from the weather thick plastic 10' x 10' | No. | 1 |   |   |
| 15 | Thermometer: Digital thermo meter ranges from 50 c0 to 150 c0 | No. | 1 |   |   |
| 16 | Tool Kit: Multi function utility tool, Small Axe, Scraper, Swiss Type, Different sizes of Screw Drivers; Flat Type, Phillips Type, L key Set, File Set Medium Size, Pliers, Nose Pliers, Pocket Knife, Cutter, Spanner Set, Open End Spanner set, Screw Wrench, Hand Saw, Box Cutter with Blades, Small Hammer small, Hammer 1000gm,Wood Chisel, Crowe Bar, Pair of leather Gloves, Pair of Rubber Gloves, Safety Goggles Including Tool Box for small tools and a separate Box for Heavy duty Tools | set | 1 |   |   |
| 17 | Traffic cones: Collapsible Cones 15"/ 18" height | No. | 12 |   |   |
| 18 | Steel rod with weight for cordon tape (Doormat type) | No. | 6 |   |   |
| 19 | large tag panel: Plastic Ties 6" and 12" with large tag to write, Red in color | set | 50 |   |   |
| 20 | Carrying Case in Two or Three different sizes to carry all items above | kit | 3 |   |   |
| 20 | Explosive Kit (Disposable) Tracex, The TraceX® Explosives Kit detects all major HMEs with just one swab. For TraceX Explosives kit, sampling site is protected by cover, and user swabs with handle. For Wipes, user touches sampling site when swabbing.  | kit | 10 |   |   |
| **GRAND TOTAL (APPENDIX-1)** |   |   |

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorised signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of authorised signatory: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

# FORM G: Form of Bid Security

Bid Security must be issued using the official letterhead of the Issuing Bank.

Except for indicated fields, no changes may be made on this template.

To: UNDP Representative Rupee Account

 *[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called “the Bidder”) has submitted a Bid to UNDP dated Click here to enter a date. to execute goods and/or services (hereinafter called “the Bid”):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

1. Fails to sign the Contract after UNDP has awarded it;
2. Withdraws its Bid after the date of the opening of the Bids;
3. Fails to comply with UNDP’s variation of requirement, as per ITB instructions; or
4. Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of [*amount of guarantee*] [*in words and numbers*], such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid*] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

**SIGNATURE AND SEAL OF THE GUARANTOR BANK**

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

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

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

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*[Stamp with official stamp of the Bank]*

1. [↑](#footnote-ref-1)