



## ENVIRONMENTAL PROTECTION AGENCY PUNJAB

# TENDER NOTICE

Sealed Tenders are invited for procurement of following goods/items from tier one firms/companies/authorized distributors/suppliers. The Firms/suppliers must be registered with Sales Tax and Income Tax authorities in the country and have good past experience and sound financial position.

No.	Item	Qty.	Estimated Cost/Unit	Total Cost	Selection Procedure
1	Photocopiers	2	Rs. 0.190 Million	Rs. 0.380 Million	Single Stage Two Envelope
2	Laptop Computers	30	Rs. 0.032 Million	Rs. 0.960 Million	Single Stage Two Envelope
3	Printer	8	Rs. 0.020 Million	Rs. 0.160 Million	Single Stage Two Envelope

### **TERMS & CONDITIONS**

1. The interested bidders shall submit bids as per the Punjab Procurement Rules, 2014. Details of the items along with Tender Documents can be collected from the o/o the Assistant Director (Administration), EPA Punjab during office hours on payment of tender documents fee (Rs. 200/-) on any working day during officer hours (08:00 AM to 4:00 PM) from the date of publication of tender till **05-05-2017 (11:00 AM)**. Open competitive bidding method will be adopted for the procurement of the said items.
2. Tenders in sealed envelope addressed to Director General, EPA Punjab must reach the office of the Assistant Director (Admn), National Hockey Stadium, Ferozepur Road, Lahore by **05-05-2017 till 12:00 PM**.
3. Tenders will be opened on **05-05-2017 at 03:00 PM** in the office of Director (Administration) EPA Punjab, National Hockey Stadium, Ferozepur Road, Lahore / Chairman Tender Opening Committee in the presence of the bidders or their authorized representatives, who wish to participate.
4. Each bidder has to submit separate tender for each category i.e. Laptop computers, Printer and Photocopiers.
5. Bid Security of 2% of the estimated cost of the goods/item must be submitted with the sealed financial proposal in favor of Director General, EPA Punjab, in the form of a Bank Draft/Pay Order.
6. An amount of 5% of the value of item will be required as performance guarantee in favor of Director General EPA, Punjab, in the form of Bank Draft/Pay Order from successful bidder.
7. The quoted items must be latest in the development cycle of the equipment.

**DIRECTOR GENERAL  
ENVIRONMENT PROTECTION AGENCY PUNJAB,  
QADDAFI STADIUM, LAHORE**

**Ph. 042-99232232**

TENDER ADA-2/ 2017  
TENDER NOTICE NO. ADA-2 2017 FOR THE PURCHASE OF IT EQUIPMENT I.E. LAPTOP  
COMPUTERS, PRINTERS, PHOTOCOPIERS BY THE DIRECTOR GENERAL, EPA PUNJAB  
DURING THE FINANCIAL YEAR 2016-17

Date of opening: 05.05.2017

Time: 03:00 PM

TECHNICAL PROPOSAL

BIO-DATA OF THE PARTICIPATING FIRM

Name of the Firm: \_\_\_\_\_

Name of Authorized Person: \_\_\_\_\_

I.D Card No: \_\_\_\_\_

License No. if any: \_\_\_\_\_

Issued by (Authority): \_\_\_\_\_

Income Tax No: \_\_\_\_\_

Sales Tax No. \_\_\_\_\_

Circle of Income Tax Deptt: \_\_\_\_\_

Previous Experience if any: \_\_\_\_\_

Call Deposit No : \_\_\_\_\_

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

Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

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

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

## **INSTRUCTIONS TO BIDDERS**

- a. For each item, a single package containing Technical & Financial Bid sealed in separate envelopes, duly signed, stamped, sealed and in complete conformity with bidding document should reach Assistant Director (Admn), Environmental Protection Agency, Punjab, office on or before 11:00 PM on 5th of May, 2017. Late tenders/bids will be rejected and returned unopened to bidders.
- b. Technical Bids will be opened at 3:00 PM on the same day in the presence of bidder's representatives who choose to attend in the office of the undersigned. The date of opening of financial proposals will be communicated later to the successful bidders having cleared their technical proposal.
- c. Queries of the bidders (if any) for seeking clarifications regarding the required services must be received in writing to the office of Assistant Director (Admn) till 3<sup>rd</sup> of May, 2017. Any query received after said date will not be entertained.. All queries shall be responded to within due time.
- d. In case the bid opening date is declared a public holiday then the bids will be received and opened on the next working day or as notified.
- e. Bidders must ensure that all the required documents indicated in the Bidding Documents are submitted with the bid without fail. Incomplete bids or bids received without, undertakings, valid documentary evidence, supporting documents or un-sealed, un-signed or stamped, late or submitted through email will not be considered.
- f. Bio-data form of the Firm/company should be filled properly and completely.
- g. The firm should be Income tax and GST registered and documentary proof in this regard be submitted along with Technical proposals
- h. Technical proposal must accompany requisite Bid Security @ 2% of the estimated price.
- i. The firm should not have been blacklisted by any Government Departments/ or any other organizations/agencies. Affidavit on the judicial stamp paper to this effect should be submitted as per sample.
- j. Every page of proposal should be signed and stamped properly.
- k. Avoid cutting/erasing otherwise sign the same properly.

DIRECTOR GENERAL  
ENVIRONMENTAL PROTECTION AGENCY, PUNJAB, LAHORE

TERMS AND CONDITIONS

TENDER NOTICE NO. ADA-2/ 2017 FOR THE PURCHASE OF IT EQUIPMENT I.E. LAPTOP COMPUTERS, PRINTERS, PHOTOCOPIERS BY THE DIRECTOR GENERAL, EPA PUNJAB, LAHORE DURING THE FINANCIAL YEAR 2016-17.

Please read the following Terms and Conditions and Instructions carefully: -

1. All Tenders (Technical/Financial Proposals) must be properly filled and sealed.
2. The Tender (Technical/Financial Proposals) should be addressed to Director General, Environmental Protection Agency, Punjab Lahore.
3. The Firms are required to attach 2% bid security of the estimated price in the shape of Call Deposit in the name of Director General, Environmental Protection Agency, Punjab Lahore along with technical bid as inscribed in the Advertisement as per the schedule as under:

No	Name of Item	Quantity	Bid Security (PHR)
A	Laptop Computer	30	19,200.00
B	Printer	8	3,200.00
C	Photocopier	2	7,600.00
		Total	30,000.00

Note: The quantity of items may increase or decrease subject to the availability of budget with the Purchasing agency.

4. The successful Tenderer is required to furnish performance security up to 5% in the form of Deposit at Call in favor of Director General, EPA Punjab, Lahore (by designation only) within the period specified in Advance Acceptance of Tender, failing which purchase shall be made at his risk and expense.
5. Bid Offers will remain valid up till 30.06.2017 or 120 days from the Date of Opening of Tender.
6. Bid Rates will remain valid till 1 year contract period from the date of acceptance of advance acceptance of tender.
7. No Offer shall be considered if it;
  - a) is submitted without bid security,
  - b) is received after the date and time fixed for its receipt,
  - c) is unsigned,
  - d) is ambiguous,
  - e) is conditional,
  - f) is given by a firm black listed, suspended or removed from the approved list of contractors of any Department of Government Punjab, or Federal Govt.,
  - g) Is received by Fax, E-mail.
  - h) is received with a validity period shorter than that required in the Tender Enquiry,
  - i) Does not conform materially and substantially to the specification indicated in the Tender Enquiry.
8. Preparation/ Submission of Bid: The Bid and all documents relating to the Bid, submitted by the Bidder shall be in paper form and in English. The bid shall be filled in/ accompanied by the prescribed Forms, Annexes, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc. (whichever is applicable) which shall completely filled in, stamped and signed by the Bidder or its authorized representative. This is made obligatory to affix authorized signatures with official stamp on all documents, annexure,

copies, certificates, letters, forms and all relevant documents as part of the bids submitted by the bidder.

9. Eligibility Criteria: Eligible bidder is a bidder who:
- a) Registered with Tax Authorities (NTN, GSTN, PSTN) as per relevant laws in Pakistan and provided verifiable documentary proof.
  - b) Has submitted 2% bid security mentioned in above table in form of a Pay Order/CDR/Demand Draft in favor of Director General, EPA Punjab, Lahore.
  - c) Has purchased Bidding Document from the office of Assistant Director (Admn) EPA Punjab, Lahore only, on cash payment of Rs. 200/- (nonrefundable).
  - d) Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan
  - e) Have submitted Certificate (Annex-B) on stamp paper.

Note: Verifiable documentary proof for all above requirements is mandatory, noncompliance shall lead to disqualification. Non-compliance of any term or condition mentioned in the relevant Bid Notice or Bidding document shall also lead to disqualification.

10. Examination of the Bidding Document: The Bidder is expected to examine the Bidding Document, including all instructions and terms and conditions.
11. Clarification of the Bidding Document: The Bidder may require further information or clarification of the Bidding Document, till pre-bid meeting in writing.
12. Amendment of the Bidding Document
- a) The Purchaser may, at any time prior to the deadline for submission of the Bid, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Bidding Document, on any account, for any reason.
  - b) All amendment(s) shall be part of the Bidding Document and binding on the Bidder(s).
  - c) The Purchaser shall notify the amendment(s) to the prospective Bidders.
  - d) The Purchaser may, at its exclusive discretion, amend the Bidding Document to extend the deadline for the submission of the Bid as per Rule 29 of Punjab Procurement Rules, 2014 (Amended till date).
13. Bid Evaluation: The Bids will be evaluated as per evaluation criteria (Annex-A) and as per specifications laid down for each item proposed for purchase. The bids which will not conform to prescribed specifications and terms and conditions of tender, will not be accepted.
14. Financial proposals of the firms clearing technical evaluation of the committee will be opened only. Financial proposals of the firms whose technical proposals are rejected by the committee will be returned un-opened.
15. Award Criteria: The bid after clearing technical evaluation, with the lowest cost conforming to the specifications and other conditions prescribed in the documents will be considered for placement of supply order.
16. The quantity of items may increase or decrease subject to the availability of budget with the Purchasing agency and circumstances.
17. The bids should accompany literature/broucher, warranty details, of items bidded.
18. Successful Tenderer will have to complete the work within the stipulated period fixed by the Competent Authority.
19. In case of any dispute the decision of The Director General, EPA Punjab, Lahore will be final and Tenderer shall not have any right to go in any Court of Law.
20. No supplementary or revised offer after the opening of Tender shall be entertained.
21. (a) If the acceptance of Tender issued during the validity period of the offer is not accepted by the Tenderer, his bid security shall be forfeited and store purchased at his risk and expense.
- (b) In case of the offer is withdrawn, amended or revised by the Tenderer during the validity period of the offer, the bid security is liable to be forfeited.

- (c) In case, the Contractor fails to execute the contract strictly in accordance with Terms and Conditions laid down in the contract the Performance security deposited by him shall be forfeited and the work completed at his risk and expense.
22. The Purchasing Agency reserves the right to claim compensation for the loss caused by the delay in completion of work.
23. The Call Deposit of the Tenderer will be reserved after finalization of the Tender of the particular item.
24. In case of the holidays declared by the Govt. the Tender will be opened on next working day at same time and place.
25. Bid Price :The quoted price shall be:
- a) Best/ final/ fixed and valid until completion of all obligations under the Contract i.e. not subject to variation/ escalation
- b) In Pak Rupees
- c) Inclusive of all taxes, duties, levies, insurance, freight, labor, transportation till delivery point, incidental services, etc. (whichever is applicable.
- d) The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids;
- e) Technical proposal should not contain any mention of prices. Price Schedule shall only be submitted with the sealed financial Proposal
- f) If the bidder quotes price of items/ services without inclusion of taxes, it would be considered that the bid is inclusive of all taxes (GST, PST, etc)
- g) It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the contract awarded under this Bid Process will be entertained by the Purchaser.
26. Modification/ Withdrawal of the Bid
- a) The Bidder may, by written notice served on the Purchaser, modify or withdraw the Bid after submission of the Bid, prior to the deadline for submission of the Bid.
- b) The Bid, withdrawn after the deadline for submission of the Bid and prior to the expiration of the period of the Bid validity, shall result in forfeiture of the Bid Security.
27. Clarification of the Bid: The Purchaser shall have the right, at its exclusive discretion, to require, further information or clarification of the Bid, from any or all the Bidder(s). The procuring agency may, if necessary after the opening of the bids, seek and accept such clarifications of the bid as do not change the substance of the bid as per Rule 33 (2) of Punjab Procurement Rules (Amended till date). No change in the price or substance of the Bid shall be sought, offered or permitted except as required to include the corrections of arithmetical errors discovered in the Bid. Acceptance of any such correction is sole discretion of the purchaser.
28. The Contractor will be responsible for the free replacement of items if the same is found to be substandard by the purchaser and/or at variance with the specifications given in the tender/supply order.
29. Items should be brand new and in original manufacturers packing.
30. Minimum 12 months free service, free supply of spare parts/replacement of defected parts and free labor must be guaranteed by the bidder.
31. Offered rates will be on F.O.R basis to the Director General, EPA Punjab, Lahore.
32. Income Tax, General Sales Tax, or any other Tax imposed by Govt. will be implemented according to Govt. Rules.
33. Inspection of the supplies and verification of specification including quality, quantity will be conducted by the Technical Committee of this office.
34. Documentary proof of imported (if any) by firm shall be attached.

- 35. Any erasing/cutting/crossing etc. appearing in the offer must be properly signed by the person signing the Tender. Moreover, all pages to the Tender must also be properly signed.
- 36. Delivery Time/Completion period  
The completion period is essence of the contract if the contractor fails to adhere to the delivery schedule & intends to seek expansion thereof, it will be the sole discretion of the purchaser either to grant or refuse extension in delivery period.  
We guarantee to complete the Supply exactly in accordance with the requirements specified in the invitation to Tender No. ADA - 2/2017

Tenderer's Signature: -----

Name: -----

Address: -----  
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Certificate

Annex-B

(Must be provided on stamp paper)

1. I/We M/S \_\_\_\_\_ hereby confirm to have read carefully the description of stores and all the terms and conditions of your tender enquiry # ADA-2/2017 due for opening on 05.05.2017 for the Purchase of IT equipment (Laptop Computer, Printer, Photocopier) of office of the Director General, EPA Punjab, Lahore. We agree to abide by all instructions and conditions as laid down in tender documents.
2. We understand that you are not bound to accept a lowest or any bid you may receive, not to justify for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
3. We understand that Purchasing agency is not bound to issue supply order of all items or any item keeping in view the budget available with it.
4. We undertake, if our proposal is accepted, to provide the Goods mentioned in the Contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office
5. It is declared that we are not suspended; black listed/defaulters of any Government/ Autonomous Institution at any time.
6. In case of violation of any term and conditions our security/call deposit may be forfeited which we shall not challenge in any Court of Law.
7. We also hereby categorically confirm that the stores offered by us are exactly of the same particulars and specifications as laid down in your tender enquiry in all respects.
8. Certified that the prices quoted vide this Tender Enquiry are not more than the prices charged from any other Purchasing Agency in the country or Prevailing Market Rates and in case of any discrepancy, the Tenderer hereby undertakes to refund the price charged in excess.
9. The stores offered by us are of
  - a) Foreign origin. \_\_\_\_\_
  - b) Local origin. \_\_\_\_\_
10. We accept that if the required bid security is not furnished or our offer is found lacking in any of the requirements of your tender enquiry, tender shall be rejected.
11. We hereby confirm to adhere to the delivery period required in the Tender Enquiry which would be the essence of the contract and which will be strictly adhered to by us.
12. Certified that tenderer will be liable to supply items as per the specifications of the purchasing agency, if the same is found to be substandard and / or at variance with the specification given in the Tender Enquiry. In case of SIMILAR specifications offered is at variance with the specification given in the Tender Enquiry, the tenderers must clearly identify variations in their offer. Store offered, of specifications superior to the one specified in the Tender Enquiry shall, however, be acceptable.
13. Liquidated Damage: The delivery period is essence of the contract if the contractor fails to adhere to the delivery schedule & intends to seek extension thereof, it will be the sole discretion of the purchaser either to grant or refuse extension in delivery period.

Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_  
Firm: \_\_\_\_\_ (Authorized official Stamp) \_\_\_\_\_  
Address: \_\_\_\_\_



TENDER ADA-2/2017

TENDER NOTICE FOR THE PURCHASE OF IT EQUIPMENT I.E. LAPTOP COMPUTERS,  
PRINTERS, PHOTOCOPIERS BY THE DIRECTOR GENERAL, EPA PUNJAB, LAHORE  
DURING THE YEAR 2016-17.

FINANCIAL PROPOSAL

BIO-DATA OF THE PARTICIPATING FIRM

Name of the Firm: \_\_\_\_\_

Name of Authorized Person: \_\_\_\_\_

I.D Card No: \_\_\_\_\_

License No. if any: \_\_\_\_\_

Issued by (Authority): \_\_\_\_\_

Income Tax No: \_\_\_\_\_

Sales Tax No. \_\_\_\_\_

Circle of Income Tax Deptt: \_\_\_\_\_

Previous Experience if any: \_\_\_\_\_

Call Deposit No.: \_\_\_\_\_

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

\_\_\_\_\_

Phone No: \_\_\_\_\_

Fax No: \_\_\_\_\_

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

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

**TECHNICAL SPECIFICATIONS FOR THE SUPPLY OF LAPTOP COMPUTERS, PRINTERS & PHOTOCOPIERS TO THE DIRECTOR GENERAL, EPA PUNJAB, LAHORE DURING THE FINANCIAL YEAR 2016-17**

Tender No. ADA-2/2017  
Date of Opening: 05.05.2017 Time: 03:00 PM

<b>No.</b>	<b>Item</b>	<b>Required Specifications</b>	<b>Specifications Offered</b>
B	Photocopier	KYOCERA ECOSYS FS-6530 MFP OR Equivalent	
I	CPU	PowerPC464 800MHz	
ii	Copy Speed A4	30 cpm	
iii	First Print Time	8.0 seconds or less	
iv	Warm up time	Recovery from sleep 20 seconds or less	
V	Resolution	Fast 1200/600 dpi	
vi	Control Panel	4.3" Color Touch Panel	
vii	Main Memory	1.0GB Standard (Max. 1.5GB)	
viii	Interfaces	USB 2.0 High Speed x1; 1000BASE-T/100BASE-TX/10-BASE-T; USB Host	
Ix	Paper Capacity , Standard	2 x 500 sheets + 100 sheets (MP Tray) with console	
X	Copy and Paper Size	A3 to A5R ; MPT: A3 to A6R	
xi	RADF and Duplex	Yes	
xii	Drum Life	300,000	
xiii	Supported Protocol	TCP/IP (IPv4/IPv6); NetBEUI; LPD; RAW; SMTP; POP3; FTP; SMB; LDAP; SNMP (v1/v3); HTTP(S); IPP; IPP over SSL; WSD (Print/Scan)	
xiv	Continues Copy	1-999	
xv	Supported OS (Driver & Software)	Windows 10, Windows Server 2003, Windows Server 2008, Windows Vista, Windows 7, Windows XP, Windows 10;	
		KPrint: Windows Server2003, Windows XP	
		Quick Setup: Windows Server 2003, Windows Server 2008, Windows Vista, Windows XP	
		PPD Driver: Apple Macintosh OS x Version 10.2 or higher	
	Copy Functions		
xvi	Resolution	600 x 600 dpi	
xvii	Continuous Copy Speed (A4/Letter)	30 cpm	
xviii	First Copy Speed	7.8 seconds or less	
	Scan Functions		
xix	Scan Mode	Color	
xx	Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi,	

		200 x 100 dpi, 200 x 400 dpi	
xxi	File Format	PDF/JPEG/TIFF/XPS	
xxii	Continuous Scan Speed , Mono	40 ipm (300/200 dpi), 20 ipm (600/400 dpi)	
xxiii	Continuous Scan Speed , Color	20 ipm (300/200 dpi), 10 ipm (600/400 dpi)	
xxiv	Transmission Type	Scan to Email; Scan to FTP; Scan to SMB; WSD Scan; USB Memory	

Tender No. ADA-2/2017  
Date of Opening: 05.05.2017 Time: 03:00 PM

No	Item	Required Specification	Specifications Offered
A	Laptop Computer	Acer Aspire or equivalent	
i.	Processor	Intel Celeron Dual Core Processor (2 MB Cache)	
ii.	Hard Disk	500 GB – Hard Disk Drive	
iii.	RAM	04 GB – DD21 1600 MHZ	
iv.	CD/DVD	Super Multi Drive	
v.	Display	15.6” Wide – LED Intel HD Graphics	
vi.	Other	LAN(10/100/100), WIFI (abg/n), Blue tooth, HDMI Interface, USB 3.0 Interface	
vii.	O/S	DOS (Windows 10 compatible)	

Tender No. ADA-2/2017  
Date of Opening: 05.05.2017 Time: 03:00 PM

No.	Item	Required Specifications	Specifications Offered
B	Printers	HP LaserJet Pro 102 or Equivalent	
i	Resolution	1200 dpi	
ii	Duty Cycle	3,000 Pages per Month	
iii	Print Technology	Laser	
iv	Display	NO	
v	Paper Trays	1 Paper Tray Standard	
vi	Memory	8 MB	
vii	Paper Holding	Tray 1: 150 Pages	
viii	Media Size	Tray 1: 3 x 5 to 8.5 x 14 in,	
ix	Ports	1 Hi-Speed USB 2.0;	
x	Print Speed	18 Pages per Minute	

Note: Items with Higher specifications but at same prices/rate to that of lower one, will be preferred during technical evaluation.

Name of Firm/Authorized Person: \_\_\_\_\_

Signature & Stamp of Authorized Person/Firm: \_\_\_\_\_

Contact No: \_\_\_\_\_

FINANCIAL PROPOSAL FOR THE SUPPLY OF LAPTOP COMPUTERS, PRINTERS &  
PHOTOCOPIERS TO THE DIRECTOR GENERAL, EPA PUNJAB, LAHORE DURING THE  
FINAICIAL YEAR 2016-17

No.	Item	Required Specification	Specification Offered/Item Name	Rate offered/unit inclusive of all taxes (Figure)
A	Photocopiers	KYOCERA ECOSYS FS-6530 MFP OR Equivalent		
B	Laptop Computers	Acer Aspire or equivalent		
C	Printers	HP LaserJet Pro 102 or Equivalent		

Financial Terms & Conditions:

- i. The rates should be quoted in figures and duly signed and stamped by the authorized person.
- ii. Rates mentioned above are inclusive of all taxes, F.O.R. destination. No charges of whatsoever nature would be paid additional to the cost mentioned above.

Name of Firm/Authorized Person: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

TECHNICAL EVALUATION CRITERIA  
Annex-A

No	Document	Requirement
1	GST registration Certificate	Mandatory
2	NTN Registration Certificate	Mandatory
3	Professional Tax certificate for the current year	Mandatory
4	Bid security 2%	Mandatory
5	Submission of Signed and stamped bidding documents of the Purchaser	Mandatory
6	Certificate/Undertaking for compliance of terms &	Mandatory conditions of the bidding documents
7	Undertaking on legal stamp paper for non-Mandatory blacklisting	

Note: Submission of above documents is mandatory. Failure to provide these documents will lead to disqualification.