

TENDER NOTICE

Sealed Tenders are invited for supply of following IT equipment from GST & Income Tax registered firms/Authorized Dealers/Manufacturers/Suppliers on the basis of free delivery at EPA Headquarters, Lahore:

Sr. No.	Item	Qty	Estimated Cost/Unit	Total Cost	Bid Security 2%
1	Laptop Computers	15	120,000	1,800,000	36,000
2	Printers	7	100,000	700,000	14,000
3	Scanner	1	85,000	85,000	1,700
4	Multimedia Projector	1	150,000	150,000	3,000
Total				2,735,000	54,700

TERMS & CONDITIONS:

- i. Interested bidders may get the tender documents containing detailed specifications, terms & conditions from the office of the Assistant Director (Admin) during office hours (10:00 AM to 4:00 PM) from the date of publication of tender till 11:00 AM on 10.05.2022, on submission of written application on letterhead along with payment of non-refundable Tender fee of **Rs. 200/-**
- ii. Tenders in sealed envelope addressed to Director General, EPA Punjab must reach the office of the Assistant Director (Admin), National Hockey Stadium, Ferozepur Road, Lahore by 10.05.2022 till 2:00 PM.
- iii. Tenders will be opened on 10.05.2022 at 03:00 PM in the office of Assistant Director (Admin) EPA Punjab, National Hockey Stadium, Ferozepur Road, Lahore in the presence of the bidders or their authorized representatives, who wish to participate.
- iv. Each bidder has to submit separate tender for each category.
- v. Single Stage Two Envelop method will be adopted for the procurement of the said items.
- vi. Tenderer shall provide valid CNIC copy with the bid.
- vii. Bid Security of 2% of the estimated cost of the goods must be submitted in favor of Director General, EPA Punjab, in the form of a Bank Draft/Pay Order.
- viii. The rates should be quoted inclusive of all applicable taxes levied by the Government.
- ix. All bids submitted after the given time shall not be accepted and returned unopened.
- x. EPA reserves the rights to withdraw this procurement process or change the quantity of items keeping in view the availability of funds.

**DIRECTOR GENERAL
ENVIRONMENTAL PROTECTION AGENCY PUNJAB,
QADDAFI STADIUM, LAHORE
04299231849**

PURCHASE OF IT EQUIPMENT



Environmental Protection Agency

Address: Gate No. 8, National Hockey Stadium, Qaddafi Stadium,
Ferozpur Road, Lahore

Ph. No. +92-42-99231849, No. +92-42-99232231

Website: www.epd.punjab.gov.pk

Table of Contents

#	Description	Page No.
1.	Invitation to bid	3
2.	Instruction to bidders	4
3.	Tender Scope/ Details of IT Equipment	8
4.	Tender Eligibility/Qualification Criteria	9
5.	Preparation/Submission of Tender	9
6.	Proposal format	9
7.	Tender validity	10
8.	Clarification of the Tender	10
9.	Determination of responsiveness of the Bid	10
10.	Rejection/acceptance of the Bid	10
11.	Award criteria	11
12.	Performance security	11
13.	Evaluation Criteria	11
14.	Certificate (Annex-A)	12

INVITATION TO BID

To,

You are hereby invited to submit your bid/ tender for Purchase of Machinery & Equipment as detailed in the **Tender Scope**. The contract resulting from this Invitation to tender shall be governed by the **Punjab Procurement Rules 2014**. The tenderer quoting against this invitation to tender shall be deemed to have read and understood the conditions thereof and particulars of the store/service required and their specifications, etc.

2. The tenderer shall quote the rates keeping in view all the specifications and shall sign the documents to the effect that the stores/services shall be supplied exactly in accordance with the requirement specified in tender documents, in case there is any deviation, it should be clearly stated by tenderer otherwise it will be presumed that offer is strictly in accordance with the requirement of the Tender.

3. In case of offers for supply of stores both imported and indigenous from within the country, the price quoted shall be inclusive of all taxes, duties and charges for packing, marking, handling, transportation etc, where Sales Tax is applicable it should be indicated separately.

4. Failure to submit the tender in the manner prescribed in the tender document will render it liable to be ignored.

Assistant Director (Admin)
On the behalf of
Procuring Agency (EPA Punjab)

2. INSTRUCTIONS TO BIDDERS

2.1 All bids must be accompanied by Bid Security of 2% of the estimated price of the item in favor of “**Director General, Environmental Protection Agency, Punjab**”. The complete bids must be delivered into the Tender Box, placed in front of the O/o Assistant Director (Admin) Environmental Protection Agency, Lahore, not later than **02:00 PM** on last date of submission of bids i.e. **10.05.2022**. The bids will be publicly opened in the O/o Assistant Director (Admin), Environment Protection Agency, Punjab Gate No. 8, National Hockey Stadium, Qaddafi Stadium, Ferozpur Road, Lahore, at **03:00 PM on 10.05.2022**.

2.2 **The selection procedure will be “single stage two envelopes”.**

2.3 Queries of the Bidders (if any) for seeking clarifications regarding the required services must be received in writing to the Purchaser till **29.04.2022**. Any query received after said date will not be entertained. All queries shall be responded to within due time. EPA may host a Q&A session, if required, at Head Quarter premises (Gate No. 8, National Hockey Stadium, Qaddafi Stadium, Ferozpur Road, Lahore). All Bidders shall be informed of the date and time in advance.

2.4 The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. The attention of bidders is drawn to the provisions of this tender document Clause regarding “**Determination of Responsiveness of Bid**” and “**Rejection / Acceptance of the Tender**” for making their bids substantially responsive to the requirements of the Bidding Document.

2.5 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. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

2.6 The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the contract and price/cost quoted in the Bid to cover all obligations under this Bid Process.

2.7 It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in

quantity by the Bidder on the demand and approval of the Purchaser will be permitted throughout the period of completion of the contract.

2.8 The Bidder should be fully and completely responsible for all the deliveries and deliverables to the Purchaser. Bid will be rejected if:

- a) It is received after the time and date fixed for its receipt;
- b) The tender documents are unsigned;
- c) The offer is ambiguous;
- d) The offer is conditional;
- e) The offer is from a firm black-listed or suspended with Punjab Government.
- f) The offer is received by telegram;
- g) Offer received with shorter validity than required in tender enquiry; and
- h) The offer is for store not conforming to specification indicated in the tender enquiry

2.9 The Purchaser will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

2.10 Failure to supply required items/services within the specified time period will invoke **penalty as** decided by the competent authority.

2.11 The tenderer may contact the following for any information/clarification

Contact Person

Assistant Director (Admin)

Address: Environmental Protection Agency, National Hockey Stadium, Qaddafi Stadium Complex, Ferozpur Road, Lahore

Tel. No. +92-42-99231849, 0306-3795091

2.12 SPECIAL INSTRUCTIONS

- a. The procurements of goods/services shall be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab.
- b. The tenderer will supply the goods/services within stipulated period mentioned in the contract. However, the tenderers are required to indicate their own guarantees earliest date by which the store will be supplied by them.
- c. Tenders should be addressed to Director General, Environmental Protection Agency, Govt. of the Punjab.
- d. Tenderers should quote their final rates both in words as well as in figures clearly indicating rates with and without General Sales Tax.

- e. The successful tenderer shall be required to furnish performance security deposit @ 5% in the shape of deposit at Call in favor of “Director General, Environmental Protection Agency, Punjab” within the period specified in Advance Acceptance. The Performance Security will remain with the Procuring Agency for the duration of warranty period from the date of installation and commissioning of the equipment/instrument.
- f. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.
- g. Tenderers should supply the store at the office of Environmental Protection Agency, Punjab, Gate No. 8, National Hockey Stadium, Qaddafi Stadium, Ferozepur Road, Lahore for inspection by the Technical Committee with the prior indication in writing to conduct the inspection of store; whereas the store will be supplied at the consignee’s end. The installation of stores/machinery & equipment will be carried out at the Indenters end.
- h. Tenderers should specifically indicate their General Sales Tax, N.T.N, with Income-Tax Department and Professional Tax registered with the Central Excise Department (in case of local supplier/manufacturer).
- i. 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. Offers with any over-writing shall in no circumstances be accepted.
- j. The quotation should be submitted on the basis of accounting unit specified in the invitation to Tender.
- k. The tenderers will be responsible for the free replacement of stores, if the same is found to be substandard and or at variance with the specification given in the tender enquiry at any stage. In case a similar store offered is at variance with the specification given in the tender enquiry, the tenderers must clearly identify variation in their offers. Store offered of a specification superior to the one specified in the tender enquiry shall however be acceptable.
- l. Where offers have been invited for specified brands, offers for other brands shall not be acceptable.
- m. Stores should be brand new and in original manufacturers packing.
- n. Unloading, stacking and installation charges (if any) at consignee’s end will be borne by the supplier.
- o. Each page of the tender documents will be signed by the tenderer.

- p. The tenderers shall submit the certificate (**format is available at Annex-A**) along with its tender/bid.
- q. In case of store of imported origin;
 - i) A certificate should be given by the tenderers that stores are brand new and in the original packing of the manufacturer.
 - ii) A certificate should be given by the tenderers that they will be responsible for free replacement of store, if not found suitable for demand.
 - iii) Import documents shall be produced at the time of inspection to ensure that stores offered for inspection are imported, brand new and in the original packing of the manufacturer.
 - iv) The tenderer should undertake that the security may be forfeited if they fail to furnish the import documents at the time of inspection or to the purchase of store at their risk and expense.
 - v) 100% payment will be allowed on receipt of inspected and accepted store by the Technical Committee (if installation is not required) which shall issue inspection certificate for payment to the authorized representative of the firm.
- r. Testing charges of sample / samples against the tender / advance bulk supplies will be borne by the tenderer / contractor irrespective of the result of the sample / samples.

3. TENDER SCOPE/ DETAILS OF IT EQUIPMENTS

LAPTOP (15 NOs)		Est. unit Price in Rs. including GST
Required Specifications		1,20,000
Processor	Intel Core i5 9th Generation or higher	
Chipset	Integrated	
Graphics	Integrated	
System Memory (RAM)	8 GB DDR4	
Storage Drive	256 GB SSD or higher	
Display	14" or 15.6" FHD (1920 x 1080)	
Wifi and Bluetooth	Dual Band Wireless AC with integrated Bluetooth	
Audio	Built-in Speakers	
I/O Ports	Audio/Microphone Jack, 2 * USB 3.0 or more, 1*Standard HDMI	
Camera	Built-in FHD or HD Camera	
LAN	Gigabit Ethernet LAN or Higher	
Operating System	Windows 10 Home or higher	
Battery	Minimum 3 hours battery life	
Preferred Brands	Dell, HP or equivalent	
PRINTERS (7 NOs)		
Required Specifications		1,00,000
Printing technology	Laser	
Print Type	Black & White	
Print Speed	Minimum 40 pages per minute or higher	
Print resolution	Minimum 1200 * 1200 DPI	
Memory	256 MB or higher	
Duty cycle	30000 prints per month or higher	
Duplex	Yes	
Wireless	Yes	
Network	Yes	
Paper Size	A4, Legal	
Paper Input Capacity	1 Tray or more	
Connectivity	Gigabit LAN, USB	
Preferred Brands	HP, Canon or equivalent	
SCANNER (1 NO)		
Required Specifications		85,000
Scanner Type	Flat Belt	
Scan Speed	Up to 50 ppm or higher	
Resolution	Up to 600 DPI	
Paper Size	216 * 297 mm (A4)	
Connectivity	USB 2.0	
MULTIMEDIA PROJECTOR (1 NO)		
Required Specifications		1,50,000
Model	Sony VPL EW 295 or Equivalent	
Brightness	3,800 ANSI Lumens	
Color Light Output	3,800 Lumens	
Contrast(Full On/Off)	3,700:1	
Data Modes	MAX 1600x1200	
Resolution	1280x800	
Aspect Ratio	16:10 (WXGA)	
Lamp Life (Full Power)	4,000 hours	
Lamp Life (eco-mode)	10,000 hours	

4. TENDER ELIGIBILITY / QUALIFICATION CRITERIA

Eligible Bidder / Tenderer is a Bidder / Tenderer who:

- a) has a registered/incorporated company/firm in Pakistan having an established office in Lahore.
- b) Must be registered with Tax Authorities as per prevailing latest tax rules (Only firms/companies which are validly registered with sales tax and income tax departments and having sound financial strengths can Participate);
- c) has the required relevant qualified personnel and enough strength to fulfill the requirement of assignment;
- 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 (Submission of undertaking on legal stamp paper is mandatory);
- e) Conforms to the clause of "Responsiveness of Bid" given herein this tender document;
- f) Goods and Services can only be supplied / sourced / routed from origin" in "eligible" member countries.
 - i. "Eligible" is defined as any country or region that is allowed to do business in Pakistan by the law of Government of Pakistan.
 - ii. "Origin" shall be considered to be the place where the stores are provided.

NOTE: Verifiable proof for all the above shall be mandatory. Non-submission may cause disqualification of the bidder for any further process.

5. PREPARATION / SUBMISSION OF TENDER

- a. The Tender and all documents relating to the Tender, exchanged between the Tenderer and the Purchaser, shall be in English. Any printed literature furnished by the Tenderer in another language shall be accompanied by an English translation which shall govern for purposes of interpretation of the Tender.
- b. The Tender shall be filed in / accompanied by the prescribed Annexure which shall be completely filled in, stamped and signed by the Tenderer or his Authorized Representative.

6. PROPOSAL FORMAT

Proposal Format shall comprise the following:

- a. Covering letter duly signed and stamped by authorized representative.
- b. Duly Filled, signed and stamped tender documents including all annexure
- c. Undertaking regarding blacklisting & integrity pact
- d. Certificate of Company/Firm Registration/Incorporation under the laws of Pakistan
- e. First tier certificate/authorized distribution letter where applicable
- f. Technical Brochures / Literature
- g. Valid Registration Certificate for Income Tax & Sales Tax
- h. Bid Security as mentioned in the tender document

7. TENDER VALIDITY

The Tender shall have a minimum validity period of **90 days** from the last date for submission of the Tender. The Purchaser may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended. The Tenderer may refuse extension of validity period of the Tender, without forfeiting the Bid security.

8. CLARIFICATION OF THE TENDER

The Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s). No change in the price or substance of the Tender shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the Tender. Acceptance of any such correction is sole discretion of the purchaser

9. DETERMINATION OF RESPONSIVENESS OF THE BID (TENDER)

The Purchaser shall determine the substantial responsiveness of the Tender to the Tender Document, prior to the Tender evaluation, on the basis of the contents of the Tender itself without recourse to extrinsic evidence. A substantially responsive Tender is one which:

- a. meets the eligibility criteria given herein this tender document/ the Services;
- b. meets the Technical Specifications for the Services against each Serial No.;
- c. meets the delivery period / point against each Serial No.;
- d. in compliance with the rate and limit of liquidated damages;
- e. offers fixed price quotations against each Serial No.;
- f. is accompanied by the required Bid Security as part of bid envelope total of each Serial No.;

10. REJECTION / ACCEPTANCE OF THE BID

- a. The Purchaser shall have the right, at his exclusive discretion, to increase / decrease the quantity of any or all item(s) without any change in unit prices or other terms and conditions, at the time of order placement. The Purchaser may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Purchaser shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The Purchaser shall incur no liability, solely, by virtue of its invoking sub-rule (1) of Rule-35 of Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any.
- b. The Tender shall be rejected if it is:
 - i. submitted in other than prescribed Annexure attached to this tender document
 - ii. incomplete, conditional, alternative, late; or
 - iii. relevant bid security is not submitted
 - iv. the Tenderer tries to influence the Tender evaluation / Contract award; or

- v. the Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
- vi. the Tenderer fails to meet all the requirements of Tender Eligibility / Qualification Criteria;
- vii. the Tenderer fails to meet the evaluation criteria requirements;
- viii. the tenderer has been blacklisted by any public or private sector organization;
- ix. the tenderer has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
- x. the tenderer has mentioned any financial implication(s) in the proposal that is in contradiction to this document and Government rules and regulations.
- xi. there is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the submitted bid.
- xii. the Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
- xiii. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

11. AWARD CRITERIA

The eligible bidder(s)/tenderer(s) fulfilling the qualification and technical evaluation criteria will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted as per rules and fulfilling all codal formalities.

12. PERFORMANCE SECURITY

- a. The successful Tenderer/Contractor shall furnish Performance Security (5% in the form of CDR/Pay order) within **three (03) days** of the receipt of intimation letters issued in subsequence to the issuance of Letter of Acceptance by the Purchaser. **The performance security have a minimum validity period of 6 MONTHS.**
- b. The Performance Security shall be payable to the Purchaser, on occurrence of any / all of the following conditions:
 - i. If the Contractor commits a default under the Contract;
 - ii. If the Contractor fails to fulfill the obligations under the Contract;
 - iii. If the Contractor violates any of the terms and conditions of the Contract.

13. EVALUATION CRITERIA

- The Purchase of **IT Equipment** meeting specifications shall be considered. Contract shall be awarded to the lowest cost bid among the technically qualified bids.

Certificate

(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 due for opening on **10.05.2022** for the Purchase of **IT Equipment** for 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 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 requirement of your tender document, tender shall be rejected.
11. We hereby confirm to adhere to the delivery period required in the Tender document 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 document, the tenderers must clearly identify variations in their offer. Store offered, of specifications superior to the one specified in the Tender document 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 expansion 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 and Contact No: _____