

**Punjab Public Private Partnership Authority
P&D Board, Government of Punjab**

**Tender Notice (Tender # PPP/2020-21/01)
PROCUREMENT OF PHOTOCOPIER(S)**

Punjab Public Private Partnership Authority, P&D Board intends to procure new photocopiers from a reputable firm/company. In this regard, sealed bids (under Punjab Procurement Rules 2014) are invited from firms/companies, registered with Sales Tax, Income Tax Departments and having valid registration with Punjab Revenue Authority (PRA). Furthermore, the firm/company shall not be blacklisted by any Government Department.

The procurement shall be completed in accordance with the Punjab Procurement Rules 2014, on Single stage – Single Envelope Bidding procedure.

1. Bid Security from bidders shall be required as mentioned below in the table:

Sr. No.	Description of Goods	Estimated Cost of Procurement	Bid Security (5%)
1.	Procurement of Two Photocopiers	Rs. 1,300,000/-	Rs. 65,000/-

Bidding documents containing detailed requirements and terms & conditions are available on PPRA website and can also be obtained from the Office of Punjab Public Private Partnership Authority. Bids as per prescribed format should reach office of the undersigned latest by **12:00 noon on 19-05-2021**. Bids will be opened on the same day at **12:30 P.M.** in the presence of bidders or their authorized representatives who may wish to attend.

Convener Procurement Committee
Punjab Public Private Partnership Authority,
PAASCO Building 11-Kashmir Road
Lahore.
Phone No: 042-99206005 Ext: 106



**Punjab Public Private Partnership Authority
P&D Board, Government of Punjab**



**TENDER DOCUMENT
For
PROCUREMENT OF PHOTOCOPIER(S)
(Technical Proposal)**

Tender # PPP/2020-21/01

Date of Submission / opening of technical proposals:

Receipt of Tenders:

19-05-2021 till 12:00 noon

Opening of Tenders:

19-05-2021 at 12:30 P.M at

PPPPA, PASSCO Building, 11-Kashmir Road, Lahore



Sign & Stamp of bidder

**PUNJAB PUBLIC PRIVATE PARTNERSHIP AUTHORITY, PLANNING & DEVELOPMENT BOARD,
GOVERNMENT OF PUNJAB
PASSCO BUILDING, 11 KASHMIR ROAD, LAHORE
Phone # 042-99206005 EXT 106**

Table of Contents

Sr. No	Description	Page Number
1.	General (Terms & Conditions)	-4-
2.	Time Period	-5-
3.	Payment to the Firms/Companies	-5-
4.	Bid Security	-5-
5.	Bid /Tender Opening Procedure	-6-
6.	Performance Security	-7-
7.	Annex-A (Technical Evaluation Criteria)	-8-
8.	Annex-B (Technical Requirements)	-9-
9.	Annex-C (Financial Bid Performa)	-12-



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Important Note:

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents 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 Bidder for scrutiny.

Applicability of Punjab Procurement Rules, 2014

This Bidding 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 project.

Convener Procurement Committee

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PAASCO Building 11-Kashmir Road,
Lahore.
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TERMS & CONDITIONS

Public Private Partnership Authority (*hereinafter referred to as "PPPPA*), Planning and Development Board, Government of the Punjab, intends to procure two new photocopier(s) with latest specifications and technology for which it invites sealed bids from eligible and experienced firms/companies (*hereinafter referred to as "Bidder"*) for its office based in Lahore.

1. General:

- 1.1 Any offer not received as per terms & conditions of the tender documents will not be considered. No offer shall be considered if:
 - a) received without bid security.
 - b) received after the prescribed submission date and time.
 - c) not signed & stamped by authorized person on each page of tender document.
 - d) the offer is ambiguous
 - e) the offer is received by fax or e-mail
 - f) the offer is from a black listed firm
 - g) bid has a shorter validity than required
 - h) the bid is not conforming to the requirements in the tender documents
 - i) the bid has additional terms & conditions added by the bidder
 - j) any conditional offer
 - k) any un-authorized dealer/dealerships/firms/companies
 - l) bid is quoted other than the financial proposal format attached at Annex-C.
- 1.2 Only authorized firms/companies as mentioned in Annex-A are eligible to participate in the tender and also who fulfill all terms and conditions of this tender document.
- 1.3 Bids should remain valid for a period of 60 days from the date of the opening of tender and should be quoted in Pak Rupees only.
- 1.4 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.5 Work order(s) will be issued to technically and financially responsive, lowest evaluated bidder as per details in Annex-A, Annex-B and Annex-C and who fulfill all terms and conditions of this tender document (Least Cost Method).
- 1.6 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.7 Offered rates will be inclusive of all applicable taxes.
- 1.8 Work order will be issued by PPPPA after the approval of Competent Authority.
- 1.9 PPPPA reserves the right not to award or cancel the tender without assigning any reason.
- 1.10 The bidder shall abide by all relevant laws and fulfill all codal formalities.
- 1.11 Any type and kind of litigation shall be the sole responsibility of bidder. PPPPA shall not be assisting or be a party in this regard.
- 1.12 Concealment of facts will be sufficient reason for disqualification.



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2. Time Period:

Successful bidder will have to ensure deliverance of two photocopiers within seven (07) calendar days from the date of issuance of work order / purchase order.

3. Extension in Delivery Period:

In special circumstances, request for extension of deliverance of photocopiers period may be considered by the Competent Authority on the written request of the firm/company before the target date of deliverance, who will be competent to either accept or reject the request of bidder without assigning any reason.

4. Failure in Execution of Assignment:

4.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited/encashed.

4.2 PPPPA will not be responsible for any direct/indirect costs or expenses Incurred by the bidders in connection with provision of photocopiers.

5. Payment to the Firm(s)/Companie(s)

5.1 Payment will be made through crossed cheque to the bidder against its verification by Deputy Director General (Administration) / Manager (Administration) of PPPPA.

5.2 No payment will be made in advance. Partial payments will not be made.

6. Bid Security:

6.1 Bid security for procurement of photocopiers will be 05% of the estimated price. Bid security must be attached only with the Financial Proposal and should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of Punjab Public Private Partnership Authority, P&D Board, Government of the Punjab.

The bidder shall furnish the bid security as under:

Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)
1.	Procurement of two Photocopiers	Rs.1,300,000/-	Rs.65,000/-

6.2 Bid security of unsuccessful bidders shall be returned on expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; If the disqualified or non-responsive bidder submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency, whereas the bid security of successful bidder shall be returned on the completion. Performance Guarantee shall be retained till contract period.

6.3 The bid security shall be forfeited if:

- a. The offer is withdrawn, amended or revised.
- b. Does not provide photocopiers within stipulated time.



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7. Deduction of Taxes:

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications/ SROs etc. Bidder will be responsible for the payment of duties, levies and any other type of taxes/government fees.

8. Dispute:

In case of any dispute before or after the execution of contract, matter will be resolved as per PPR Rules 2014.

9. Technical Evaluation Criteria:

The detailed technical evaluation criteria (PASS/FAIL criteria) is given at Annex-A.

10. Financial Evaluation Criteria:

- 10.1 The Financial Bids will be opened in presence of bidder(s) / representative(s) along with technical bids on same date.
10.2 The Least Cost Method will be adopted for financial evaluation.

11. Bid / Tender opening procedure:

As per PPR Rule 38(1), single stage one envelope bidding procedure shall be adopted. The bid shall comprise a single package containing one envelope having technical and financial proposal.

- 11.1 The technical proposal shall be evaluated in a manner prescribed in Annex-A, and any proposal may be rejected which does not conform to the specified requirements / specifications;
11.2 During the technical evaluation no amendments in the technical proposal shall be permitted;
11.3 The financial proposals of bidders shall be announced during technical bid opening publicly on 19th May, 2021 at 12:30 P.M.
11.4 After opening of bids, Technical & Financial bids will be evaluated by the Procurement Committee and final results will be announced in the form of Bid Evaluation Report.

12. One person one bid:

In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

13. Joint Venture / Consortium

Joint venture / consortium are not eligible for this tender.



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14. Performance Security

- 14.1 The bidder must submit the Performance security in the shape of Bank Guarantee at the rate of **05%** of the total contract value for the contract period. Performance Security should be provided within **seven (07) working days** of the issuance of relevant work order / Letter of Acceptance. In case the bidder having been notified of the acceptance of the LOA/Contract by the Purchaser, fails or refuses to furnish the Performance Security within stipulated time, the amount of bank guarantee, as required, shall be deducted from the amount payable to the bidder.
- 14.2 In case of extension by the Competent Authority/forum, the bidder shall have to submit Performance guarantee for the extended period of contract at the rate of 05% of the total contract value.
- 14.3 Performance guarantee shall be retained by the Procuring Agency till the completion of the warranty period.

Note: Bidders must fill-up checklist / tables in Annexure-A, Annexure-B & Annexure-C and attach copies of required documents along with tender document.



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TECHNICAL EVALUATION CHECKLIST CRITERIA (PASS/FAIL)

The provision of this check list is essential pre-requisite along with submission of technical bid. The Firm must fill, sign and stamp this check list and accordingly attach the mentioned documents to assess the eligibility to accept the technical bid.

Sr. No.	Item Name			Yes/No	Page #	
1.	Bid security for the procurement of Photocopiers will be 05% of the estimated price in shape of Pay Order / Bank Draft / CDR from a scheduled bank attached with Financial Bid in original.					
	Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)		
	1.	Procurement of two photocopiers	Rs.1,300,000/-	Rs.65,000/-		
2.	Copy of valid Income Tax Registration & valid National Tax Number certificate.					
3.	Copy of valid PRA registration certificate and copy of Sales Tax Registration No.					
4.	Technical proposal/specifications/annexure filled as per tender documents duly signed & stamped by the bidder.					
5.	Acceptance of all terms & conditions of tender document duly signed and stamped by the firm/company.					
6.	Affidavit on judicial paper of Rs. 100/- regarding non- involvement in any arbitration/litigation with any government agency/department stating that the firm/company is not blacklisted.					
7.	Firms/companies must have at least three (03) years verifiable experience of providing Photocopiers to Multinational Companies/ Government Agencies (Attach valid Purchase Order/ Work Order)					
8.	Securities & Exchange Commission of Pakistan (SECP) registration certificate (in case of firms & Companies).					



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Technical Specifications

Photocopier (Quantity = 02)

Copies per Minute.	45 Copies (A4)
Printing Resolution.	1200x1200 DPI
Memory	8 GB
Storage Capacity	256 GB SSD
Maximum Original Size.	A3.
Copy Sizes.	A3 to A5R.
Zoom	25-400% with 0.1% increments
Printing & Scanning	USB and Ethernet
Continuous Copying.	1-9999 copies.
Scanning Resolution	600 x 600 dpi
Paper in put capacity	500 sheets x 3 trays
Bypass Tray	100 Sheets Bypass Tray
Warranty	01 Year with parts
Document Feeder	Dual Scan Document Feeder
Developer Life	1 Million Copies
Processor	1.6 Ghz
	<ul style="list-style-type: none"> • Warm-up Time 30 Sec or Less • Network Protocols: TCP/IP (IPv4/IPv6), NetBEUI, SMB, LPD, IPP, SNMP, HTTP • Support OS: Windows Vista/ 7/ 8/ 8.1/ 10, Windows Server 2008/ 2008 R2 / 2012 / 2012 R2, Mac OS X (10.6 / 10.7 / 10.8 / 10.9 / 10.10 / 10.11), Linux, AirPrint (iOS), Android • Internet Fax Standard • Surge Protection • Local Trolley •

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**Public Private Partnership Authority
(PPPPA)**



**TENDER DOCUMENT
FOR
PROCUREMENT OF PHOTOCOPIERS
(Financial Bid)**

Tender # PPP/2020-21/01

Financial bids will be opened and announced publically along with technical bids at on the same date.



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FINANCIAL BID PROFORMA

Sr. No.	Description	Qty.	Total Cost (Including all Taxes)
01.	Procurement of Photocopier	02	

- i. Financial bids should be all inclusive.
- ii. Bidder shall fill this proforma, otherwise bid will be **straight away disqualified.**
- iii. Financial bid will be **non-responsive** if:
 - a. Offer is ambiguous
 - b. Total charges not included.
 - c. Offer not according to the terms and conditions prescribed in tender document.
 - d. Quoted priced is other than Pakistan Rupees.



Sign & Stamp of bidder