

# **BIDDING DOCUMENT**

**FOR PURCHASE OF IT EQUIPMENT FY 2025-26**

**UNDER THE PROJECT**

**“INSTALLATION OF AMI METERS AT MDI PUBLIC CONNECTIONS IN LESCO”**



**OCTOBER, 2025**

**Director Technical (Reconciliation) / Project Director**

Reconciliation Cell, Energy Department,

Government of the Punjab, Lahore

House# 27, Jahangir Park, LOS Road, New Mozang, Lahore.

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## **SECTION-I** **INVITATION TO BIDS**

### **FOR SUPPLY OF GOODS (IT EQUIPMENT) UNDER THE PROJECT “INSTALLATION OF AMI METERS AT MDI PUBLIC CONNECTIONS IN LESCO” FOR THE YEAR 2025-26**

1. Sealed tenders / bids are invited from eligible, reputed & registered Suppliers/firms for the purchase of following items for office of the Director Technical, Reconciliation Cell, Energy Department, Government of the Punjab House# 27, Jahangir Park, LOS Road, New Mozang, Lahore as listed below.

<b>Estimated Cost = Rs. 1,700,000/-</b>		
<b>Sr. #</b>	<b>Item Description</b>	<b>Quantity (Nos.)</b>
1	Laptop	03
2	Desktop with monitor and other accessories	03
3	Printer (3 in 1)	01
4	Scanner	01

2. The procurement shall be completed in accordance with PPRA rules, 2014 (amended up to date) on a Single-Stage, One Envelope bidding procedure.
3. A complete set of Bidding Document (In English) is available on the website of the PPRA ([www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk)), Energy Department ([www.energy.punjab.gov.pk](http://www.energy.punjab.gov.pk)) and e-PADS (<https://punjab.eprocure.gov.pk>). Interested applicant may download the Bidding Document from the above-mentioned websites free of cost and participate in the Bidding process..
4. The estimated price for procurement of items for this tender is **Rs.1,700,000/-** including all applicable duties & taxes.
5. The procuring agency reserves the right to cancel the tender without assigning any reason thereof as per PPRA rules.
6. The procuring agency reserves the right to increase or decrease the quantity of the bid items before issuance of work order to the successful bidder.
7. Original bid security of **Rs 34,000/-** (Thirty four Thousand only) which is 02% of the total estimated cost as “Bid Security” in favor of **Director Technical (Reconciliation) / Project Director, Reconciliation Cell, Energy Department, Government of the Punjab, House # 27, Jahangir Park, LOS Road, New Mozang, Lahore** in the shape of Bank Guarantee/CDR/Pay Order/Demand Draft must be submitted physically at the above mentioned address well before the date and time of submission of e-bids i.e. till **03-11-2025 at 03.00 PM**. Bids submitted through e-PADS shall only be entertained / accepted..
8. The complete Bid, in accordance with the instructions provided in the document, shall be submitted online via E-Pak Acquisition and Disposal System (EPADS) portal at <https://punjab.eprocure.gov.pk> by **03-11-2025**, at **03:00 PM**. The BIDs will be opened on the same day at **03:30 PM** in the presence of bidders or their authorized representatives who wish to attend, at the address mentioned above.

## **SECTION-II**

### **INSTRUCTIONS TO THE BIDDERS**

1. Reconciliation Cell, Energy Department, Govt. of the Punjab intends to purchase the IT Equipment's for office use mentioned as per list & specifications given at **Annex-A** from the eligible, reputed & registered Firms / Suppliers / Dealers with Sales Tax & Income Tax Departments on the basis of wholesales rates. The Applicant must also have Active Registration with Punjab Revenue Authority /relevant authority. Procurement procedure is strictly adopted in accordance with PPRA Rules 2014 (as amended). Interested Parties having relevant experience can participate in E-Tendering and may apply along with all the documents as required in this bid after getting themselves registered on **www.punjab.eprocure.gov.pk** website by submitting the requisite information.

2. In case you are the Registered Firms as mentioned above, you are invited to submit your bids for the goods subject to the terms and conditions mentioned below:

- i. The bidder shall submit a single stage one envelope bid completed, signed, stamped, sealed in conformity with the Bidding Documents.
- ii. The bidder shall be required to quote price of each item inclusive of all applicable duties & taxes as mentioned in **Annex-A** of this Bidding Documents.
- iii. The procurement shall be completed in accordance with Punjab Procurement Rules 2014 (Amended up-to-date) under Rule 38 (1) on a Single Stage-One Envelope Procedure.
- iv. The bids shall be received in the office of **Director Technical (Reconciliation), Reconciliation Cell, Energy Department, Government of the Punjab House# 27, Jahangir Park, LOS Road, New Mozang, Lahore** on or before **03-11-2025 at 03.00 PM**. The bid shall be opened by the notified Committee at **03:30 PM** on the closing day on the same venue in the presence of the representatives of the bidders who may choose to attend the bid opening meeting.
- v. A prospective bidder requiring any clarification(s) in respect of the Bidding Document may notify the procuring agency in writing to; Director Technical/Project Director, Reconciliation Cell, Energy Department, Government of the Punjab House# 27, Jahangir Park, LOS Road, New Mozang, Lahore
- vi. The procuring agency will examine the request for clarification of the Bidding Document which it received not later than five (05) days prior to the

deadline for the submission of bids and if needed will issue the clarification/amendment of the Bidding Document at least three (03) days before the date of submission of Bids (without identifying the source of enquiry) to all prospective bidders who had purchased the Bidding Document.

- vii. The procuring agency may, at any time prior to the dead line for submission of bids, for any reason, whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Document by issuing an addendum.
- viii. Any addendum thus issued shall be part of the Bidding Document and shall be communicated in writing to all purchasers of the Bidding Document. Prospective bidders shall acknowledge the receipt of each addendum in writing to the procuring agency. To afford prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the procuring agency may at its discretion extend the deadline for submission of bids.
- ix. The bids not submitted according to the terms & conditions of this Bidding Documents or by the time fixed for the receipt of the bids shall not be taken into consideration and shall be returned un-opened to the bidders.
- x. The validity of bid shall be for a period of ninety (90) days from the date of opening of the bids.
- xi. All bids should include: Company's profile, List of clients with their telephone number and address, Brochures and other technical material of the quoted Items (if required).
- xii. The estimated price for this tender is **Rs. 1,700,000/-** including all applicable duties & taxes.
- xiii. Original bid security of **Rs 34,000/-** (Thirty four Thousand only) which is 02% of the total estimated cost as "Bid Security" in favor of **Director Technical (Reconciliation) / Project Director, Reconciliation Cell, Energy Department, Government of the Punjab, House # 27, Jahangir Park, LOS Road, New Mozang, Lahore** in the shape of Bank Guarantee/CDR/Pay Order/Demand Draft must be submitted physically at the above mentioned address well before the date and time of submission of e-bids i.e. till **03-11-2025 at 03.00 PM**. Bids submitted through e-PADS shall only be entertained / accepted.
- xiv. The validity of Bid Security shall be twenty (28) days beyond the period of validity of bid (Total 118 days).
- xv. Any bid not accompanied by acceptable Bid Security shall be rejected & disqualified being non-responsive.
- xvi. The bids of the firms / supplier who are not registered with Income Tax, Punjab Revenue Authority, ePADS portal & GST Departments shall be rejected and disqualified being non-responsive.

- xvii. The Bid Security shall be returned / released to the un-successful bidders upon the award of the tender to the Successful Bidder.
- xviii. The Bid Security of successful bidder shall be released after the submission of performance security.
- xix. The Successful bidder shall furnish a Call Deposit Receipt/ Pay Order / Demand Draft as "Performance Security" @ 10% of the total bid price quoted by the bidder, within a period of Seven (07) days after the receipt of Purchase Order from the procuring agency. Failure of the Successful bidder to submit an acceptable performance security shall constitute sufficient grounds for the annulment of the award of work and forfeiture of the Bid Security.
- xx. Brand new and original items, as per specifications mentioned at **Annex-A** of this Bidding document shall be supplied by the successful bidder in the office of **Director Technical (Reconciliation), Reconciliation Cell, Energy Department, Government of the Punjab, House # 27, Jahangir Park, LOS Road, New Mozang, Lahore**, with no additional cost within **fifteen (15) days** from the date of the signing of contract agreement; otherwise, the performance security shall stand forfeited and the firm shall be blacklisted.
- xxi. The procuring agency may reject all bids or proposals at any time prior to its acceptance. The procuring agency 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.
- xxii. No bidder shall be allowed to alter or modify his bid after the closing time for the submission of his bid. 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. Any request for clarification in the bid, made by the procuring agency and its response, shall invariably be in writing.
- xxiii. The procuring agency reserves the right not to accept the supply if it is not according to the specifications or does not fulfill the conditions of the Bidding Document, or is otherwise substandard or is defective and to demand compensation, withhold payment and proceed to blacklist the firm.
- xxiv. The rates offered shall be inclusive of all applicable duties & taxes including handling, loading and transportation / distribution etc.
- xxv. Blacklisted firms are not eligible to participate in this tender/bid.
- xxvi. All applicable taxes shall be deducted from the total bid price as per rules & regulations.
- xxvii. 100% payment of the total contract price shall be released to Contractor subject to:
  - a) Completion of the delivery of the supply items in accordance with the specifications mentioned in the Purchase Order.
  - b) No payment shall be made against rejected / incomplete / partial delivery of items mentioned in this Bidding Document

- xxviii. The Performance Security shall be released to Successful bidder / Contractor within **30 days** from the date of successful delivery of goods in the office of Director Technical /Project Director and upon the submission of Call Deposit Receipt/Demand Draft/Pay Order /Bank Guarantee @10% of total bid price from any scheduled bank of Pakistan in favor of Director Technical / Project Director, Energy Department, Lahore, for the warranty period of one (01) year of tender items.
- xxix. For failure to comply with the delivery schedule of Purchase Order (s), to be issued against this Bidding documents penalty will be imposed on defaulting Supplier as under:
- a) 1% of the cost of entire purchase order or of such item as remains un-supplied/un-completed for every day up to maximum of 10% for 10 days exceeding the delivery period.
  - b) If the item is not supplied even after payment of penalty for 10 consecutive days, the Director Technical/Project Director, Energy Department reserves the right to cancel the purchase order and to purchase required items from elsewhere at risk and cost of the defaulting Supplier.
- xxx. The bids of the firms / suppliers / dealers who did not purchase the signed copy of the Bidding Documents from the office of the undersigned, shall not be accepted and returned unopened to the bidders.
- xxxi. The bidder having the lowest evaluated cost shall be awarded the tender.
- xxxii. The bidders shall be informed, in due course of time about the result of the evaluation of Bids.
- xxxiii. In case of violation of any Clause of this Bidding Documents, shall make the bidder disqualified.

**SECTION-III**  
**SPECIAL CONDITIONS OF CONTRACT**

1. Brand new & original goods for tender items, as per specifications mentioned at **Annex-A** of this Bidding Document, shall be supplied by the Successful Bidder in the office of Director Technical (Reconciliation), Reconciliation Cell Energy Department at 27-Jahangir Park, New Mozang, Lahore at no additional cost within **fifteen (15) days** from the date of signing of contract agreement; otherwise, the performance security shall stand forfeited and the firm shall be blacklisted.
2. 100% payment of total bid price shall be made in Pak Rupees through cross cheque to Successful Bidder / Contractor after:
  - i. Successful delivery of all items in the office of undersigned accepted to the Employer.
  - ii. Submission of Call Deposit Receipt/Pay Order/Demand Draft/ Bank Guarantee (to be issued by any renowned schedule bank) being 10% of the total bid price in favor of Director Technical (Reconciliation), Reconciliation Cell, Energy Department, Lahore for the warranty period.
  - iii. No payment shall be made against rejected / incomplete / partial delivery of items mentioned in this Bidding Document.
3. All applicable Taxes shall be deducted by the Employer from the total bid price of the Contractor as per prevailing rules & regulations.
4. The procuring agency reserves the right not to accept the supply if it is not according to the specifications or does not fulfill the terms & conditions of the Bidding Document, or is otherwise substandard or is defective and to demand compensation, withhold payment and proceed to blacklist the firm.
5. For failure to comply with the delivery schedule of Purchase Order, to be issued against this tender by the procuring agency to the Successful Bidder, a penalty will be imposed on defaulting Supplier as under:
  - i. 1% of the cost of entire purchase order or of such item as remains un-supplied/un-completed for every day up to maximum of 10% for 10 days exceeding the delivery period.
  - ii. If the item is not supplied even after payment of penalty for 10 consecutive days, Director Technical (Reconciliation) /Project Director, Reconciliation Cell, Energy Department reserves the right to cancel the Purchase Order or terminate the contract agreement and to purchase required bid items from elsewhere at risk and cost of the defaulting Supplier.
6. The Performance Security shall be released to Contractor within 30 days from the date of successful delivery of tender items and upon the submission of Call Deposit Receipt / Demand Draft / Pay Order / Bank Guarantee @10% of total bid price from any scheduled bank of Pakistan in favor of Director

Technical (Reconciliation), Reconciliation Cell, Energy Department, Lahore for the warranty period of tender items.

7. The Call Deposit Receipt/Pay Order/Demand Draft/Bank Guarantee @ 10% of the total bid price for the warranty period of tender items, shall be released after the successful completion of warranty period.
8. The procuring agency may reserve the right to increase or decrease the quantity of items to be procured.

## Annex-A

### LIST OF GOODS WITH SPECIFICATIONS AND SCHEDULE OF PRICES

Sr. No.	Item	Description/Specification	Qty	Unit Rate Exclusive of GST (RS.)	Total Price Exclusive of GST (RS.)
1	Laptop	<b>Processor:</b> Core i7 (13 <sup>th</sup> Generation or Higher) <b>STORAGE:</b> SSD 512 GB. <b>RAM:</b> 8 GB, (72 RPM) <b>Display:</b> 15.6" diagonal, FHD (1920x1080) <b>Keyboard:</b> Standard, Numeric <b>Carrying Case:</b> standard Top-load Carrying case with other standard specs with all accessories <b>Warranty:</b> 1-Year Local Chanel Warranty <b>Operating System:</b> Windows 11	03		
2	Desktop with monitor and other accessories	<b>Processor:</b> Core i5 (12 <sup>th</sup> Generation or higher) <b>STORAGE:</b> SSD 256 GB, HHD 1 TB <b>RAM:</b> 8 GB, <b>Display:</b> 19.5" LED Monitor <b>Wireless card:</b> 10/100/1000 Gb ELAN <b>Warranty:</b> 1-Year Local Chanel Warranty <b>Operating System:</b> Windows 11	03		
3	Printer (3 in 1)	<b>Technology:</b> Laser (3 in 1) <b>Print speed:</b> 20ppm (A-4) or higher <b>Memory:</b> 64MB <b>Processor speed:</b> 400MHz <b>Print Handling Input:</b> 150 Sheets <b>Output Sheets:</b> 100 Sheets output bin <b>Duty cycle (monthly):</b> Upto 10,000 pages <b>Connectivity:</b> Hi-Speed USB 2.0 All standard accessories should be provided <b>Warranty:</b> 1-Year Local Chanel Warranty	01		
4	Scanner	<b>Technology:</b> Flatbed CIS (Contact Image Sensor) <b>Scan Type:</b> Flatbed ADF (Automatic Document Feeder) <b>Optical Resolution:</b> 1200x1200 dpi or higher <b>Scan Speed:</b> up to 25 pages per minute. <b>Connectivity:</b> Hi-Speed USB 2.0 All standard accessories/drivers/ softwares should be provided. <b>Warranty:</b> 1-Year Local Chanel Warranty	01		
<b>Total Bid Price Exclusive of GST (RS.)</b>					
<b>GST (RS.) ( ----- %)</b>					
<b>Total Bid Price Inclusive of GST (RS.)</b>					

**DECLARATION BY THE BIDDERS**

**As owner(s) of**

**M/S** \_\_\_\_\_

It is certified that I / We:

- a) Are manufacturers or authorized dealers of the goods quoted.
- b) Accept the terms & conditions as laid down in this Bidding Document and advertisement of Invitation to Bids
- c) Shall observe all the conditions & rules/regulations framed by Government of the Punjab for the purpose and shall supply the goods as per specifications and the terms & conditions of this Bidding Document.
- d) Supply goods as per specifications given in **Annex-A**.
- e) Purchase the signed copy of Bidding Document from the procuring agency

**Signature and Stamp of the Bidder**

**FORM OF BID**

Date: \_\_\_\_\_/2025

Tender No. \_\_\_\_\_

**OFFICE OF THE  
Director Technical (Reconciliation),  
Reconciliation Cell, Energy Department,  
Government of the Punjab  
House# 27, Jahangir Park, LOS Road, New Mozang, Lahore.  
(Ph: 042-99332729-30, Fax: 042-99332730)  
(email: [cep.ddpr@energy.punjab.gov.pk](mailto:cep.ddpr@energy.punjab.gov.pk))**

**Gentlemen,**

1. Having examined the terms & conditions to the notice of Invitation to Bids and Specifications of goods / supplies mentioned at **Annex-A** of the Bidding Document bearing No. \_\_\_\_\_ dated \_\_\_\_\_/2025, the receipt of which is hereby acknowledged we, the undersigned, offer to supply and deliver all items in conformity with specifications and terms & conditions mentioned in Bidding Document for the sum of Rs. \_\_\_\_\_/-including GST for all tender items (Rupees \_\_\_\_\_ in words).
2. Our bid price shall be valid for a period of 90 days from the date of opening of Bid.
3. The validity of Bid Security shall be as per Bidding Document.
4. If our Bid is accepted, we shall deliver the required items mentioned in the Bidding Document within fifteen (15) days positively from the date of signing of contract agreement.
5. We agree to abide by the terms & conditions of the Tender from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Until a formal Contract agreement is placed, this Bid offer, together with your written acceptance thereof, shall constitute a binding contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Signature \_\_\_\_\_ in the capacity of \_\_\_\_\_ duly authorized to  
sign \_\_\_\_\_ bids for \_\_\_\_\_ & \_\_\_\_\_ on \_\_\_\_\_ behalf \_\_\_\_\_ of

\_\_\_\_\_  
(Name of Bidder in Block Capitals)

Complete address: \_\_\_\_\_  
Fax No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

\_\_\_\_\_  
(Signature & Stamp)

**WITNESS:**

1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Annex-D**

***To be filled by the Supplying Firm***

**CHECK LIST**

**Please tick Yes or No**

1	Income Tax registration attached	<b>Yes</b>	<b>No</b>
2	Sales Tax registration certificate attached	<b>Yes</b>	<b>No</b>
3	Declaration of Bidder / affidavit of Rs.100/- attached.	<b>Yes</b>	<b>No</b>
4	Experience documents for institutional supplies attached	<b>Yes</b>	<b>No</b>
5	Copy of the CNIC of the firm owner / representative attached.	<b>Yes</b>	<b>No</b>
6	Original CDR of Bid Security attached.	<b>Yes</b>	<b>No</b>
7	Firm is Active Tax Payer till day of Tender.	<b>Yes</b>	<b>No</b>
8	Firm is registered as supplier on e-PADS (E-Pak Acquisition and Disposal System) portal for e-Tendering.	<b>Yes</b>	<b>No</b>

**Signature of the Bidder**

**Stamp**

**FORM OF CONTRACT AGREEMENT (SAMPLE)  
(to be signed with Successful Bidder)**

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the \_\_\_\_\_ day of \_\_\_\_\_ 2025 between the procuring agency \_\_\_\_\_ (hereinafter called the "Employer") of the one part and \_\_\_\_\_ (hereinafter called the "Contractor") of the other part.

WHEREAS the Employer is desirous that certain goods, viz \_\_\_\_\_ should be supplied by the Contractor and has accepted a Bid by the Contractor for the execution and completion of delivery of such goods & the remedying of any defects therein.

NOW this Agreement witnesses as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read & construed as part of this Agreement, viz:
  - (a) Purchase Order;
  - (b) The completed Form of Bid
  - (c) Notice of Invitation to Bids and Bidding Document;
  - (d) Form of Bid;
  - (e) The Specifications; and
  - (f) Annexures
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the delivery & remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the delivery as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor

Signature of the Employer

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:

Witness:

\_\_\_\_\_  
(Name, Title and Address)

\_\_\_\_\_  
(Name, Title and Address)