

TENDER DOCUMENT

FOR PROVISION OF OFFICE SUPPLIES/ GOODS DURING F.Y 2024-25
UNDER THE SCHEME TITLED
“ESTABLISHMENT OF METER TESTING LAB AND ADDITIONAL
ELECTRIC INSPECTOR OFFICES IN PUNJAB”



DIRECTOR TECHNICAL (POWER-I)

O/o CHIEF ENGINEER (POWER)

ENERGY DEPARTMENT, PUNJAB

OFFICE: 1st Floor, Central Design Building,
Irrigation Secretariat, Old Anarkali, Lahore

OFF: TEL: 042-99212797, FAX: 042-99212796.

February, 2025

Director Technical (Power)
O/o Chief Engineer (Power)
Energy Department, Punjab
Lahore



OFFICE OF THE
CHIEF ENGINEER (POWER)
ENERGY DEPARTMENT
Central Design Building, 1st Floor
Irrigation Secretariat, Old Anarkali, Lahore
(Ph: 99212797, Fax: 9212796)

SECTION-A

INVITATION TO BID

FOR PROVISION OF OFFICE SUPPLIES/ GOODS DURING F.Y 2024-25 UNDER THE PROJECT TITLED "ESTABLISHMENT OF METER TESTING LAB AND ADDITIONAL ELECTRIC INSPECTOR OFFICES IN PUNJAB"

1. The office of the Chief Engineer (Power), Energy Department invites sealed bids for provision of office supplies/ goods as mentioned in **Annex-A** of Tender Document from Bidders i.e. Firms/ Companies/ General Order Suppliers etc. engaged in trading, registered with relevant Registration Authorities and Tax Departments/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc.) on basis of wholesales rates.
2. The Bids shall be received as per single stage one envelope procedures. Interested Bidders can be download the bidding document, in the English language from Punjab Procurement Regulatory Authority: <http://ppra.punjab.gov.pk>. (PPRA) /Energy Department websites and participate in the procurement process without paying any fee.
3. The estimated price of this tender is **Rs.1,500,000/-** for all items.
4. Bids must be submitted on E-Pak Acquisition and Disposal System (EPAD) website upto **13-03-2025 till 11:00 AM**. All Bids must be accompanied by a Bid Security of **2%** of the estimated price (**Rs. 30,000/-**) in the form of CDR/Bank Guarantee / Demand Draft / Pay Order. Late Bids shall be rejected. The Bids will be opened on the same day at **11:30 AM** in the presence of the Bidders' representatives who may choose to be present at the address below.
5. The validity of bid shall be for a period of **90 days** from the date of opening of the bids.
6. The office of Chief Engineer (Power), Energy Department will not be responsible for any cost or expense incurred by Bidders in connection with the preparation or delivery of Bids. In case of official holiday on the day of submission, next day will be treated as closing date. The Bidding document carrying all details can also be downloaded from website of Energy Department and website of Punjab Procurement Regulatory Authority: <http://ppra.punjab.gov.pk>.
7. For any query / clarification regarding this tender the bidder may approach the office of undersigned during office working hours.

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SECTION-B

INSTRUCTIONS TO THE BIDDERS (ITB)

Note: All the procurement procedures shall be conducted in accordance with Punjab Procurement Authority Act-2009 and Punjab Procurement Rules-2014 (Amended). In case of any conflict between the provision of this document and PPRA Act-2009/PPRA Rules-2014, the later shall prevail.

1. The office of Chief Engineer (Power), Energy Department intends to Purchase the goods/office supplies for office use as per the specifications provided at **Annex-A** from Bidders i.e. Firms/ Companies/ General Order Suppliers etc. engaged in trading, registered with relevant Registration Authorities and Tax Department/ Authorities (Income Tax, Sales Tax & Punjab Sales Tax etc) on basis of wholesales rates.
2. In case you are a Registered Firm/ Company/ General Order Supplier as mentioned above for the F.Y 2024-25, you are invited to submit your bids for above 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 Tender Document on E-Pak Acquisition and Disposal System (EPAD) website.
 - ii. The bids of the firms / supplier who are not registered with Income Tax and GST Departments shall be rejected and disqualified being non-responsive.
 - iii. The bidder shall be required to quote price of each item inclusion of all applicable duties & taxes as mentioned in **Annex-A** of this Tender Document otherwise the bid shall be rejected being non-responsive.
 - iv. The procurement shall be completed in accordance with Punjab Procurement Rules 2014 (Amended up-to-date) on a Single Stage-One Envelope Procedure.
 - v. The procurement procedure shall be completed through E-Pak Acquisition and Disposal System (EPAD), PPRA website.
 - vi. Brand new and original good, as per specifications mentioned at **Annex-A** of this tender document shall be supplied in the office of Chief Engineer (Power), Government of the Punjab 1st Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore, at no additional cost within 07 days from the date of the issuance of Purchase Order; otherwise, the performance security shall stand forfeited and the firm shall be blacklisted.
 - vii. The estimated price of this tender is Rs.1,500,000/- for all items
 - viii. The bidder must be submit the Bid on E-Pak Acquisition and Disposal System (EPAD) website upto **13-03-2025 till 11:00 AM** and bid shall be opened by the notified Committee on the same day at **11:30 AM** in the presence of the Bidders' representatives who may choose to be present at the address below. All Bids must be accompanied by a Bid Security of **2%** of the estimated price (**Rs. 30,000/-**) in

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the form of CDR/Bank Guarantee / Demand Draft / Pay Order in favour of Chief Engineer (Power), Energy Department, Government of the Punjab 1st Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore. Any bid if submitted late or not accompanied by Bid Security shall be rejected & disqualified being non-responsive.

- ix. The validity of bid shall be for a period of 90 days from the date of opening of the bid.
- x. The Bid Security shall be returned to the un-successful bidders upon the award of the Purchase Order to the Successful Bidder or on the expiry of the validity of bid security whichever is earlier.
- xi. The bids not submitted according to the terms & conditions of this Tender Document or by the time fixed for the receipt of the bids shall not be taken into consideration.
- xii. The Successful bidder shall furnish a Call Deposit Receipt/ Pay Order / Demand Draft as Performance Security @ 10% of the bid price quoted by the bidder, within a period of Seven (07) days after the receipt of Letter of Acceptance (LOA) from the procuring agency.
- xiii. The Bid Security of successful bidder shall be released after the submission of performance security. The Performance security of successful bidder shall be released upon completion of period of (06) months.
- xiv. The Bid Security may be forfeited:
 - a. If a Bidder withdraws its Bid during the period of Bid validity i.e. 90 days from the date of opening of bid.
 - b. In the case of a successful Bidder, if after the acceptance of LOA issued by this office the Bidder :
 - i. Fails to sign the contract agreement.
 - ii. Fails to furnish Performance Guarantee.
 - iii. If the blacklisting proceedings under Section-17A of PPRA Act, 2009 read with Rule-21 of PPR-14 are initiated and the bidder is declared blacklisted after due process of law.
- xv. 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.
- xvi. 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.
- xvii. The procuring agency reserves the right not to accept the supply if bid is not according to the specifications or does not fulfill the conditions of the Tender

Document, or is otherwise substandard or is defective and to demand compensation, withhold payment and proceed to blacklist the firm.

- xviii. Payment of the total bid price shall be made in PKR to the contractor after successful delivery as per schedule in the office of Chief Engineer (Power) and subject to the satisfactory inspection by the notified committee. No payment shall be made against rejected / incomplete delivery of items mentioned in this Tender Document.
- xix. All applicable Taxes shall be deducted from the total bid price as per rules & regulations.
- xx. The provision of checklist (attached as **Annex-B**) is essential for submission of tender document. After passing the check list, the lowest evaluated bidder will be declared as successful.
- xxi. In case of violation of any Clause of this Tender Document, shall make the bidder disqualified.
- xxii. The offered price/ rate should be inclusive of all applicable duties & taxes including handling, loading and transportation / distribution etc.
- xxiii. Blacklisted firms are not eligible to participate in this tender.
- xxiv. To blacklist a firm, if required, the mechanism for blacklisting as per rule 21 of PPR, 2014 will be followed.



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Lahore

As owner(s) of

M/s _____

It is certified that I / We:

- a) Are Registered Firm / Company/ General Order Supplier / Dealer with Sales Tax & Income Tax.
- b) Accept the terms and conditions as laid down in this Tender Document and advertisement Tender Notice.
- 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 Tender Document .
- d) Supply of office goods as per specifications given in **Annex-A**.


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Signature and Stamp of the Bidder

Technical Specification of Bidding Items**Estimated Cost: Rs. 1,500,000/-**

Sr #	Name of Item	Specifications	Unit Rate inclusive of all Taxes	Qty	Total Price inclusive of all Taxes
1	Lead Pencil (One Dozen)	Gold Fish Fragrance or Equivalent		10	
2	Gum Stick 35 gram (One Piece)	Office or Equivalent		20	
3	Ball Point 0.8, Blue (One Packet)	Piano or Equivalent		50	
4	Ball Point 0.8, Red (One Packet)	Piano or Equivalent		05	
5	Paper Cutter, One Piece	SDI or Equivalent		10	
6	Stapler Machine Medium size One Piece	Max Japani or Equivalent		05	
7	Stapler Machine small size One Piece	Max Japani or Equivalent		03	
8	Stapler Pin Medium size (One Packet)	Euro Fix or Equivalent		30	
9	Stapler Pin small size (One Packet)	Euro Fix or Equivalent		10	
10	Paper Punch Steel (Single)	Fine Quality		05	
11	Noting Sheet Legal size (AA) Line (Ream)	VRG Paper 80 gm		01	
12	Simple Register (100 pages)	Fine Quality		15	
13	Stock Register	Fine Quality		02	
14	Pin Remover (One Piece)	KW or Equivalent		10	
15	Ink Remover /Whitener (One Piece)	Pelikan or Equivalent		10	
16	Ball Point Gel Blue (One Packet)	Piano or Equivalent		20	
17	Paper A4 size, 70 gm (One Ream)	Double A		390	
18	Paper Legal size, 70gm (One Ream)	Double A		150	
19	Tag Small (One Bundle)	Fine Quality		20	
20	Calculator Medium size (One Piece)	Fine Quality		02	
21	Toner (Original) Photocopier Machine (Make: Konica Minolta, Model (bizhub 450i)	Fine Quality		05	
22	Toner Printer HP Laser 107A (Original)	Fine Quality		04	
Total Bid Price Inclusive of all applicable Taxes (Rs.)					


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 O/o Chief Engineer (Power)
 Energy Department, Punjab
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FORM OF BID

Date: _____ / _____ /2025

Tender No. _____

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Gentlemen,

1. Having examined the terms & conditions to Tender Notice and Specifications of goods / supplies mentioned at **Annex-A** of this Tender Document, We the undersigned offer to supply and deliver all items in conformity with specifications mentioned in tender Document and conditions of Tender for the sum of Rs. _____ /-including GST & other applicable taxes 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 Tender Document.
4. If our Bid is accepted, we shall deliver the required items mentioned in the tender document within (07) days from the date of issuance of Purchase Order.
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 Purchase Order(s) is placed, this Bid, 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 _____ and _____ on behalf _____ of _____

(Name of Bidder in Block Capitals)

Complete address: _____

Fax No. _____ Telephone No. _____

(Signature & Stamp)

WITNESS:

1) _____

2) _____


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Bidder Profile Form

[To be signed & stamped by the Bidder and reproduced on the letter head. To be attached with Bid]

Sr.#	Particulars
1.	Name of the company:
2.	Registered Office:
	Address:
	Office Telephone Number:
	Fax Number:
3.	Contact Person:
	Name:
	Personal Telephone Number:
	Email Address:
4.	Local office if any:
	Address:
	Office Telephone Number:
	Fax Number:
5.	Registration Details:
	National Tax No.
	Sales Tax Registration No.

(Please attach copies of NTN, GST Registration & Professional Tax Certificate)

Details of Experience (Last _____ Years)

Sr. No.	Project (Agency/Department)	Description	Amount of P.O/Tender
1			
2			
3			
4			
5			


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Affidavit

[To be printed on PKR 100 Stamp Paper, duly attested by Oath Commissioner.

To be attached with Bid]

Name: _____

(Applicant)

I am the undersigned, do hereby certify that all the statements made in the Bidding document and in the supporting Document are true, correct and valid to the best of my knowledge & belief and may be verified by employer if the Employer, at any time, deems it necessary.

The undersigned further affirms on behalf of the firm that:

- (i) The firm is neither currently blacklisted by any Department nor any litigation is pending before PPRA or any other court of law competence in this regard against any such blacklisting order.
- (ii) The Document /photocopies provided with Bid are authentic. In case, any fake/bogus document was found at any stage, the firm shall be blacklisted as per Law/ Rules.

Signed by an authorized Officer of the company

Name & Designation: _____

Name of Company: _____

Date: _____


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Check List

[To be signed and stamped and presented on Bidder's letter head pad]

The provision of this checklist is essential pre-requisite along with submission of tenders (with technical proposal).

Sr. #	Detail	Responsive	Non-responsive
1	02% Bid Security (Rs. 30,000/-) of estimated cost of this tender must be submitted with proposal.		
2	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old		
3	Copy of active Registration with Sales Tax Authorities (STRN) & PRA		
4	At least one number of similar nature having similar cost or above have been performed / executed in public organization during last five year (certificate duly signed by gazetted officer attached).		
5	Technical & Financial Bid of items mentioned in Annex-A of tender document on letter head of the firm duly signed and stamped.		
6	General Information on letter head of the firm duly signed and stamped.		
7	Affidavit on non-judicial Stamp Paper of Rs. 100/- (i) The firm is not currently blacklisted by the Procuring Agency. (ii) The documents/photocopies provided with Bid are authentic. In case of any fake/bogus document look at any stage. They shall be black listed as per Rules / Laws. Affidavit for correction of information on letter head of the firm, duly signed and stamped.		
8	i. Copies of Work order / supply order / purchase order of previous relevant experience. ii. Bidders profile on letter head of the firm, duly signed and stamped. iii. Income Tax Returns/ Audited Financial Statement, Bank Statement, National tax number Certificate, General Sale Tax Number Certificate.		

Stamp & Signature of Bidder _____

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