

# **TENDER DOCUMENT**

**FOR THE PURCHASE OF I.T EQUIPMENT (LAPTOPS)  
DURING F.Y 2023-24**

**UNDER THE PROJECT  
“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: 1<sup>st</sup> Floor, Central Design Building,  
Irrigation Secretariat, Energy Department,  
Old Anarkali, Lahore  
OFF: TEL: 042-99212794, FAX: 042-99212796.**

**SEPTEMBER, 2023**

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**OFFICE OF THE  
CHIEF ENGINEER (POWER)  
ENERGY DEPARTMENT**

Central Design Building, 1st Floor  
Irrigation Secretariat, Old Anarkali, Lahore  
(Ph: 99212794, 99212795, Fax: 9212796)

**SECTION-A**

**INVITATION TO BID**

**TENDER NOTICE FOR THE PURCHASE OF I.T EQUIPMENT (LAPTOPS)  
DURING THE F.Y. 2023-24 UNDER THE SCHEME TITLED**

**“ESTABLISHMENT OF METER TESTING LAB AND ADDITIONAL ELECTRIC  
INSPECTOR OFFICES IN PUNJAB”**

Sealed tenders / bids are invited on single stage-one envelope basis for the Purchase of I.T Equipment (Laptops) under the ADP scheme titled "Establishment of Meter Testing Lab and Additional Electric Inspector offices in Punjab". Complete bids in all respect should reach the office of Chief Engineer (Power), Energy Department, Government of the Punjab 1<sup>st</sup> Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore on or before **21-09-2023 (Thursday) at 10:00 AM**. The tender will be opened on the same day at **10:30 AM** at the same venue in the presence of bidder's representatives who may like to attend the Bid Opening meeting. Full specifications of I.T Equipment (Laptop) alongwith terms and conditions are given in the tender documents.

**Estimated Cost: Rs.500,000/-**

<b>I.T EQUIPMENT</b>		
<b>Sr. #</b>	<b>Item</b>	<b>Quantity</b>
1	Laptops	02

**TERMS & CONDITIONS:**

1. The procurement shall be completed in accordance with Punjab Procurement Rules, 2014 (amended up to date) on a Single-Stage, one Envelop bidding procedure.
2. A complete set of Tender Document is available in the office of undersigned and can be purchased at the cost of Rs. 1000/- deposited in National Bank of Pakistan on a written request through authorized person of bidder during office working hours (09.00 AM to 05.00 PM) from the date of publication of this Tender on PPRA & Energy Department websites up to one day before the closing day.
3. The lowest compliant bidder should be in a position to deliver above said I.T Equipment in Lahore within Fifteen (15) days after the issuance of purchase order.
4. Quoted prices must be inclusive of all applicable taxes and other charges/expenses like transportation etc. Quoted prices must also be inclusive of cost for the free maintenance of above mentioned items for a period of one year.
5. Quoted price shall be valid for Three (3) months from the opening date of the bids.
6. Income Tax and GST will be deducted as per rules.

7. This office has the right to cancel the tender without assigning any reason thereof as per Punjab Procurement Rules, 2014.
8. The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order of amount Rs.10,000/- (as 2% of the estimated bid price amount to Rs. 500,000/-) as Earnest Money crossed in favor of "**Chief Engineer (Power), Energy Department Govt. of the Punjab Lahore**". Any bid not accompanied by Earnest Money shall be rejected without any right of appeal. In case of cancellation of Purchase Order as default of the Supplier, the earnest money shall be forfeited in favor of **Chief Engineer (Power) Energy Department Govt. of the Punjab Lahore**. (Earnest Money will be returned/released in case of failure to win the tender).
9. In case of holiday on the closing or opening date, next date shall be considered as closing or opening day, as the case may be.
10. In case any further clarification, please contact the undersigned during office hours.
11. The bids shall be submitted in sealed envelope on the following address, clearly showing the name of tender.

**Director Technical (Power-I)**  
O/o, Chief Engineer (Power)  
Government of the Punjab  
1<sup>st</sup> Floor Central Design Building,  
Irrigation Secretariat Old Anarkali, Lahore  
OFF: TEL: 042-99212794, FAX: 042-99212796.

## SECTION-B

### INSTRUCTIONS TO THE BIDDERS

1. The Chief Engineer (Power), Energy Department intends to purchase the I.T Equipment (Laptops) on the basis of wholesale rates from the Firms / Suppliers / Dealers registered with Sales Tax & Income Tax Departments.
2. In case you are the Registered Firm as mentioned above for the FY 2023-24, you are invited to submit your bids 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.
  - 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 quote price of item inclusion of all applicable duties & taxes as mentioned in Annex-A of this Tender Document.
  - 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. Brand new and original goods 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 1<sup>st</sup> Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore as per quantity mentioned in Annex-A at no additional cost within 15 days from the date of the issuance of Purchase Order;** otherwise, the bid security shall stand forfeited and the firm shall be blacklisted.
  - vi. All bids should include:
    - a. Company's profile, list of clients with their telephone number and address.
    - b. Brochures and other technical material of the quoted equipment.
    - c. Call Deposit Receipt/ Pay Order / Demand Draft @2% of the estimated price as Bid Security in favour of Chief Engineer (Power), Energy Department, Government of the Punjab 1<sup>st</sup> Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore shall be submitted along with the sealed bid. Any bid not accompanied by Bid Security shall be rejected & disqualified being non-responsive.
  - vii. The estimated price of this tender is Rs. 500,000/-.
  - viii. The validity of bid shall be for a period of 90 days from the date of opening of the bids.
  - ix. 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.

- x. The Bid Security of successful bidder shall be released after the submission of performance security.
- 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 Three (03) days after the receipt of Letter of Acceptance (LOA) 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.
- xiii. 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.
- xiv. 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.
- xv. 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 Tender Document, or is otherwise substandard or is defective and to demand compensation, withhold payment and proceed to blacklist the firm.
- xvi. The rates offered shall be inclusive of all applicable duties & taxes etc.
- xvii. Blacklisted firms are not eligible to participate in this tender.
- xviii. All applicable Taxes shall be deducted from the total bid price as per rules & regulations.
- xix. The bids shall be received in the office of Chief Engineer (Power), Energy Department, Government of the Punjab, 1<sup>st</sup> Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore on or before **21-09-2023 (Thursday)** at **10.00 A.M.** The bid shall be opened by the notified Committee at **10:30 AM** on the closing day at the same venue in the presence of the representatives of the bidders who may wish to attend the bid opening meeting.
- xx. 100% payment of the total value of the bill/purchase order will be made subject to:
  - a) Completion of the delivery of the I.T Equipment (Laptops) in respective office with the specifications mentioned in the Purchase Order and satisfactory inspection of delivered items by the notified Committee.
  - b) Submission of Performance Security (CDR to be issued by any renowned schedule bank) being 10% of the total bid value for the warranty period. Performance Guarantee shall be released after successful completion of warranty period of one

year. Failing to submit the Bank Guarantee 10% of the bid value, bidder shall be liable to deposit 10% amount of the bid value with this office which shall be retained till to the successful completion of warranty period.

- xxi. The Bid security may be forfeited if a Bidder withdraws its Bid during the period of Bid validity i.e. 90 days from the date of opening of bid.
- xxii. The bids of the firms / suppliers / dealers who did not purchase the signed copy of the tender Document from the office of the undersigned, shall not be accepted.
- xxiii. Violation of any Clause of this Tender Document will make the bidder disqualified.
- xxiv. To blacklist a firm, if required, the mechanism for blacklisting as per rule 21 of Punjab Procurement Rules, 2014 will be followed.

**Director Technical (Power-I)**  
O/o, Chief Engineer (Power)  
Government of the Punjab  
Energy Department  
1<sup>st</sup> Floor Central Design Building,  
Irrigation Secretariat Old Anarkali, Lahore  
OFF: TEL: 042-99212794, FAX: 042-99212796.

## SECTION- C

### 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 Chief Engineer (Power), Energy Department at 1<sup>st</sup> Floor Central Design Building, Irrigation Secretariat, Old Anarkalki, 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 and satisfactory inspection by the notified Committee.
  - 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 Chief Engineer (Power), 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 items 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 (Power-I), O/o Chief Engineer (Power), 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 Bid Security shall be released after the submission of Performance Security in the form of Call Deposit Receipt / Demand Draft / Pay Order / Bank Guarantee @10% of total bid price from any scheduled bank of Pakistan in favor of Chief Engineer (Power), Energy Department, Lahore.
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 reserves the right to increase or decrease the quantity of items to be procured.

**Director Technical (Power-I)**  
O/o, Chief Engineer (Power)  
Government of the Punjab  
Energy Department  
1<sup>st</sup> Floor Central Design Building,  
Irrigation Secretariat Old Anarkali, Lahore  
OFF: TEL: 042-99212794, FAX: 042-99212796

## As owner(s) of

M/s \_\_\_\_\_

It is certified that I / We:

- a) are Registered Firm / Supplier / Dealer with Sales Tax & Income Tax Departments.
- b) Accept the terms and conditions as laid down in this Tender Document.
- 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 I.T Equipment (Laptops) as per specifications given in **Annex-A**.
- e) Have purchased the Tender Document

**Signature and Stamp of the Bidder**

**LIST OF GOODS WITH SPECIFICATIONS AND SCHEDULE OF PRICE**

<b>I.T EQUIPMENT</b>					
<b>Sr. #</b>	<b>Item</b>	<b>Description/Specification</b>	<b>Qty</b>	<b>Unit Price Exclusive of GST (Rs.)</b>	<b>Total Price Exclusive of GST (Rs.)</b>
1	Laptops	<b>Processor:</b> Core i5 (7 <sup>th</sup> Generation or Higher) <b>HDD:</b> 1 TB <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. Having installed windows 10 and office 2016. <b>Warranty:</b> 1-Year Local Chanel Warranty	02		
<b>Total Bid Price Exclusive of GST (Rs.)</b>					
<b>18% GST (Rs.)</b>					
<b>Total Bid Price Inclusive of GST (Rs.)</b>					

**FORM OF BID**

Date: \_\_\_\_\_ / \_\_\_\_\_ /2023

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

**Director Technical (Power-I)  
O/o, Chief Engineer (Power)  
Government of the Punjab  
Energy Department  
1<sup>st</sup> Floor Central Design Building,  
Irrigation Secretariat Old Anarkali, Lahore  
OFF: TEL: 042-99212794-95, FAX: 042-99212796**

**Gentlemen,**

1. Having examined the terms & conditions to Tender Notice and Specifications of goods / supplies mentioned at Annex-A of the Tender Document bearing No. \_\_\_\_\_ dated \_\_\_\_\_/2023, the receipt of which is hereby acknowledged. We, the undersigned, offer to 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 15 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 \_\_\_\_\_ 2023.

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) \_\_\_\_\_  
\_\_\_\_\_

## 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.	<b>Registered Office:</b>
Address:	
Office Telephone Number:	
Fax Number:	
3.	<b>Contact Person:</b>
Name:	
Personal Telephone Number:	
Email Address:	
4.	<b>Local office if any:</b>
Address:	
Office Telephone Number:	
Fax Number:	
5.	<b>Registration Details:</b>
National Tax No.	
Sales Tax Registration No.	

### Details of Experience (Last \_\_\_\_\_ Years)

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

**To be filled by the Supplying Firm**

**CHECK LIST**

**Please tick Yes or No**

1	Income Tax registration attached	Yes	No
2	Sales Tax registration certificate attached	Yes	No
3	Declaration of Bidder / affidavit of Rs.100/- attached	Yes	No
4	Experience documents for institutional supplies attached	Yes	No
5	Copy of the CNIC of the firm owner / representative attached	Yes	No
6	Original CDR of Bid Security attached	Yes	No
7	Firm is Active Tax Payer till day of Tender	Yes	No
8	Copy of Paid Challan of Rs. 1000/- for Bidding Document attached	Yes	No

**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 and 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

Title of Officer: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Date: \_\_\_\_\_