

TENDER DOCUMENTS

FOR

**FOR PROVISION OF PURCHASE OF MACHINERY & EQUIPMENT
DURING
FY 2022-23**

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



**DIRECTOR TECHNICAL (POWER)
O/o, CHIEF ENGINEER (POWER)
ENERGY DEPARTMENT, PUNJAB
OFFICE: 1st Floor, Central Design Building,
Irrigation Secretariat, Energy Department,
Old Anarkali, Lahore
OFF: TEL: 042-99212794, FAX: 042-99212796.
JULY, 2022**

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

Central Design Building, 1st Floor
Irrigation Secretariat, Old Anarkali, Lahore
(Ph: 99212794, 99212795, Fax: 9212796)
Dated _____ 2022

SECTION-A**INVITATION TO BID**

**TENDER NOTICE FOR THE YEAR 2022-23
SUPPLY OF MACHINERY & EQUIPMENT FOR 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 following items for o/o **Chief Engineer (Power), Energy Department, Government of the Punjab 1st Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore** as listed below. Completed bids in all respect should reach the office on or before **28.07.2022 at 11:00 AM**. The tender will be opened on the same day at **11:30 AM** in the same venue in the presence of bidder's representatives who may like to attend the Bid Opening meeting. Full specification of items alongwith terms and conditions are given in the tender documents.

Estimated Cost 9.81 Million

MACHINERY & EQUIPMENT		
Sr. #	Item	Quantity
1	Photocopier Machine (standard size)	9
2	Water Dispenser	18
3	Ceiling Fan	40

TERMS & CONDITIONS:

1. The procurement shall be completed in accordance with PPRA rules, 2014 (amended upto date) on a Single-Stage, one Envelop bidding procedure.
2. A complete set of Tender Documents (in English Language) 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 and Energy Department websites up to one day before the closing day.
3. The delivery of the aforementioned items shall be required immediately, so the lowest technical compliant bidder should be in a position to deliver the aforesaid items immediately after award of the contract (at most within 90 days) in Lahore, Faisalabad, Multan, Islamabad, Bahawalpur, Gujranwala & Sargodha Districts.
4. Quoted prices must be inclusive of all applicable taxes and other charges/expenses like handling, loading, and 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 PPRA rules.
8. The bids shall be submitted in sealed envelope on the following address, clearly showing the name of tender.
9. The Bidder shall furnish as part of his bid, a Call Deposit/Pay Order equivalent to 2% of the total estimated cost 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).

10. 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.
11. Successful bidder has to deposit 10 % performance security till the expiry of the warranty period.
12. In case any further clarification, please contact the undersigned in office hours.

Director Technical (Power)
O/o, Chief Engineer (Power)
Government of the Punjab
1st Floor Central Design Building,
Irrigation Secretariat Old Anarkali, Lahore
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SECTION-B

INSTRUCTIONS TO THE BIDDERS

1. Chief Engineer (Power), Energy Department intends to purchase the goods for office use mentioned in this document and as per specifications given at **Annex-A** from the Registered Firms / Suppliers / Dealers with Sales Tax & Income Tax Departments on the basis of wholesales rates.
2. In case you are the Registered Firms as mentioned above for the current financial year 2022-23, 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 Tender Documents.
 - ii. The bidder shall be required to quote price of each item of inclusive of all applicable duties & taxes as mentioned in Annex-A of this Tender Documents.
 - iii. The procurement shall be completed in accordance with Punjab Procurement Rules 2014 (Amended up-to-date) on a Single Stage-One Envelope Procedure.
 - iv. The validity of bid shall be for a period of 90 days from the date of opening of the bids.
 - 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 1st Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore, Electric Inspector Lahore-I, Electric Inspector-Lahore-II, Electric Inspector Faisalabad, Electric Inspector Multan, Electric Inspector Bahawalpur, Electric Inspector Gujranwala, Electric Inspector Sargodha & Electric Inspector Islamabad as per quantity mentioned in Annex-A within 90 days from the date of the acceptance 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.
 - vii. Brochures and other technical material of the quoted equipment.
 - viii. The 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 1st 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.
 - ix. The estimated price of **tender** is **Rs. 9.81 Million.**

- x. The bids of the firms / supplier who are not registered with Income Tax and GST Departments shall be rejected and disqualified being non-responsive.
- xi. The Bid Security shall be returned to the un-successful bidders upon the award of the Purchase Order to the Successful Bidder.
- xii. The Bid Security of successful bidder shall be released after the submission of performance security.
- xiii. The bids not submitted according to the terms & conditions of this Tender 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.
- xiv. 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 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.
- 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 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.
- xviii. The rates offered shall be inclusive of all applicable duties & taxes including handling, loading and transportation / distribution etc.
- xix. Blacklisted firms are not eligible to participate in this tender.
- xx. All applicable Taxes shall be deducted from the total bid price as per rules & regulations.
- xxi. The bids shall be received in the office of Chief Engineer (Power), Energy Department, Government of the Punjab, 1st Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore on or before **28.07.2022 at 11:00 AM**. The bid shall be opened by the notified Committee at **11:30 AM** 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.

- xxii. 100% payment of the total value of the bill/purchase order will be released subject to:
- a) Completion of the delivery of the equipment and training of concerned staff in accordance with the specifications mentioned in the Purchase Order.
 - b) Submission of CDR (to be issued by any renowned schedule bank) being 10% of the total bid value for the warranty period. Guarantee shall be released after successful completion of warranty period. Failing to submit the Bank Guarantee 10% of the bids 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.
- xxiii. For failure to comply with the delivery schedule of Purchase Order (s), to be issued against this tender 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 procuring agency reserves the right to cancel the purchase order and to purchase required equipment from elsewhere at risk and cost of the defaulting Supplier.
- xxiv. The bids of the firms / suppliers / dealers who did not purchase the signed copy of the Tender Documents from the office of the undersigned, shall not be accepted and returned unopened to the bidders.
- xxv. The successful bidder will arrange training of the concerned Staff of office of the CE(P) and all the eight Electrical Inspector offices in Punjab in the office of Chief Engineer (Power), Lahore regarding proper use of photocopy machine.
- xxvi. The successful bidder will arrange a pre-shipment inspection of the purchase items by a committee of the procuring agency before dispatch of the said purchase items to respective sites.
- xxvii. In case of violation of any Clause of this Tender Documents, shall make the bidder disqualified.

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O/o, Chief Engineer (Power)
Government of the Punjab
Energy Department
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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 manufacturers or authorized dealers of the goods quoted.
- b) Accept the terms and conditions as laid down in this Tender Documents 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 Documents.
- d) Supply goods as per specifications given in **Annex-A**.
- e) Purchase the Tender Documents

Signature and Stamp of the Bidder

MACHINERY EQUIPMENT			
Sr. #	Item	Description/Specification	Qty
1	Photocopier Machine standard size	Speed minimum 35 PPM, Memory: RAM 2GB, HDD 250GB, Paper input capacity standard 1200 sheet, Print resolution 1200x1200 dpi, Copy Resolution 600x600 dpi, ADF, Scanning speed: 45 (opm) original per minute @ 300 dpi, standard USB port, Network protocol TCP/IP.IPv4, IPv6, 2 Year Warranty with free service for 1 year at site.	9
2	Water Dispenser	Floor mounted with cooling cabinet, Normal Hot & cold functions, standard size, Cooling capacity 2 Litter per hour. Heating capacity 4 Litter per hour, Cooling power consumption 130Watt, Heating Power consumption 420Watt, Power supply 230-240 V, 50Hz. 1 Year Warranty.	18
3	Ceiling Fan	56", Copper winding with electric sheet core. 1 Year Warranty	40

DETAIL OF FURNITURE AND FIXTURES SUPPLIES AT DIFFERENT OFFICES

Particulars	C.E.P	EIL-I	EIL-II	EIG.	EIF.	EIM.	EI.Isd	EI.Sgd	EI.Bwp	Total
Photocopier Machine	1	1	1	1	1	1	1	1	1	9
Ceilling Fans 56"	0	2	10	3	0	0	3	10	12	40
Water Dispensor	2	2	2	2	2	2	2	2	2	18

ABBREVIATIONS

Sr #	Abbreviation	Detail
1	C.E.P	Chief Engineer (Power).
2	EIL-I	Electric Inspector Lahore Region-I, Lahore.
3	EIL-II	Electric Inspector Lahore Region II, Lahore.
4	EIG	Electric Inspector Gujranwala Region, Gujranwala.
5	EI.Isd	Electric Inspector Islamabad Region, Islamabad.
6	EI.Sgd	Electric Inspector Sargodha Region, Sargodha.
7	EIF	Electric Inspector Faisalabad Region, Faisalabad.
8	EIM	Electric Inspector Multan Region, Multan.
9	EI.Bwp	Electric Inspector Bahawalpur Region, Bahawalpur.

FORM OF BID

Date: _____ / _____ /2022

Tender No. _____

**Director Technical (Power)
O/o, Chief Engineer (Power)
Government of the Punjab
Energy Department
1st 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 Documents bearing No. _____ dated _____/2022, the receipt of which is hereby acknowledged we, the undersigned, offer to supply and deliver all items in conformity with specifications mentioned in tender documents and conditions of Tender for the sum of Rs. _____/-including all applicable taxes for whole 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 Documents.
4. If our Bid is accepted, we shall deliver the required items mentioned in the tender documents within 90 days from the date of acceptance 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 _____ 2022.

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) _____