

# **TENDER DOCUMENTS**

**FOR**

**PROVISION OF PURCHASE OF MACHINERY & EQUIPMENT,  
I.T. EQUIPMENT, FURNITURE & FIXTURES ETC. DURING  
FY 2022-23**

**UNDER THE PROJECT  
“ESTABLISHMENT OF RESEARCH CELL IN ENERGY DEPARTMENT”**



**DIRECTOR TECHNICAL (POWER)  
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.  
JUNE, 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  
FOR PROVISION OF PURCHASE OF MACHINERY & EQUIPMENT, I.T. EQUIPMENT,  
FURNITURE & FIXTURES ETC. FOR THE SCHEME TITLED  
“ESTABLISHMENT OF RESEARCH CELL IN ENERGY DEPARTMENT”**

Sealed tenders / bids are invited on single stage, one envelope basis for the Purchase of following Items of different lots for o/o **Chief Engineer (Power), Energy Department, Government of the Punjab 1<sup>st</sup> Floor Central Design Building, Irrigation Secretariat Old Anarkali, Lahore** as listed below. Completed bids in all respect should reach the office on or before **02.08.2022 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.

**LOT-1 (Estimated Cost 1.0 Million)**

<b>MACHINERY &amp; EQUIPMENT</b>		
<b>Sr. #</b>	<b>Item</b>	<b>Quantity</b>
1	Photocopier Machine (standard size)	01
2	Water Dispenser	02

**LOT-2 (Estimated Cost 2.0 Million)**

<b>I.T. EQUIPMENT</b>		
<b>Sr. #</b>	<b>Item</b>	<b>Quantity</b>
1	Laptop	05
3	Printer (Laser Multi Function 3 in 1)	01
4	Printer (Laser)	04

**LOT-3 (Estimated Cost 2.0 Million)**

<b>FURNITURE &amp; FIXTURES</b>		
<b>Sr. #</b>	<b>Item</b>	<b>Quantity</b>
1	Executive Office Table size(L72"W36"H30") with side rack size (L36"W16"XH30")	05
2	Executive Chair	05
3	Executive Office Visitor Chairs	30
4	Executive Office visitor Sofa Set 05 seater (3+1+1) alongwith center table (L48"W24")	02 sets
5	Steel Racks with 4 drawer (54x24x18)(18 SWG)	05
6	Steel file Racks 4ft x 3.5ft x 1.5ft	05

**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 in Lahore as per following schedule:

LOT #1	Maximum of 90 days
LOT #2	Maximum of 45 days
LOT #3	Maximum of 45 days

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 for each LOT 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. Bidders will quote each LOT separately and can also participate in one or more LOTs.
11. 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.
12. Successful bidder has to deposit 10 % performance security till the expiry of the warranty period.
13. In case any further clarification, please contact the undersigned in office hours.

**Director Technical (Power)**  
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. Chief Engineer (Power), Energy Department intends to purchase the Energy Meter Testing Instruments 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 2021-22, you are invited to submit your bids for the Instruments 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 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 equipments, 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, shall be supplied in CE(Power) office and Energy Department, Lahore at no additional cost within a maximum of 90 days for Lot # 01 and 45 days for Lot # 02 & 03 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 cost of 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.
  - ix. The estimated price of **LOT-1** is **Rs. 1.0 Million.**
  - x. The estimated price of **LOT-2** is **Rs. 2.0 Million.**
  - xi. The estimated price of **LOT-3** is **Rs. 2.0 Million.**
  - xii. The bids of the firms / supplier who are not registered with Income Tax and GST Departments shall be rejected and disqualified being non-responsive.
  - xiii. The Bid Security shall be returned to the un-successful bidders upon the award of the Purchase Order to the Successful Bidder.
  - xiv. The Bid Security of successful bidder shall be released after the submission of performance security.
  - xv. 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.

- xvi. 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.
- xvii. 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.
- xviii. 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.
- xix. 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.
- xx. The rates offered shall be inclusive of all applicable duties & taxes including handling, loading and transportation / distribution etc.
- xxi. Blacklisted firms are not eligible to participate in this tender.
- xxii. All applicable Taxes shall be deducted from the total bid price as per rules & regulations.
- xxiii. 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 **02.08.2022 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.
- xxiv. 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 case of Lot # 01) 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 of 02 years. 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.
- xxv. 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.
- xxvi. 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.
- xxvii. Bidders will quote each LOT separately and can also participate in one or more LOTs or whole tender.
- xxviii. The successful bidder of LOT #1 will arrange training of staff of concerned office at Lahore regarding proper use of photocopy machine.
- xxix. 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.
- xxx. In case of violation of any Clause of this Tender Documents, shall make the bidder disqualified.

**Director Technical (Power)**  
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 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**

**LOT #1**

<b>MACHINERY EQUIPMENT</b>			
<b>Sr. #</b>	<b>Item</b>	<b>Description/Specification</b>	<b>Qty</b>
1	<b>Photocopier Machine standard size</b>	Speed minimum 35 PPM, Memory: RAM 2GB, HDD 250GB, Paper input capacity standard 1200 sheet, Print resolution 1200x1200 DPI, Copy Resolution 600 x600 DPI, ADF, Scanning speed: 45 opm original per minute @ 300 dpi, standard USB port, Network protocol TCP/IP.IP v4, IPv6. 2 Year Warranty with free service for 1 year at site.	<b>01</b>
2	<b>Water Dispenser</b>	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, 50Hz. 1 Year Warranty	<b>02</b>

**LOT #2**

<b>I.T. EQUIPMENT</b>			
<b>Sr. #</b>	<b>Item</b>	<b>Description/Specification</b>	<b>Qty</b>
1	<b>Laptop</b>	<p><b>Processor:</b> Core i7 (11<sup>th</sup> Generation or Higher)</p> <p><b>HDD:</b> Minimum 01 TB,</p> <p><b>RAM:</b> 8 GB,</p> <p><b>Display:</b> 15.6" diagonal, FHD (1920x1080)</p> <p><b>Keyboard:</b> Standard, Numeric</p> <p><b>Carrying Case:</b> standard Top-load Carrying case.</p> <p>With other standard specifications having installed windows 10 PRO and MS office 2016 alongwith with all accessories.</p> <p><b>Warranty:</b> 1-Year Local Chanel Warranty</p>	<b>05</b>
2	<b>Printer (Laser Multi Function 3 in 1)</b>	<p><b>Function:</b> Print, copy, scan</p> <p><b>Print speed:</b> 20ppm (normal, A4) or above</p> <p><b>Memory:</b> 128MB</p> <p><b>Monthly page volume:</b> Upto 2,000 pages</p> <p><b>Connectivity:</b> Hi-Speed USB 2.0</p> <p>All standard accessories should be provided</p> <p><b>Technology:</b> Laser</p> <p>All standard accessories should be provided</p> <p><b>Warranty:</b> 1-Year Local Chanel Warranty</p>	<b>01</b>

3	<b>Printer (Laser)</b>	<p><b>Technology:</b> Laser</p> <p><b>Print speed:</b> 20ppm (A-4) or higher</p> <p><b>Memory:</b> 64MB</p> <p><b>Processor speed:</b>400MHz</p> <p><b>Print Handling Input:</b> 150 Sheets</p> <p><b>Output Sheets:</b>100 Sheets output bin</p> <p><b>Duty cycle (monthly):</b>Upto10,000pages</p> <p><b>Connectivity:</b> Hi-Speed USB2.0</p> <p>All standard accessories should be provided</p> <p><b>Warranty:</b> 1-Year Local Chanel Warranty</p>	<b>04</b>
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### **LOT #3**

<b>FURNITURE &amp; FIXTURES</b>			
Sr. #	Item	Description/Specification	Qty
1	<b>Executive Office Table size(L72"W36"H30") with side rack size (L36"W16"H30)</b>	High Quality Sheesham Coated in Wood texture with lacquer polish. Table top/side profile, inner rails and footing made of complete sheesham wood Texture alongwith 8 mm glass on table top & on side rack. Stainless steel alloy handles. High quality locks for drawer. High Quality Chrome handles. High quality locks for cabinet and drawer. Half fold imported hinges in cabinet. Ball sliding channels in 1.5x1mm Gauge. 1 year Warranty.	<b>05</b>
2	<b>Executive Chair</b>	Executive Mesh Chair. Durable and comfortable frame with ergonomic armrest. Heavy duty 5 caster chrome Base and adjustable head rest. Pivot Backrest and Flex Mesh Technology. Hydraulic and back lock. PU high quality wheels. 1 year warranty.	<b>05</b>
3	<b>Executive Office Visitor Chairs</b>	Durable frame and ergonomic armrest. High quality metal frame with finest chrome coating. High quality leatherette. 1 year warranty.	<b>30</b>
4	<b>Executive Office visitor Sofa Set 05 seater (3+1+1) alongwith center table (L48"W24")</b>	5 seater sofa set (3+1+1). Durable and high Quality foam with complete leatherette poshish alongwith center table having glass top, wooden frame with high quality liquor polish. 1 year warranty.	<b>02 sets</b>
5	<b>Steel Racks with (4 drawer) (54"x24"x18")</b>	Steel Racks with 4 drawer including lock with iron sheet of 18 SWG	<b>05</b>
6	<b>Steel file Racks 4ft x 3.5ft x 1.5ft</b>	File Racks having 04 Shelves including top. The racks made of 1.5 inch Angle iron frame (5mm thickness) with shelves made of iron sheet of 18 SWG with spray paint of grey color.	<b>05</b>

**FORM OF BID**

Date: \_\_\_\_\_ / \_\_\_\_\_ /2022

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

**Director Technical (Power)  
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 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 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 Tender Documents.
4. If our Bid is accepted, we shall deliver the required items mentioned in the tender documents within 30 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) \_\_\_\_\_  
\_\_\_\_\_