

Punjab Power Development Board (PPDB)

Government of the Punjab



TENDER DOCUMENTS

For

**FOR SUPPLY OF IT EQUIPMENT UNDER ADP SCHEME
“FEASIBILITY STUDY AND ESTABLISHMENT OF PUNJAB GRID
COMPANY (PGC)”**

MAY, 2024

Managing Director
Punjab Power Development Board (PPDB)
Energy Department
Government of Punjab
1st Floor-Irrigation Secretariat, Old Anarkali, Lahore
(Ph: 042-99213885-6, Fax: 042-99213875)
Email: ppdb.ml@energy.punjab.gov.pk
Website: energy.punjab.gov.pk

INVITATION TO BID

Bid Reference No:	PPDB/PC/2024/04
Procurement Title:	Purchase of IT equipment under ADP scheme “Feasibility Study and Establishment of Punjab Grid Company (PGC)”
Method of Procurement	Single Stage One Envelope (Accumulative Cost Basis Least Cost Method)
Tender Date	22-MAY-2024
Last Date/Time for Bid Submission	05-June-2024 11:00 AM
Bid Opening Date/Time	05-June-2024 11:30 AM

Sealed tenders / bids are invited from eligible, reputed & registered Suppliers/firms for the purchase of following items for office of the Managing Director, Punjab Power Development Board, Energy Department, Government of Punjab, 1st Floor-Irrigation Secretariat, Old Anarkali, Lahore as listed below:

Sr.#	Item	Specification	QTY
1	Laptop	Processor 12 th Generation or higher, Core i5 or higher, SSD 512 minimum, RAM 8 GB, 15.6 diagonal display, one year local warranty with other standard specifications and with carrying bag.	2

Complete bids in all respect should reach the office of **Punjab Power Development Board, Energy Department, Government of Punjab 1st Floor-Irrigation Secretariat, Old Anarkali, Lahore** on or before the last date/time of bid submission as mentioned above.

The tender will be opened on the same day at the date/time as mentioned above at the same venue in the presence of bidder’s representatives who may like to attend the Bid Opening meeting.

TERMS & CONDITIONS

1. Scope of Work

Procurement will be based on accumulative cost basis following least cost method. Bidders must submit bid of all items of a package. Lowest evaluated successful bidder will be responsible for delivery at consignee's end in safe and sound condition.

2. Procurement Procedure and Method of Procurement

Single stage one envelope bidding procedure will be adopted following least cost method on accumulative cost basis.

3. Validity of Bids

The bids shall remain valid for a period of 120 days from the date of opening of bids. Further extension if required be obtained as per Punjab Procurement Rules 2014.

4. Currency

Firm and final rates should be quoted in PAK Rupees.

5. Bid Security

The Call Deposit Receipt/ Pay Order / Demand Draft of Bid Security which is 2% of the Estimated Cost (Rs. 12,000), as mentioned above, in favour of **Punjab Power Development Fund**, shall be submitted along with the sealed bid. Any bid not accompanied by Bid Security shall be rejected & disqualified being non-responsive

6. Govt. Taxes and Transportation Charges

The total quoted price must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation, commissioning charges etc. in Pak Rupees.

7. Preparation of bids/ Proposals

Proposal / bid must be prepared as per instructions of bidding documents. The bid / proposal should be properly page numbered along with index. Separators should be used for differentiation of various documents.

8. Rates on the Form of Bid

Rates should be quoted on the attached prescribed Form of Bid. Bidder shall fill all blank columns of the Form of Bid. In case bidder desires to quote higher specifications, the same should be provided in the respective columns of the Form of Bid.

9. Alternative Bids

More than one bid/offer/tender of a package will not be considered from the same bidder. Further, alternative bid/bids of an item/items shall not be considered.

10. Verification

Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered and the bid will be liable to be rejected.

11. Change in Quantity and place of Delivery

Procuring agency may change the quantity and place of delivery at any time during the procurement proceeding.

12. Acceptance of Arithmetical Errors

In case of discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected, and its bid security will be forfeited.

13. Submission of Bids

The interested bidders should submit bids of the complete package on the basis of “**single stage one envelope procedure**”. All bids must be received in the office of the Convener Procurement Committee, Punjab Power Development Board, Energy Department, Government of Punjab 1st Floor-Irrigation Secretariat, Lahore within due date and time as mentioned in the Bidding Document / Advertisement.

14. Opening of Bids

Bids will publicly be opened by the Procurement Committee of Punjab Power Development Board in the presence of bidders or their representatives who may choose to be present, as per date, time and venue mentioned in the invitation to bid.

15. Evaluation

Evaluation of bids shall be made on accumulative cost basis of complete package following least cost method, conforming to the required specification as given in Form of Bid and other conditions mentioned in the bidding documents. In case bidder quoted items are of higher or better specification, his/her bid will be treated responsive, and finally the evaluation will be made on accumulative cost basis.

16. Method of Selection of Lowest Evaluated Bidder

Lowest evaluated bidder will be selected on accumulative cost basis following least cost method of the complete package. The bidder who meets the required minimum specification, other conditions mentioned in the bidding documents and having lowest price will be selected as lowest evaluated bidder.

17. Award of Contract

Contract will be awarded to the lowest evaluated bidder for complete package. The contractor must submit performance guarantee @ 10% of the contract amount within 15 days of the award of contract. In case of non-submission of performance guarantee within 15 days of the award of contract, the bid security will be forfeited, and contract will be terminated.

18. Provision of Sample / Dummy

The contractor will provide sample / dummy for checking the quality of goods in conformance with the required specifications. On satisfactory acceptance / approval of the sample / dummy, the contractor will be responsible for provision of the same. In case the provided dummy is found unsatisfactory, the contractor will be responsible to rectify the defects, failing which contract will be terminated and bid security shall be forfeited, if applicable

19. Award of Procurement Order

After successful acceptance of sample / dummy, procurement order will be issued, if applicable

20. Repeat Order,

The contractor may provide the deliverable on repeat order up to (15% of the original procurement order) under the provision of Punjab Procurement Rules, 2014, if asked for.

21. Rejection of the Bid

Bids will be rejected in case of the following:

- a) Received after due date and time.
- b) Bidding documents are unsigned / unstamped.
- c) The bid is conditional.
- d) The bid is from a bidder who is blacklisted, by any Government / Semi-Government Department / Autonomous Bodies in any part of Pakistan.
- e) The bid is received by telephone/ telex/ fax/ telegram/E-mail.
- f) Offering partial scope of work / incomplete bids
- g) Bid Security is not attached with the bid OR lesser in amount than required OR not in favor / name of Managing Director, Punjab Power Development Board.
- h) If the bidder is not on active taxpayer list of FBR.

22. Inspection

- i. The inspection shall be conducted at the premises of the destination.
- ii. The procuring agency may reject the delivered items which fail to conform to the technical specification; in inspection the contractor shall replace the rejected Copy of Reports within fifteen working days, free of cost.
- iii. The PPDB post-delivery right to inspect, where necessary, reject the goods shall in no way be limited or waived by reason of pre-delivery inspection, passing of the goods.

23. Payment Mode

Payment will be made through cross cheque after complete delivery at consignee premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

24. Taxes

PPDB shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all payments submitted by the contractor. Change in the rate of tax announced by the Govt. from time to time will be applicable.

25. Penalty

In case of late delivery, in any respect, beyond the period specified in the bidding documents, a delay penalty @ 0.2% per day of the total contract amount shall be imposed on the supplier up to a maximum of 10% of the contract amount.

26. Delivery of Goods

1. The lowest evaluated successful bidder will be responsible for delivery, in all respect at places as mentioned in the Form of Bid in safe and sound condition at its own risk & cost within 30 days of issuance of procurement order.
2. Delivery period can be extended by competent authority on the written request of the contractor, giving compelling reasons for delay in delivery.

27. Force Majeure

- i. The Supplier shall not be liable for forfeiture of its, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- ii. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

- III. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

28. Discrepancy

In case of any discrepancy, shortfall of required information, please refer to the parent document as available at (https://ppra.punjab.gov.pk/bidding_documents)

INSTRUCTIONS TO BIDDERS

1. Single stage one envelope procedure will be adopted.
2. Erasing, cutting/ overwriting should be avoided. However, in case of erasing, cutting / overwriting, the same shall properly be signed.
3. Envelopes should be properly sealed so that contents of the bid are fully enclosed and cannot be known until duly opened.
4. Bid No. and Package Name should clearly be written on top left corner of the envelope.
5. Address and contact No. of the bidder on the envelope should be written.
6. Bids will publicly be opened on the exact date and time given in the advertisement in the presence of the bidders / authorized representatives who may choose to be present.
7. The bid should be properly page numbered along with index. Separators should be used for differentiation of various documents.
8. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
9. All bids must be received in the office of **The Convener, Procurement Committee, Punjab Power Development Board, Energy Department, Government of Punjab 1st Floor-Irrigation Secretariat, Old Anarkali, Lahore,** within due date and time as mentioned in the invitation to bid / advertisement.
10. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
11. Bidding documents should properly be signed and stamped.
12. Lot wise total price and grand total price, in words and figures should be quoted at the respective columns of the Form of Bid.
13. Bidders must submit bids based on complete lot. Any bidder offering partial lot shall be rejected as non-compliance in terms of PPR-2014.
14. No bid will be accepted after closing date and time.
15. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, etc. in Pak Rupees.
16. Evaluation of bid shall be made on accumulative cost basis of complete package, conforming to the required specification as given in Form of Bid.
17. Bidders should accept all the terms & conditions of bidding documents and conditional bid should not be submitted.
18. The bidder must be active taxpayer.
19. Bidder must be NTN and GST Registered.
20. Bid security @ 2% of estimated cost (Rs. 12,000) must be attached in original.
21. In case of any discrepancy, shortfall of required information, please refer to the parent document as available at (https://ppra.punjab.gov.pk/bidding_documents)

FORM OF BID

Date: / /2024

Tender No. _____

To: **The Convener, Procurement Committee, Punjab Power Development Board, Energy Department, Government of Punjab 1st Floor-Irrigation Secretariat, Old Anarkali, Lahore**

Dear Sir,

1. Having examined the terms & conditions to Tender Notice and Specifications of goods / supplies mentioned in this document, the Tender Documents bearing No. _____ dated ____/2024, 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 for: Rs._____/including GST for all tender items (Rupees _____ in words)

Total Bid Rs. _____ in words _____

2. Our bid price shall be valid for a period of 120 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 _____ 2024.

Signature _____ in the capacity of _____ duly authorized to sign bids for

and on behalf of _____

(Name of Bidder in Block Capitals)

Complete address: _____

Telephone/Fax No. _____

(Signature & Stamp)**WITNESS:**

1) _____

2) _____

Note: All applicable taxes at the time of payment will be deducted Charge in the rate of tax announced by the Govt. from time to time will be applicable.

FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)

This agreement is made in the presence of the witnesses named below on this _____ day of 2024 at _____ between PPDB Lahore (hereinafter called “the Procuring agency”) and _____ (hereinafter called “the Publisher”). Whereas the Procuring agency invited bids for printing and supply of _____ and has accepted a bid by the Publisher for the printing and supply of _____ in the sum of Rs. _____ (hereinafter called “the Contract Price”).

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
 - (a) Invitation to bid as publicized / advertised by the Procuring agency.
 - (b) Bidding document as bought from the Procuring agency.
 - (c) Specifications of items
 - (d) Form of Bid
 - (e) Undertaking submitted by the bidder along with the bid papers.
 - (f) Procurement Order.
 - (g) General and special conditions regarding procurement as given in the bidding documents
 - (h) This contract agreement as executed between the Procurer and the Publisher.
 - (i) The Bid Security and the Performance Guarantee
3. In consideration of the payments to be made by the Procurer to the Publisher as hereinafter mentioned, the Publisher hereby covenants with the Procurer to provide the goods and services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.
4. The procurer hereby covenants to pay the Publisher in consideration of the provision of the goods and services and replace the defective items therein, 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.
5. Payment will be made through cross cheque after complete delivery at consignee premises and **successful final inspection**. The contractor shall provide all necessary supporting documents along with invoice for payment.
6. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014. The arbitration should be made through mutually agreed single arbitrator.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before setting forth.

<u>Purchaser</u>	<u>Supplier / Contractor</u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

WITNESS:

1. _____

2. _____

FORMAT OF ALL SECURITIES REQUIRED

1. Bid Security

All bids accompany the bid security as demanded in the invitation to bid in the form of CDR/DD/PO/ Banker's cheque in favor of **Punjab Power Development Fund**. In case of withdrawal of bid after opening of bids, or non-compliance of the procurement order / procurement contract, the bid security will be forfeited.

2. Performance Guarantee

The successful bidder must furnish to the procuring agency the performance guarantee @ 10% of the contract amount within 15 days of award of contract. The performance guarantee can be submitted in the shape of Bank Guarantee, CDR, DD, Pay Order, or Banker's Cheque only, in favor of **Punjab Power Development Fund** issued by the schedule bank valid for one year. Performance Guarantee will be returned after complete delivery / successful inspection. In case of non-satisfactory services and non-compliance of procurement order / procurement contract in terms of supply of any item / good and quality, the performance guarantee will be forfeited.

3. Release of Bid Security

Bid Security of unsuccessful bidders will be released after signing of contract agreement with the successful bidder. Bid Security of successful bidder will be released on receipt of performance guarantee.

4. Arbitration

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration.

5. Blacklisting

The procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any corrupt practice.

Blacklisting mechanism will be followed as per Punjab Procurement Rules 2014.

6. Communication

In case of any problem regarding preparation and submission of bids, in case of any problem regarding preparation and submission of bids, the below mentioned officers may be contacted:

The Convener, Procurement Committee
 Punjab Power Development Board (PPDB)
 1st Floor-Irrigation Secretariat, Old Anarkali, Lahore
 Ph: 042-99213885-6, Fax: 042-99213875
 Email: ppdb.ml@energy.punjab.gov.pk

CERTIFICATE

- A. We undertake that our Firm M/s _____ is not blacklisted by any. Government / Semi-Government Department/Agency/Autonomous Bodies in any part of Pakistan.
- B. We undertake that in case our bid is accepted, the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, un- altered in any way, as per required specification, imported (if any) through proper channel.
- C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.
- D. We also hereby categorically confirm that the proposal / bid offered by us comply with particulars and specification as given in the Bidding Documents.
- E. It is certified that quoted rates against each item are as per market rate and we will refund the excess amount in case we offered the same items at lowest rate anywhere in Pakistan.

Signature & Stamp _____

Date _____

CHECK LIST / GUIDELINES FOR BIDDERS

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirements are met for the preparation and submission of their bids:

Sr. No.	Requirement	Yes / No
01.	The bidder must be active taxpayer throughout the procurement process	
02.	Bid Security in favor MD PPDB as demanded in the invitation to bid must be available in the bid.	
03.	Bid reference and package at top left corner of the envelope must be marked	
04.	No item of a package is missed and rates of all items in a package quoted	
05.	No Erasing, cutting/ overwriting made. If made the same is properly signed must be and stamped	
06.	Envelopes must be properly sealed	
07.	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative must be provided	
08.	Bids must be addressed to Convener Procurement Committee, Punjab Power Development Board, Energy Department, Government of Punjab 1 st Floor-Irrigation Secretariat, Lahore, Lahore.	
09.	All pages of bidding documents must be properly signed and stamped at the given place	
10.	Item wise rate and grand total must be quoted at the respective columns of the Form of Bid.	
11.	Firm and final rates must be quoted in PAK Rupees	
12.	Literature / manual / brochure (in Urdu / English) placed in the bid (if required), must be in conformity with the required specifications of items	
13.	Quoted bids must be inclusive of all taxes, duties, transportation charges etc. in Pak Rupees.	
14.	Rates must be quoted on the attached prescribed Form of Bid	
15.	No calculation or arithmetic error is made. In case of any error, it will be dealt as per clause 12 of bid document	
16.	Bid is submitted within due date and time	
17.	Bid is not conditional	
18.	Certificate at the end of bidding documents must be signed and stamped	
19.	Read and understand all the bidding document	
20.	Address and contact No. of the bidder on the envelope must be mentioned	