

TENDER DOCUMENT

FOR PROVISION OF PRINTING ITEMS (TEST REPORT REGISTERS)
DURING F.Y 2024-25



November, 2024

Ahussain

**Assistant Director (ADMN)
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.

**Assistant Director (Admn)
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 PRINTING ITEMS (TEST REPORT REGISTERS) DURING F.Y 2024-25 FROM CURRENT BUDGET

1. The office of the Chief Engineer (Power), Energy Department invites single stage bids for provision of Printing Items (Test Report Registers) as mentioned in **Annex-A** of Tender Document **from Pre-Qualified Printers/ Registered "A Class" Printers of Govt. Printing Press, Punjab, Lahore 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: [\(http://ppra.punjab.gov.pk\)](http://ppra.punjab.gov.pk) /Energy Department websites and participate in the procurement process without paying any cost or fee& submit the application up to one day before the closing day.
3. The estimated price of this tender is **Rs.3,300,000/-** for all items.
4. Bids must be submitted on E-Pak Acquisition and Disposal System (EPAD) website. before **16-12-2024 at 11:00 AM**. All Bids must be accompanied by a Bid Security of 2% of the estimated price (Rs. 66,000/-) in the form of CDR/Bank Guarantee / Demand Draft / Pay Order. Late Bids shall be rejected. The Bids will be opened on 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 **120 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: [\(http://ppra.punjab.gov.pk\)](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. 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 Print the Printing items (Test Report Register) for office use in Electric Inspectorates in Punjab as per specifications given at **Annex-A(I,II & III)** from Pre-Qualified Printers/ Registered "A Class" Printers of Govt. Printing Press, Punjab, Lahore on basis of wholesales rates.
2. In case you are a Pre-Qualified Printers/ Registered "A Class" Printers of Govt. Printing Press, Punjab, Lahore for the F.Y 2024-25, you are invited to submit your bid for above subject terms and conditions mentioned below:
 - i. The bidder shall submit a single stage bid, 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 required to quote price of each 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. Printed items as per specifications mentioned at **Annex-A(I,II & III)** 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 as per schedule of delivery (Annex-C) from the date of the issuance of Purchase Order;** otherwise, the performance security shall stand forfeited and the firm shall be blacklisted.
 - vi. The estimated price of this tender is Rs.3,300,000/- for all items
 - vii. The bidder must be submit the Bid on E-Pak Acquisition and Disposal System (EPAD) website before **16-12-2024 at 11:00 AM** and bid shall be opened by the notified Committee on **16-12-2024 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. 66,000/-**) in 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 late submit or not accompanied by Bid Security shall be rejected & disqualified being non-responsive.
 - viii. The validity of bid shall be for a period of 120 days from the date of opening of the bid.


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- 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 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.
- xi. The Successful bidder shall furnish a Call Deposit Receipt/ Pay Order / Demand Draft as Performance Security @ 5% of the bid price quoted by the bidder, within a period of Ten (10) days after the receipt of Letter of Acceptance (LOA) from the procuring agency.
- xii. The Bid Security of successful bidder shall be released after the submission of performance security.
- xiii. The Bid Security may be forfeited:
- a. If a Bidder withdraws its Bid during the period of Bid validity i.e. 120 days from the date of opening of bid.
- b. In the case of a successful Bidder, if 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.
- xiv. 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.
- xv. 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.
- xvi. 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.
- xvii. The required items mentioned in the tender Document will be delivered as per schedule of delivery **(Annex-C)**.
- 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 item mentioned in this Tender Document.
- xix. All applicable Taxes shall be deducted from the total bid price as per rules & regulations.



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- xx. The bids of the firms / suppliers / dealers have to quote all items rate required in the tender document, otherwise the bid shall be rejected being non-responsive
- xxi. The provision of checklist attached is essential prerequisite along with submission of tenders. After passing the check list the lowest bidder will be successful.
- xxii. In case of violation of any Clause of this Tender Document, shall make the bidder disqualified.
- xxiii. The rates offered shall be inclusive of all applicable duties & taxes including handling, loading and transportation / distribution etc.
- xxiv. Blacklisted firms are not eligible to participate in this tender.
- xxv. To blacklist a firm, if required, the mechanism for blacklisting as per rule 21 of PPR, 2014 will be followed.



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Energy Department Punjab
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 and Pre-Qualified Printers/ Registered "A Class" Printers of Govt. Printing Press, Punjab, Lahore on basis of wholesales rates.
- 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) Delivery of goods as per specifications given in **Annex-A (I,II & III)** and will be delivered as per delivered planed **Annex-C**.



**Assistant Director (Admn)
O/o Chief Engineer (Power)
Energy Department Punjab
Lahore.**

Signature and Stamp of the Bidder

Technical Specification of Bidding ItemsEstimation Cost: 3,300,000/-

Sr. No.	Name of Item	Specifications	Qty (Sheets per Register)	Quoted Register Serial No.	Quantity
1	Domestic Test Report Register	Page Wight 40gram Double Page (1Color green, 1Color Black) Alongwith Insulation	100*2 = 200 Pages	001N to 6000N	6000
2	Commercial Test Report Register	Page Wight 40gram Double Page <ul style="list-style-type: none"> • Original copy paper color is white & printing color is Orange. • Carbon copy paper color is white & Printing color is Black) Alongwith Insulation	25*2 = 50 Pages	001N to 1000N	1000
3	Industrial Test Report Register	Page Wight 40gram Double Page <ul style="list-style-type: none"> • Original copy paper color is Yellow & printing color is Black. • Carbon copy paper color is white & Printing color is Black) Alongwith Insulation	25*2 = 50 Pages	001N to 1000N	1000


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LIST OF GOODS WITH SPECIFICATIONS AND SCHEDULE OF PRICE

Printing Items (Test Report Register)						
Sr. #	Item	Description/Specification	Qty	Qty (Sheets per Register)	Unit Price (Rs.) (Inclusive of all taxes)	Total Price (Rs.) (Inclusive of all taxes)
1	Domestic Test Report Register	Page Wight 40gram Double Page (1Color green, 1Color Black) Alongwith Insulation	6000	100*2 = 200 Pages		
2	Commercial Test Report Register	Page Wight 40gram Double Page <ul style="list-style-type: none"> • Original copy paper color is white & printing color is Orange. • Carbon copy paper color is white & Printing color is Black) Alongwith Insulation	1000	25*2 = 50 Pages		
3	Industrial Test Report Register	Page Wight 40gram Double Page <ul style="list-style-type: none"> • Original copy paper color is Yellow & printing color is Black. • Carbon copy paper color is white & Printing color is Black) Alongwith Insulation	1000	25*2 = 50 Pages		
Total Price inclusive of all applicable Taxes (Rs.)						


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SCHEDULE OF DELIVERY OF PRINTING ITEMS

Sr. No.	Name of Item	Delivery Month					Total Qty	Quoted Register Serial No.
		Jan,25	Feb,25	March,25	April,25	May,25		
1	Domestic Test Report Register	1000	1000	1000	1000	1000	1000	001N to 6000N
2	Commercial Test Report Register	500	-	500	-	-	1000	001N to 1000N
3	Industrial Test Report Register	500	-	500	-	-	1000	001N to 1000N


Assistant Director (Admin)
O/o Chief Engineer (Power)
Energy Department Punjab
Lahore

FORM OF BID

Date: _____ / _____ /2024 Tender No. _____

Assistant Director (ADMIN)
O/o the Chief Engineer (Power),
Government of the Punjab,
1st Floor Central Design Building,
Irrigation Secretariat Old Anarkali, Lahore.
OFF: TEL: 042-99212797, FAX: 042-99212796.

Gentlemen,

1. Having examined the terms & conditions to Tender Notice and Specifications of goods / supplies mentioned at **Annex-A (I,II&III)** of the Tender Document 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 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 120 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 as per schedule of delivery.
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


Assistant Director (Power)
O/o Chief Engineer (Power)
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Date: _____ 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: _____

Fax No. _____ Telephone No. _____

WITNESS:

1) _____

2) _____

(Signature & Stamp)

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			


 Assistant Director (Admn)
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Affidavit

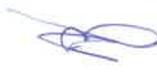
[To be printed on PKR 100 Stamp Paper, duly attested by Oath Commissioner,
To be attached with Bid]

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 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: _____

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

Name of Company: _____

Date: _____

Check List

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

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

Sr. #	Detail	Responsive	Non-responsive
1	Pre-Qualified Printers/ Registered "A Class" Printers of Govt. Printing Press, Punjab, Lahore on basis of wholesales rates		
2	02% Bid Security (Rs. 66,000/-) of estimated cost of items given by the department. The Bid security must be submitted with proposal.		
3	Active Registration with Income Tax Authorities (National Tax Number NTN) at least three years old		
4	Copy of active Registration with Sales Tax Authorities (STRN) & PRA		
5	At least one number of similar nature having 25% cost or above of estimated price have been performed / executed in public organization during last five years (certificate duly signed by gazetted officer attached).		
6	Technical & Financial Bid of items mentioned in Annex-A & B of tender document on letter head of the firm duly signed and stamped.		
7	General Information on letter head of the firm duly signed and stamped.		
8	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.		
9	i. Work order / supply order / purchase order of previous relevant experience. ii. Bidders profile on letter head of the firm, duly signed and stamped. iii. Company profile. iv. Income Tax Returns/Audited Financial Statement, Bank Statement, National tax number Certificate, General Sale Tax Number Certificate.		


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Stamp & Signature of Bidder _____