



**Punjab Energy Efficiency & Conservation Agency (PEECA),
Energy Department,**



Bidding Document

for

**PROCUREMENT OF OFFICE STATIONARY
& IT EQUIPMENT
UNDER SCHEME TITLED
“GREEN ENERGY PROJECTS FINANCED
BY KFW BANK GERMANY”**

Single Stage Single Envelope (SSSE)

In line with Punjab Procurement Rules 2014 (Amended up to Date)

Issued on: 2nd April, 2026



**TENDER NOTICE
FOR
PROCUREMENT OF OFFICE STATIONARY & IT
EQUIPMENT
UNDER SCHEME TITLED
“GREEN ENERGY PROJECTS FINANCED BY KFW
BANK GERMANY”**



PEECA invites eligible and well reputed Companies/Contractors/Suppliers/Business Individuals who are registered with Punjab Procurement Regulatory Authority (PPRA), E-PADS and relevant Tax Departments, to express their interest for the Provision of Office Supplies in accordance with Punjab Procurement Rules, 2014 (amended up to date) Interested Companies/Contractors/Suppliers/Business Individuals should provide their Technical and Financial Bids with relevant documents, demonstrating that they have the required experience to provide the abovementioned goods. Single Stage Single Envelope (SSSE) bidding procedure shall be adopted as per Punjab Procurement Rules (hereafter referred to as “PPRA Rules”) 2014 (amended up to date)

The LOT wise estimated prices along with its corresponding Bid Security is as follows

LOT No.	Description	Estimated Cost- PKR	Bid Security- PKR 2%
LOT-1	IT Equipment	1,540,000	30,800
LOT-2	Computer Stationary	630,000	12,600
LOT-3	Office Stationary	700,000	14,000
	Total	2,870,000	57,400

If any bidder/participant wants to participate in both LOTs combined, it needs to upload a copy of the cumulative Bid Security amounting to **PKR 57,400** (which is refundable and less than **5%** of the estimated cost as Per Rule 27 of PPRA Rules, 2014 (amended up to date) in the form of CDR/ Bank Draft/ Pay Order in favor of **Managing Director, Punjab Energy Efficiency & Conservation Agency (PEECA)** along with the Bid whilst the Original must be submitted in person before the deadline.

The detailed tender document may be accessed online for information and participation at www.ppra.punjab.gov.pk, www.peeca.punjab.gov.pk and E- Pak Acquisition Disposal System (EPADS) <https://eprocure.gov.pk/#/supplier/registration>.

Bids must be submitted through E- Pak Acquisition Disposal System (EPADS) before the opening date of **April 21, 2026 on 02:00PM**. Bids will be opened on the same day at **02:30PM** Single Stage Single Envelope (SSSE) procedure will be adopted as per PPRA rules (amended up to date).

For further information, please contact:

**MANAGER LEGAL
PUNJAB ENERGY EFFICIENCY & CONSERVATION
AGENCY (PEECA), ENERGY DEPARTMENT,
48-A, BLOCK CII, GHALIB ROAD, GULBERG III, LAHORE, PAKISTAN
PHONE: +92-42-99268362-3
EMAIL: PEECA.QU@ENERGY.PUNJAB.GOV.PK**

APPLICATION

Subject: TENDER FOR PROCUREMENT OF OFFICE SUPPLIES

1.)	NAME OF FIRM:
2.)	OWNER OF FIRM:
3.)	CNIC:
4.)	NTN:
5.)	IS AFFIDAVIT ATTACHED?:
6.)	CONTACT NO:
7.)	E-MAIL:
8.)	OFFICE ADDRESS:

INSTRUCTIONS TO BIDDERS

- i. A bidder should quote items according to the specifications given in the requirement schedule.
- ii. The Committee may reject any proposal which does not conform to the specified requirements given in the Specifications/Requirement Schedule.
- iii. During the technical evaluation no amendments in the technical proposal shall be permitted.
- iv. The Procurement Committee may ask bidder(s) for explanation of any item/information given in bidder's proposals.
- v. The bids shall be submitted through EPADS.
- vi. The bids shall be opened publicly at a time and date mentioned in the advertisement on online system E-PADS.
- vii. The bidders may be asked to provide samples to check the quality.
- viii. The bidders shall submit complete details of their firm, offices, along-with postal address, phone/fax numbers etc.
- ix. Any erasing / cutting / crossing etc. appearing in the offer must be properly signed by the person signing the tender. Moreover, all pages to the tender must also be properly signed and stamped. An offer with any overwriting shall in no circumstances be accepted.
- x. There will be 2 % bid security in the form of CDR for the total amount of purchase order which will remain in the custody of the Client till the award of the Contract Agreement. **The Original Bid Security must be submitted before one day of the opening date of Bids for bank verification otherwise, the bid will be considered non-responsive.**
- xi. Performance Security will be furnished by the successful bidder **5%** of the contract price.
- xii. The bidders are expected to examine the bidding documents / tender notice, including all instructions, terms & conditions, specifications etc. Failure to furnish all information / documents or submission of a bid not substantially responsive to the bidding documents / tender notice in any aspect shall result in the rejection of the bid.
- xiii. Companies should mention company profile and past relevant experience.
- xiv. The Client reserves the right to reject all the proposals submitted in response to this tender notice prior to acceptance.
- xv. The Tender Notice and Bidding Documents are available on website of PEECA and on PPRA website. The bidders may be disqualified / blacklisted as per PPRA Rules 2014 (amended up to date) upon violating any of the terms and conditions.
- xvi. The Goods must be delivered as per the requirements of the Client at PEECA's office after issuance of Purchase Order/Notification of Award.
- xvii. In evaluating and computing the financial bids, the successful bidder will be determined by adjusting the bid price by making any correction for any arithmetic errors as follows:
 - a. Where there is a discrepancy between amounts in figures and in words, the amount in words shall govern;

- b. where is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern;
 - c. If the Client refuses to accept the correction, the Bid will be rejected.
- xviii. No Bid shall be modified after the deadline for submission of Bid.
- xix. The prices should be quoted in the local currency i.e. Pak Rupees (PKR), and should be inclusive of all applicable taxes and supply charges.
- xx. The bid price shall remain valid for a period of **thirty (30)** calendar days counted from the date of submission of the Bid. The Client may request the bidder to extend the period of validity for a specified additional period. The Client's request and the bidders' response(s) shall be made in writing. A bidder may refuse the request for extension of Bid validity in which case it may withdraw its bid without any penalty. A bidder agreeing to the request will not be required or permitted to otherwise modify its Bid.
- xxi. The bidder (s) are requested to give their best and final prices as no negotiations shall take place.
- xxii. The Client, reserves the right to increase or decrease the quantities of supplies. (Quantities can be increased or decreased by 15% of the original quantity).

TERMS & CONDITIONS

1. The successful bidder/bidders shall provide/deliver the Goods at PEECA's premises after issuance of the Purchase/Work Order as per the requirement. For the execution of the Contract, the stamp duty shall be payable by the successful bidder.
2. Quality test of items (if applicable) shall be conducted, as per the requirement of the Client from random samples. The cost of the test shall be borne by the successful bidder. In the event that the quality is found to be unsatisfactory and not as per the specifications, the bidder shall pay a penalty of PKR 10,000/- (Pakistani rupees ten thousand) per item along with the replacement of the item.
3. The Contract shall be valid up to a Term of **30th June, 2026** extendable for a period of One Year on satisfactory performance subject to allocation of budget by the Finance Department. Any such extension of the Term shall be on the previously agreed rates. The rates should be inclusive of all applicable taxes and transport charges incurred during the supply of food, stationery and other items. There shall be no any hidden charges.
4. The Client reserves the right to terminate the Contract at any time and re-tender any LOT or all the LOTS in case of poor quality of items or inefficient services.
5. If the successful bidder at any time during the Contract intends to terminate the contract, it shall service a two months' Notice at the minimum along with reason (s) which may be considered by the Client on reasonable grounds.

6. The Bids must be submitted through E- Pak Acquisition Disposal System (EPADS) <https://eprocure.gov.pk/#/supplier/registration>.
7. Bids shall be opened on the same time and day mentioned on the advertisement.
8. The Procurement Committee shall evaluate the technical proposal in a manner prescribed herein before, without reference to the price as per approved specification.
9. The Tender process adopted is “Single Stage-Single Envelope Procedure” as per Punjab Procurement Rules, 2014 (amended up to date). The bid shall comprise of a single envelope for each LOT.

BID PROPOSAL:

Details to be furnished in the proposal:

- a) Covering Letter.
- b) Tender Documents of Proposal.
- c) Copies of Sales Tax and Income Tax Certificate and last Income Tax return.
- d) Check List duly filled, signed and stamped by authorized representative.
- e) Affidavits on original stamp paper / company letter head for completion of services.
- f) Specifications as per requirements on bidder's Letter Head mentioning full details. The Bid should contain only one Brand/Model/Make for each item (where applicable). No alternate options for one item.
- g) Bank Statement for last One Year.
- h) Authority letter in case a representative of the Firm/Company is nominated to participate in the bidding process.
- i) The bid should contain individual rates of all items and a grand total of each LOT must be given in the bid separately if applying for more than one LOT.
- j) Price Schedule.
- k) Bid Security LOT wise if a bidder wants to apply for more than one LOT should be attached with the bid proposal.

EVALUATION CRITERIA
(Relevant documents must be attached)

TENDER ELIGIBILITY/MANDATORY PARAMETERS

An eligible bidder/tenderer is one who:

- i. Has a valid registration certificate for Sales Tax and Income Tax with active NTN Number/active taxpayer by FBR.
- ii. Has deposited Bid Security LOT wise if applying for more than One (01) LOT.
- iii. Provides an Affidavit on original Stamp Paper of PKR 100/- undertaking that their Firm/Company has not been blacklisted by Procuring Agency / PPRA.
- iv. Lowest Evaluated Price per LOT.
- v. The contract agreement will be done lot wise with whom who have submitted the lowest price for each lot.
- vi. Details of office items along with specifications where required and quantities LOT-wise.

PRICE SCHEDULE (FINANCIAL BID LOT WISE)

LOT 1 – IT Equipment					
Sr. No.	Description		Quantity	Unit Price	Total Price
1	<u>LAPTOP</u>		03		
	Generation	Intel Core Ultra 7			
	Processor Type	Intel® Core™ Ultra 7 155U Meteor Lake (12 MB L3 cache)			
	Processor Speed	1.7 GHz up to 4.8 GHz with Intel® Turbo Boost Technology (12 cores,14 threads)			
	Installed RAM	16 GB			
	Type of memory	DDR5			
	Hard drive size	1 TB PCI NVMe SSD			
	Optical Drive	Optional			
	Graphic Series	Intel Integrated Graphics			
	Dedicated graphics	Optional			
	Backlight	LED			
	Screen size	15-16" diagonal, WUXGA (1920 x 1200), IPS, anti-glare, 300 nits			
	Screen resolution	1920x1200			
	Operating System	Windows 11 Home			
	Fingerprint Reader	Fingerprint sensor			
	Numeric keyboard	Yes			
	Backlit keyboard	Backlit keyboard with numeric keypad			
	Bluetooth	Bluetooth® 5.3 wireless card, v Pro			
	LAN	Optional			
	Wifi	Yes			
	Type	Intel® Wi-Fi 6E AX211 (2x2)			
	USB	2 Thunderbolt 4 with USB Type-C, 40Gbps signaling rate (USB Power Delivery, DisplayPort 1.4); 2 USB Type-A 5Gbps signaling rate (1 charging, 1 power)			
	HDMI	1x HDMI 2.1			
	Camera	5 MP IR camera			
	Warranty	1 Year Warranty (Local)			

2	<u>BLACK & WHITE PRINTER SPECIFICATION</u>		01		
	Print Technology	Laser			
	Print Speed	40 ppm or higher			
	Print Resolution	1200x1200dpi or higher			
	Multifunction	Print-Copy-Scan-Fax			
	Duplex	Automatic (two-sided printing)			
	RAM	512 mb or higher			
	Wifi	YES			
	Connectivity	1 Hi-Speed USB 2.0 1 rear host USB 1 Front USB port & Ethernet port			
	Tray 1 Capacity	100 Sheets			
	Tray 2 Capacity	250 Sheets			
	ADF Capacity	50 Sheets			
Warranty	1 year (Local)				
3	<u>COLOR PRINTER SPECIFICATION</u>		01		
	Print Technology	Color Laser			
	Print Speed	40 ppm or higher			
	Print Resolution	1200x1200dpi or higher			
	Duplex Printing	Automatic (two-sided printing)			
	Multifunction	Print-Copy-Scan-Fax			
	Connectivity	USB 3.0, USB 2.0, Gigabit Ethernet			
	Display	Color touchscreen			
	Memory	512 mb or higher			
	Supported Operating Systems	Windows, mac OS			
	Warranty	1 year (Local)			
	Total Price inclusive of all applicable taxes (PKR)				

LOT 2 – COMPUTER STATIONARY				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	<u>External Hard Drive</u> Storage Capacity 2TB Interface Micro-USB 3.2 Gen 1 Data Transfer Speeds Up to 5Gb/s Durability Military-Grade Shock Resistance Protection System Internal Hard Drive Suspension System Button Quick Reconnect Button Backup One Touch Auto-Backup Compatibility Windows, Mac OS Warranty 1 Year Warranty	02		
2	<u>Wireless Mouse</u> Connectivity: Bluetooth 5.1 Sensor: Optical Tracking (1000-4000 DPI) Buttons: 3 (Left/Right-click, Middle click) Silent Click: Yes, SilentTouch Technology Battery: 1x AA (included) Dimensions: 99×60×39 mm Range: Up to 10 meters Compatibility: Windows, mac OS Warranty 1 year	05		
3	<u>HDMI Cable (15 Meter)</u> Full HD 1080P Ultra HD 4K Support dual screen display Support 4 voice signal stream Support true-HD, DTS-HD, master audio Support upto 32 sound channels at same time Support High speed Ethernet 10/100mbps network transmission	02		
4	<u>Slide Changer</u> Wireless Connectivity 2.4 GHz USB receiver, ~10m - 15m (50 ft) range Laser Pointer Class 2 laser, < 1mW output, 640-660nm (red light) Controls Next/previous slide, slideshow start/end and laser button. Battery 2x AAA batteries Compatibility Windows 10, 11, Mac OS Warranty 1 year	01		

5	USB 3.0 Capacity 32 GB Data Transfer Rate Up to 150Mbps Performance Shock-resistant Compatibility Windows 10, 11, Mac OS	24		
Total Price inclusive of all applicable taxes (PKR)				

LOT-3 OFFICE STATIONERY ITEMS				
Sr. No.	Description	Quantity	Unit Price	Total Price
1	Paper Rim (Dobule A) A4 Size	150 Rim		
2	Paper Rim (Double A) Legal Size	50 Rim		
3	Gel Pen (Uni Ball Eye Fine Roller Pen)	30 Boxes		
4	Ball Point (Picasso Oria)	50 Boxes		
5	Card files with Printing & Threads	1000 Pieces		
6	Hard Files with ring clip (Sensa)	90 Pieces		
7	File Ribbon (With Velcro & PEECA Logo)	100 Pieces		
8	PEECA Letter Head (A4 Size)	2 Rim		
9	Leather Diaries with PEECA Logo	30 Pieces		
Total Price inclusive of all applicable taxes (PKR)				

NOTE:

1. The Bidder shall quote its price for all of the above items.
2. Evaluation shall be done on the lowest rates of each LOT and the contract shall be awarded accordingly.
3. A blank or partially/ conditionally filled Bid Price Schedule shall be considered as non- responsive.
4. The successful bidder shall get the sample approved from the Client within two (2) days of issuance of Purchase/Work Order.
5. All items shall be as per approved samples.

6. The successful bidder shall deliver the ordered quantity at PEECA's office as per the delivery schedule mentioned in Purchase/Work Order.
7. Any delays in the delivery shall be subject to a penalty up to 10% of the Purchase/Work Order.
8. The Bid Security or Performance Security (as the case may be) shall be forfeited in the case of non-compliance to the terms, conditions and requirements of the Client.
9. All costs involved in the supply at PEECA's office shall be borne by the successful bidder.