BIDDING DOCUMENT

FOR

PRINTING OF LABEL STICKERS

Single Stage Two Envelope (SSTE)

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

Issued on: 12 August, 2026

TENDER NOTICE
FOR
PRINTING OF LABEL STICKERS

The Punjab Energy Efficiency and Conservation Agency (PEECA), Government of the Punjab, invites E-Bids for printing of label stickers through prospective bidders registered with Income Tax & Sales Tax Departments/Punjab Revenue Authorities (PRA) possessing a valid NTN.

Interested Bidders (Firms/Companies/Proprietors) may download the Bidding Document from the websites of PEECA, Energy Department (www.peeca.punjab.gov.pk) and PPRA (www.ppra.punjab.gov.pk) for detailed terms and conditions. Bid Security at 02% of the total estimated cost must be submitted on Punjab e-Procurement System. No physical financial instrument will be accepted.

Bidding shall be conducted through the Single Stage Two Envelope (SSTE) procedure and the E-Bids should be submitted through Punjab e-Procurement System (EP) https://ep.punjab.gov.pk latest by 31st August, 2026 (02:00 PM). The E-Bids shall be opened (downloaded) on the same date at 02:30 PM in the presence of bidders or their authorized representatives in accordance with Punjab Procurement Rules 2014 (amended up to date).

The URL of the website of the PPRA is http://eproc.punjab.gov.pk/ViewTender.aspx and response time shall be calculated exclusively from the date of publication of the advertisement on the website of the PPRA.

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 FOR PRINTING OF LABEL STICKERS (SAVE UP)

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

1. BACKGROUND

The Punjab Energy Efficiency & Conservation Agency (PEECA) is implementing the "Launch of Punjab Endorsement Label (SAVE UP)" to promote energy-efficient electrical appliances in Punjab. Under the project, the appliance registration portal has been developed, the SAVE UP label design has been finalized, and manufacturers/suppliers are being registered. The registered manufacturers/suppliers will be issued SAVE UP label stickers for affixation on qualifying appliances.

To support the implementation of the project, PEECA intends to engage a qualified Service Provider for the printing and supply of SAVE UP label stickers in accordance with the approved specifications and quality standards.

2. OBJECTIVE

To hire a technically competent and experienced Service Provider for the secure printing, quality assurance, packaging, and delivery of SAVE UP label stickers as per the specifications provided by PEECA.

3. SCOPE OF WORK

The selected Bidder/Service Provider shall:

- Print SAVE UP label stickers strictly in accordance with the approved artwork, dimensions, colour scheme, and technical specifications provided by PEECA.
- Use high-quality, durable, tamper-resistant, and weather-resistant printing material with strong adhesive suitable for long-term application on electrical appliances.
- Ensure that the printed Save Up label is applicable on the body of the electrical appliances.
- Ensure consistency in print quality, colour accuracy, readability, and finishing throughout the production process.
- Provide sample prints/prototypes for approval by PEECA prior to mass production.
- Package, label, and deliver the printed stickers to the designated location(s) specified by PEECA.
- Replace at its own cost, any defective, damaged, or non-conforming stickers identified during inspection.
- Maintain confidentiality of the artwork, design files, and any information shared by PEECA and shall not reproduce or distribute the labels without prior written approval.
- The SAVE UP sticker should not be easily removable. If someone attempts to peel it off, it should permanently damage the sticker, making it unusable, preventing it from being reapplied.

4. PAYMENT SCHEDULE

The payment shall be made through a crossed cheque to the Service Provider against an invoice for the printed quantity of label stickers in accordance with the Work Order.

5. TIME PERIOD

The Service Provider shall have to print the approved sample of prescribed quantity immediately pursuant to the execution of the Contract Agreement. The duration of the Contract Agreement shall be one (01) Year from the execution of the Contract Agreement.

6. ESTIMATION COST

The estimated cost for services is **PKR 06 Million**.

7. BID SECURITY

The Bid Security of PKR **120,000/-** shall be submitted on Punjab e-PS electronically in the manner prescribed by PITB/Punjab e-Procurement. No physical financial instrument will be accepted. This requirement strictly complies with the Punjab Procurement Rules, 2014 (amended up to date) and the official MoU/Service Level Agreement signed between the Punjab Procurement Regulatory Authority (PPRA) and The Bank of Punjab.

8. INSTRUCTIONS TO BIDDERS/SERVICE PROVIDER

i. A Bidder should quote items according to the specifications given in the requirement schedule. **Please note that the quote shall be for at least 60,000 label stickers for each category. The Client shall place an order as per demand and reserves the right to adjust the quantity within the specified three (03) categories.**
ii. The Pre-Bid meeting shall be held on the date and time specified on Punjab e-Procurement System.
iii. The Procurement Committee may reject any proposal which does not conform to the specified requirements given in the Specifications/Requirement Schedule.
iv. During the technical evaluation, no amendments in the Technical Proposal shall be permitted.
v. The Procurement Committee may ask bidder(s) for explanation of any item/information given in the bidder’s proposals.
vi. The bids shall be submitted through Punjab e-Procurement System (EP).
vii. The bids shall be opened publicly at a time and date mentioned in the advertisement on online system Punjab e-Procurement System (EP).
viii. The bidders may be asked to provide samples to check the quality of the label stickers.

ix. The bidders shall submit complete details of their firm, offices, along-with postal address, phone/fax numbers etc.

x. 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 singed and stamped. An offer with any overwriting shall in no circumstances be accepted.

xi. The Bid Security of PKR 120,000/- shall be submitted on Punjab e-PS electronically in the manner prescribed by PITB/Punjab e-Procurement. No physical financial instrument will be accepted. This requirement strictly complies with the Punjab Procurement Rules, 2014 (amended up to date) and the official MoU/Service Level Agreement signed between the Punjab Procurement Regulatory Authority (PPRA) and The Bank of Punjab.

xii. Performance Security will be furnished by the successful bidder amounting to **5%** of the Contract Price to be submitted on Punjab e-PS electronically in the manner prescribed by PITB/Punjab e-Procurement. No physical financial instrument will be accepted.

xiii. 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.

xiv. Companies should mention company profile and past relevant experience.

xv. The Client reserves the right to reject all the proposals submitted in response to this Tender Notice prior to acceptance.

xvi. 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.

xvii. The label stickers must be delivered as per the requirements of the Client at PEECA's office after issuance of Work Order.

xviii. 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.

xix. No Bid shall be modified after the deadline for submission of Bid.

xx. 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.

xxi. 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.

xxii. The bidder (s) are requested to give their best and final prices as no negotiations shall take place.

9. TERMS & CONDITIONS

1. The successful bidder shall provide/deliver the Goods at PEECA's premises after issuance of the Work Order as per the requirement. For the execution of the Contract Agreement, the stamp duty shall be payable by the successful bidder.

2. Quality test of label stickers 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 in non-compliance of the specifications, the bidder shall replace the label stickers.

3. The Contract shall be valid up to a Term of **30th June, 2027** 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. There shall be no any hidden charges.

4. The Client reserves the right to terminate the Contract at any time and re-tender 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 Punjab e-Procurement System (EP) https://ep.punjab.gov.pk.

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-Two Envelope Procedure" as per Punjab Procurement Rules, 2014 (amended up to date).

10. EVALUATION CRITERIA

TENDER ELIGIBILITY/MANDATORY PARAMETERS

An eligible Bidder is one who attaches the following documents:

a) Covering Letter.
b) Proof of registration of Firm (SECP/ Registrar of Firms/ Proprietor)
c) Check List duly filled, signed and stamped by authorized representative.
d) Affidavit on original stamp paper / company letter head for completion of services.
e) Specifications as per requirements on bidder's Letter Head mentioning full details.
f) Bank Statement for last One Year.
g) Past experience of similar natured assignment.
h) The Bid Security of PKR **120,000/-** shall be submitted on Punjab e-PS electronically in the manner prescribed by PITB/Punjab e-Procurement. No physical financial instrument will be accepted. This requirement strictly complies with the Punjab Procurement Rules, 2014 (amended up to date) and the official MoU/Service Level Agreement signed between the Punjab Procurement Regulatory Authority (PPRA) and The Bank of Punjab.
i) Valid registration certificate for Sales Tax and Income Tax with active NTN Number/active taxpayer by FBR.
j) An Affidavit on original Stamp Paper of PKR 100/- undertaking that their Firm/Company has not been blacklisted by the Procuring Agency and PPRA.
k) The bidder must comply with the prescribed specifications and submit it on the Firm's official letterhead with complete details.

ANNEXURE-A

<table>
<tr><th colspan="3">STICKER LABEL SPECIFICATIONS</th></tr>
<tr><th>SR. NO.</th><th>DESCRIPTION</th><th>YES</th></tr>
<tr><td>1</td><td>
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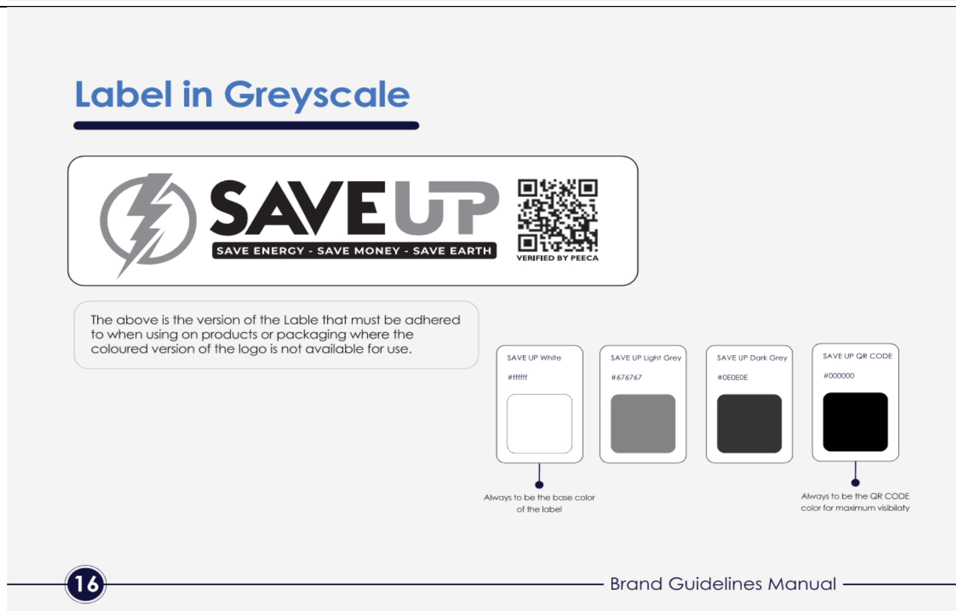
<td>
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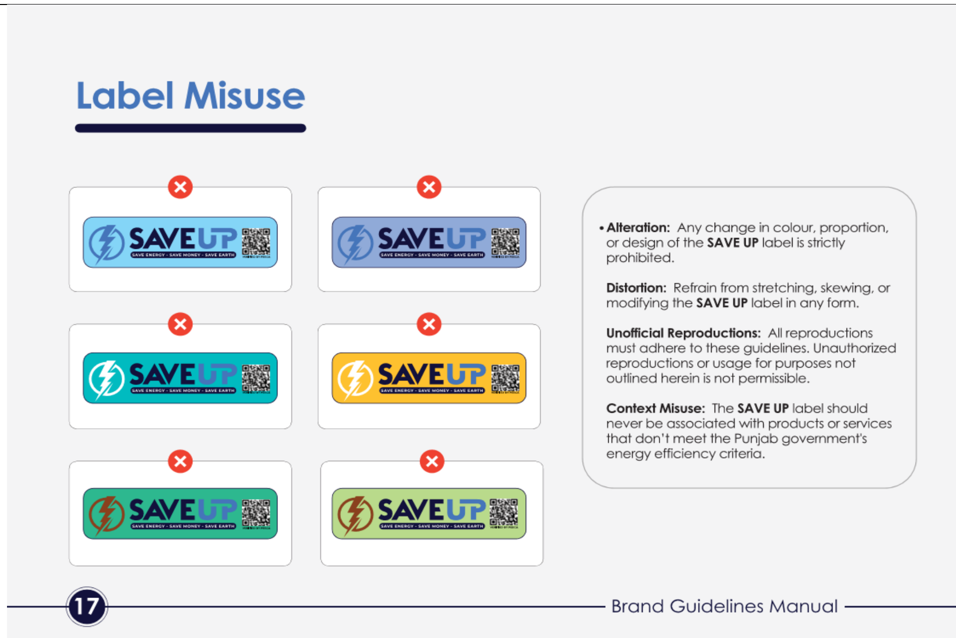
<td>
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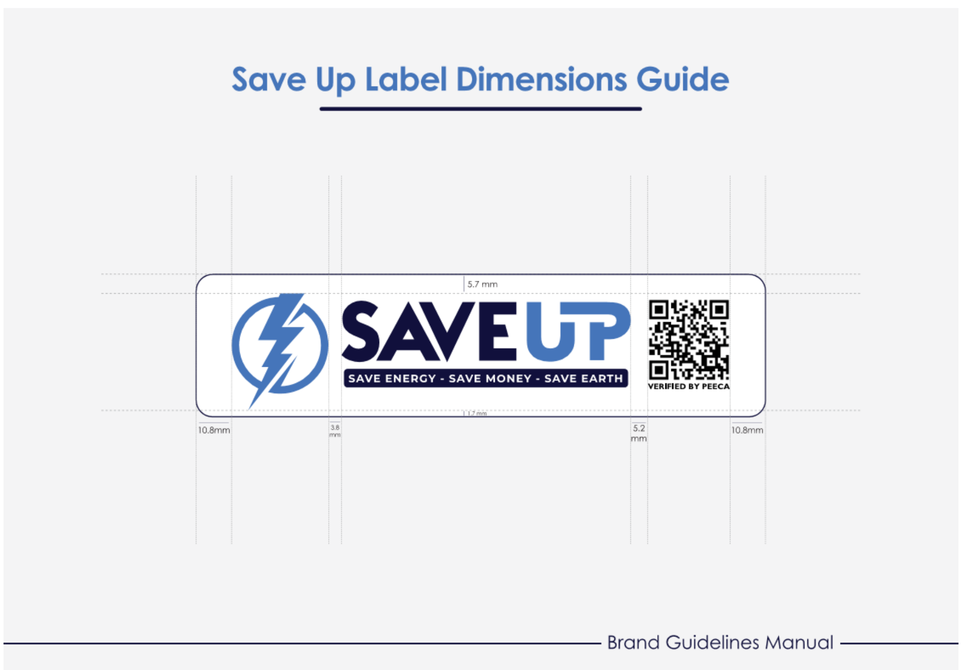
<td>
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</table>

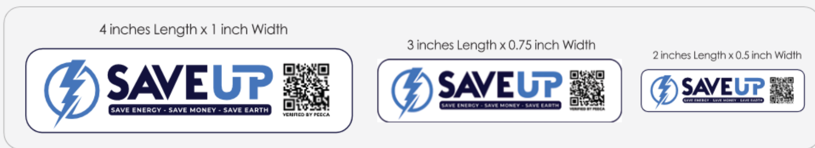
Maintenance of Label Ratio Dimensions

Ratio: 4:1 (Width to Height)

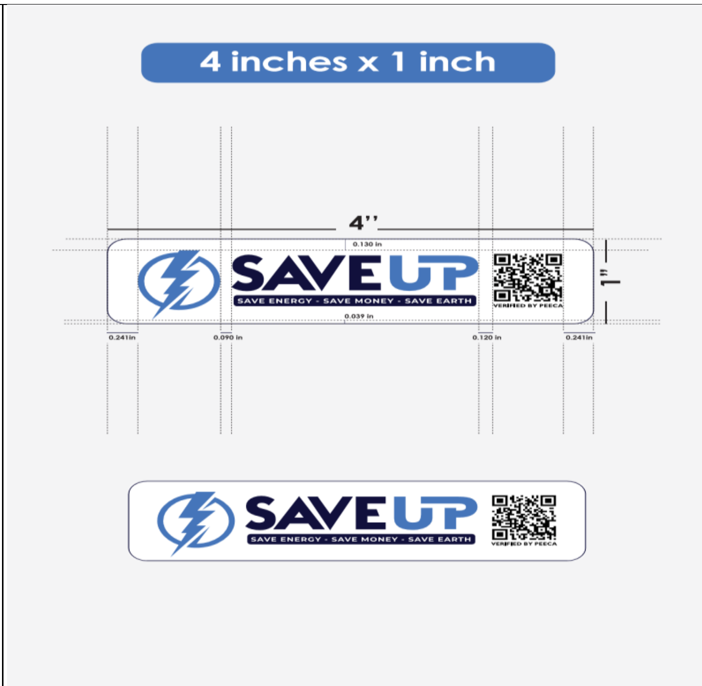
Maintain a specific ratio for the label sticker to ensure a visually pleasing appearance. A standard **ratio of 4:1** is to be considered.

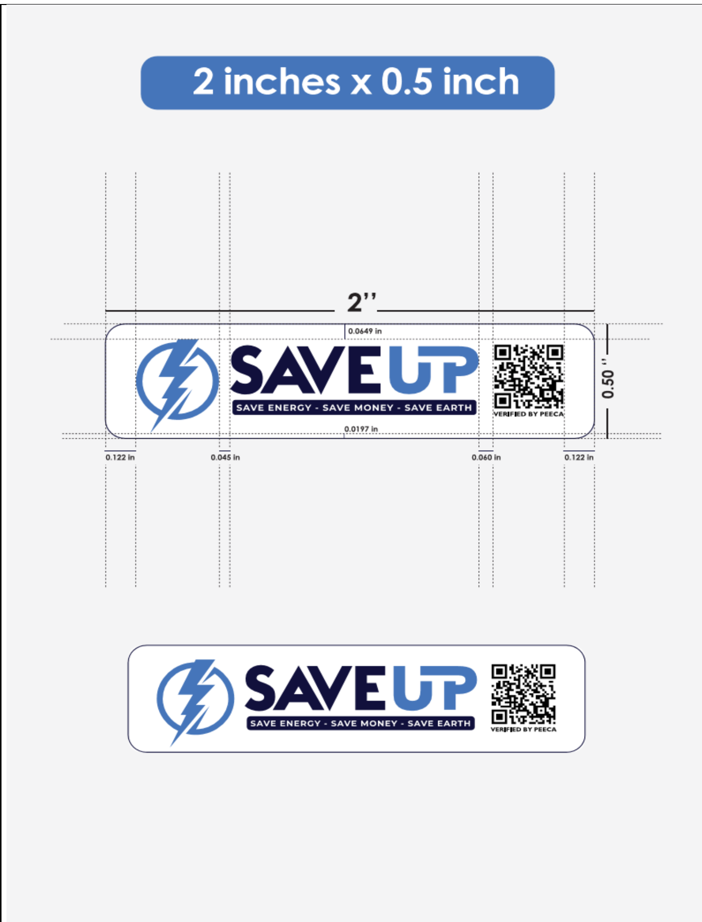
The minimum size should not be less than **2 inches** in Length and **1 inch** in Width. Ensure the minimum dimensions to ensure legibility and visibility.

Minimum Size Specification for Label on Product:
Length: 4 inches Width: 1 inch



18 Brand Guidelines Manual

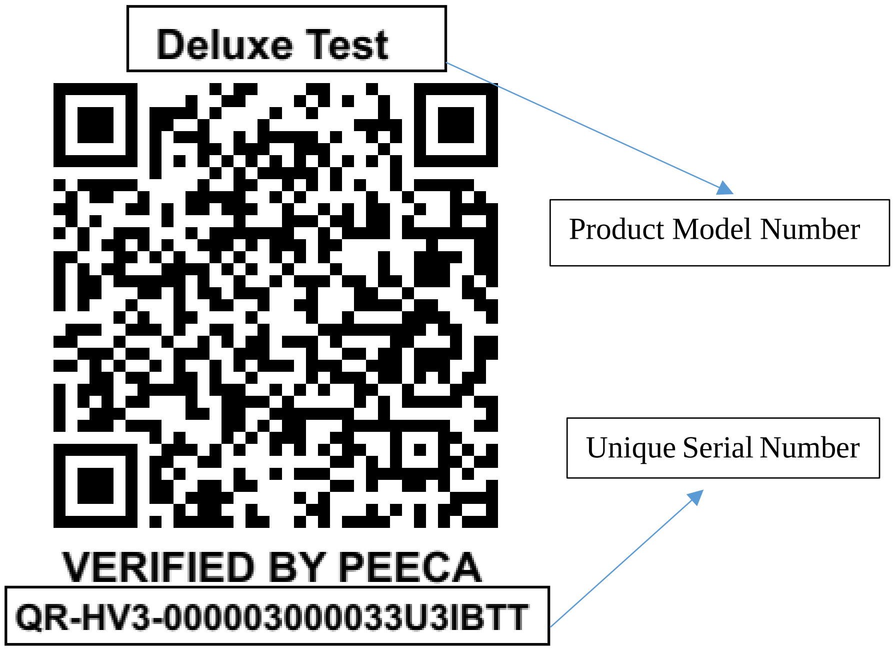
	 4 inches x 1 inch 4'' 1'' 0.130 in 0.039 in 0.241in 0.090 in 0.120 in 0.241in SAVEUP SAVE ENERGY - SAVE MONEY - SAVE EARTH VERIFIED BY PEECA  3 inches x 0.75 inch 3'' 0.75 '' 0.0979 in 0.0303 in 0.184 in 0.067 in 0.09 in 0.184 in SAVEUP SAVE ENERGY - SAVE MONEY - SAVE EARTH VERIFIED BY PEECA	



Product Label Sticker Dimensions & Ratio:

1. **Proportions:** All label stickers supplied under this item must maintain a strict length-to-width ratio of **4:1** to ensure visual uniformity and compliance with branding standards.
2. **Dimensional Limits:**
   - **Standard Size (Product Label):** 4 inches (Length) x 1 inch (Width).
   - **Proportional Scaling Options:** 3 inches (Length) x 0.75 inches (Width).
   - **Minimum Size:** 2 inches (Length) x 0.5 inches (Width).
     Labels of any size other than the above mentioned dimensions are non-compliant.
3. **Legibility & Quality:** The QR code, branding text, and logo elements must remain fully clear, legible, and scannable at all permitted sizes. Product model and QR Code

4. **Product Model Number & Unique Serial Number:**



Note: The QR Code size shall remain constant**,** while the Product Model Number and Unique Serial Number may vary.

Note:

- The Specifications Sheet must be completed by the Bidder and submitted on the Firm's official letterhead, duly signed and stamped, otherwise the bid shall be considered as Non-Responsive.

ANNEXURE-B
FINANCIAL PROPOSAL

Sr. No.	Description	Unit Price (PKR)	Quantity	Total Price (PKR)
1	**Standard Size (Product Label):** 4 inches (Length) x 1 inch (Width).		60,000	
2	**Proportional Scaling Options:** 3 inches (Length) x 0.75 inches (Width).		60,000	
3	**Minimum Size:** 2 inches (Length) x 0.5 inches (Width).		60,000	
	Total Price inclusive of all applicable taxes (PKR)			

NOTE:

1. The Bidder shall quote its price for all three (03) of the afore-mentioned sizes. The evaluation shall be done on the lowest cumulative rate and the contract shall be awarded to the lowest bidder accordingly.

2. The Client shall place an order as per demand and reserves the right to adjust the quantity within the specified three (03) categories.

3. A blank or partially/ conditionally filled Bid Price Schedule shall be deemed as Non-Responsive.

4. The successful bidder shall get the sample approved from the Client within five (05) days of issuance of the Work Order.

5. The successful bidder shall deliver the ordered quantity at the designated venue (s) as per the delivery schedule mentioned in the Work Order.

6. 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.

7. All costs involved in the supply at the designated venue (s) shall be borne by the successful Bidder.

DRAFT CONTRACT AGREEMENT

CONTRACT AGREEMENT FOR PRITNING OF LABEL STICKERS (SAVE UP)

THIS CONTRACT AGREEMENT FOR PRITNING OF LABEL STICKERS (SAVE UP) (hereinafter referred to as **"Agreement"**) is executed on this **_________** day of **________**, 2026 in Lahore by and between the following:

1. **Punjab Energy Efficiency & Conservation Agency**, having its office at 48-A Ghalib Road, Block C-II, Gulberg, Lahore (hereinafter referred to as **"Client")** and where the context so requires, its successors-in-interest and permitted assigns.

2. **M/S-------------**, with its office at------------------, (hereinafter referred to as the **"Service Provider")** and where the context so requires, its successors-in-interest and permitted assigns.

(The Client and the Service Provider are hereinafter jointly referred to as the **"Parties"** or singularly as **"Party"**)

RECITALS:

WHEREAS, the Client is an autonomous entity under the Energy Department, Government of the Punjab and requires the printing of Label Stickers for SAVE UP. A Bidding Document was accordingly floated as per the Punjab Procurement Rules, 2014 (amended up to date) .

WHEREAS, the Service Provider has been deemed successful for the awarding of this Agreement for a Contract Price of **PKR ________/- (in words)** inclusive of all applicable taxes.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein and other good and valuable consideration, the adequacy of which is hereby acknowledged, the parties agree as follows:

1. SCOPE OF WORK

The Service Provider shall provide the label stickers as provided in accordance with the Specifications **(Annexure-A)** and the Financial Proposal **(Annexure-B)**.

2. TERM & PAYMENT

2.1 This Agreement shall come into force on the date of execution of this Agreement and shall be valid up to **________**, 2027.

2.2 The Client shall make the payment in accordance with the Work Order.

3. RIGHTS AND OBLIGATIONS OF THE CLIENT

3.1. The Client has the right to inspect the items from random samples. The cost, if any, shall be borne by the Service Provider.

3.2. The Client reserves the right to terminate the Agreement at any time and retender for label stickers in case of poor quality and/or inefficient services.

4. RIGHTS AND OBLIGATIONS OF THE SERVICE PROVIDER

4.1. The Service Provider shall deliver label stickers at the premises following the issuance of the Work Order as per the requirement of the Client.

4.2. The Service Provider shall be penalized PKR 10,000 if it delivers label stickers which are of an unsatisfactory quality. The Service Provider shall also be required to replace the label stickers which were found to be unsatisfactory.

5. RELATIONSHIP BETWEEN THE PARTIES

The Parties agree that the Service Provider shall act in an independent capacity in the carrying out of its obligations under this Agreement, and that no principal/agent and/or employer/employee relationship shall arise between the parties as a result of entering into this Agreement.

6. GOOD FAITH AND FAIRNESS

6.1. The parties undertake to act in good faith with respect to their respective rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

6.2. In the event of there being any dispute between the Parties arising out of this Agreement such dispute shall be resolved through good faith negotiations and the Parties expressly undertake not to seek settlement of any dispute through litigation before any court or arbitrator.

7. MISCELLANEOUS PROVISIONS

7.1. Upon signature of this Agreement all previous agreements, understandings (whether oral or in writing) between the Parties hereto shall stand terminated and superseded by this Agreement as of the date of its signature.

7.2. This Agreement may only be amended or modified in writing by duly authorized representatives of the parties and any such amendment or modification shall come into effect upon its being approved by the respective competent authorities of the Parties.

7.3. This Agreement is executed in two originals with each Party retaining an original for its records.

7.4. This Agreement shall be governed by the laws of Pakistan.

7.5. Neither the failure by either Party to insist on any occasion upon the performance of the terms, conditions and provisions of this Agreement, nor time or other indulgence granted by one Party to the other, shall act as a waiver of such breach or acceptance of any variation or the relinquishment of any such right or any other right hereunder, which shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on this day, month and the year first above written in the presence of the following witnesses:

EXECUTANTS: **WITNESSES:**

1)

For the Client

2)

For the Service Provider