



BIDDING DOCUMENT

REQUEST FOR PROPOSAL FOR PROCUREMENT OF PHOTOCOPIER/PRINTING MACHINE

Single Stage Single Envelope

Issued on

November 24, 2020



TERMS AND CONDITIONS (INSTRUCTIONS TO BIDDERS)

OVERVIEW

Government of Punjab has established Punjab Energy Efficiency and Conservation Agency (PEECA) in the Energy Department to carry out the “Punjab Energy Efficiency and Conservation Program”. Through this program, Government of Punjab intends to purchase Photocopier Machine for official use. The supplier will be responsible for delivery, installation (if required), wherever required in the above mentioned office address:

Proposal instructions (for BOQs in FOR)

- Single Stage Single Envelope bidding procedure shall be applied in response to the RFP (Request for proposal). Each bid shall comprise one single envelope containing, two separately sealed envelopes, financial proposal and technical proposal (if any) plus “legible documents”. The financials of bids found technically non responsive shall be returned unopened to the respective bidders.
- Responding companies/firms shall deliver two sealed copies “one original and one photo copy” of the “TECHNICAL PROPOSAL & One Original FINANCIAL PROPOSAL” till **09-12-2020 till 11:00 AM** and the proposals will be opened on the same day at **11:30 AM** each copy sealed and labeled. Proposals will not be accepted after the due time & date. Proposal must be delivered at the address given below before time.

Manager Legal

PEECA, Energy Department, Punjab

Office: 48-A, Block CII, Ghalib Road, Gulberg III, Lahore.

(Off: Tel: 042-99268362-3)

Email: peeca.qu@energy.punjab.gov.pk

- Proposals received after the submission deadline will not be entertained under any circumstances and will be returned unopened to the submitting vendor. It is the sole responsibility of the participating vendor to ensure that the proposals are delivered before the deadline.
- All BOQs submitted by the bidder must be inline with the specifications mentioned in this Request for Proposal.
- The original documents and Request for Proposal document must be duly signed and officially sealed by the bidder and to be submitted in whole with the proposal. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of Bidding shall not be entertained.
- Any overwriting/crossing, etc. appearing in the offer may be properly signed by the person signing the Bidding. All pages of the Bidding must be properly signed. Offer with any overwriting and discrepancy shall not be accepted in any circumstances.



- Warranty for equipment, as approved by the manufacturers/suppliers should be for the period of One (01) year or as per specifications number of copies.
- 2% Bid Security of the estimated bid price should be accompanied with the proposal drawn in favor of **Managing Director, PEECA, Energy Department Punjab, Lahore**. The Bidding document shall not be considered without Bid Security. The Bid Security will be released after the letter of award (work order).
- The Successful Bidder will deposit a total of 10% of contract/work order amount as **Performance Security** in the form of **CDR/Pay Order or in any form acceptable to the procuring agency**. The Performance Security will be released after successful delivery of equipment's to PEECA office.
- Bidders are not allowed to submit Bids in partial.
- Procurement Committee reserves the right to accept or reject all proposals by assigning any reason thereof.
- The quantity of an order may vary depending on the quoted prices and the allocated funds.
- The decision of the committee will be binding on all concerned and will in no case be challenged on any forum.
- Procurement Committee reserves the right to modify the conditions / specifications of the Bidding Document with written intimation to all the participants those who have purchased the Bidding Documents.
- Delivery period will be (30) days from the date of issuance of purchase order/work order.
- Delivery and Installation (if required) will be at PEECA office.
- Training (if required) of PEECA officials/employees for equipment must be provided by the service provider.
- In case the Bidders fails to provide the equipment as per the technical specifications mentioned below, the Performance Security shall be forfeited.
- The equipment will be inspected at the **PEECA Office, Energy Department Punjab, Lahore**, and will be rejected if the equipment is not found according to the stated specifications.
- Procurement Committee reserves the right to claim compensation for the losses caused by delay in the delivery of equipment (0.1% of the total amount of the work order per day not exceeding 5% of the total amount).
- It is the sole responsibility of the vendor / service provider to comply with local, national and international laws.
- Successful bidders may be asked to bring their supplies for demonstration and specification test at **PEECA Office, Energy Department Punjab, Lahore** at their own expenses and risk.
- In case supplies/material is found not in conformity with the specifications provided



in the Bidding Document, either on account of inferior quality, defective workmanship, faulty design, faulty packing or is short supplied, or wrongly supplied, the supplier will replace the same free of charges or pay the full cost of replacement.

- The all proposals submitted will become the property of the **PEECA, Energy Department Punjab, Lahore**.
- The bidder shall provide Authorized Dealership Certificate if applicable.
- Calibration Certificates (where applicable) for the equipment's mentioned must be provided by the service provider.

Evaluation Criteria

All bids shall be evaluated on technical and financial responsiveness. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- Technical specifications of proposed equipment as per the mentioned specifications.
- Warranty of the equipment (not less than 01 year/ Number of copies).

Financial Evaluation process may include, but not limited to the consideration of the following:

- Quoted price.
- CDR/Bid Security (2% of Estimated Price).

Required Information for Technical Evaluation

Bidders are required to include the following documents/information in their technical proposals (all documents should be duly signed and stamped)

- The Name and Address of the company/ firm.
- Profile of company/ firm (Including Financial Profile for last 02 years)
- List of Pervious/Current customer of related equipment, with contact person and telephone/fax No.
- Detailed equipment information/brochures
- Detailed equipment warranty/guarantee information/Technical Manuals/ Operating Manuals/Maintenance Manuals
- Attested copy of National Tax Registration Certificate
- Attested copy of Sales Tax Registration Certificate
- Bank letter of financial standing
- An Affidavit on Rs.100/- Stamp paper that currently they are not black listed or debarred by any Government/Semi Government department to participate in bidding and to supply equipment. Failure to submit such affidavit may lead to disqualification.
- Any additional information the bidder may like to furnish e.g. repair/maintenance workshop owned by supplier and other concerned facility.



In addition to the above, the proposal must include the following in the order given below:

- i. Detailed equipment specifications, proposed quantities mentioned in the request for proposal document duly filled and signed.
- ii. Schedule which includes the delivery of equipment as per delivery time mentioned in the RFP.
- iii. Terms and Conditions mentioned below
- iv. Equipment price (FOR) duly entered on the form in the attached BOQ
- v. Validity period of the Bid i.e. 90 days

Terms and Conditions (FOR Basis)

- Price should be in PAK rupees Inclusive of all applicable Taxes.
- Delivery of the equipment will be free of charge as all the expenses will be the responsibility of the service provider at the office of **Managing Director, PEECA, Energy Department Punjab, Lahore** during the office hours with a copy of delivery challan.
- Equipment being ordered should be brand new and according to order specification from the current production and covered under normal warranty/guarantee etc. as mentioned in the proposal. Brochures mentioned and product details must be attached.

Name of Vendor.....

Authorized person.....

Authorized Signature.....

Stamp.....

Office address.....

Tel No.....



DETAILED TECHNICAL SPECIFICATIONS

Description	Quantity
<p><u>PHOTOCOPIER 50CPM</u></p> <ul style="list-style-type: none"> • Built in Network Printer & Scanner • Built in Dual Scan Document Feeder, digital imaging system, customizable control panel, Built in 128 GB Hard Disk, • Advanced Device Management integration, Print and copy up to 50 pages-per-minute. Store up to 3,000 frequently used documents for instant reprinting. • Flexible Printing and Network Functionality, (USB and direct Networking Printing. • Sustainable Efficiency, Convenient Scanning and Distribution, Scheduled Print to minimize network traffic, <p><u>MAIN SPECIFICATIONS:</u></p> <p>Copies Per Minute : 50 CPM Maximum Resolution : 600 x 600 dpi Hard disk Drive : Print/Scan 128 GB Standard RAM : 1 GB Hard Disk : 128 GB Warm-Up Time : Print/Scan Less than 19 Seconds Recovery time from sleep : Print/Scan Less than 11/15 Seconds Scanning Resolution : Up to 600 dpi First copy Out : 3.5 Seconds Maximum Original Size : A3 Copy Size : A3-A5 Reduction/Enlargement : 25 – 400 % Continuous Coping speed : 50 copies/minute Bypass : 150 sheets Bypass Interface : 10BASE-T/100BASE-TX, USB connectivity, Network port Multiple Copies : 1-999 Scanner : Embedded Color Scanner having up to 600 dpi : resolution, File Formats: JPEG, PDF, TIFF, Single Page, : Multiple pages : : :</p>	01



Bill of Quantities (BOQ)			
Description	Qty	Specifications Offered	Compliance Yes/No
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Note: The bidder/Service Provider should provide the technical compliance sheet of all the equipment offered as per the specifications mentioned in the document as well as the quantities mentioned.



Budget

The estimated cost is 0.95 Million.

Performance Security

The successful bidder has to furnish 10% performance security, which will be released after the expiration of warranty period.



Financial Proposal (Price Including all Taxes)

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