



BIDDING DOCUMENT

REQUEST FOR PROPOSAL FOR PROCUREMENT OF BROCHURES

Single Stage Single Envelope

Issued on

May 29, 2023



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 stationary. The supplier will be responsible for complete supply of all stationary items as per quantities mentioned below 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 **29-05-2023** till **1230 HRS** and the proposals will be opened on the same day at **1300 HRS** 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 as per quantities 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.
- 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.
- The Successful Bidder will deposit a total of 5% 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 returned after successful completion of delivery of all the items as per the quantities.
- 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 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 will be at PEECA office.
- In case the Bidders fails to provide the brochures as per the quantities mentioned below, the Performance Security shall be forfeited.
- The items (brochures) will be inspected at the **PEECA Office, Energy Department Punjab, Lahore**, and will be rejected if the items are not satisfactory.
- Procurement Committee reserves the right to claim compensation for the losses caused by delay in the delivery of stationary items (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 samples for demonstration and specification test at **PEECA Office, Energy Department Punjab, Lahore** at their own expenses and risk.
- In case any supplies/material found not in conformity with 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 proposals submitted will become the property of the **PEECA, Energy Department Punjab, Lahore.**

Evaluation Criteria

All bids shall be evaluated on technical and financial responsiveness.

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

- Prices quoted must be for all the items mentioned below
- CDR/Bid Security (2% of Estimated Price).

Required Information for Technical Evaluation (Responsiveness)

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 years)
- Attested copy of National Tax Registration Certificate (NTN)
- 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
- In addition to the above, the proposal must include the following in the order given below:
 - i. Items prices (FOR) duly entered on the form in the attached BOQ
 - ii. Validity period of the Bid i.e. 90 days

Terms and Conditions

- All prices should be in PAK rupees Inclusive of all applicable Taxes.
- All prices should be valid for not less than 90 days. Withdrawal or any modification of the original offer within the validity period shall entitle the **PEECA, Energy Department Punjab, Lahore** to forfeit the Performance Security in favour of the **PEECA, Energy Department Punjab, Lahore** and/or putting a ban on the future



inquires or taking any other suitable action against the bidder.

- Delivery of the items 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.
- Items being ordered should be brand new of best quality.

Name of Vendor.....

Authorized person.....

Authorized Signature.....

Stamp.....

Office address

Telephone.....



BILL OF QUANTITIES (BOQ)

Sr. #	Description of Required Item	Main Specifications / Features of Goods & Services offered by Bidder
Supply of Printing Material		
1.	Brochure <ul style="list-style-type: none">• Size: A4• Pages: 8• 135 Grams Art Paper• Front & Back Four Color Printing• With Binding• Total Quantity: 15000	

Note: The bidder/Service Provider should provide all the brochures as per the quantities mentioned above in PEECA office.

Budget

The estimated cost is PKR 0.7 Million.

Performance Security

The successful bidder has to furnish 5% performance security, which will be released after the successful completion and delivery of Brochures at PEECA office.



Financial Proposal (Prices Including all Taxes)

Sr. #	Description of Required Item	Rate per Unit inclusive all Applicable Taxes	Total Cost inclusive all Applicable Taxes
Supply of Printing Material			
1	Brochure 8 pages (Size: A4) Quantity: 15000 135 Grams art paper with front back four color printing and binding	Supply: Unit Rate:	Supply: Total 15000:
Total Price inclusive of all applicable taxes (PKR) in Figures			
Total Price inclusive of all applicable taxes (PKR) in Words			

Note: Proposals comprising of incomplete BOQ will be rejected.

Sign and Seal of the Vendor: _____