

PROCUREMENT OF OFFICE SUPPLIES



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



Bidding Document

for

PROCUREMENT OF OFFICE SUPPLIES

Single Stage Single Envelope (SSSE)

In line with PPRA Rules 2014

Issued on: 5th August 2024

INVITATION TO BIDS

PROCUREMENT OF OFFICE SUPPLIES

PEECA invites eligible and well reputed Companies/Contractors/Suppliers/Business Individuals who are registered with PPRA & E-PADS and relevant Tax Departments, to indicate their interest for the Provision of Office Supplies in accordance with PPRA 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 PPRA Rules 2014 (amended up to date)

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

No.	Description	Estimated Cost- PKR	Bid Security- PKR
LOT-1	Stationery Items	1,654,600	83,000
LOT-2	Kitchen Items	923,000	46,500
LOT-3	General, Cleaning and Toiletry Items	415,100	21,000
LOT-4	Computer and IT Items	847,500	42,500
	Total	3,840,200	193,000

If any bidder/participant wants to participate in LOT 1- 4 combined, it needs to submit a cumulative bid security amounting to **PKR 193,000** (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.

The detailed tender document may be obtained from the office of PEECA, immediately after the publication of this Tender Notice, after written submission of the application in the name of **Managing Director, PEECA**, at the cost of **PKR 2000/-** (Non-Refundable) during office hours or can be accessed online for information 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) <https://eprocure.gov.pk/#/supplier/registration> before the opening date of **August 21, 2024 on 14:00 Hours**. Bids will be opened on the same day at **14:30 Hours**. 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- 42-99268362-2

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 5 % 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 05 days before the opening date of Bids for bank verification otherwise, the bid will be considered non-responsive.**
- xi. 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.
- xii. Companies should mention company profile and past relevant experience.
- xiii. The Client reserves the right to reject all the proposals submitted in response to this tender notice prior to acceptance.
- xiv. 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.
- xv. The Goods must be delivered as per the requirements of the Client at PEECA's office after issuance of Purchase Order/Notification of Award.
- xvi. 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.
- xvii. No Bid shall be modified after the deadline for submission of Bid.
- xviii. 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.
- xix. The bid price shall remain valid for a period of **Ninety (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.
- xx. The bidder are requested to give their best and final prices as no negotiations shall take place.
- xxi. 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 food items 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 Client reserves the rights 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.
4. 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.
5. The Bids must be Submitted through E- Pak Acquisition Disposal System (EPADS) <https://eprocure.gov.pk/#/supplier/registration>.
6. Bids shall be opened on the same time and day mentioned on the advertisement.
7. The Procurement Committee shall evaluate the technical proposal in a manner prescribed herein before, without reference to the price as per approved specification.
8. 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 any Government Department/Organization.

EVALUATION CRITERIA

- i. Technical bids shall be evaluated LOT wise on the basis of specifications mentioned in the requirement/specification schedule as per **Punjab Pure Food Regulations 2018 (amended up to date)** and the terms and conditions mentioned in the Tender Eligibility.
- ii. The Contract shall be valid up to a Term of **30th June, 2025** 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.
- iii. Lowest Evaluated Price per LOT.
- iv. The contract agreement will be done lot wise with whom who have submitted the lowest price for each lot.
- v. Details of office items along with specifications where required and quantities LOT-wise.

LOT No. 1 Stationery Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Paper Rim A4 Size (AA)	375 Rim		
2	Paper Legal Size (AA)	60 Rim		
3	Gel Pen	80 Boxes		
4	Ball Point	80 Boxes		
5	Printed Card Files with Threads	2000 Pieces		
6	Envelope	1000 Pieces		
7	Calculator	30 Pieces		
8	Large Punch Machine	01 Piece		
9	Punch Machine	30 Pieces		
10	Hard Files with Ring Clip	300 Pieces		
11	Register	35 Pieces		
12	Sticky Notes	80 Packets		
13	Gum Stick	50 Pieces		
14	Stapler Pins	60 Boxes		
15	Stapler Large	30 Piece		
16	PEECA Letter Head (A4 Size)	2 Rim		
17	Binding Machine	1 Piece		
18	Leather Diaries with PEECA Logo	80 Pieces		
LOT No. 2 Demand for Kitchen Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Nestle Everyday Milk Powder	100 Kg		
2	Liquid Milk (1 KG Pack)	700 Packets		
3	Tea Bags (100/Box)	120 Boxes		
4	Green Tea	50 Boxes		
5	Tea (Vital) 1 KG Pack	100 KG		
6	Sugar	200 Kg		
7	Bisuits	110 Boxes		
8	Nescafe Gold	20 Boxes		
9	Bakery Biscuits (Mix)	10 Kg		
10	LPG Gas for Kitchen (10 KG One time)	18 Nos.		
LOT No. 3 General, Toiletry and Cleaning Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)

1	Liquid Soap	75 Bottles		
2	Tissues	250 Box		
3	Scotch Brite Steel Jalli	50 Pieces		
4	Wiper Mop	20 Pieces		
5	Garbage Bags	100 Pieces		
6	Phenyl Liquid	100 Bottles		
7	Air Freshners	25 Pieces		
8	Towel Dusters	300 Pieces		
9	Office Bell & Batteries	8 Pieces		
10	Dustbin	25 Pieces		
11	Mortien Insect Killer	30 Pieces		
LOT No. 4 Computer and IT Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Toner for HP 630 Photocopier	25 Pieces		
2	HP Toner 26A	35 Pieces		
3	HP Toner Color for 254 Printer	10 Set		
4	Wireless Mouse	35 Pieces		
5	USB 16 GB	30 Pieces		
6	External Hard Drive (1 TB)	5 Pieces		
7	Electric Wire Extension	35 Pieces		

SPECIFICATIONS

1. The successful bidder shall get the sample approved from the Client within two (2) days of issuance of Purchase/Work Order.
2. All items shall be as per approved samples.
3. The successful bidder shall deliver the ordered quantity at PEECA's office as per the delivery schedule mentioned in Purchase/Work Order.
4. Any delays in the delivery shall be subject to a penalty up to 10% of the Purchase/Work Order.
5. 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.
6. All costs involved in the supply at PEECA's office shall be borne by the successful bidder.

Price Schedule (Financial Bid LOT wise)

LOT No. 1 Stationery Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Paper Rim A4 Size (AA)	375 Rim		
2	Paper Legal Size (AA)	60 Rim		
3	Gel Pen	80 Boxes		
4	Ball Point	80 Boxes		
5	Printed Card Files with Threads	2000 Pieces		
6	Envelope	1000 Pieces		
7	Calculator	30 Pieces		
8	Large Punch Machine	01 Piece		
9	Punch Machine	30 Pieces		
10	Hard Files with Ring Clip	300 Pieces		
11	Register	35 Pieces		
12	Sticky Notes	80 Packets		
13	Gum Stick	50 Pieces		
14	Stapler Pins	60 Boxes		
15	Stapler Large	30 Piece		
16	PEECA Letter Head (A4 Size)	2 Rim		
17	Binding Machine	1 Piece		
18	Leather Diaries with PEECA Logo	80 Pieces		
Total Amount in Rupees (Inclusive of all applicable taxes) LOT-1				
Total Amount in Words LOT-1				
LOT No. 2 Kitchen Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Nestle Everyday Milk Powder	100 Kg		
2	Liquid Milk (1 KG Pack)	700 Packets		
3	Tea Bags (100/Box)	120 Boxes		
4	Green Tea	50 Boxes		
5	Tea (Vital) 1 KG Pack	100 KG		
6	Sugar	200 Kg		
7	Bisuits	110 Boxes		
8	Nescafe Gold	20 Boxes		
9	Bakery Biscuits (Mix)	10 Kg		

10	LPG Gas for Kitchen (10 KG One time)	18 Nos.		
Total Amount in Rupees (Inclusive of all applicable taxes) LOT-2				
Total Amount in Words LOT-2				
LOT No. 3 General, Toiletry and Cleaning Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Liquid Soap	75 Bottles		
2	Tissues	250 Box		
3	Scotch Brite Steel Jalli	50 Pieces		
4	Wiper Mop	20 Pieces		
5	Garbage Bags	100 Pieces		
6	Phenyl Liquid	100 Bottles		
7	Air Freshners	25 Pieces		
8	Towel Dusters	300 Pieces		
9	Office Bell & Batteries	8 Pieces		
10	Dustbin	25 Pieces		
11	Mortein Insect Killer	30 Pieces		
Total Amount in Rupees (Inclusive of all applicable taxes) LOT-3				
Total Amount in Words LOT-3				
LOT No. 4 Computer and IT Items				
Sr. No.	Description	Quantity	Unit Price	Total Price (Inclusive of all Applicable Taxes)
1	Toner for HP 630 Photocopier	25 Pieces		
2	HP Toner 26A	35 Pieces		
3	HP Toner Color for 254 Printer	10 Set		
4	Wireless Mouse	35 Pieces		
5	USB 16 GB	30 Pieces		
6	External Hard Drive (1 TB)	5 Pieces		
7	Electric Wire Extension	35 Pieces		
Total Amount in Rupees (Inclusive of all applicable taxes) LOT-4				
Total Amount in Words LOT-4				

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.