

**GOVERNMENT OF THE PUNJAB
DIRECTORATE GENERAL,
EXCISE, TAXATION & NARCOTICS CONTROL PUNJAB**

BIDDING DOCUMENT
PROCUREMENT OF PRINTERS

Note: The bidder is expected to examine the Bidding Documents, including all instructions, forms, terms, specifications and charts/drawings. Failure to furnish all information required by the Bidding documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect would result in the rejection of the Bid.

November 2017

1. INTRODUCTION / INSTRUCTIONS

1. The Competent Authority(procurement) Excise, Taxation & Narcotics Control, Punjab invites **sealed bids** from the interested bidders for supply / delivery / installation of Printers as per the given technical specifications.
2. The procurement process shall be governed by PPRA Rules 2014.
3. Bids are required to submit bids in sealed envelopes, for the mentioned Lot, as per PPRA 2014 rules specifying single stage two envelopes procedure. Proponents applying for bids should submit two **separate sealed bids in one envelope**, containing, Technical and Financial Proposals.
4. Bidders are required to supply / deliver and install the requisite items as per the given specifications and locations mentioned in the tender document.
5. The bidder shall furnish an indemnity bond along with the performance guarantee of 10 % of the total value of the agreed price
6. GST number of the bidder must be provided.
7. Lot wise & Item wise quantity required is mentioned in the bidding document. However, the Competent Authority reserves the right to increase / decrease the quantity as per the actual need.
8. Failure to supply items within the stipulated time period will invoke penalty 2% of the PO Price per month, besides BLACKLISTING of the delinquent supplier as per the PPRA Rules 2014. In addition to that the company will not be allowed to participate in future tenders as well.
9. Financial Proposal should contain the rate per unit of the quoted item as per the Technical Specifications, provided under clause 2 of this document.
10. Prices shall be quoted in Pak Rupees (PKR).
11. The bidder/supplier must have the experience of delivering / installing the same nature of product directly or through authorized partner anywhere in Pakistan.
12. The bids shall remain valid for 30 days. Moreover, quoted price should valid for at least 90 days, with effective from the opening of Financial Proposals
13. Only Authorized dealers / Manufactures of the mentioned items should apply and also provide the certificates of genuineness and newness from the principal and original import certificate etc.
14. The intended bidders are required to purchase this bidding document from the office of the Additional Director General/ Competent Authority(Procurement) Excise, Taxation & narcotics Control, Punjab 847-A,Shadman-I,Lahore on payment of Rs.1000/- (Non-refundable) in the shape of Bank Draft, enables the Firms / Contractor to bid in the prescribed tender.

15. The firms are required to submit the Lot wise separate bids (both Technical & Financial).
16. 2% estimated price bid security of the tender must be furnished in the shape of Bank Draft or Pay Order in favor of Additional Director General/Competent Authority(Procurement), Excise, Taxation & Narcotics Control, Punjab. Lot wise bid security is given in following table:

Lot #	ITEM	2% Bid Security (Rs.)
1	PRINTERS	284,000/-

17. Bidders are requested to quote their rates inclusive of all Taxes.
18. Delivery / installation details of items is mentioned in Schedule-A
19. Only GST registered Contractor / Firm should apply.
20. 3 Years on site parts and labor warranty is required for all the components / quoted equipment.
21. Maximum of 48 hours down time for all components including replacement of the whole unit anywhere in the province.
22. The bidders should clearly mention the Terms and Conditions of service agreements for the supplied equipment / Items after the expiry of initial warranty period.
23. The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or Proposal.(Rule35(1))PPRA 2014.
24. Bidders must submit bids on Turnkey basis for whole LOT. Failure to meet this condition will cause disqualification of the bidder.
25. The Primary Contact for all correspondence in relation to this bid is as follows:

Project Director /Additional Director General/
 Competent Authority (Procurement)
 Excise, Taxation & Narcotics Control Department,
 Government of the Punjab
 847A, Shadman-I, Lahore
 042-99203567
 Email: adgent@punjab.gov.pk

2. TECHNICAL SPECIFICATIONS

Lot wise and item wise Technical Specifications are given below; all the bidders are required to quote according to given specifications:

LOT # 1

LASER PRINTER			
BRANDS		HP, XEROX, SAMSUNG, KONICA/MINOLTA or Equivalent	
S.No	ITEM	DESCRIPTION	Qty
1	Print Speed	Upto 45 PPM A4 / Letter	142
2	Print Technology	B & W Laser	
3	Print Resolution	1200 x 1200 DPI	
4	Paper size	A4, letter, Legal, 8.5 x 14 Inch in all trays	
5	Duplex Printing	Automatic Duplex Printing (Standard)	
6	Installed Printer Memory	Minimum 256 MB RAM	
7	Display & control panel	LCD display with control panel	
8	Paper Input Capacity	Minimum 600-sheets or above	
9	Paper handling Output	150-sheet or above	
10	Processor Speed	Min 1.2GHz or Higher	
11	Connectivity	Minimum 1 High Speed USB 2.0 & 1 Gigabit Ethernet	
12	Harddrive	Option of minimum 500GB HDD	
13	Monthly Duty Cycle	Upto 150,000 pages	
14	Security Features	Proposed devices must validate the integrity of the BIOS & Firmware at startup. Device must not allow any malware or malicious code to be installed on it.	
15	OS Supported	Microsoft Windows 10 , 8,7, Vista, XP, Mac OS X v 10.6, 10.7, Linux, Microsoft Server 2003, 2008 (32bit & 64bit) & 2008R2 64bit driver support & Android and Mobile printing ,E-Printing.	
Special Conditions(mandatory) :			
1- Three Year Parts and Labor warranty for all components on site			
2- Maximum of 48 hours down time for all components including replacement of the whole unit anywhere in the province			
3- The bidders should clearly mention Terms and Conditions of service agreements for the supplied hardware equipment after the expiry of warranty period of 3 years			
4- In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc.			
5- Please mention the country of origin / manufacturing / assembly of the quoted brand / model			
6- One extra toner High capacity Yield with every printer must also be provided with the printer.			
7- Quoted product must be import through channel(verifiable).			
8- Bidder must be an authorized service provider of quoted brand verifiable certificate			

3. SUBMISSION OF BID

3.1. Labeling

- (a) To be addressed to the following address:

Additional Director General, Competent Authority(Procurement)
Excise, Taxation & Narcotics Control Department Punjab
847-A, Shadman-I
Lahore
Tel. No. 042-99203567

- (b) bear the following identification:

Bid for “Procurement of _____”
Lot # _____
DO NOT OPEN BEFORE 15th of December 2017.

- (c) Fax bid will not be entertained.

3.2 Deadline for Submission of Bid

- 3.2.1 The original bid must be received by the Purchaser / Client at the address specified in Clause 3.1 not later than:

Date: 15th of December 2017.

Time: **1200 hours**

3.3 Late Bid

The bid received by the Competent Authority(Procurement)/Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to Clause 3.2, will be rejected and returned unopened to the bidder.

3.4 Clarification of Bid Document

3.4.1. Prospective bidders at least seven (7) working days prior to last date of submission of proposal may request in writing for clarification of the tender document, the criteria for qualification or any other aspects of the tender document.

3.4.2. To assist in evaluation of bids, the Purchaser may, at its discretion, ask an applicant for a clarification. The bidder must respond within 5 working Days to all questions and provide complete information. Any lapses in providing essential information may result in the disqualification of the bidder.

4. OPENING AND EVALUATION OF BID

4.1 Opening of Bid

- 4.1.1 The bid shall be opened by the Purchaser/Client at **1400 Hrs on 15th December 2017** in the presence of the bidder's representatives at the office of the Competent Authority(Procurement), given below:

Office of the Additional Director General/
Competent Authority (Procurement)
Excise, Taxation & Narcotics Control Punjab
847-A, Shadman-I
Lahore

4.2 Evaluation and Comparison of Bids

The Purchaser / Competent Authority(Procurement) will evaluate and compare the bids previously determined to be substantially responsive.

4.2.1. Technical Evaluation

All the bidders are advised in their own interest to provide the following for a fair evaluation of their capacity for the issuance of Purchase Orders. Failure to furnish any of the requisite documents will impact on the possibility of success of the bidder. A duly filled copy of the mandatory documents shall be annexed and attached with the sealed envelope by every bidder. An evaluation criterion is given below:

Total Marks / Points = 500

Passing Marks / Points = 70% of the total marks = 350

Description	Criteria	
Certificate of Registration of Firms / Company / Distributor / Dealer	Mandatory	
Income Tax Registration	Mandatory	
General Sales Tax Registration	Mandatory	
Authorization in quoted hardware (Authorized Firms / Company / Dealer / Distributor Certificate)	Mandatory	
Conformance to the hardware specifications (As per the RFP or higher)	Mandatory	
Undertaking that the firm is not blacklisted and involved in litigation with Government	Mandatory	
Joint Venture is not allowed	Mandatory	
Manufacturer Authorization Letter (MAL)	Mandatory	
Special Conditions	Mandatory	
Net Worth (Total Assets – Total Liabilities) (Max Points 100) <i>(The bidder should provide the verified statement showing the Net worth of the Company / Firm)</i>	Less than 1 million	10 Points
	1-10 million	20 Points
	more than 10 up to 20 million	30 Points
	more than 20 up to 30 million	40 Points
	more than 30 up to 40 million	50 Points
	more than 40 up to 50 million	60 Points
	more than 50 up to 60 million	70 Points
	more than 60 up to 70 million	80 Points
	more than 70 up to 80 million	90 Points
	more than 80 million	100 Points

Total No of full time employees available for Support / Maintenance (Max Points 100) <i>(The bidder is required to provide the list with contact numbers)</i>	4 point for each employee(Max Points 100)	
Backup / Maintenance / Support availability in the Province Punjab (Max Points 100) <i>(Verified document required showing the list of districts)</i>	1 District	5 Points
	above 1 up to 4 District	10 Points
	above 4 up to 8 District	20 Points
	above 8 up to 12 District	30 Points
	above 12 up to 16 District	40 Points
	above 16 up to 20 District	50 Points
	above 20 up to 24 District	60 Points
	above 24 up to 28 District	70 Points
	above 28 up to 32 District	80 Points
	above 32 up to all Districts of the Punjab	100 Points
SLAs of same nature (Max Points 40) <i>(Documentary evidences are required)</i>	20 Points for each (40 Max)	
No of Similar nature Projects with private sector(1 million or above)(Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)	
No of Similar Projects with Government (1 million or above)(Max Points 80) <i>(Documentary evidences are required)</i>	20 for each Project (Max 80)	

4.2.2. Financial Evaluation

Financial bids of the successful bidders (Technically Qualified) will be opened publically and purchase order will be issued to the lowest bidder as per PPRA rules & regulations. Financial bids of the technically disqualified proponents will be returned unopened.

PRICE SCHEDULE

Bidders are required to fill the tables below and attached along financial proposal

LOT # 1

Sr.#	ITEM	QTY	UNIT PRICE(Inclusive of All taxes)	TOTAL PRICE(Inclusive of All taxes)
1	PRINTERS	142		
			G Total	

5. BID FORM

To:

Additional Director General/
 Competent Authority(Procurement)
 Excise, Taxation & Narcotics Control Department Punjab,
 847-A, Shadman-I, Lahore
 Tel. No. 042-99202775-76

Dear Sir

Having examined the bidding documents the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply / install the item mentioned below in conformity with the specification in the bidding documents as per the following price.

Sr#	Item Name	QTY	Unit Price (PKR.) (inclusive of all taxes)	Total Price (PKR) (inclusive of all taxes)
1				
	Grand Total			

We understand that the purchaser / Competent Authority(Procurement) to award the Purchase Order for the procurement of above mentioned item to a single lowest bidder on the basis of consolidated bids. We undertake, if our bid is accepted, we will complete the Works in accordance with the Execution Schedule provided in the Schedule-A Special Stipulations to Bid.

If our Bid is accepted, we will provide the performance guarantee of 10 % of the total value of the purchase order. Our prices are inclusive of all applicable Government taxes from time to time and no revision shall be made on account of taxes during the contract period.

We understand that the process of procurement is governed by PP Rules 2014. However any additional conditions specified in the bidding document shall remain applicable.

Dated this-----day of -----2017

BIDDER

Signature -----

Name-----

Title:-----

Address.-----

WITNESS

Signature -----

Name -----

Title-----

Address-----

6. SCHEDULE –A : SPECIAL STIPULATIONS

For ease of reference, certain information and Special Stipulations applicable to the Contract are set forth herein.

1.

	Amount of Performance Guarantee before the issuance of Purchase Order	10% of the offer / total amount
--	---	---------------------------------

2.

	Delivery of Goods:	Anywhere in Punjab (all 36 district motor branches offices of Punjab)
	b) Execution / delivery Schedule	Within 4-6 weeks from the issuance of LOA

3.

	Warranty Period	Three Years warranty with parts & labor.
--	-----------------	--

4.

	Liquidated damages	
	a) Liquidated damages for delayed delivery	2% of the PO Price per Month, daily penalty will impose on the same basis
	b) Limit of Liquidated Damages	Not to exceed in the aggregate ten percent (10%) of Contract Price

7. PERFORMANCE SECURITY FORM

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Tender . _____ (hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words _____)

AND WHEREAS it has been stipulated in the Tender Document that the successful Tenderer shall furnish Performance Security, within fourteen working days of the receipt of the Acceptance Letter/PO from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document or in another form acceptable to the Purchaser, for a sum equivalent to 10% of the contract value, valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee; THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) / claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____ or until all Obligations have been fulfilled in accordance with the Contract, whichever is later. Date

this _____ day of 2017.

GUARANTOR

Signature _____
 CNIC # _____
 Name _____
 Designation _____
 Address _____