STANDARD BIDDING DOCUMENTS

FOR

PROCUREMENT OF GOODS FOR TEVTA SECRETARIAT
TO BE MADE UNDER SINGLE STAGE TWO ENVELOPE PROCEDURE 2019-2020

<table>
<thead>
<tr>
<th>Bid Reference No:</th>
<th>TEVTA /Sec/PC/46/2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Package Name:</td>
<td>Procurement of Digital Photo Copier</td>
</tr>
<tr>
<td>Method of Procurement</td>
<td>Single Stage two envelope (Accumulative Cost basis Least Cost Method)</td>
</tr>
<tr>
<td>Last date of issuance of bidding Documents:</td>
<td>14-11-2019</td>
</tr>
<tr>
<td>Last Date &amp; Time of Receipt of Bids</td>
<td>15-11-2019</td>
</tr>
<tr>
<td>Opening Date &amp; Time</td>
<td>15-11-2019</td>
</tr>
<tr>
<td>Sr. No.</td>
<td>Description</td>
</tr>
<tr>
<td>---------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
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<td>Technical, Bid</td>
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<td>02.</td>
<td>Brief Instructions of the Organization</td>
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Govt. of the Punjab

Technical Education & Vocational Training Authority

(TEVTA)

TECHNICAL PROPOSAL / BID

FOR

PROCUREMENT OF DIGITAL PHOTO COPIER MACHINES FOR TEVTA SECRETARIAT

Name and Signature of Bidder with official stamp
Dated:
BRIEF INTRODUCTION OF THE ORGANIZATION

<table>
<thead>
<tr>
<th>Sr.#</th>
<th>Fields</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Organization</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>National Tax Number</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Sale Tax Registration Number</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Date of Establishment</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Corporate Status (Proprietor, Partnership, Private Limited, Public Limited)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Bidder Name and Designation in the Organization</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Mailing address</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Contact / Cell No</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Fax No</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>E-Mail Address</td>
<td></td>
</tr>
</tbody>
</table>

Name and Signature of Bidder
with official stamp
Dated:
INSTRUCTIONS TO BIDDERS

1. Single stage two envelopes procedure will be adopted.

2. Erasing, cutting/ overwriting should be avoided. However in case of erasing, cutting / overwriting, the same shall properly be signed.

3. Main (outer) and inner envelopes should be properly sealed so that contents of the bid are fully enclosed and cannot be known until duly opened.

4. Bid No. and Package Name should clearly be written on top left corner of the main (outer) envelope.

5. The bidder should submit technical and financial bids in two separate envelopes clearly marking “Technical Bid” and “Financial Bid” covered under one main (Outer) envelope marking Bid Reference and Package Name on top left corner of the main (outer) envelope.

6. Address and contact No. of the bidder on the main (outer) envelope should be written.

7. Technical Bid should consist of duly signed and stamped bidding documents and all information / documents demanded in the bidding documents for technical evaluation.

8. Bid Security @ 2% of estimated cost of Rs.1,350,000/-must be attached with technical bid in original.

9. Financial Bid should consist of price of the items (Form of Bid duly filled)

10. Technical Bids will publically be opened on the exact date and time given in the advertisement in the presence of the bidders / authorized representatives who may choose to be present.

11. Bidders are also required to state, in their technical bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.

12. In case representative of the bidder participates in the bid opening meeting ,he must have authority letter & CNIC

13. All bids must be received in the office of Manager (Procurement), Purchase Cell, TEVTA Secretariat 96 H, Gulberg II, Lahore, not later than the time and date stipulated in the invitation for bids.

14. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

Name and Signature of Bidder with official stamp
Dated:
15. All pages of bidding documents should properly be signed and stamped.
16. Item wise total price and grand total price, in words and figures should be quoted at the respective columns of the Form of Bid. Form of Bid duly filled should be placed in the financial bid.
17. Bidders must submit bids on the basis of complete scope of work. Any bidder offering partial scope of work shall be rejected as non-compliance in terms of PPR-2014.
18. No bid will be accepted after closing date and time.
19. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery, installation and commissioning charges etc. in Pak Rupees.
20. The bidder must be active tax payer.

Name and Signature of Bidder with official stamp
Dated:
TECHNICAL Bid Form

To

The Manager (Procurement-I) TEVTA

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install, commission and operationalize items in conformity with the below mentioned required specification at the place mentioned in the Form of Bid.

<table>
<thead>
<tr>
<th>Digital Photo Copier Machines (Minimum Required Specifications)</th>
<th>Quoted Brand / Model</th>
<th>Country of Origin</th>
<th>Literature Provided (yes / No)</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copier per minutes</td>
<td>Minimum 35 CPM(A4) per minutes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan Resolution</td>
<td>600 x 600 DPI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADU</td>
<td>Built in</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memory</td>
<td>2 GB or above</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Reduction / Enlargement</td>
<td>25-400% increments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuous Copying</td>
<td>1 to 999 Copiers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper Size</td>
<td>A4, B4,A3 Legal Paper</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warm up time</td>
<td>20 Seconds or less</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First copy out time</td>
<td>5.5 seconds (A4 size) or less</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper Capacity</td>
<td>2 x 500 sheet (Cassettes) or more</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Automatic Duplex</td>
<td>A5-A3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Developer Life</td>
<td>150,000 prints or higher</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Storages</td>
<td>200 Gb or above</td>
<td></td>
<td></td>
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<tr>
<td>Printing Resolution</td>
<td>1200 x 600 DPI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interface</td>
<td>10/100 Base T, Full-speed USB, LAN 1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Support OS</td>
<td>All Version</td>
<td></td>
<td></td>
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<tr>
<td>File Format</td>
<td>XPS, TIFF, PDF</td>
<td></td>
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</tr>
<tr>
<td>Processor</td>
<td>1.2 GHz (Dual –Core) or higher</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scanning speed (A4) b &amp;w color</td>
<td>45 opm (Simplex) / higher</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Scanning size</td>
<td>Max.A3 (11” x 17”)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>RADF</td>
<td>Built in</td>
<td></td>
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</tbody>
</table>

The firm will be Technical Qualified if Quoted brand / model conform to the required minimum specification and fulfill all others requirements of Bidding documents.

Name and Signature of Bidder
with official stamp
Dated:
**Technical Evaluation Criteria**

1. Quoted brands / model (quoted by bidder in the form of bid) of all items of the package along with supporting literature (if applicable) must confirm the required minimum specifications.

2. In case of the quoted brand / model of items along with supporting literature (if applicable) does not meet the minimum required specifications, than it will be rejected.

3. The bidder must have provision after sales service (certificate must be attached and address, telephone no and email must be provided).

4. Technical staff must be available (provide the detail of technical staff on attached Form A-I)

**Form A-I (List of Technical Staff)**

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Name of Employees</th>
<th>Technical Qualification</th>
<th>Experience</th>
<th>Address &amp; Contact No of Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

5. Certificate of Incorporations for Company or STRN for registered / unregistered firm, individuals must be attached.

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Name and Signature of Bidder with official stamp  
Dated:
DRAFT FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)

This agreement is made in the presence of the witnesses named below on this _____ day of 2019 at_______ TEVTA Secretariat between TEVTA Lahore (hereinafter called “the Purchaser”) and________________________________________ (hereinafter called “the Supplier”).

Whereas the Purchaser invited bids for supply of Digital Photo Copier Machines and has accepted a bid by the Supplier for the supply of Digital Photo Copier Machines in the sum of Rs…………………. [Contract price in words and figures] (hereinafter called “the Contract Price”).

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.

2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:

   a) Invitation for bid as publicized / advertised by the Purchaser
   b) Bidding document as bought from the Purchaser
   c) Specifications of items
   d) Form of Bid
   e) Undertaking submitted by the bidder along with the bid papers
   f) Supply order for supplying the selected items etc.
   g) General and special conditions regarding procurement as given in the bidding documents and
   h) This contract agreement as executed between the Purchaser and the Supplier.
   i) The Bid Security and the Performance Guarantee

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.

4. The Purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and replace the defective items therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

5. Payment will be made through cross cheque are complete delivery of consignees premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

Name and Signature of Bidder
with official stamp
Dated:
6. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014. The arbitration should be made through mutually agreed single arbitrator on the request of contractor. 

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

<table>
<thead>
<tr>
<th>Purchaser</th>
<th>Supplier / Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature: __________________________</td>
<td>Signature: __________________________</td>
</tr>
<tr>
<td>Name: __________________________________</td>
<td>Name: __________________________________</td>
</tr>
<tr>
<td>Designation: ________________________</td>
<td>Designation: ________________________</td>
</tr>
<tr>
<td>Date: ______________________________</td>
<td>Date: ______________________________</td>
</tr>
</tbody>
</table>

WITNESS:

1. __________________________________

2. __________________________________

Name and Signature of Bidder with official stamp
Dated:
1. **Scope of Work**

   Procurement will be based on accumulative cost basis following least cost method. Bidders must submit bids of all items of a package. Lowest evaluated successful bidder will be responsible for delivery of all items at consignee’s end in safe, sound and in operational condition.

2. **Procurement Procedure and Method of Procurement**

   Single stage two envelope bidding procedure will be adopted following least cost method on accumulative cost basis.

3. **Validity of Bids**

   The bids shall remain valid for a period of 90 days from the date of opening of financial bids. Further extension if required can be obtained as per Punjab Procurement Rules 2014.

4. **Rates on the Form of Bid**

   Rates should be quoted on the attached prescribed Form of Bid. Bidder shall fill all Blank columns of the Form of Bid. In case bidder desires to quote higher specifications, the same should be provided in the respective columns of the Form of Bid against the specific items. Country of origin, brand & Model of each & every items must be quoted. Form of bid duly filled in, must be placed in the Financial Bid envelope.

5. **Currency**

   Firm and final rates should be quoted in PAK Rupees.

6. **Govt. Taxes and Transportation Charges**

   The total quoted bid must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation and commissioning charges etc. in Pak Rupees.

7. **Preparation of bids / proposal**

   Proposal / bid must be prepared as per instructions of bidding documents. The bid / proposal should be properly page numbered along with index; Separators should be used for differentiation of various documents.

Name and Signature of Bidder with official stamp
Dated:
8. **Availability of Spare Parts**

Lowest evaluated bidder must provide spare parts of the supplied items at market rate at any time after warranty period as per requirement of purchaser.

9. **Alternative Bids**

More than one bid / offer / tender of a package will not be considered from the same bidder. Further, alternative bid / bids of an item / items will not be considered.

10. **Verification**

Procuring agency can verify any or all documents / information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered and the bid shall be liable to be rejected.

11. **Change in Quantity and Place of Delivery**

Procuring agency may change the place of delivery at any time during the procurement proceeding.

12. **Provision of Sample**

The procuring agency can demand sample of any machinery / equipment for checking the performance of the machinery / equipment. On satisfactory performance of the sample, the bidder will be responsible for delivery of the same. In case performance of the sample is unsatisfactory the procuring agency can reject the same and the bid will be technically dis-qualified.

13. **Acceptance of Arithmetical Errors**

In case of discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected and its bid security will be forfeited.

14. **Submission of Bids**

The interested bidders should submit bids on the basis of “single stage two envelopes procedure”. The bidder should submit technical and financial bids in two separate envelopes clearly marking “Technical Bid” and “Financial Bid” covered under one main (outer) envelope marking Bid

Name and Signature of Bidder with official stamp
Dated:
Reference and Package Name on top left corner of the envelope. Initially only technical bids / proposals will be opened and sealed financial bids will remain under the custody of procuring agency until open. The technical proposals of the bidders will be evaluated technically as per technical evaluation criteria:

15. **Manual / Literature**

The bidder is required to submit relevant literature / manuals (in Urdu or English), along with the technical bid, (Where necessary/applicable). The manual / literature should meet the required specification of the Machinery and Equipment.

16. **Particulars / Requirements of Bid**
   
i) **Technical bid must consist of following:**
   NTN and GST Registration, Certificate.
   Active tax payer certificate
   Bid security as demanded attached with the technical proposal in original
   Technical Bid Form
   All pages of bidding documents, properly filled signed and stamped at the given place
   Any other document / information shall be deemed necessary

   ii) **Financial Bid**
   Financial Bid Form duly filled signed and stamped

17. **Opening of Technical Bids**

Technical Bids will publically be opened by the Procurement Committee TEVTA, in the presence of bidders or their representatives (with proper authority) who may choose to be present, as per date, time and venue mentioned in the advertisement / invitation for bid.

18. **Technical Evaluation**

Technical bids of the bidders will be evaluated as per Technical Evaluation Criteria. All bidders will be informed after technical evaluation either they are qualified or not. The financial proposal of technically un-qualified bidders will be returned un-opened.

The technically un-qualified bidders may collect their sealed financial bid after expiry of grievance period or once declared un-qualified subject to submission of affidavit through an authorized representative to the affect that you are satisfied with proceedings of TEVTA.

Name and Signature of Bidder with official stamp
Dated:
19. Opening of Financial Bids

The financial bids of only technically qualified bidders will be opened. Financial bids of technically un-qualified bidders will be returned unopened. The date, time and venue for opening of financial bid / proposal will be communicated later on after technical evaluation.

20. Rejection of the Bid

Bids will be rejected in case of the following:

a) Received after due date and time.
b) Bidding documents are unsigned / unstamped.
c) The bid is conditional.
d) The bid is from a bidder who is black listed, by any Government / Semi-Government Department / Autonomous Bodies in any part of Pakistan
e) The bid is received by telephone/ telex/ fax/ telegram/E-mail.
f) Offering partial scope of work / incomplete bids
g) Bid security is not attached with the bid OR lesser in amount than required Or not in favor / name of Chairperson TEVTA
h) If the bidder is not on active tax payer list of FBR.

21. Payment Mode

Payment will be made through cross cheque after complete delivery at consigning premises, installation, commissioning and operationalization of the Machinery/equipment and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

22. Taxes

TEVTA shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all bill(s) submitted by the contractor. Change in the rate of tax announced by the Govt. from time to time will be applicable.

23. Packing & Condition of Machinery & Equipment

All Machinery / Equipment supplied must be in original form / packing, must be genuine, brand new, non-refurbished, un-altered in any way, as per required specification, and imported (if any) through proper channel.

24. Inspection of Machinery & Equipment

i. The inspection or tests shall be conducted at the premises of the contractor OR at the final destination (or at both places). Where conducted at the premises of the contractor, the contractor shall provide all-reasonable

Name and Signature of Bidder with official stamp
Dated:
facilities and assistance, which may include access to drawings, production data and online verification from official web site of the manufacturer, to the inspectors, at no charge to the procuring agency.

ii. The procuring agency may reject the delivered items which fail to conform to the technical specification, in any tests or inspection and the contractor shall replace the rejected goods / items within fifteen working days, free of cost.

iii. The TEVTA’s post-delivery right to inspect, test and, where necessary, reject the goods shall in no way be limited or waived by reason of pre-delivery inspection, testing or passing of the goods.

25. Comprehensive Warranty /Maintenance

Bidders must provide one year free comprehensive onsite warranty, which must include labor, parts replacement and any other related service. Warranty period will be started from issuance of completion certificate on successful delivery, installation, commissioning, operationalization and final inspection, to keep the supplied items operational and functional during the warranty period.

26. Award of Contract and Procurement Order

Contract will be awarded to the lowest evaluated bidder for complete package. The contractor must submit performance guarantee @ 10% of the contract amount within 10 days of the award of contract. After receipt of performance guarantee Procurement Order will be issued. In case of non-submission of performance guarantee @ 10% of the contract amount within 10 days of the award of contract, the bid security will be forfeited and contract will be terminated.

27. Repeat Order

The contractor must provide Machinery & Equipment on repeat order (15% of the original procurement order) under the provision of Punjab Procurement Rules, 2014, if asked for.

28. Penalty

In case of late delivery of goods/items beyond the period specified in the bidding document, Delay penalty @ 0.2% per day of the cost of late delivered supply shall be imposed on the contractor up to a maximum 10% of contract amount.

Name and Signature of Bidder
with official stamp
Dated:
29. **Training of the Staff**

In case of specialized items, supplier will provide necessary training to the TEVTA staff / faculty. The terms and conditions for such training, may however, be mutually decided between the TEVTA and the successful bidders, if so required.

30. **Arbitration**

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration.

31. **Black Listing Procedure**

The procuring agency may, for a specified period, debar a bidder or contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

i. Submission of false fabricated / forged documents for procurement in bid.

ii. Inordinate tardiness in accomplishment of assigned / agreed responsibilities / contractual obligation resulting loss to procuring agency.

iii. Non-execution of work as per terms & conditions of the contract.

iv. Indulged in any corrupt practice.

v. Acted in a manner detrimental to the public interest or good practices.

**Procedure:**

A notice will be issued to the contractor seeking his explanation for the lapses committed by him. The explanation will be required within 10 days from the date of issue. In case his explanation is found unsatisfactory, a show cause notice shall be issued providing an opportunity of being heard followed by decision for Blacklisting for a maximum period of one year depending upon the intensity of lapses.

The letter for blacklisting / debarring the contractor will be published on PPRA website. Once the blacklisting order is issued it shall not be revoked ordinarily unless as provided under Rule 21 of the Punjab Procurement Rules-2014

Name and Signature of Bidder
with official stamp
Dated:
32. Communication

In case of any problem regarding preparation and submission of bids, Assistant Manager TEVTA may be contacted on the below mentioned address:

Assistant Manager (Admn-III)
Purchase Cell, 96H, Gulberg II, Lahore.
Tel: 042-99263055-59 (Ext 310) 042-99263648

DELIVERY

1. The lowest evaluated successful bidder will be responsible for delivery, installation, commissioning and operationalization in all respect at places as mentioned in the Form of Bid in safe, sound and in operational condition at its own risk & cost within 30 days of issuance of procurement order.

2. Delivery period can be extended on the written request of the contractor, giving compelling reasons for delay in delivery whereas the clause 28 will be intact.

FORMAT OF ALL SECURITIES REQUIRED

1. Bid Security

All the technical bids must accompany the bid security as demanded in the advertisement / invitation to bid in the form of CDR / DD / PO / Banker cheque in favor of Chairperson TEVTA, without which the offer will not be entertained. In case of withdrawal of bid after opening of bids, the bid security will be forfeited.

2. Performance Guarantee

The successful bidder must furnish to the procuring agency the performance guarantee @ 10% of the contract amount within 10 days of award of contract. The performance guarantee can be submitted in the shape of Bank Guarantee, CDR, Pay Order, Bank Draft, and Banker Cheque only, issued by the scheduled bank valid for one year. Performance guarantee will be returned after warranty period. In case of non-satisfactory services and non-compliance of procurement order / procurement contract in terms of supply of any item / good and quality, the performance guarantee will be forfeited.

3. Release of Bid Security

Bid Security of unsuccessful bidders will be released after signing of contract agreement with the successful bidder. Bid Security of successful bidder will be released on receipt of performance guarantee.

Name and Signature of Bidder
with official stamp
Dated:
CERTIFICATE

A. We undertake that our Firm M/S____________ is not black listed by any Government / Semi-Government Department / Agency / Autonomous Bodies in any part of Pakistan.

B. We undertake that in case our bid accepted the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, un-altered in any way, as per required specification, imported (if any) through proper channel.

C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.

D. We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.

E. It is certified that quoted rates against each items are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Pakistan.

Name and Signature of Bidder
with official stamp
Dated:
CHECK LIST / GUIDELINES FOR BIDDERS

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirement are met for the preparation and submission of their bids:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Requirement</th>
<th>Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>The bidder is active tax payer</td>
<td></td>
</tr>
<tr>
<td>02.</td>
<td>Bid Security as demanded in the advertisement / invitation to bid is attached with technical proposal in original</td>
<td></td>
</tr>
<tr>
<td>03.</td>
<td>Two separate envelope marked with “Technical Proposal” and “Financial Proposal” are available in main (outer) envelope marked with bid reference and package at top left corner of the envelope</td>
<td></td>
</tr>
<tr>
<td>04.</td>
<td>No item of a package missed and rates of all items in a package quoted</td>
<td></td>
</tr>
<tr>
<td>05.</td>
<td>No Erasing, cutting/ overwriting made. If made the same is properly singed and stamped</td>
<td></td>
</tr>
<tr>
<td>06.</td>
<td>Envelopes are properly sealed</td>
<td></td>
</tr>
<tr>
<td>07.</td>
<td>Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided</td>
<td></td>
</tr>
<tr>
<td>08.</td>
<td>Bids are addressed to Manager (Procurement), Purchase Cell, TEVTA Secretariat 96 H, Gulberg II, Lahore.</td>
<td></td>
</tr>
<tr>
<td>09.</td>
<td>All pages of bidding documents are properly signed and stamped at the given place</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Item wise and grand total are quoted at the respective columns of the Form of Bid.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Firm and final rates are quoted in PAK Rupees</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Literature / manual / brochure (in Urdu / English) placed in the technical bid, is in conformity with the required specifications of items</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Rates are quoted on the attached prescribed Form of Bid</td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td>No calculation or arithmetic error is made</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Bid is submitted within due date and time</td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td>Bid is not conditional</td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Certificate at the end of bidding documents is singed and stamped</td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Read and understand all the bidding documents</td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Address and contact No. of the bidder on the main (outer) is written</td>
<td></td>
</tr>
</tbody>
</table>

Name and Signature of Bidder with official stamp
Dated:
Govt. of the Punjab
Technical Education & Vocational Training Authority
(TEVTA)

FINANCIAL PROPOSAL / BID
FOR
PROCUREMENT OF DIGITAL PHOTO COPIER MACHINES FOR
TEVTA SECRETARIAT

Name and Signature of Bidder
with official stamp
Dated:
To:
Manager (Procurement)
TEVTA, Punjab,
96-H, Gulberg-II, Lahore
Tel. No. 042-99263055-59

Dear Sir,

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply Digital Photo Copier Machines in conformity with the below mentioned required specifications as per the following price at, TEVTA Secretariat, 96-H Gulberg, Lahore.

<table>
<thead>
<tr>
<th>Item Name with Specification</th>
<th>Volume/Quantity</th>
<th>Quoted Brand Model</th>
<th>Unit Price without GST.</th>
<th>Per Unit Amount of GST</th>
<th>Unit rate with GST</th>
<th>Total Amount with all Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Photo Copier Machine 35 CPM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copy per minutes</td>
<td>Minimum 35-CPM (A4) per minutes or higher</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scan Resolution</td>
<td>600 x 600 DPI</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADU</td>
<td>Built in</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memory</td>
<td>2 GB or above</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduction / Enlargement</td>
<td>25-400% increments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuous Copying</td>
<td>1 to 999 Copies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper size</td>
<td>A4, B4, A3 Legal paper</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Warm up time</td>
<td>20 seconds or lesser</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Copy out</td>
<td>5.5 seconds (A4 size) or less</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paper Capacity</td>
<td>2 x 500 sheet (Cassettes) or more</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automatic Duplex</td>
<td>A5-A3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name and Signature of Bidder with official stamp
Dated:
<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developer Life</td>
<td>150,000 prints or higher</td>
</tr>
<tr>
<td>Storages</td>
<td>200 GB or above</td>
</tr>
<tr>
<td>Printing Resolution</td>
<td>1200 x 600 DPI</td>
</tr>
<tr>
<td>Interface</td>
<td>10/100 Base T. Full-speed USB, LAN 1</td>
</tr>
<tr>
<td>Support OS</td>
<td>All Version</td>
</tr>
<tr>
<td>File Format</td>
<td>XPS, TIFF, PDF</td>
</tr>
<tr>
<td>Processor</td>
<td>1.2 GHz (Dual – Core) or higher</td>
</tr>
<tr>
<td>Scanning speed (A4) b &amp; w color</td>
<td>45 ipm (Simplex) / higher</td>
</tr>
<tr>
<td>Scanning Size</td>
<td>Max.A3 (11” x 17”)</td>
</tr>
<tr>
<td>RADF</td>
<td>Built in</td>
</tr>
</tbody>
</table>

(Amount of Grand total in Words________________________________________________

We understand that the purchaser intends to award the contract to the lowest evaluated bidder. We will not claim any additional cost in respect of aforesaid Digital Photo Copier Machines due to any variations till the expiry of warranty period. We undertake, to complete the Work / Supply within the given time period in case we are declared lowest evaluated bidder.

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

Dated this ____________day of______________2019.

Note: All applicable taxes at the time of payment will be deducted Charge in the rate of tax announced by the Govt. from time to time will be applicable.