

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

BIDDING DOCUMENT
PROCUREMENT OF
UPS, O-MANAGEMENT SYSTEM, FURNITURE ITEMS

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.

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 UPS, Q-Management System, Furniture Items, items 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 60 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) for each LOT 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 #	Items	2% bid Security (Rs.)
1	UPS 650 VA	Rs.32,400/-
2	QUEUE MANAGEMENT SYSTEM	Rs.144,000/-
3	FURNITURE ITEMS	Rs.63,600/-

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:

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

Uninterruptible Power Supply (UPS)			
S #	ITEM	DESCRIPTION	QTY
1	650VA	650VA , Built AVR, Transformer Based, Line Interactive With stepped Sine wave Technology, Input Voltage:220/230VAC(Auto Sensing),Input Frequency :50/60 Hz, Output Voltage:220/230 VAC(User Adjustable),Output Frequency on battery:50Hz/60 Hz,Output ,Backup Time: Minimum 15 Mins on 17 Inch LCD with CPU, Circuit Breaker for overload, LED/LCD status display , minimum 2 output sockets, Input voltage Tolerance should be between 175 VAC – 275 VAC, Regulatory Standards: CE, EAC, Country of Origin: All.	162
Special Conditions(mandatory) :			
1- Three Years Parts and Labor comprehensive warranty for all components on site including battery.			
2- Brand must have presence in 10 countries.			
3- Maximum of 48 hours down time for all components including replacement of the whole unit anywhere in the province			
4- The bidders should clearly mention Terms and Conditions of service agreements for the supplied hardware equipment after the expiry of initial warranty period			
5- In case of International Warranties, the local authorized dealers should mention their service and warranty setup, details of qualified engineers, etc.			



LOT # 2

QUEUE MANAGEMENT SYSTEM			
Sr. #	ITEMS	DESCRIPTION	QTY
1	QUEUE MANAGEMENT SYSTEM	Token Dispenser ,Line thermal dot printing, 80mm, Auto cutter, Fast Printing for Ticket Issuance, Server software 18 User or higher, minimum size 20" x 56.5" in Metal body frame Equipped with minimum 15" LED Touch screen with all Accessories., Status Display Dual Line Dot matrix 3 Digits size 2.25" or Higher, Red/Green or Yellow display color, size 11" x 14" or higher., Counter Displays 3 Digits size 4.2", 7 Segment, color Red/Green or Yellow, display size 6.5" x 14" or higher., Keypad for Next Call, Transfer, Recall & wait., Multimedia Speakers with voice Card, Soft tone & (English, Urdu Voice),Power cable 2376 & coaxial cable. (100 ft Roll),Duct 16 x 38 (10 Ft Per Length),PVC Flexible 1 (10 ft Length),Cable Laying & Termination Charges (PRF),Installation & Testing Charges	9
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 initial warranty period			
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			

LOT # 3

FURNITURE & FIXTURE			
Sr. #	ITEMS	DESCRIPTION	Qty
1	COMPUTER TABLE & CHAIR	<p><u>Computer Table :</u></p> <ul style="list-style-type: none"> • Finish in laminate as per the theme Color and requirement by department. • Using Export Quality MDF (Medium Density Fiber) pasted with Export Quality Formica of Formica Company pressed in high pressure hydraulic machinery. • PVC lipping (3mm x 1”) on edges by compressing on edge bending machine. • Total Product features are: <ul style="list-style-type: none"> ○ Portable & Hanging Draw ○ Easy to Dismantle ○ Nail-less ○ Thickness of Sheet is Standardized (no variation as in local product) ○ Imported hardware • Export Quality chipboard in making Mobile / Hanging drawer with lock, lockable wheels for Mobile Drawer and imported hardware along with Master Handle. • Length 45”, width 30”, height 29”, 2 drawers & cabinet size. <p><u>Polish Finish (Solid Wood Finish)</u></p> <ul style="list-style-type: none"> • Finish in Polish as per theme and requirement from the department. • Using Export Quality MDF (Medium Density Fiber) pasting of Veneer of oak Wood, Shisham Wood, Beach Wood, Ash Wood, Walnut & Poplar wood. • Every wood / particle board /MDF / ply is well seasoned and termite / pesticide treated. • Furniture is with minimum 3 year’s free defective parts replacement warranty. • Stainless Steel components are grade brush mirror finished unless specified otherwise. • Foam is PU foam of high density with warranty of 5 years. • Particle board is 750 density plus. • MDF board is 800 density plus. • Glass is toughened. • Fabric is 3-m scotch guarded. • Leatherette is export quality. • Hardware is best quality. • Partition MS from is 22 to 23 guage minimum thicknesses. • Total Product features are: <ul style="list-style-type: none"> ○ Portable / mobile & Hanging Draw is same finish ○ Easy to Dismantle ○ Nail-less furniture fitting ○ Using Knock-Down (KD – Fitting) for furniture. ○ Thickness of Sheet used in furniture is Standardized (no variation as in local product) ○ Imported hardware • Export Quality chipboard in making Mobile / Hanging drawer with lock, lockable wheels for Mobile Drawer and imported hardware along with Master Handle. • Manufacturing in customized sizes. <p><u>Computer Chair:</u> (HBC, LBC, VC)</p> <ul style="list-style-type: none"> • Lockable revolving and tilting mechanism pivoted at front for extra stability regardless of the degree inclination. • Sleek and stylish integral skin PU armrest, • Extra torsion adjustment control to provide the desired tilt mechanism. • Fixed position angle control system. • Adjustable seat height – gas lift and swivel. 	192

		<ul style="list-style-type: none"> ● 5 – prong pressure die-cast Aluminum/Nylon with reinforced fiberglass base for added seating support. ● Twin wheel castors, which meet the requirement of BIFMA and DIN Standards. ● High frequency compression process on multi-layered veneer shell, anatomically designed for posture care. ● Unique curved shells for Lumber support having dimensions: <ul style="list-style-type: none"> ○ Back Shell height 57.5cm and width 49cm. ○ Seat Shell 49cm x 35cm ● Poly propylene armrests with standard specification: <ul style="list-style-type: none"> ○ Density: 946.00kg/m³ ○ Melting point: 130 C ○ Formula: (C₃H₆)_n ○ IUPAC ID: poly (propene) ● SCOTCHGUARD FABRIC protected against liquid, stain and dirt, having specifications: <ul style="list-style-type: none"> ○ Fiber: 100% polyester ○ Weight: 450gm per linear meter ○ Abrasion: 750,000 double rubs-Wyzenbeek (ASTM-D-4157) ○ Cleaning Agent: for Oil based stain, use solvent cleaner. ○ Cleaning Code: WS-for water based stain, use water cleaner. ○ Color Matching: batch to batch variation in shade may occur due to presence of natural materials. ● Ergonomic and eminently aesthetic. ● Sleek and stylish pipe frame with powder coated material. ● Guaranteed of Highest density seat and Backrest. ● Flexibility in choice of upholstery fabric & leatherette. ● One year warranty and Life time after sales Services. ● Consistency of availability of items over years. 	
2	STEEL BENCHES	<p><u>Dimension of 3 Seater</u> Height: 770mm, floor to the top of back Width: 1750mm, for each set Depth: 630mm, from top of back to front seat Height Seat: 400mm, from floor to top of seat Height Arm: 575mm, from floor to top of arm</p> <p><u>Arms and Legs</u> Arms should be cold-rolled steel with chrome finish. Legs should be adjustable and cold-rolled steel with chrome finish. Finish should be antioxidant.</p> <p>Beam Beam should be cold rolled steel with powder coating black and rectangle shape. It should be well connected with seat, arms and legs, and easy for installation.</p> <p>Seat and Back The material of Seat and back should be cold rolled steel. It should be powder coating in confirmed colors. There should be connected supports which are for well connecting seat, back and beam. Two sides of seats and back should be surrounded by well chromed regula.</p> <p>Load Capacity The design should meet or exceed the GB/T 3325-2005 furniture standards for quality. There should be no sharp edges or corners on any of the component parts. Load capacity should be 495 kg/set and 165 kg per seat.</p> <p>Body Shapes (Seat and Back)</p>	36

		<p>The seat and back should be perforated steel frame are be contoured using shapes selected using the human scale recommendations for both men and women to achieve the highest percentile for both.</p> <p>Maintenance of Seats Steel seat, arms and legs should be cleanable with dry cloth to remove dust and debris.</p> 	
3	<p>INFORMATION</p> <p>DESK</p>	<p>Dimension: Size (mm)= 3000/2200W*850D*1050H: CBM/set (m³): 0.9/0.8, Weight/set (KG): 200, Material: Melamine, steel, glass, HPL, aluminum Description: 1. MDF wood with high gloss spray paint, 2. 25mm melamine desktop with 2mm pvc edge</p> 	9
<p>Special Conditions(mandatory) :</p>			
<p>1-Three years warranty of furniture including all components in Punjab</p>			
<p>2- The bidders should clearly mention Terms and Conditions of service agreements for the supplied item after the expiry of initial warranty period</p>			
<p>3- Vendor will provide Samples of all items with above mentioned specifications, along with the Bid Proposal. Department committee will approve or disapprove sample which will be the part of technical evaluation .If samples are approved then he will be qualified for financial Bid Opening.</p>			

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 6th of June 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: 6th of June 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 6th June 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 RFP	Mandatory	
Undertaking that the firm is not blacklisted and involved in litigation with Government	Mandatory	
Undertaking in case of JV	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 (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	TOTAL PRICE
1	UPS 650 VA	162		
			G Total	

LOT # 2

Sr.#	ITEM	QTY	UNIT PRICE	TOTAL PRICE
1	QUEUE MANAGEMENT SYSTEM	9		
			G Total	

LOT # 3

Sr.#	ITEM	QTY	UNIT PRICE	TOTAL PRICE
1	COMPUTER TABLE & CHAIR	192		
2	STEEL BENCHES	36		
3	INFORMATION DESK	9		
			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**WITNESS**

Signature -----

Signature -----

Name-----

Name -----

Title:-----

Title-----

Address.-----

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
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2.

Delivery of Goods:		Service Centers at Lahore, Rawalpindi, Faisalabad, Multan, Gujranwala, Bahawalpur
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	b) Execution / delivery Schedule	Within 1 week after the issuance of LOA
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3.

Warranty Period		Three years warranty with parts & labor.
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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 _____