

# POWER INFORMATION TECHNOLOGY COMPANY



## TENDER DOCUMENT

FOR

PROCUREMENT

OF

TONERS AND MEDIA ITEMS

TENDER NO. **PITC/G-224(44)/03-2020**

### CONTACTS:

Director General (ISDS)  
Phone: 042-99202163  
042-99202211 Ext.3044  
Fax: 042-99202799

## ABRIDGMENT

<b>Sr. No.</b>	<b>Summary</b>	<b>Description</b>
1.	Recipient	CEO PITC
2.	Venue	PITC, Conference Hall Lower Ground Building No.03 Aiwan-e-Iqbal Lahore
3.	Closing Date & Time of Bids (Technical & Financial)	15-04-2020, 11:00 A.M
4.	Bids (Technical & Financial) shall be opened in the presence of bidder or authorized representatives	15-04-2020, 11:30 A.M
5.	Bid Money	2% of the total value of quoted cost (Please enclose bid money with bid envelope)
6.	Type of Tender	Single Stage Single Envelope
7.	Cost of Tender Document	Rs. 2,000/-

Sealed quotations are invited from the potential dealing firms for the supply of TONERS AND MEDIA ITEMS

### INSTRUCTIONS TO THE BIDDER

- 1.1 Rates should be quoted on the FCS basis (Free delivery at Consignee's Store).
- 1.2 The bidders are required to submit two copies (one in original & one copy) of the bid
- 1.3 The bidders shall furnish 2% bid money as a part of their tenders in form of Bank Draft or Bank Guarantee in favour of CEO (PITC), WAPDA House, Lahore, to be enclosed in the envelop of bid.
- 1.4 Successful bidder shall deposit performance security, as described in rate contract or PO, not exceeding 5 % of the value of the proposed purchase order in shape of bank draft or bank guarantee issued by any scheduled bank, in favour of indenter/consignee. The same shall be released after expiry of warranty period.
- 1.5 Competent authority reserves the right to accept or reject any offer or a part thereof or increase/decrease quantity to any extent. The offer received incomplete or not in accordance with the conditions/specifications will not be entertained. Bid offered is likely to be ignored if: -
  - i) The tender document is unsigned (all pages should be signed).
  - ii) It is received after the time and date fixed for its receipt.
  - iii) Offer is ambiguous or conditional.
  - iv) The offer is from a firm who is blacklisted by PEPSCO, PITC, NTDC, WAPDA or any other government organization, or is in litigation with any government organization or is defaulter in any previous order and/or contract.
  - v) The offer is unsolicited.
  - vi) The bid is not accompanied with full earnest money.
- 1.6 The tenders prepared by the bidders should comprise of the following documents:-
  - i) Covering letter.
  - ii) Receipt of tender document cost.
  - iii) Bid Money.
  - iv) Bill of quantities provided with tender document duly filled, signed and stamped.

### 2. TERMS AND CONDITIONS

- 2.1 The quoted price must be firm, final, inclusive of all taxes, transportation charges etc. And should be in Pak Rupees.
- 2.2 The purchaser is not bound to accept the lowest offer not fulfilling the requisite criteria. The reasons for rejecting the lowest or any offer shall not necessarily be communicated.
- 2.3 Price will remain valid for at least 90 days from the date of opening of quotation.
- 2.4 The supplier shall be liable for liquidated damages @ 2% PM, if he fails to deliver the equipment within delivery period.
- 2.5 Quantities given in Bill of Quantity are based on rough estimate and may increase or decrease up to any extent. Successful bidder shall be bound to supply the required quantity, on the approved rates within the validity of the rates.
- 2.6 Performance report and inspection of paper supplied shall be carried out by the representative in the office of CEO (PITC).

### 3 SCHEDULE OF SUPPLIES

The delivery of the items will be required to be completed within one month after the issuance of Purchase order.

#### 4 WARRANTY PERIOD

Warranty period of the supplied goods which shall be 12 (Twelve) months or till the consumption of the items (which comes first).

#### 5 EVALUATION METHODOLOGY

The following is the Bid process / evaluation methodology that will be adopted for appointment of Contractor.

##### a. **Single Stage – One Envelope Procedure**

- i. Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding document.
- ii. The procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements;
- iii. During the technical evaluation no amendments in the technical proposal shall be permitted;
- iv. The contract shall be awarded to lowest bidder who will be technically complaint

**b. Alternate bids** will not be allowed. Alternate technical modules, methodologies, approach, project plan or timelines that deviate from the defined scope will be considered as alternate bid and will be considered as non-responsive.

**c. Preliminary Evaluation** The technical proposals will be reviewed for deviations, acceptance of terms and conditions, adherence to scope of work, formats required, purchase of bid document etc., In case of non-compliance on any of the above, bids will be considered as technically non-responsive.

##### d. **Evaluation**

Bidder as a part of his bid shall provide the following depending upon applicability:

- i) Company profile
- ii) NTN/GST Certificate
- iii) On Active Tax Payers List of FBR
- iv) Registration/Incorporation/Business Certificate and number of business years in Pakistan.
- v) A warranty certificate describing the guaranteed response time after a hardware failure when the complaint is logged within the warranty period. The maximum expected down time should also be defined and must not be more than 48 hours (two days). In case machine remains down beyond that duration, the bidder must have the demonstrated capability to replace faulty equipment.

##### e. **Bid's Technical Evaluation**

The Evaluation committee will evaluate the RFP proposals using the criteria below. The committee shall determine which proposals have the basic requirements of the RFP and shall have the authority to determine whether any deviation from the requirements of the RFP is substantial in nature. The committee may reject in whole or in part any and all proposals and waive minor irregularities.

Sr.	Description	Points
<b>Mandatory Factors</b>		
<b>A</b>	Registration/Incorporation/Business Certificate and at-least three year of doing business in Pakistan	Mandatory
	Valid Necessary Tax Registrations	Mandatory
	Min 2 years of supplies and services experience	Mandatory
	Affidavit to the effect that bidder is not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public-sector organization/Division/Ministry (Annexure-A)	Mandatory
	Warranty certificate	Mandatory
	Compliance to technical specifications of tendered goods	Mandatory
	Compliance to schedule of supplies	Mandatory
<b>Bidder</b>		
<b>B</b>	Type of Company Public Limited = 5 marks Pvt. Limited = 4 marks Partnership = 3 marks Proprietary = 2 marks	5
<b>C</b>	Age of company ( 2 mark per year)	10
<b>D</b>	Experience with WAPDA/PEPCO/PITC/DISCOs/NTDC * (1 mark per purchase order successfully completed)	5
<b>E</b>	A List of Clients (other than WAPDA/PEPCO/PITC/DISCOs /NTDC) to whom the bidder has done or been doing business during last 3 years along with their Names, Addresses, Phone Numbers. List is to be provided bifurcating in following Slabs: < than 0.5 million (15 marks) 0.5 million to 1 million (20 marks) > 1 million (30 marks)	30
<b>Total</b>		50

#### **Bid's Financial Evaluation**

The bid technically responsive (securing 70% or more score) and financially lowest will be declared successful.

#### **6. TERMS OF PAYMENT**

Payment of the items supplied will be made directly by the O/O CEO (PITC) within thirty days, from the date of receipt of invoice, on production of following documents:

- a) Invoice in triplicate having NTN.
- b) GRN (Goods Receipt Note) issued by the consignee.
- c) Performance / Inspection Report.
- d) Sales Tax Invoice (if not exempted) or attach exemption certificate.
- e) Non-payment certificate.
- f) Performance Security Receipt Certificate.
- g) Warranty Certificate

## Annexure-A: Affidavit of Legitimate Bidder

### Undertaking

We, [**Name and Address of Bidder**], do hereby declare on solemn affirmation that:

- I. We have not been black listed from any Government Department/Agency
- II. We have not been involved in litigation with any client during the last 3 years
- III. We acknowledge that we have read, understood and accepted the Tender Document along with all terms and conditions specified above in the tender document
- IV. We understand that PITC shall have right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Bidder(s)
- V. We understand that PITC shall have right, at his exclusive discretion, to increase/decrease the quantity of any or all item(s), accept/reject any or all tender(s), cancel/annul the Tendering process at any time prior to award of Contract, without assigning any reason or any obligation to inform the Bidders of the grounds for the PITC's action, and without thereby incurring any liability to the Bidder and the decision of the PITC shall be final
- VI. We certify that prices quoted to PITC against Tender Lot Annex-B and Items are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the prices charged in excess

Dated \_\_\_\_\_.

**BIDDER:**

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

**WITNESSES:**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

CNIC # \_\_\_\_\_

CNIC # \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

## BILL OF QUANTITY

### Technical Specifications – Tonners

<b>Tonner for Laser Printers</b>				<b>On FCS Basis</b>	
<b>Brands: Branded</b>			<b>Unit Rate (PKR)</b>	<b>Unit Rate (PKR)</b>	
<b>1</b>	Tonners	HP LASERJET P1102	<b>2</b>		
		HP LASERJET M102w (Toner)	<b>3</b>		
		HP LASERJET M102w (Drum)	<b>3</b>		
		HP LASERJET mfp m130fw (Toner)	<b>6</b>		
		HP LASERJET mfp m130fw (Drum)	<b>6</b>		
		HP LASERJET 400 <b>(All Types)</b>	<b>1</b>		
		HP LASERJET M227 sdn	<b>3</b>		
		Samsung Pro Xpress M3320ND	<b>22</b>		
		Samsung Pro Xpress M3870FD	<b>6</b>		
		Samsung ML-3470	<b>2</b>		
<b>Cleaning Cartridge</b>					
<b>2</b>	Cleaning Cartridge	HP DDS Cleaning Cartridge	<b>02</b>		