

Bidding Document Procurement of Printers & Video Conferencing Phone.



GOVERNMENT OF PUNJAB
BOARD OF MANAGEMENT MULTAN INDUSTRIAL ESTATE
Admin Block Commercial Area, Multan Industrial Estate Phase-II, Multan.

April, 2022

Single Stage One Envelope Procedure

Bidding Document for Procurement of Printers & Video Conferencing Phone.

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SECTION I
Invitation to Bid

BOARD OF MANAGEMENT MULTAN INDUSTRIAL ESTATE **Procurement of Printers & Video Conferencing Phone.**

Board of Management Multan Industrial Estate, invites sealed bids from eligible bidders (original manufacturers/authorized/distributors/suppliers) registered with Income Tax and Sales Tax Departments for the Procurement of Printers & Video Conferencing Phone items as mentioned below.

| S. No. | Item Description |
|---------------|---------------------------|
| 1. | Printers. |
| 2. | Video Conferencing Phone. |

| Tender Notice | |
|------------------------------------|-----------------------------------|
| Date of Receiving: | 20th-April-2022 |
| Date of Opening: | 20th-April-2022 |
| Bid Security: | Rs.37,000 /- |
| Estimated Cost of Schedule: | Rs. 761,670/- |
| Tender Document Fees | Rs. 1,500/- |

2. Bidding document containing detailed terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification/ rejection of bids, performance guarantee etc are available for the interested bidders at the office of **Board of Management Multan Industrial Estate, Multan**. Interested bidders may obtain the bidding document, after requesting for the same on the Company/firm's letter head in the name of **President, Board of Management Multan Industrial Estate, Multan**. Bidding document also be downloaded from the website of **Board of Management Multan Industrial Estate**, www.mie.com.pk.

3. Single stage one envelope procedure shall apply. **"Technical & Financial"** Bids in single sealed envelope, prepared in accordance with the instructions in the bidding documents, must reach at the office of **President, Board of Management Multan Industrial Estate, Multan, Admin Block Commercial Area, Multan Industrial Estate Phase-II, Multan** On/or before **11:00 hours by 20th-April-2022**. Late submission of bids will not be accepted.

4. "Bids" will be opened in the **Board of Management Multan Industrial Estate, Multan, Admin Block Commercial Area, Multan Industrial Estate Phase-II, Multan on 20th-April-2022 at 11:30 hours** in the presence of the bidders or their authorized representatives, who may choose to be present.

5. This advertisement is available on Punjab PPRA's website i.e. www.ppra.punjab.gov.pk
Or
Board Of Management Multan Industrial Estate website: www.mie.com.pk

Farrukh Adeel
IT Officer
Board of Management Multan Industrial Estate,
Admin Block Commercial Area, Multan Industrial Estate Phase-II,
Multan.
Phone No: 061-9330968-70 Fax: 061-6539159

SECTION II

Instructions to Bidders

Bidders are advised to read the contents of the Instruction to Bidders (ITB) carefully

1. **Scope of Bid**
 - 1.1 The Board of Management invites sealed bids for Supply, of Printers & Video Conferencing Phone Equipment as specified in detail in the Schedule of Requirements along with Technical Specifications at **Admin Block Commercial Area, Multan Industrial Estate Phase-II, Multan.**

2. **Eligible Bidders**
 - 2.1 This Invitation for Bids is open to all original manufacturers/ their authorized agents/General suppliers and in case of imported goods their authorized agents/ importers/ suppliers in Pakistan for supply of Goods who must be registered (NTN, GST, on Active Tax payers List of FBR etc). The eligibility conditions are more specifically described in the Schedule of Requirements (**Section III**).

 - 2.2 Bidders under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial or Local) or a public sector organization are **NOT ELIGIBLE**. Bidders blacklisted by any Government (Federal, Provincial or Local) or a public sector organization are also **NOT ELIGIBLE**.

 - 2.3 Further requirements for determining eligibility of bidders are specified in **Section III**.

The Bidding Procedure

3. **The Governing Rules**
 - 3.1 The Bidding procedure shall be governed by the Punjab Procurement Rules-2014 issued and amended time to time, by the Punjab Procurement Regulatory Authority (PPRA).

4. **Applicable Bidding Procedure**

4.1 **The bidding procedure is governed by Punjab Procurement Rule 38 “Procedures for Selection of Contractor” sub-rule (1) “Single stage – One Envelop procedure”.**

4.2 Single stage one envelope bidding procedure shall ordinarily be the main open competitive bidding procedure used for the procurement of works and standard goods.

The Bidding Documents

5. **Contents of the Bidding Documents**

5.1 The goods required, applicable bidding procedures, and Contract Terms are prescribed in this Bidding Documents. In addition to the Invitation for Bids, this Bidding Documents include:

- a) Instructions to Bidders (ITB)
- b) Schedule of Requirements
- c) Technical Specifications
- d) Evaluation Criteria
- e) Bid Forms (including technical forms and financial forms)
- f) Draft Standard Contract including Special Conditions of Contract (with Annexure) and General Conditions of the Contract, and Integrity pact.

6. **Clarification(s) on Bidding Documents.**

6.1 A prospective Bidder requiring any clarification(s) on the Bidding Documents may notify the Procuring Agency in writing at the Procuring Agency’s address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification(s) of the bidding documents, which it receives not later than ten (10) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency’s response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the Bidding Documents.

7. **Amendment(s) to the Bidding Documents.**

7.1 At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification(s) requested by a prospective Bidder, may modify the Bidding Documents by amendment(s).

7.2 All prospective Bidders that have received the Bidding Document shall be notified of the amendment(s) in writing through Post, e-mail or fax, and shall be binding on them.

7.3 In order to allow prospective Bidders reasonable time for taking the amendment(s) into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids.

Preparation of Bids

8. **Documents comprising the Bids.**

8.1 The Bid shall comprise the Bid Forms of this Bidding Document and all those ancillary documentation that are prescribed for the eligibility of the bidders and goods and ancillary services that are found necessary and highlighted in the Bid Forms in **Section V**.

8.2 The Bidder shall complete the Bid Forms and an appropriate Price Schedule furnished in the bidding documents, indicating the goods to be supplied, a brief description of the goods, their general and specific characteristics, ancillary services that the bidder is willing or required to provide along with the proposed price.

9. **Bid Price**

9.1 The Bidder shall indicate on the appropriate format prescribed in this Bidding Document the unit prices and total bid price of the goods, he proposes to supply under the Contract.

9.2 Form prescribed for quoting of prices, should be typed and printed on the bidder's letterhead. Every page of the bid is to be signed and stamped at the bottom.

9.3 The Bidder should quote the prices of goods according to the technical specifications as provided in **Section III** of this document. The technical specifications of goods, different from the required specifications, shall straightway be rejected.

9.4 The Bidder is required to offer a competitive price. All prices must include all the taxes and duties, where applicable. If there is no mention of taxes, the offered/ quoted price shall be considered as inclusive of all prevailing taxes/ duties. The bidder shall be responsible for all new taxes, if any, levied by the Government until completion of the contract.

9.5 The benefit of exemption from or reduction in the taxes and duties shall be passed on to the Procuring Agency.

9.6 Prices offered should be for the entire quantity of an item demanded in the Schedule of Requirement; partial quantity offers shall straightaway be rejected. Conditional offer shall also be considered as non-responsive Bid.

9.7 No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained.

10. **Bid Currencies**

10.1 Prices shall be quoted in Pak Rupees **(PKR)**.

11. **Supporting Documents to judge specification**

11.1 The bidder shall provide the leaflets/brochures/catalogs of quoted products with the bid.

12. **Documentation on Eligibility of Bidders**

12.1 Bidder shall furnish, as part of its bid (along with Bid Form & Price Schedule) the documentary evidence mentioned in the eligibility criteria **Section IV** for the Bidder's eligibility and its qualifications to perform the Contract if his bid is accepted:-

- a) **Minimum three (03) years of experience in supplying of quoted items having proper Outlet/Office in Multan.**
- c) **Registered with Income & Sales Tax Departments and on the Active Tax Payers List of FBR.**
- d) **Affidavit duly attested by the Oath Commissioner/ Notary Public to the effect that the respective bidder is not black listed by any Government (Federal, Provincial or Local) or a public sector organization.**
- e) **01 Year Principal Local warranty (One year).**

Details are covered in the Section **IV containing** Eligibility criteria.

13. **Bid Security**

13.1 The Bidder shall furnish, as part of its bid, a Bid Security @ **5%** of the total Quoted Bid Value for a Lot in Pak Rs. in the shape of CDR/pay order/demand draft/ call deposit in the name of **PIEDMC - MULTAN INDUSTRIAL ESTATE**. Unsuccessful bidder's Bid Security shall be discharged or returned soon after announcement of the successful bids.

13.2 The Bid Security (in the shape of CDR/pay order/demand draft) shall be enclosed with in the sealed bid envelope.

13.3 The successful Bidder's Bid Security shall become performance security and shall be released after **60 Days** of complete supplies.

13.4 The bid Security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity;
- (b) In the case of a successful Bidder, if the Bidder fails to sign the Contract or fails to provide a performance bid security (if any).
- (c) If bidder found blacklisted/fraud at any stage of bidding process.

14. **Bid Validity**

14.1 Bids shall remain valid for **60 days** after the date of opening bid prescribed by the Procuring Agency. A bid having validity for a shorter period shall be rejected by the Procuring Agency as non-responsive.

14.2 The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period but under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all the bidders shall be requested to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

14.3 Bidders who;

- (a) agrees to the extension of the bid validity period shall also extend the validity of the bid bond or security for the extended period of the bid validity;
- (b) Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
- (c) Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid securities.

Submission of Bids

15. Sealing and Marking of Bids

15.1 The envelopes shall be marked as **"Procurement of Printers & Video Conferencing Phone"** in bold and legible letters to avoid confusion & the Bidder shall seal the bid envelope properly.

15.2 The envelopes shall be addressed to the Procuring Agency at the address given in the Invitation for Bids.

15.3 The envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared as "non-responsive" or "late".

15.5 The bids must be delivered by hand or by courier so as to reach the office of President, Board of Management Multan Industrial Estate on the date and time prefixed in the Invitation for Bids (IFB). Bids submitted through telegraph, telex, fax or email shall not be entertained.

16. Deadline for Submission of Bids

16.1 Bids must be submitted by the Bidder and received by the Procuring Agency on / or before **11:00 hours by 20th-April-2022. Bids received later than the time and date specified will stand summarily rejected.**

16.2 The Procuring Agency may, in its discretion, extend the prescribed deadline for the submission of bids by amending the bidding documents in which case all rights and obligations of the Procuring Agency and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

17. Late Bids

17.1 Any bid received by the Procuring Agency after the deadline for submission of bids prescribed by the Procuring Agency shall be rejected and returned unopened to the Bidder.

18. Withdrawal of Bids

18.1 The Bidder may withdraw its bid after the bid's submission and prior to the deadline/closing time & date prescribed for submission of bids.

18.2 No bid may be withdrawn in the period between deadline for submission of bids and the expiration of the period of bid validity. Withdrawal of a bid during this period may result in forfeiture of the Bid Security submitted by the Bidder.

Opening and Evaluation of Bids

19. Opening & Evaluation of Bid by the Procuring Agency

19.1 The "Bids" received, shall be opened by the Procuring Agency publically in the presence of the Bidders or their representatives who may choose to be present at Board of Management Multan Industrial Estate **on 20th-April-2022 at 11:30 hours.**

19.2 All Bidders in attendance shall sign an attendance sheet.

19.3 Prior to the detailed evaluation, the Procuring Agency shall determine the substantial responsiveness of bid to the bidding documents. For purposes of this clause, a substantially responsive bid is one, which conforms to all the terms and conditions of the bidding documents without material deviations, specifically Clauses: 10, 15, 16, 17 & 18. Deviations from, or objections or reservations to critical provisions, such as those concerning Applicable Laws, delivery schedule, taxes & duties etc. shall be deemed to be a material deviation for Bids. The Procuring Agency's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

19.4 In the Financial Bids the arithmetical errors shall be rectified on the following basis:-

- a) **A)** If there is a 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.
- B)** If the Bidder does not accept the correction of the errors, its bid shall be rejected, and its Bid Security may be forfeited.

If there is a discrepancy between words and figures, the amount in figures shall prevail.

20. Rejection of Bids

20.1 The Procuring Agency may reject any or all bids at any time prior to the acceptance of a bid under Punjab Procurement Rules (PPRA) 2014. The Procuring Agency may upon request Communicate to any Bidder who submitted a bid, the grounds for its rejection of any or all bids, but is not required to justify those grounds.

20.3 Conditional or incomplete bid/bids shall be rejected.

20.4 The bid/bids received with over-writing, cutting and doubtful figure shall be rejected.

Award of Contract

22. **Acceptance of Bid and Award Criteria** 22.1 The Bidder whose bid is found to be most closely conforming to the Evaluation Criteria prescribed in **Section IV** and having the lowest evaluated bid, if not in conflict with any other law, rules, **regulations or policy of the Government of Punjab**, shall be awarded the Contract, within the original or extended period of bid validity.
23. **Procuring Agency's Right to vary quantities at the time of Award** 23.1 The Procuring Agency reserves the right at/after the time of award of Contract to increase or decrease, the quantity of goods up **to 15% as originally specified** in the Schedule of Requirements without any change in unit price or other terms and conditions.
24. **Notification of Award** 24.1 Prior to the expiration of the period of bid validity, the Procuring Agency shall notify to the successful Bidder in writing that his bid has been accepted.
- 24.2 The notification of award shall constitute the formation of the Contract between the Procuring Agency and the successful Bidder.

SECTION III

TERMS & CONDITIONS, SCHEDULE OF REQUIREMENTS & TECHNICAL SPECIFICATIONS

TERMS & CONDITIONS:

1. The best and final rates inclusive of all taxes should be quoted on DDP.
2. Only well reputed manufacturers items are accepted.
3. Bidder must quote all items, (as per specification) given in BOQ.
4. Minimum copies of at least Five (05) purchase orders of similar items during the last (03) three years.
5. Vendor Should Be Active Tax Payer, GST Register, online Verification on FBR.
6. When reference is made to any specific standards, equal or higher quality standard will also be acceptable. In case, bidder's offer conforms to standards other than quoted in the tender inquiry, bidder is required to submit the following documents with their bid:
 - i. Offer must be supported with comprehensive technical literature and specification in original (English) for the materials/goods offered and Evidence that the standard used is recognized and authoritative to ensure equal or higher quality.
 - ii. In case the bidder does not submit the required evidence and a copy of each of the standards, tender may not be considered.
7. All material supplied must be brand new strictly conforming to the given specifications. Old reconditioned or refurbished equipment shall not be acceptable.
8. Any conditional, ambiguous, incomplete, supplementary, or revised offer after opening of tender shall not be entertained.
9. After sales service for Printers and other Equipment(s) must be guaranteed as under standard warranty terms & conditions by the principal. All supplies must be covered by a comprehensive warranty and after sales serves for period of one (01) year after the date of delivery.
10. The bidders may be asked to give technical presentation of their products. (if required)
11. The supplier will be responsible to:
 - A. Supply and commission the equipment at the site of **Board of Management** by its fully trained staff.
 - B. Provide technical training to staff that will be nominated by Board of Management Multan Industrial Estate Multan.
 - C. Provide all manpower required for the installation and configuration of the equipment at their own expense however any ground facilities such as power supply etc. will be provided by **Board of Management Multan Industrial Estate Multan**.
12. Equipment of Indian and Israeli origin will not be acceptable.
13. Alternative offer/bid will not be acceptable.
14. The supplies shall be delivered to the **Board of Management's** main store within 45 days inclusive of 15 days grace period w.e.f. the next date of issuance of purchase order without any penalty.
15. Current FBR Online Active status of the firm must be attached and payment will only be made to firm having active online status on FBR.

Schedule of Requirements:

The equipment shall be delivered in accordance with the following schedule of requirements:-

| S. No | Milestone | Time Period |
|--------------|---------------------|--|
| 1 (a) | Supply of equipment | <u>Within 30 days from date of issuance of purchase order</u> |

Penalties for Late deliveries of supplies: The hardware supplies shall be delivered in accordance with the Purchase Orders to be issued by the Board of Management Multan Industrial Estate. In case of late deliveries, penalties at the following rates will be applied:

| Mode of Penalty | 100% Quantity as per Purchase Order | Grace period with approval of competent authority | Total delivery period |
|---|--|--|------------------------------|
| Without penalty | 30 days | 15 days | 45 days |
| With penalty @ 01% per day after 45 days of issuance of Purchase Order upto Maximum of 45% of the total contract value. (Market inflations on rate will not be entertained in extension period) | 45 days | --- | 90 days |

Technical Specifications

Note:

- i. All the quoted equipment should be recognized/reowned brands.

Specifications of Printers & Video Conferencing Phone.

| No | Name of Item | Specification |
|----|---|--|
| 1. | Logitech Group Video Conferencing system with 02x Expansion MIC or Equivalent (01) | <p><u>CAMERA:</u> • Smooth motorized pan, tilt and zoom, controlled from remote or console • 260°pan, 130° tilt • 10x lossless HD zoom • 90° Field of View • Full HD 1080p 30fps • H.264 UVC 1.5 with Scalable Video Coding (SVC) • Autofocus • 5 camera presets • Far-end control (PTZ) of Conference Cam products • Kensington security slot • LED to confirm video streaming • Standard tripod thread.</p> <p><u>SPEAKERPHONE:</u> • Full-duplex performance • Acoustic echo cancellation • Noise reduction technology • Ultra-wideband audio • Bluetooth and NFC wireless technology • LCD for caller ID, call duration and other functional response • LEDs for speakerphone streaming, mute, hold, and Bluetooth® wireless pairing • Touch controls for call answer/end, volume and mute, Bluetooth wireless enabled – plus camera PTZ, “home” preset and far-end control • Kensington security slot, Microphones (Tx) – Four omni-directional microphones supporting 20-foot diameter range – Frequency response: 100Hz – 11KHz – Sensitivity: -28dB +/-3dB – Distortion: <1% @ 1KHz at 106dB, Speakers (Rx) – Frequency response: 120Hz – 14KHz – Sensitivity: 83dBSPL +/-3dB at 1W/1M – Max output: 91dBSPL – Distortion: <5% from 200Hz.</p> <p><u>HUB / CABLE:</u> • Central mountable hub for connection of all components • Included adhesive solution for under-table mounting • Two cables for connection between hub and camera/ speakerphone (Length: 10Meters (standard Cables must be included)) • One USB cable for connection to PC/Mac® (Length: 10Meters (standard Cables must be included)) • AC Power adapter (Length: 3m/9.8-foot).</p> <p><u>REMOTE CONTROL:</u> • Dockable remote control • 8.5m/28-foot range.</p> <p><u>MOUNT:</u> • Dual purpose mount for wall placement or for elevating the camera on a table.</p> <p><u>COMPLIANCE AND TOOLS:</u> • USB 2.0 compliant • UVC-compliant video and audio for broad application compatibility • Optimized for Microsoft® Lync®, Certified for Skype for Business, Cisco Jabber® and WebEx® compatible. Enhanced integration with Logitech Collaboration Program (LCP) members. • Downloadable diagnostic tool • Field upgradeable firmware tool • Downloadable app plug-ins for advanced feature support.</p> <p><u>Warranty:</u> 01 Year Warranty Onsite service.</p> |

| No | Name of Item | Specification |
|----|---|---|
| 2. | HP LaserJet Pro M404n Black printer or Equivalent (02) | <p>Print speed: Up to 40 ppm (default) ; Up to 42 ppm (HP High Speed), First page out (ready) black: As fast as 6.1 sec, Resolution (black): Fine Lines (1200 x 1200 dpi), Monthly duty cycle: Up to 80,000 pages, Print Technology: Laser, Replacement cartridges: HP 59A Black LaserJet Toner Cartridge, Paper trays:3, Connectivity: 1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet 10/100/1000BASE-T network; 802.3az(EEE), Memory: 256 MB, Supported network protocols: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing, HP ePrint, Apple AirPrint™, Google Cloud Print 2.0, Mopria, IPP Print; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless Link-Local and via Router, Statefull via DHCPv6), SSL Security and Certificate management; Management: SNMPv1, SNMPv2, SNMPv3, HTTP/HTTPS, Syslog, FTP FW Download, Media sizes supported: Tray 1, Tray 2: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double); envelopes (DL, C5, B5); Optional Tray 3: A4; A5; A6; B5 (JIS); B6 (JIS); 16K (195 x 270 mm, 184 x 260 mm, 197 x 273 mm); 10 x 15 cm; Oficio (216 x 340 mm); postcards (JIS single, JIS double).Cables: Power Cables and USB cables.</p> <p>Warranty: 01 Year Principal Local Warranty. (Comprehensive: parts & service).</p> |
| 3. | HP LaserJet Enterprise MFP M430fn/M428fdn/dn Printer or Equivalent (01) | <p>Functions: Print, copy, scan, fax, Print speed black: Up to 38 ppm (default); Up to 40 ppm (HP high speed mode), First page out (ready): As fast as 6.5 sec, Duty cycle: (monthly, A4) Up to 100,000 pages, Print technology: Laser, Print quality black (best):Up to 1200 x 1200 dpi, Display: 4.3” diagonal Color TFT-LCD back-lit 480 RGB (H) x 272 (V), Processor speed: 800 MHz, Replacement cartridges: HP 59A Black Original LaserJet Toner Cartridge (~3,000 pages) CF259A, HP 59X High Yield Black Original LaserJet Toner Cartridge (~10,000 pages) CF259X, Connectivity: standard 2 Hi-Speed USB 2.0 Host, 1 Hi-Speed USB 2.0 Device, 1 Gigabit Ethernet 10/100/1000T network, 1 Fax, Memory: 2 GB, Paper handling input: standard 100-sheet tray 1, 250-sheet input tray 2, 50-sheet Automatic Document Feeder (ADF), Paper handling output, standard 150-sheet output bin, Duplex printing: Automatic (default), Media sizes: Tray 1: 3 x 5 to 8.5 x 14 in, Tray 2: 4.1 x 5.8 to 8.5 x 14 in, Scanner type: Flatbed, ADF, Scan resolution optical: Up to 600 dpi, Scan speed (normal, A4): Up to 29 ppm/46 ipm (b&w), up to 20 ppm/35 ipm (color), Copy speed (normal): Black: Up to 38 cpm. Cables: Power Cables and USB cables.</p> <p>Warranty: 01 Year Principal Local Warranty. (Comprehensive: parts & service).</p> |
| 5. | HP Color LaserJet Enterprise M455dn/n Printer or Equivalent (01) | <p>Functions: Print, Print speed: Up to 29 ppm First page out (ready) black, as fast as 9.3 sec First page out (ready) color As fast as 10.9 sec, Resolution: Up to 600 x 600 dpi, Resolution technology: HP Image REt 3600, Enhanced (600x600 dpi), Fine Lines (1200x1200 dpi), Quick view (300x300 dpi), Monthly duty cycle: Up to 55,000 pages, Print Technology: Laser, Display:2.658" diagonal Color TFT-LCD back-lit (960 (H) x 240 (V)), Number of print cartridges: 4 (1 each black, cyan, magenta, yellow), Paper trays: 3, Paper handling input: 50-sheet multipurpose tray, 250-sheet input tray, Paper handling output: 150-sheet output bin, Connectivity: LAN, USB. Cables: Power Cables and USB cables.</p> <p>Warranty: 01 Year Principal Local Warranty. (Comprehensive: parts & service).</p> |

SECTION IV
EVALUATION CRITERIA

Evaluation Criteria:

Evaluation will be done on the basis of following parameters for eligibility of the Bidder:-

1. NTN Certificate.
2. GST Certificate.
3. On Active Tax Payers List of FBR.
4. Registration/ Incorporation/ Business Certificate and number of business years in Pakistan.
5. Complete Business profile.
6. The bidder should be a company/firm having operational office/services in Multan.
7. Minimum three (03) years' experience in supply of hardware/ IT equipment.
8. Bid Validity period of 60 days.
9. Affidavit to the effect that not blacklisted and rendered ineligible for corrupt and Fraudulent practices by any Government (Federal, Provincial or Local) or a public sector organization/ Division/ Ministry.
10. Compliance with schedule of requirements (Yes/No).
11. Submission of required amount of bid security with Bid.
12. Standard Principal warranty: One (01) year warranty including parts and labor.
13. Compliance with Technical Specifications (Yes/No).
14. Technical brochures/ Data Sheets for the hardware and Licensed software to be provided.
15. Original Bidding Documents duly signed/ stamped.
16. Copies of at least Five (05) Purchase Orders of similar items during the last three (03) years.

SECTION V
BID FORM

BID FORMAT-01

Name of the Firm

Date of opening of Bid.

Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of bids

| Required Documentation (To Be Filled by the Procuring Agency) | Checklist (To be initialed by the Bidder against each document) | Relevant Page Number in the Bid (To be filled by the Bidder) | Supporting Documents (To be filled by the Bidder with name of the documents that are submitted to meet the requirement) |
|---|---|--|---|
| Column:1 | Column:2 | Column:3 | Column:4 |
| NTN Certificate | | | |
| GST Certificate | | | |
| On Active Tax Payers List of FBR | | | |
| Complete Business profile | | | |
| Operational Office in Multan. | | | |
| Firm's past performance i.e. Minimum three 03 years' experience in supplying of Printer and IT Equipment's. | | | |
| Affidavit to the effect that the respective bidder is not blacklisted and rendered ineligible for corrupt and fraudulent practices by any Government (Federal, Provincial or Local) or a public sector Organization | | | |
| Bid Validity period of 60 days | | | |
| Compliance with schedule of requirements | | | |
| Submission of required amount of bid security with Bid | | | |
| Copies of at least Five (05) Purchase Orders of similar items during the last three (03) years. | | | |

| | | | |
|--|--|--|--|
| Compliance with Technical Specifications & scope of work | | | |
| Warranty: Minimum (01) One year | | | |
| Technical brochures/data sheets | | | |
| Original Bidding Documents duly signed/stamped | | | |

Bidders should only initial against those requirements that they are attaching with the form. In case they do not have any document to attach the corresponding cell in column 2 should be left blank.

Bidders are required to mention the exact page number of relevant document placed in the Bid.

Bidders are advised to attach all Supporting documents with this form in the order of the requirement as mentioned in column 1.

FINANCIAL BID FORMAT-02

Price Schedule

User Note: This form is to be filled by the Bidder for each individual item and shall submit with Bid.

Name of the Firm:

BidRef.No: _____

Date of opening of Bid.

| S.#. | Name of the Item | Unit Price (Inclusive of all applicable taxes)* | Qty | Final Total Price (Inclusive of all applicable taxes) |
|---|------------------|---|-----|---|
| 1 | 2 | 3 | 4 | 5 |
| | | | | (3*4) |
| Total Price (Inclusive of all applicable taxes) | | | | |

Note: The quoted price should include the delivery/installation charges.

FINAL TOTAL PRICE (in words):-----

Signature:-----

Designation:-----

Date:-----

Official Stamp:-----

SECTION VI

General & Special Conditions of Contract

Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

1. Definitions

The Purchaser is: Board of Management Multan Industrial Estate, Multan.

The Project Site is: Office of Board of Management Multan Industrial Estate.

2. Inspection and Tests

- i. After delivery of goods at the Purchaser's premises, the Purchaser shall inspect the quantity, quality, Specifications of goods.
- ii. The Inspection Committee of Board of Management Multan Industrial Estate will carry out detailed physical examination of stocks and can reject, any item if found not according to the approved technical specifications etc. Moreover, the Supplier will also be responsible to replace the same without any further charges.

3. Packing

Packing & accessories: All the items to be provided in proper company original packing with brochures, cables, Manual and CDs.

4. Transportation and delivery requirements

- i. The bidder shall deliver the supplies at the destination in scratch-less condition with all the manufacturer supplied accessories.
- ii. The Supplier shall arrange such transportation of the Goods as is required to prevent their damage or deterioration during transit to their final destination and in accordance with the terms and manner prescribed in the Schedule of Requirement.
- iii. All costs associated with the transportation including loading/unloading and road taxes shall be borne by the Supplier.

5. Warranty

The warranty period of the supplied goods shall be one year from date of delivery of the supplies at the purchaser's premises.

On site support services will be provided and defects will be corrected within 24 hours.

6. Payments

Payment to the successful bidder/Supplier will be made subject to:

- Satisfactory delivery, inspection, testing and configuration of items.
- Upon submission of required documents.
- On submission of invoice for payment.
- 100% payments will be made after successful testing and deduction of all applicable taxes through cross cheque by PIEDMC - Multan Industrial Estate.

7. Prices

Prices shall be: Fixed.

8. Liquidated Damages

Applicable rate: Penalties for delayed delivery of IT hardware/equipment's shall be as under:

| Mode of Penalty | 100% Quantity as per Purchase Order | Grace period with approval of competent authority | Total delivery period |
|---|--|--|------------------------------|
| Without penalty | 30 days | 15 days | 45 days |
| With penalty @ 01% per day after 45 days of issuance of Purchase Order upto Maximum of 45% of the total contract value. | 45 days | --- | 90 days |

9. Resolution of Disputes

The dispute resolution mechanism to be applied shall be as follows:

In the case of any dispute concerning the interpretation and/or application of this contract shall be settled through arbitration. Board of Management Multan Industrial Estate or his nominee shall act as sole arbitrator. The decisions taken and/or award made by the sole arbitrator shall be final and binding on the parties.

11. Notices

Purchaser's address for notice purposes:

Board of Management Multan Industrial Estate,
Admin Block Commercial Area Multan Industrial Estate Phase-II,
Multan.
Ph#: 061-9330968-70, 6537177 Fax: 061-6539159.

Supplier's address for notice purposes:

Phone#

Fax#

General Conditions of Contract (GCC)

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| <p>1. Definitions</p> | <p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"> (a) “The Contract” means the agreement entered into between the Purchaser (Board of Management Multan Industrial Estate) and Supplier, as recorded in the Agreement/ Contract signed by the Parties, including all attachments and appendices thereto and all documents incorporated by reference therein. (b) “The Contract Price” means the price payable to the Supplier under the Contract for the full and proper performance of its Contractual obligations. (c) “The Goods” means all those equipment, machinery and/or other material which the Supplier is required to supply to the Purchaser under the Contract. (d) “The Services” means those services ancillary to the supply of the goods, such as transportation of goods upto the desired destinations, insurance and any other incidental services such as installation, commissioning, provision of technical assistance, training and other such obligations of the Supplier covered under the Contract. (e) “GCC” means the General Conditions of Contract contained in this section. (f) “SCC” means Special Conditions of the Contract. (g) “The Purchaser” means the organization purchasing the Goods, as named in the SCC. (h) “The Supplier” means the individual or firm supplying the Goods and Services under this Contract. (i) “The Project Site”, where applicable, mean the place or places named in the SCC. (j) “Day” means calendar day. |
| <p>2. Application</p> | <p>2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p> |

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| <p>3. Standards</p> | <p>3.1 The Goods supplied under this Contract against the “Purchase Order”, shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods’ country of origin. Such standards shall be the latest issued by the concerned institution.</p> |
| <p>4. Inspections and Tests</p> | <p>4.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any samples (representatives) retained for these purposes.</p> <p>4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods’ final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.</p> <p>4.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.</p> <p>4.4 The Purchaser’s right to inspect, test and, where necessary, reject the Goods after the Goods’ arrival at the Purchaser’s delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods’ shipment from the factory/warehouse.</p> <p>4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p> |
| <p>5. Packing</p> | <p>5.1 The Supplier shall provide Original packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as shall be indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>5.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.</p> |

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| <p>6. Delivery and Documents</p> | <p>6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in the Schedule of Requirements.</p> <p>6.2 For purposes of the Contract, DDP trade term is used to describe the obligations of the parties which means price inclusive of applicable taxes, transportation & delivery charges, insurances & warranties, if any, etc.</p> |
| <p>7. Transportation</p> | <p>7.1 The Supplier is required under the Contract to transport the Goods to a specified place of destination within the Purchaser's country, transport to such place of destination in the Purchaser's country, including insurance and storage, as shall be specified in the Contract, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.</p> |
| <p>8. Warranty</p> | <p>8.1 The Supplier warrants that the Goods supplied under the Contract are original, new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.</p> <p>8.2 This warranty shall remain valid for minimum one year after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.</p> <p>8.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>8.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.</p> <p>8.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.</p> |

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| 9. Payment | <p>9.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>9.2 The Supplier’s request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.</p> <p>9.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.</p> <p>9.4 The currency of payment is Pak. Rupees.</p> |
| 10. Prices | <p>10.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser’s request for bid validity extension, as the case may be.</p> |
| 11. Change Orders | <p>11.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 21, make changes within the general scope of the Contract in any one or more of the following:</p> <ul style="list-style-type: none"> (a) drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser; (b) the method of packing; (c) the place of delivery. <p>11.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) working days from the date of the Supplier’s receipt of the Purchaser’s change order.</p> |
| 12. Contract Amendments | <p>12.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.</p> |
| 13. Assignment | <p>13.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.</p> |

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| <p>14. Delays in the Supplier's Performance</p> | <p>14.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.</p> <p>14.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.</p> <p>14.3 Except as provided under GCC Clause 17, a delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 15, unless an extension of time is agreed upon pursuant to GCC Clause 14.2 without the application of liquidated damages.</p> |
| <p>15. Liquidated Damages</p> | <p>15.1 Subject to GCC Clause 17, if the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in SCC of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in SCC. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 16.</p> |

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| <p>16. Termination for Default</p> | <p>16.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the respective “Supply Order” which shall be issued from to time to time under this Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 14.2; or (b) if the Supplier fails to perform any other obligation(s) under the Contract. (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract. <p>For the purpose of this clause:</p> <p>“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.</p> <p>16.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 16.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p> |
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| <p>17. Force Majeure</p> | <p>17.1 Notwithstanding the provisions of GCC Clauses 14, 15, and 16, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>17.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>17.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p> |
| <p>18. Resolution of Disputes</p> | <p>18.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>18.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC.</p> |
| <p>19. Governing Language</p> | <p>19.1 The Contract shall be written in the language specified in SCC. Subject to GCC Clause 20, the version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.</p> |
| <p>20. Applicable Law</p> | <p>20.1 The Contract shall be interpreted in accordance with the laws of the country.</p> |
| <p>21. Notices</p> | <p>21.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party’s address specified in SCC.</p> <p>21.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.</p> |
| <p>22. Taxes and Duties</p> | <p>22.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.</p> |

End of the Contract
