

# POWER INFORMATION TECHNOLOGY COMPANY



## TENDER DOCUMENT

FOR

PROCUREMENT

OF

TONERS, STATIONERY AND MEDIA ITEMS

TENDER NO. **PITC/G-224(65)/02-2022**

### CONTACTS:

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

**Stamp & Signature of bidders**

In order to meet with the requirement, PITC invites sealed bids under single stage one envelop procedure as per PPRA Clause-36(a) from potential dealing firms / companies registered with Income Tax & Sales Tax Departments, for supply of Toners, Stationery and media items. The firm will also be responsible to provide replacement of faulty/defective material in the warranty period.

- Pre-Bid on: 09-03-2022 at 11:00 A.M
- Bids will be collected on: 21.03.2022 at 11:00 A.M
- Tender will be opened on: 21.03.2022 at 11:30 A.M
- Bids submitted shall remain valid for 90-days after opening date.
- No tender form will be issued on the opening date.
- Venue, PITC, Conference Hall Lower Ground, Building No.03 Aiwan-e-Iqbal Lahore.

Name of Bidder \_\_\_\_\_

Price of bidding documents: **Rs.1,000/-**(non-refundable). DR No. \_\_\_\_\_ Dated \_\_\_\_\_

Toners, Stationery and media items					
Brands: Branded			QTY	On FCS Basis	
				Unit Rate (with all taxes) (PKR)	Total (with all taxes) (PKR)
1	<b>LOT-A</b> (Stationery –I)	Paper A4 Size Imported (80 GSM) <b>Note:</b> (attach sample papers with your Bid)	600 Reams		
2	<b>LOT –B</b> (Stationery –II)	Envelope PSE 4 with PITC LOGO (Sample attached at Annexure-B)	12,000		
		Envelope PSE 6 with PITC LOGO (Sample attached at Annexure-C)	2,500		
		File Cover with PITC LOGO (Sample attached at Annexure-D)	10,000		
		File Boards (Sample attached at Annexure-E)	1,000		
3	<b>LOT-C</b> Toners and Media Items)	Toner for HP 9050 (43X)	6		
		Toner for Photocopier MP 2014 AD	8		
		Toner for HP mfp130 (17-A)	6		
		Toner for HP mfp M227fdw	15		
		Toner for HP Pro M404 (59-A)	20		
		Toner for HP 2035 (05-A)	2		
		Toner for Samsung Pro- Express M-3320 ND	14		
		Toner for HP 1320 (49-A)	4		
		Toner for Samsung D3470	3		
		Toner for HP M102W	3		
		Ribbon Printronix (P-7215)	24		
HP DDS Cleaning Cartridge	2				

(In Words: \_\_\_\_\_)

#### **Bid Security**

**Note:-** Bid security equal to 2% of the quoted price by a bidder valid for 90-days after the date of tender opening in the form of Bank Draft or CDR, Pay Order drawn on a schedule Bank of Pakistan or in lieu thereof a Bank / Bid Guarantee issued by a Schedule Bank of Pakistan, in favor of Chief Executive Officer PITC.

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Bid Bond/Guarantee i.e 2% of the bid cost is attached as per details below:-

Bid Security No. & date \_\_\_\_\_

Bid Amount \_\_\_\_\_

Bid Security Validity \_\_\_\_\_

Issuing Authority \_\_\_\_\_

**Delivery Schedule:-**

“100% quantity shall be supplied within 45-days from the date of issuance of purchase order.

**Note:** - *This tender is governed by General Conditions of Contract for purchase by WAPDA dated 12/8/1984 adopted by PITC, amended to date and latest purchase procedure PPRA-2004 amended to date.*

## **ABRIDGMENT**

Sealed quotations are invited from the potential dealing firms for the supply of Toners, Stationery 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% of the quoted price 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 Purchase Order, 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 PEPCO, 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.

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## 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% Per Month upto 10%, 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 items 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 45 days after the issuance of Purchase order.

## 4 **WARRANTY PERIOD**

Warranty period of the supplied goods which shall be 06 (Six) 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 – Single 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/Purchase Order shall be awarded to lowest bidder who will be technically compliant

### b. **Alternate bids** will not be allowed.

c. **Preliminary Evaluation** The technical proposals will be reviewed for deviations, acceptance of terms and conditions, adherence to scope of work, 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

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- 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>Biding Marks</b>	
<b>B</b>	Type of Company Pvt. Limited = 5 marks Partnership = 4 marks Proprietary = 3 marks	5
	<b>C</b> Age of company ( 3 mark per year)	15
	<b>D</b> Experience with WAPDA/PEPCO/PITC/DISCOs/NTDC * (2 mark per purchase order successfully completed)	10
<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 (10 marks) 0.5 million to 1 million (15 marks) > 1 million (20 marks)	20
	<b>Total</b>	50

**Bid's Financial Evaluation**

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

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## 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

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

**BIDDER:**

Signature \_\_\_\_\_

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

Designation \_\_\_\_\_

Address \_\_\_\_\_

**WITNESSES:**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

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

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

Name \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

**Stamp & Signature of bidders**

Annexure-B: Envelope PSE 4 with PITC LOGO



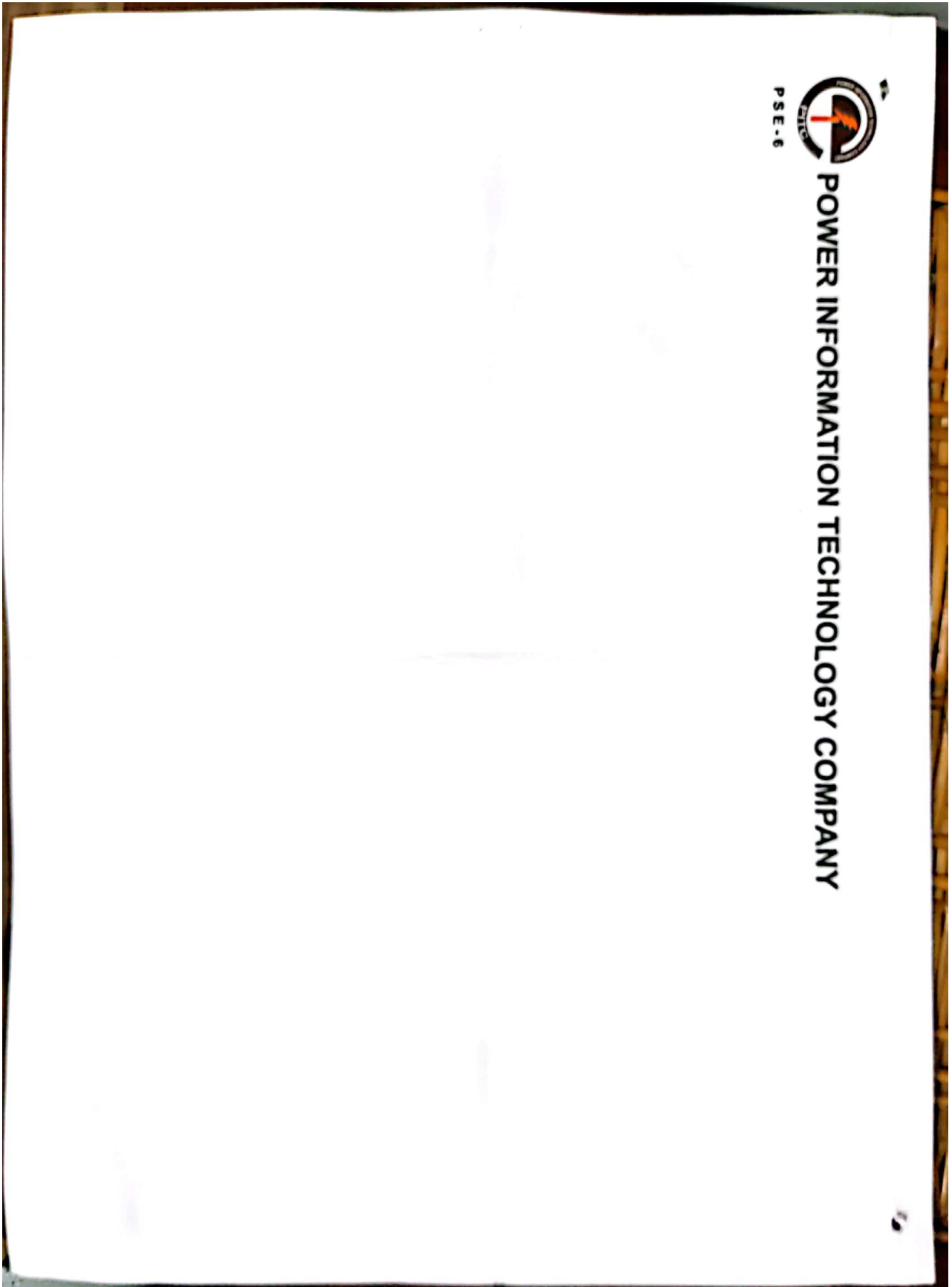
POWER INFORMATION TECHNOLOGY COMPANY

PSE-4

**Stamp & Signature of bidders**



Annexure-C: Envelope PSE 6 with PITC LOGO



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Annexure-D: File Cover with PITC LOGO



**PITC**



File No. \_\_\_\_\_

Volume: \_\_\_\_\_

**POWER INFORMATION  
TECHNOLOGY COMPANY**

Name of Office \_\_\_\_\_

Main Head \_\_\_\_\_

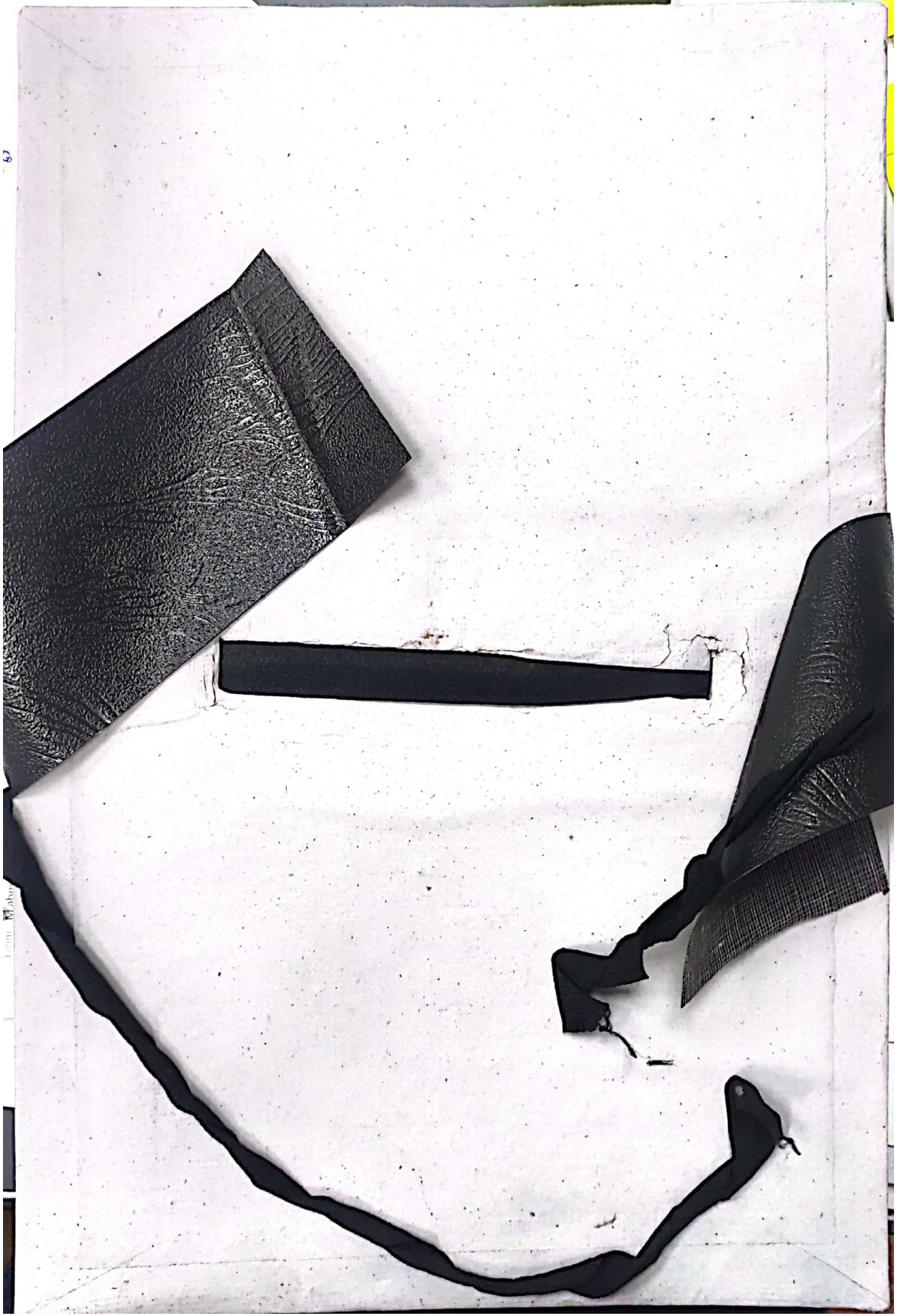
Sub Head \_\_\_\_\_

Opened on \_\_\_\_\_ Closed on \_\_\_\_\_

WAPDA House, Shahrah-e-Quaid-e-Azam, Lahore

**Stamp & Signature of bidders**

**Annexure-E: File Board**



**Stamp & Signature of bidders**