

POWER INFORMATION TECHNOLOGY COMPANY



TENDER DOCUMENT

FOR

PROCUREMENT

OF

Pre-Printed GPF Slips and Media Items (Tonners)

TENDER NO. **PITC/G-224(87)/08-2023**

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 Pre-Printed GPF Slips and attendance registers. The firm will also be responsible to provide replacement of faulty/defective material in the warranty period.

- **Pre-Bid on:** 28-08-2023 at 11:00 A.M
- **Bids will be collected on:** 05.09.2023 at 11:00 A.M
- **Tender will be opened on:** 05.09.2023 at 11:30 A.M
- Bids submitted shall remain valid for 90-days after opening date.
- **Venue:** PITC Room No 426 – WAPDA House, Lahore.

Name of Bidder _____

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

| PRE-PRINTED GPF SLIPS AND ATTENDANCE REGISTERS | | | | |
|---|---|---|--|------------------------------------|
| Lots | Description | QTY | On FCS Basis | |
| | | | Unit Rate (with all taxes) (PKR) | Total (with all taxes) (PKR) |
| A | Pre-Printed GPF Slips Both Sides Colored Fan Folded with standard Sprocket Holes, on Continuous Computer Paper size 11" X 9.5" + 5% 80 GSM (min) (Extra white). | 80 Boxes (2,000 sheets per box) | | |
| B | Media Items | | | |
| | 1 | Toner for HP MFP M130fw (Part No. 17-A) | 06 No's | |
| | 2 | Toner for HP MFP 227 SDN&FDW (30-A) | 15 No's | |
| | 3 | Toner for HP M404 (59-A) | 12 No's | |
| | 4 | Toner for Photocopier M P2014 | 03 No's | |
| C | 1 | Ribbon Printronix (P-7215) | 12 No's | |

(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.

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

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ABRIDGMENT

Sealed quotations are invited from the potential dealing firms for the supply of Pre-Printed GPF Slips and Media Items (Toners).

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% as bid money of the total quoted price 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.

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 @ 1% Per Month up to 10%, if they fail 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.

a. **Single Stage – One Envelope Procedure** (as per PPRA rule 36(a))

- 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 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
- iii) On Active Tax Payers List of FBR
- iv) Registration/Incorporation/Business Certificate and number of business years in Pakistan.

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- v) A warranty certificate describing the guaranteed response time that not be more than 48 hours when the complaint is logged within the warranty period.

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. No. | Description | Points |
|--------------------------|---|-----------|
| Mandatory Factors | | |
| A | 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 |
| Biding Marks | | |
| B | Type of Company Pvt. Limited = 5 marks Partnership = 4 marks Proprietary = 3 marks | 5 |
| C | Age of company (3 mark per year) | 15 |
| D | Experience with WAPDA/PEPCO/PITC/DISCOs/NTDC * (2 mark per purchase order successfully completed) | 10 |
| E | 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 |
| Total | | 50 |

f. Bid's Financial Evaluation

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

If the Bidder does not accept the score evaluated by evaluation committee, its Bid shall be rejected, and its bid security shall be forfeited.

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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/Purchase order, 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