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Daily Jang

03-12-2017

PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF THE PUNJAB

TENDER NOTICE

Planning & Development Department invites to procure the Laptops under the development scheme titled "Capacity Building of P&D Department for Improved Policy Planning and Monitoring of Development process in Punjab (Phase-II)" from income tax, sales tax and active tax payer firms/companies for the current financial year.

1. Bidding document can be obtained from the office of Section Officer (General) of P&D Department, on payment of Rs.500/- (nonrefundable) and are also available at www.pndpunjab.gov.pk and www.ppra.punjab.gov.pk.The procurement shall be completed in accordance with the Punjab Procurement Rules 2014.
2. Purchase will be made under single stage two envelops bidding procedure and PPRA Rules as amended from time to time, duly completed, signed, stamped, sealed in conformity with Bidding Document should be dropped on or before **18th December 2017** at **14:00 Hours**. Bids will be opened on the **same day at 14:30 Hours** in Committee Room-III, 2nd floor, P&D Department in the presence of the bidders.
3. Bids which are incomplete, not sealed, not signed and stamped or not in accordance with the specified mode, will not be considered.
4. Income / sales tax registration certificate and other documents as mentioned in Tender Document must accompany the bids. Taxes will be deducted as per law.
5. All quoted prices should be excluding of GST.
6. The Competent Authority reserves the right to reject all the bids or proposal under Rule 35 of PPRA-2014.

SECTION OFFICER (GENERAL)

IPI-15731

PLANNING & DEVELOPMENT DEPARTMENT
Church Road Civil Secretariat, Lahore
Phone (042) 99210307 URL: www.pndpunjab.gov.pk

Daily Express Tribune

30-11-2017

PLANNING & DEVELOPMENT DEPARTMENT
GOVERNMENT OF THE PUNJAB

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PLANNING & DEVELOPMENT DEPARTMENT
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BIDDING DOCUMENT

for

PROCUREMENT OF LAPTOPS

December 2017

Planning & Development Department
Government of the Punjab

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SECTION OFFICER (GENERAL)

PLANNING & DEVELOPMENT DEPARTMENT
Church Road Civil Secretariat, Lahore
Phone (042) 99210307 URL: www.pndpunjab.gov.pk

Special Stipulations

1. Bid Security

Each bidder will submit Bid Security of the value mentioned in tender document along with the bid CDR, Pay Order, Demand Draft, or Banker's Cheque from a Scheduled Bank of Pakistan.

2. Filling of Price Schedule

Each bidder will fill the Price Schedule completely for all items. Partially filled Price Schedule will not be acceptable and will be considered as non-responsive.

3. Partial Bidding

Partial bidding is not allowed.

4. Evaluation of Bids

Incomplete or partially filled bids will be considered as non-responsive.

5. Payments

Payments will be made against delivered goods/items only. Bidder will submit invoice along with application for release of payment. Payment will be released after satisfactory report. The payment will be made within 30 days after clearance certificate as PPRA 2014.

6. Sign and Stamp

Bidder is required to stamp every page of the bid document along with signature at the required pages and submit along with the bid.

INSTRUCTIONS TO BIDDERS

INTRODUCTION

1. Scope

1.1 The Client wishes to receive Bids for the procurement of "Laptops" details attached at Appendix A for Technical Specifications attached hereto (hereinafter referred to as "the Goods").

1.2 The bid is to be completed and submitted to the Client in accordance with these instructions to Bidders and relevant rules/regulations.

2. Eligible Bidder

The invitation for Bid is open to all well reputed **companies/firms/individuals** (direct/authorized distributor/dealership certificate of offered brand) having requisite experience and meets the Technical evaluation criteria mentioned in Appendix-B.

3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and delivery of its Bid, and the Client will not be responsible or liable for those costs.

4. Joint Ventures

4.1 Joint Venture is not allowed.

5. Rejection of Bids

5.1 The bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. 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 may result in the rejection of the bid.

6. Clarification of Bidding Documents

The prospective bidder requiring any further information or clarification regarding the bidding documents may notify the Client in writing or by visiting at the following address:

KHALID MAHMOOD
Section Officer (General)
Office No. 211, 1st Floor, Planning & Development Building, Lahore, Pakistan
Ph:+92-42-99210307; **sog@pndpunjab.gov.pk; www.pndpunjab.gov.pk**

P&D Department will respond in writing to any request for information or clarification of the bidding documents received prior to the deadline for the submission of bid which it receives.

7. Amendment of Bidding Documents

7.1 At any time prior to the deadline for submission of bid, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents by amendment.

7.2 The amendment shall be part of the bidding documents, pursuant to the above Clause, will be notified in writing, or by fax to the prospective bidder who has received the bidding documents, and will be binding on him. Bidder is required to acknowledge receipt of any such amendment to the bidding documents.

7.3 In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Client may, at its discretion, extend the deadline for the submission of bid.

BID PREPARATION

8. Language of Bid

The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Client shall be written in the English language. Any printed literature furnished by the bidder may be written in another language, provided that this literature is accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall govern.

9. Documents Comprising the Bid

The evaluation of Bid submitted shall be inclusive of, but not limited to, the following factors:

a) Bid Form

The Bidder shall complete the Bid Form attached with this document.

b) Price Schedule

The Bidder shall complete the appropriate Price Schedule provided in the Bidding Documents for all the items.

c) Bid Security

The bidder shall furnish Bid Security.

10. Bid Form

The bidder shall complete the Bid Form duly signed by the authorized personnel along with the stamp of the company and all the Schedules provided in the bidding documents.

11. Bid Prices

12.1 The bidder shall complete *Schedule-B* for all the items as per the instructions contained in this document.

12.2 Prices quoted in the price schedule for the Goods should be entered in the following manner:

12.3 Prices quoted by the bidder shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on account of escalation.

13. Bid Currencies

Prices shall be quoted in Pak Rupees (PKR).

14. Bid Security (Along with Technical Bid)

14.1 The bidder shall furnish Call Deposit amounting to Rs.250,000/-, as part of its **technical bid**.

14.2 The bid security shall be denominated in Pak Rupees and shall be in shape of CDR, Pay Order, Demand Draft, or Banker's Cheque from a Scheduled Bank of Pakistan in favor of **Section Officer (General)**, P&D Department, Govt. of the Punjab.

The Bidder/Contractor should mention the CDR number at the technical bid.

14.3 The bid not secured in accordance with Clauses mentioned as above may be liable to rejection by the Client as non-responsive.

14.4 An unsuccessful bidder's bid security will be released or returned as promptly as possible upon award of the Contract.

14.5 The bidder's bid security will be returned, upon the bidder's executing the contract, and after providing the performance security, unless mutually agreed to otherwise.

14.6 The bid security may be forfeited:

- ☐ if the bidder withdraws its bid during the period of bid validity specified by the bidder on the Bid Form; or
- ☐ if the bidder fails;
  - (a) to sign the contract
  - (b) to furnish the performance security.

15. Period of Validity of Bid

15.1 The bid shall remain valid for ninety (90) days from the date of bid closing prescribed by the Client.

15.2 Notwithstanding Clause above, the Client may solicit the bidder's consent to an extension of the period of bid validity. The request and the responses thereto shall be made in writing or fax. If the bidder agrees to the extension request, the validity of the bid security provided shall also be suitably extended. The bidder may refuse the request without forfeiting its bid security. The bidder will not be required or permitted to modify its bid.

16. Format and Signing of Bid

16.1 The bidder shall submit duly filled original Bidding Document.

16.2 Prescribed Bid Form and Schedules shall be used and not to be retyped. The original bid shall be signed by the bidder or a person duly authorized to sign on behalf of the bidder. Such authorization shall be indicated by written power of attorney accompanying the bid. All pages of the bid where entries and amendments have been made shall be initialled by the authorized person signing the bid.

16.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialled by the person or persons signing the bid.

17. Sealing and Marking of Bid / Bidding Procedure

17.1 As per Punjab Procurement Rules 2014, Single Stage Two Envelopes Bidding Procedure shall be adopted for submission of bids.

17.2 The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

17.3 Both envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL," in bold and legible letters;

17.4 Initially, only the envelope marked "TECHNICAL PROPOSAL" shall be opened;

17.5 the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;

17.6 the technical proposal shall be evaluated in a manner prescribed in advance, without reference to the price and any proposal may be rejected which does not conform to the specified specifications

17.7 During the technical evaluation no amendments in the technical proposal shall be permitted;

17.8 the technical proposals of bids meeting the technical specifications shall be opened publicly at a time, dale and venue announced and communicated to the Firms in advance.

17.9.1 The envelopes shall:

(a) be addressed to the following address:

KHALID MAHMOOD
Section Officer (General)
Office No. 211, 1st Floor, Planning & Development Building, Lahore, Pakistan
Ph:+92-42-99210307; **sog@pndpunjab.gov.pk; www.pndpunjab.gov.pk**

(b) bear the following identification:

BID FOR PROCUREMENT

DO NOT OPEN BEFORE 02:30 P.M. ON _____, 2017

CLOSING TIME FOR BIDS SUBMISSION IS 02:00 PM ON SAME DAY.

17.10 In addition the envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "Late".

18. Late Bid

The bid received by the Client after deadline for submission of bid prescribed by the Client, will be rejected and returned unopened to the bidder.

19. Modification and Withdrawal of Bid

19.1 The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Client prior to the deadline prescribed for submission of bid.

19.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched; withdrawal notice may also be sent by telex or fax but must be followed by a signed confirmation copy, post marked not later than the deadline for submission of bid.

19.3 The bid may not be modified subsequent to the deadline for submission of bid.

19.4 The bid may not be withdrawn in the interval between the deadline for submission of bid and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security.

OPENING AND EVALUATION OF BID

21. Opening of Bid

21.1 The bid shall be opened, on the same date after passage of at least 30 minutes after the submission deadline, by the Client in the presence of the bidder's representatives who choose

to attend at the time and date specified. The bidder's representatives who are present shall sign a register evidencing their attendance.

21.2 The bidder's name, bid price, modifications, bid withdrawal, and the presence or absence of the requisite bid security, and such other details as the Client, at its discretion, may consider appropriate will be announced and recorded at the opening.

21.3 At the end of the evaluation of the Technical Bids, the Client will invite only those bidders who have submitted substantially responsive Technical Bids, and who have been determined as being qualified for award to attend the opening of the Financial Bids.

21.4 The date, time, and location of the opening of Financial Bids will be informed by the Client.

21.5 The Client shall conduct the opening of Financial Bids of all Bidders who submitted substantially responsive Technical Bids, publically in the presence of Bidders` representatives who choose to attend at the address, date and time specified by the Client. The Bidder's representatives who are present shall be requested to sign a register evidencing their attendance.

22. Clarification of Bid

To assist in the examination, evaluation and comparison of bid, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. All responses to requests for clarification shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the corrections of arithmetical errors discovered in the evaluation of bid.

23. Determination of Responsiveness of Bid

23.1 Prior to the detailed evaluation of the bid, the Client will examine and determine the substantial responsiveness of the bid to the requirements of the bidding documents. A substantially responsive bid is one which:

(a) meets the eligibility criteria.

(b) has been properly signed on the Bid Form;

(c) The technical specifications should meet the technical. A Technical Specifications/Technical Bid Form of this document;

(d) ***Offers fixed price exclusive of GST quotations i.e. the bid do not offer any scalable price quotation;***

(e) is otherwise complete and generally in order;

(f) Conforms to all the terms, conditions and Specifications of the bidding documents, without deviation or reservation. A material deviation or reservation is one that:

(i) Affects in any substantial way the scope, quality or performance of the Goods; or
(ii) Limits in any substantial way, inconsistent with the bidding documents, the Client's rights or the bidder's obligations under the Contract.

23.2 The bidder's responsiveness shall be based on the contents of the bid itself without recourse to extrinsic evidence.

23.3 The bid determined as not substantially responsive will be rejected by the Client and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.

23.4 The Client may waive any minor informality or non-conformity or irregularity in the bid.

23.5 Correction of Arithmetical Errors: Bid determined to be substantially responsive will be checked by the Client for any arithmetic errors. Errors will be rectified as follows:

a) for the item wise bid price entered in paragraph of the Bid Form, if there is a discrepancy between the amounts in Figures and in words, the amount which tallies with the total Bid Price, shown in the Price Schedule, will govern unless the Bid Contains a specific statement confirming the total Bid Price.

b) Where there is a discrepancy between the unit rate and the total price resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern and the total price shall be corrected, unless in the opinion of the Purchaser, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the total price for each item / equipment as quoted will govern and the unit rate will be corrected, and

c) Where there is a discrepancy in the total price quoted in the Price Schedule vis-vis addition of each item / equipment, the total of the itemized prices will govern.

The amount stated in the Bid Form will be adjusted by the Client in accordance with the above procedure for the correction of errors, and shall be considered as binding upon the Bidder. If the Bidder does not accept the correction of the errors for any item / equipment in the Bid, his Bid will be rejected for the specific item / equipment and the Bid Security for that item / equipment will be forfeited.

Corrected Total Bid Price: The price as determined after the application of arithmetic corrections shall be termed as Corrected Total Bid Price.

24. Evaluation and Comparison of Bids

The Client will evaluate and compare the bids previously determined to be substantially responsive, as stated herein.

25. Basis of Evaluation and Comparison of Bid

The Bids of only those Bidders who are substantially responsive to the requirements of the Bidding document will be considered for evaluation in accordance with Technical Evaluation Criterion attached as Appendix-C.

25.1 Evaluated Bid Prices

The Client evaluation of a bid will take into account in addition to the Bid Price, the following factors (Adjustments) in the manner and to the extent stated hereinafter. Adjustment will be

based on corrected Bid Prices. The price so determined after making such adjustments will be termed as Evaluated Bid Price. Correction of arithmetical errors. The cost of making good any deficiency resulting from any acceptable, quantifiable variations and deviations from the Schedules, Conditions of Contract and Specifications, shall be added to the corrected Bid Price for comparison purposes only. For bid offering delivery period of the Service earlier than the period specified in the Schedule A Special Stipulations to Bid, no credit will be given.
Terms of Payment: The bidder shall state their bid price for the payment terms outlined in the Conditions of Contract.

26. Contacting the Client

Any effort by a bidder to influence the Client in the Client's decisions in respect of bid evaluation, or Contract award will result in the rejection of the bidder's bid.

27. Client's Right to Accept the Bid or Reject the Bid

The Client reserves the right to reject the bids pursuant to Rule 35 of the Rules at its sole discretion and to annul the bidding process at any time prior to award of Contract, without thereby incurring any liability to the bidder or any obligation to inform the bidder(s) as to justification for the Client's action.

AWARD OF CONTRACT

28. Post-qualification and Award Criteria

28.1 The Client will determine to its satisfaction whether the bidder has offered the Goods/Services at reasonable prices consistent with the current prevailing market prices and is qualified to satisfactorily perform the Contract and in doing so, may allow the bidder to make up any shortcoming in the bid which does not negatively impact the performance and financial value of the Goods/Services to be provided.

28.2 An affirmative determination will be prerequisite for award of the Contract to the bidder. A negative determination will result in rejection of the bidder's Bid.

28.3 The Client will award the Contract to the bidder if its bid has been determined to be substantially responsive to the bidding documents and consistent with the current prevailing market prices as determined by the Client, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.

29. Notification of Contract Award

30. Prior to the expiration of the period of bid validity, the Client will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as Letter of Acceptance.

30.1 The notification of award will constitute the formation of a contract, until the Contract has been affected pursuant to Clause below.

31. Signing of Contract

31.1 After the acceptance of performance security, if applicable, by the Client, the Client may send to the successful bidder a formal agreement format incorporating all the terms and conditions herein.

31.2 Within two (2) days of the issuance of such formal agreement, the bidder/Service Provider shall sign the same and return it to the Client.

32. Performance Security

Within Ten (10) days of the issuance of the Letter of Acceptance from the Purchaser, the bidder shall furnish the performance security for the warranty items @5% of contract price in the form of Bank Guarantee.

Any delay in delivery of Goods/Services as per agreed time frame will be subject to a penalty @.01% per day, upto maximum 10% of the total purchase order value. .

ADDITIONAL INSTRUCTIONS

33. Instructions to Assist the Bidder

33.1 Bid shall be prepared and submitted in accordance with the instructions set forth herein. These instructions to Bidders are provided to assist in preparing their Bid and shall not constitute part of the Contract Documents.

34. Income Tax & General Sales Tax

34.1. The bidder may make inquiries on income tax to the concerned authorities of Income Tax and General Sales Tax Department, Government of Pakistan.

Sales tax to the extent as provided in the rules shall be deducted and withheld from the payment to be made to the service provider for depositing with Government of the Punjab/FBR.

Note: The Purchaser can hold the Bid Security of top 2 bidders. And if the first lowest evaluated bidder withdraws his bid due to any reason, the Purchaser can offer the contract to the second lowest evaluated bidder if it seems feasible to the Purchaser and there should not be any doubt in it that it will be the sole right and authority of the Purchaser.

- Number of Items/quantities may vary at the time of installation and will be charged as per actual.
- The contactor is required to send specimen signature of his authorized representative who is competent to sign the bills and receive payment on his behalf and to sign any official documents or formal communication. The change of the contractor's representative authorized to sign bills and receive payments etc. should be promptly reported by the contractor to the Accounts department as well as to the Company Secretary failing which the entire responsibility for wrong payments will lie on the contractor.

35. Delivery Schedule/Period

The bidder will have to complete the supply within 06-08 weeks of the date of issuance of purchase order(s).

Brief Introduction of the Organization

Sr.	Particulars	Description
1.	Name of the Organization / Contractor	:_____
2.	Date/Years of Business Establishment	:_____
3	Corporate Status (Proprietor Partnership / Pvt. Ltd. / Ltd.)	:_____
4	Owner / Partner / MD / CEO Name	:_____
5	Authorized person Name & CNIC:	_____
6	Mailing Address	:_____
7	Landline No. & Cell No(s)	:_____
8	Fax No(s)	:_____
9	Email Address	:_____
10	National Tax Number	:_____
11	Sales Tax Registration No. (PRA & FBR)	:_____

_____
Organization Stamp
Signature

_____
Authorized

APPENDIX-A

LAPTOP COMPUTERS (PROFESSIONAL USAGE)			
Sr #	**Item**	**Description**	**Quantity**
1.	Processor	Intel® Core™ i7 (7th or Higher Gen) Processor 2 or higher core, PBF 2.8GHz or higher, PTF 3.90GHz or higher, 4MB Cache or Higher	88 Nos.
2.	Mother Board	Intel Chipset supporting above Processor or Higher	
3.	Memory	Installed memory 1 X 16GB DDR4 upgradable to 32GB or Higher	
4.	Hard Disk Drive	1000GB 5400RPM SATA Hard Disk Drive or Higher	
5.	Display Monitor	Antigalre 15.6" FHD or 4K, ultra sharp colors, WLED backlit display min. 200nits or higher .	
6.	Network Adapter	Built-In Ethernet Card 10/100/1000BaseT or higher (Microsoft Windows 7/XP/8.1/10, Linux Supportive).	
7.	Wireless Adapter	802.11ac Dual Band Wireless Adapter with Bluetooth 4.0 or Higher (Microsoft Windows XP/7/8/10, Linux Supportive).	
8.	Keyboard & Mouse	Integrated : English QWERTY backlit Keyboard, (with Numeric Keypad), Integrated Touch Pad with keys.	
9.	Sound, Mic & Camera	Built-in (Sound, Microphone & HD or Higher Camera).	
10.	Integrated I/O Interfaces	Two or more USB 3.0 Port, 1xRJ45, 1xHDMI, 1xVGA with other standard features, Integrated HD Camera, Microphone , Speaker, 3.5 Jack for line-in/out, AC Power In. etc. or Higher	
11.	Battery & Power Adopter	Li-ion Re-chargeable Battery Pack with minimum 4 hours battery backup or higher with manufacturer standard Power adopter	
12.	External Mouse & Carry case	Branded wireless optical mouse of same quoted brand.Manufacturer original branded (same brand) standard leather Carrying Case with padding for laptop protection & separate compartments for Charger and documents.	
13.	Operating System	Microsoft Windows 10 Pro. 64bit OEM (English) or Latest (Licensed)	
14.	Video Display Card	Dedicated Graphic display card Min.2GB memory or Higher (Optional)	
15.	Optical Drive	High Speed Super Multi-DVD Burner (Int /Ext) (Optional)	

NOTE:

1. **03 (three) Years Parts and Labor warranty for all components on site by the Manufacturer including battery.**

Offered Brand (Attachments):	**Provide Name**	**Yes**	**No**	**Annex**
Make / Brand Name:				
Model Name:				
Sub-Model (if any):				
Country of origin:				
Boucher / Technical Datasheet with Make, Model (Sub-Model (if any)).				
Direct / Authorized Distributor/Dealership certificate of Offered Brand				
Local authorized dealers service and warranty setup details				
Local authorized dealers qualified engineers details				
Agreed to provide the requisite equipment with in prescribed time frame.				
Agreed to provide the required channel legal warranty of the equipment.				
Provision of warranty services with maximum of 48hr downtime in minor senarios & Maximum of 72hr downtime for major senarios.				

Appendix-C

TECHNICAL EVALUATION CRITERIA

The Bidders who have duly complied with the Eligibility/Qualification and Evaluation Criteria will be eligible for further processing.

The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and Technical support/ maintenance / warranty services will be rejected.

The technical proposals shall be evaluated by the technical evaluation committee in the light of following evaluation criteria:

Sr. No	Description	Requirement
1	Vendors should have sound experience in supplying the same items in Private or public sector (Documentary evidence in the shape of Purchase Order/Contract) (minimum 5 public/private sector organizations PO/Contract)	Mandatory
2	Average annual sale for last two years shall not be less than twice number of items (year wise detail of sales required)	Mandatory
3	The bidder must have at-least one local certified/authorised repair and maintenance setup in Lahore	Mandatory
4	Direct/authorized distributor/dealership certificate of offered brand	Mandatory
5	Copy of certificates regarding registration with income tax & sales tax authorities including FBR.	Mandatory
6	Submission of undertaking on legal valid and attested stamp paper that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan	Mandatory
7	Compliance to the specifications of all items to be procured mentioned in Technical Specifications of this Document. (Undertaking of same on legal stamp paper or company letter head properly signed and stamped)	Mandatory
8	All Pages of this bid documents must be signed and stamped by the bidder	Mandatory

Firms who will qualify the mandatory clauses, P&D Department will open the financial bids of the technically responsive bidders.

EVALUATION OF FINANCIAL PROPOSAL

The bidder whose declared technically responsive shall be considered for financial bids opening. Their financials bids will be opened in the presence of their representative who wish to attend. The prices shall be compared and order/contract shall be awarded to the Lowest Evaluated Bidder. Lowest Evaluated bidder means the bidder whose technically responsive and has least cost.

BID FORM

To,

Mr. Khalid Mahmood
Section Officer (General)
Office No. 211, 1st Floor, Planning & Development Building, Lahore, Pakistan
Ph:+92-42-99210307; **sog@pndpunjab.gov.pk; www.pndpunjab.gov.pk**

Dear Sir,

Having examined the bidding documents including Addendum No _____, the receipt of which is hereby duly acknowledge, for the above Contract, we, the undersigned, offer to supply, deliver test and impart training in conformity with the said bidding documents for the Total Bid Price for lots as attached.

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document, including Addenda, if any.

(b) We offer to provide the lot #:_____ and Name of Lot: _____FOR THE YEAR 2017-2018 to the Client in conformity with the Bidding Documents.

(c) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) If our Bid is accepted, we commit to obtain a Performance Security in the amount of 10% of the value of work order issued for the due performance of the Contract.

(e) ***We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative/revised offers in accordance with the Bidding Document and or relevant laws;***

(f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Client or the Government of Punjab;

(g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.

(h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

(i) We agree to permit the Client or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Bank, or such other sums as may be ascertained in accordance with the *Price Schedule* attached hereto and made part of this Bid.

(j) We undertake, if our above stated individual Bids for any or more items are accepted, we shall be bound to complete the work in accordance with the Contract Execution Schedule provided in the *Schedule-A* conditions of the Contract to Bid.

(k) Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof in your Notification of Contract Award, shall constitute a binding Contract between us.

(l) We understand that you are not bound to accept the lowest-priced or any Bid that you may receive.

(m) We understand that all the Appendices/Schedules/Documents attached hereto form part of this Bid and further declare that we have completely read and understood the same, the contents whereof shall be binding on us.

Name_____ S/O _____ CNICN_____

In the capacity of_____ on behalf of (name of Company) _____

Signed_____

Company Seal_____

Duly authorized to sign the Bid for and on behalf of

_____

WITNESS

Signature ----------

Name----------

Title: ----------

Address: ----------

Bidder Signature and Seal

Signature ----------

Name ----------

Title----------

Address----------

APPENDEX / SCHEDULE-B: PRICE SCHEDULE/FINANCIAL BID
MUST FILL AND ATTACH WITH FINANICAL BID

Sr #	Item	Description	Qty	Quoted Brand	Unit Price Without GST	Total Price without GST
1	Processor	Intel® Core™ i7 (7th or Higher Gen) Processor 2 or higher core, PBF 2.8GHz or higher, PTF 3.90GHz or higher, 4MB Cache or Higher	88			
2	Mother Board	Intel Chipset supporting above Processor or Higher				
3	Memory	Installed memory 1 X 16GB DDR4 upgradable to 32GB or Higher				
4	Hard Disk Drive	1000GB 5400RPM SATA Hard Disk Drive or Higher				
5	Display Monitor	Antigalre 15.6" FHD or 4K, ultra sharp colors, WLED backlit display min. 200nits or higher .				
6	Network Adapter	Built-In Ethernet Card 10/100/1000BaseT or higher (Microsoft Windows 7/XP/8.1/10, Linux Supportive).				
7	Wireless Adapter	802.11ac Dual Band Wireless Adapter with Bluetooth 4.0 or Higher (Microsoft Windows XP/7/8/10, Linux Supportive).				
8	Keyboard & Mouse	Integrated : English QWERTY backlit Keyboard, (with Numeric Keypad), Integrated Touch Pad with keys.				
9	Sound, Mic & Camera	Built-in (Sound, Microphone & HD or Higher Camera).				
10	Integrated I/O Interfaces	Two or more USB 3.0 Port, 1xRJ45, 1xHDMI, 1xVGA with other standard features, Integrated HD Camera, Microphone , Speaker, 3.5 Jack for line-in/out, AC Power In. etc. or Higher				
11	Battery & Power Adopter	Li-ion Re-chargeable Battery Pack with minimum 4 hours battery backup or higher with manufacturer standard Power adopter				
12	External Mouse & Carry case	Branded wireless optical mouse of same quoted brand.Manufacturer original branded (same brand) standard leather Carrying Case with padding for laptop protection & separate compartments for Charger and documents.				
13	Operating System	Microsoft Windows 10 Pro. 64bit OEM (English) or Latest (Licensed)				
14	Video Display Card	Dedicated Graphic display card Min.2GB memory or Higher (Optional)				
15	Optical Drive	High Speed Super Multi-DVD Burner (Int /Ext) (Optional)				

Please attach extra sheet if required.
Total Price in Words (exclusive of GST):

Note:

a) The Bid Price shall exclude GST & Duties.

b) The Respondent Vendor is hereby informed that P&D Department shall deduct tax at the rate prescribed under the Tax Laws of Pakistan, form all payments for services rendered by any Respondent Vendor who signs a contract with P&D Department.

c) Overwriting, cutting, use of fluid etc., are not allowed which may lead to cancelation of bid offered.

d) Performance Security will be retained upto June 2018.

e) Incomplete or semi filled bid shall be treated as Non-Responsive.

Stamp & Signature of Bidder _____

BID SECURITY FORM

The Total Bid Security amounting to Rs. _____ (Rupees _____ only) (fixed) in shape of "Call Deposit Receipt" of the Bank (Name)_____ is attached

The enclosed CDR number is _____.

Stamp and Signature of Bidder _____

PERFORMANCE SECURITY FORM

To,

Mr. Khalid Mahmood
Section Officer (General)
Office No. 211, 1st Floor, Planning & Development Building, Lahore, Pakistan
Ph:+92-42-99210307; **sog@pndpunjab.gov.pk; www.pndpunjab.gov.pk**

WHEREAS (Name of the Contractor) _____
Hereinafter called "the Contractor" has undertaken, in pursuance of "INVITATION TO BID FOR THE APPENDEX A

(Hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the Contract that the Contractor shall furnish you with a bank guarantee by a scheduled bank for the sum specified therein as security for compliance with the Contractor's performance obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor a Guarantee:

THEREFORE WE hereby affirm that we are Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____(Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the Contract, and without cavil or argument, any sum or sums as specified by you, within the limits of _____(Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until _____ day of _____, 2017__, or twenty-eight (28) days of the issue of the Defects Liability Expiry Certificate, whichever is later.

[NAME OF GUARANTOR]

Signature_____

Name_____

Title _____

Address_____

_____

Seal_____

FORM OF CONTRACT AGREEMENT

THIS AGREEMENT made on the --- day of ------, 2017, between ---------- of --------

(Hereinafter "the Client"), of the one part and ---------- of ---------- hereinafter called the Supplier, of the other part:

WHEREAS the Client invited bids for providing, fixing/installation in all respect with fully operational Fabrication and has accepted a Bid by the Supplier for the supply of those Goods in the sum of

_____
(Hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

   (a) the Client's Notification to the Supplier of Award of Contract (Letter of Acceptance);

   (b) the Form of Bid and the Price Schedules submitted by the Supplier;

   (c) the General Conditions of Contract;

   (e) the Schedule to Bid (other than Price Schedule);

   (f) Appendices to Bid;

   (g) Specifications; and

   (h) Drawings, if any.

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Client to the Supplier as indicated in this Agreement, the Supplier hereby covenants with the Client to provide the Goods and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Client hereby covenants to pay the Supplier in consideration of the provision of the Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS the parties hereto have caused this Agreement to be executed in accordance with the laws of Pakistan on the day, month and year indicated above.

Signature of the Supplier	Signature of the Client
_____	_____
(Seal)	(Seal)

Signed, Sealed and Delivered in the presence of:

Witness:	Witness
_____	_____
(Name, Title and Address)	(Name, Title and Address)