

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)

**BIDDING DOCUMENTS
FOR
SUPPLY OF OFFICE EQUIPMENT
AT
DBCG SITE OFFIE BUSHIDAS**

MARCH 2024

**NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)
49-H, GULBERG-III, LAHORE
TELEPHONE: +92-42-35846601 (Ext.303)**

**BIDDING DOCUMENTS
FOR
SUPPLY OF OFFICE EQUIPMENT
AT DBCG SITE OFFICE BUSHIDAS
TERMS AND CONDITIONS**

1. Introduction

NESPAK led Diامر Basha Consultants Group (DBCG) (the Purchaser) wishes to receive Bids on "Single Stage Single Envelope" bidding procedure for supply of Office Equipment at DBCG Site Office Bushidas.

The prospective Bidders, who have downloaded the Bidding Documents from the Purchaser's website, must regularly visit the website for downloading the addendum, if any.

2. Scope of Services

The Scope of Supply of Items/Goods is described in detail in respective Schedule of Prices as attached hereto.

The Bidders may submit a Bid for complete Scope of Supply as per Schedule of Prices. Any Bid covering partial Scope of Supply will be rejected.

3. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid and the Purchaser will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4. Validity of the Bids

The Bids shall remain valid for a period of ninety (90) days after the date of Bid opening.

5. Documents Comprising the Bid

Bid shall comprise one envelope called Financial Proposal, containing the documents listed here under;

- i. Company Registration Certificate;
- ii. NTN Certificate and extract of Active Taxpayer List;
- iii. An affidavit on stamp paper of Min. Rs. 50 duly attested by the Oath Commissioner certifying that "We have neither been blacklisted nor involved in any litigation/arbitration with any Government or Semi-Government Organization/Department";
- iv. Bid Security amounting to three percent (3%) of the Bid Price in the form of Demand Draft/Pay Order/CDR in favour of National Engineering Services Pakistan (Pvt.) Limited (NESPAK);

(Bid Security of unsuccessful Bidders shall be returned upon award to the successful Bidder; whereas the Bid Security of successful Bidder shall be returned when the Bidder has furnished the required Performance Security.)

Sign & Stamp of the Bidder

- v. Duly filled-in, signed and stamped Letter of Financial Proposal; and
- vi. These Bidding Documents duly signed and stamped.

The Bids must be complete, in order and comprise documentary evidences for each requirement mentioned in these Bidding Documents.

6. Bid Prices, Currency of Bid

The premium shall be quoted by the Bidder entirely in Pak Rupees. The payment shall also be made in Pak Rupees. The Bid Price shall be quoted inclusive of all prevailing Government duties and taxes.

The terms of payment shall be as under:

- i. Payment shall be made through crossed cheque within thirty (30) days after submission of invoice.
- ii. No payment shall be made in advance.
- iii. Payment shall be made after deduction of applicable taxes (Income Tax, Sales Tax, Etc.) at source, as per Government Rules/Instructions/Notifications.
- iv. The premium quoted by the Bidder shall remain firm and fixed during the entire period and up to the issuance of 'Certificate of Completion'.

7. Bid Submission, Opening and Clarification

The documents comprising Financial Proposal will be sealed and titled as "Bid for Office Equipment".

The Bid, prepared in accordance with the above provisions must be submitted latest by deadline for submission of Bids mentioned in Invitation to Bid. The Bids submitted through fax or e-mail shall not be considered. The Proposals will be opened on same day in the presence of the Bidder's authorized representatives.

The Bidder's name, Bid Prices, any discount, the presence or absence of Bid Security and such other details as the Purchaser at its discretion may consider appropriate, will be announced by the Purchaser at the opening of Financial Proposals. Any Bid Price or discount which is not read out and recorded at Financial Proposals' opening, will not be taken into account in the evaluation of Financial Proposals.

The Purchaser will prepare the record of the Bid opening. Representatives of the Bidders who choose to attend shall sign the attendance sheet.

To assist in the examination, evaluation and comparison of Bids the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. The request for clarification and the response shall be in writing and no change in the price or substance of the Bid shall be sought, offered or permitted.

Sign & Stamp of the Bidder

8. Evaluation Criteria

The Purchaser will evaluate the Bids as per the following criteria:

- a) The Purchaser will evaluate and compare the Financial Proposals of the Bidders who's Proposals submitted are substantially responsive to the requirements of the Bidding Documents. Selection will be based on Least Cost Method. Furthermore, any Financial Proposal not accompanied by an acceptable Bid Security shall be rejected by the Purchaser as non-responsive.
- b) Any minor informality or non-conformity or irregularity in a Bid which does not constitute a material deviation may be waived by Purchaser, provided such waiver does not prejudice or affect the relative ranking of any other Bidder.

9. Notification of Award

The Purchaser will award to the Bidder who's Bid has been determined as most advantageous bid being substantially responsive to the Bidding Documents with lowest Bid Price.

Prior to expiration of the period of Bid validity prescribed by the Purchaser, the Purchaser will notify the successful Bidder in writing ("Letter of Acceptance") that his Bid has been accepted. This letter shall name the sum which the Purchaser will pay to the Insurance Company (the successful Bidder) in consideration of the execution and completion of the Services (hereinafter called the "Contract Price").

Notwithstanding the above, the Purchaser reserves the right to annul the bidding process and reject all Bids, at any time prior to Award as per Rule 33 of Public Procurement Rules 2004.

10. Performance Security

The successful Bidder shall furnish to the Purchaser a Performance Security, in the form of Bank Guarantee from Scheduled Bank in Pakistan for the amount equal to 10% of Contract Price within a period of seven (07) days after the receipt of Letter of Acceptance/Purchase Order. The Performance Security shall be valid till the completion of the Services. Failure of the successful Bidder to comply with the requirement of submission of the Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security.

Sign & Stamp of the Bidder

LETTER OF FINANCIAL PROPOSAL

OFFICE EQUIPMENT

To:

NESPAK - DIAMER BASHA CONSULTANTS GROUP (DBCG)
49 – H, Gulberg-III, Lahore.

Gentleman,

1. We have examined and have no reservations to the Bidding Documents including Addenda, if any.
2. We hereby offer to supply the Items/Goods stated in the Bidding Documents for **Office Equipment** in conformity with these Documents for the Total Bid Price of PKR _____ (Pak Rupees _____).
3. As security for due performance of the undertakings and obligations of this Bid, we submit herewith a Bid Security in the amount of _____ drawn in your favour or made payable to you.
4. We agree to abide by this Bid for the period of ninety (90) days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. This Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid you may receive.
7. We do hereby declare that the Bid is made without any collusion, comparison of figures or arrangement with any other person or persons making a bid for the Supply.
8. We are not under temporary suspension or debarred/blacklisted by any Government/Semi Government/Public Department whether notified or not by PPRA on its website.
9. We are not participating as Bidders, in more than one Bid in this bidding process; and
10. We undertake that all the information and documents submitted with the Bid are genuine, and in case of incorrect information or fake documents we shall be liable for punitive action under the Applicable Law.

Sign & Stamp of the Bidder

Dated this _____ day of _____, 2024

Signature _____

in the capacity of _____ duly authorized to sign bid for and on behalf of

(Name of Bidder in Block Capitals)
(Seal)

Address: _____

Witness:

(Signature) _____

Name: _____

Address: _____

CNIC _____

Sign & Stamp of the Bidder

**OFFICE EQUIPMENT
SCOPE OF SUPPLY**

Sr. No.	Description of Items	Quantity Required Approximately
		Site Office Bushidas
1.	Photocopy Machine Heavy Duty	2 (Two)

**OFFICE EQUIPMENT
SCHEDULE OF PRICES**

Sr. No.	Description	Qty	Specification/Features of Item & Detail of Accessories	Brand & Model No.	Unit Rate (PKR)	GST If Applicable	Total PKR
1.	Photocopy Machine Heavy Duty	02	Function: Copy, Print, Color Scan & Store Technology: Semiconductor Laser Speed: 60 CPM or Higher Memory: 4 GB Ram or Higher, 8 GB SSD + 320 GB HDD or Higher Resolution: 1200 x 1200 dpi Magnification: 25% to 400% (1% per step) Multiple Copies: 1-9999 RADF: Built-in Interface: USB 2.0 High Speedx1; Ethernet 10BASE-T/100BASE-TX/1000BASE-T; USB Host Interface (USB Host)x4; NFC TAGx1 Toner Life: 35,000 pages or Higher Drum Life: 600,000 pages or Higher Paper Capacity: Cassettes 2 x 500 Sheets Multi Pass Tray (MPT): 150 Sheets or Higher Copy Size: Minimum A6 to Maximum A3 Display: 10.1 Inch Color Touch LCD Panel or Better Trolley: Yes Warranty: 3 Years Comprehensive				

Total Price = PKR _____