



TENDER DOCUMENTS

**PROCUREMENT OF IT EQUIPMENT AND PLANT &
MACHINERY OF DEVELOPMENT SCHEMES APPEARING AT
G.S. NO. 1500 OF ADP 2017-18**

**DIRECTORATE GENERAL OF SPECIAL EDUCATION
PUNJAB,
31-SHERSHAH BLOCK NEW GARDEN TOWN LAHORE**

Note: The bidder is expected to examine the bidding documents carefully, including all instructions, forms, terms, specifications etc. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every aspect would result in the rejection of the bid.

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General Instructions

1. Directorate General of Special Education Punjab, Lahore invites sealed bids from eligible bidders for the supply of **I.T Equipment and Plant & Machinery for “Capacity Building of Directorate of Special Education Punjab, Lahore (G.S. No. 1500 of ADP 2017-18).**
2. Directorate General of Special Education Punjab requests Tender Bids in sealed envelopes for the items mentioned in Description of Store of this document. Proponents applying for bids should submit two separate proposals i.e. Financial Proposal and Technical Proposal in separate envelope or in one but the outer envelope should clearly indicate the equipment for identification/ categorization purposes. Financial bids will be announced in the presence of bidder’s or their representatives.
3. The Technical Proposal should contain all the bid items without quoting the price and must list firm’s clientele, details of past project, resumes/CVs of the engineering team, after-sales service and authorization letters from manufactures, etc. The selected firms would be responsible for complete installation of the equipment and would hand over it in satisfactory running state within stipulated time.
4. The bidding documents can be obtained from the Office of Programme Officer / Secretary Purchase Committee Directorate General of Special Education Punjab, Special Education Department after paying the requisite non-refundable fee of Rs. 500/-. The bidding document can also be downloaded from the PPRA website and the requisite fee must be submitted at the time of submission of bids (Rs. 500/- non-refundable) whether the bidder is quoting for the full or partial item in the bid. The bidders quoting in more than one item shall have to pay the above mentioned amount against each item for which he is quoting in full or partial.
5. All bids must be accompanied by a call deposit (CDR) of five percent (5%) of total bid as bid security. The bids along with the CDR must be delivered to the office of the of **Chairman Purchase Committee, Directorate General of Special Education Punjab**, 31-Sher Shah Block, New Garden Town, Lahore on or **before 12:00 hours on 24-04-2018**. The Technical bids will be opened in the Committee Room of Special Education Department, at **2:00 PM on 24-04-2018**. Financial bids of successful bidders shall however be opened at later stage on the basis of technical evaluation, in the presence of bidders or their representatives.
6. Bidders can submit their bids for all items in a lot fully or partially.
7. Any bid not received as per terms and conditions laid down in this document, is liable to be ignored. No offer shall be considered if:
 - a. Received without earnest money.
 - b. It is received after the date and time fixed for its receipt.
 - c. The tender document and the bid is unsigned.
 - d. The offer is ambiguous.
 - e. The offer is conditional i.e. advance payment, or currency fluctuations etc.
 - f. The offer is from blacklisted firm in any Federal / Provincial Government Department.
 - g. The offer is received by a telegram.
 - h. The offer is received shorter price validity and delivery period than asked in this document.
 - i. The offer is for store / items not conforming to the specifications indicated in the tender enquiry.
8. Directorate General of Special Education Punjab will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

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9. As authority competent to accept the tender, the Purchaser reserves the right to accept or reject one or all the tenders without assigning any reason thereof.
10. If the Contractor is found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may, at any time, without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future tenders.
11. All prices quoted must include any Taxes applicable, such as GST, Income Tax, etc. If not specifically mentioned in the Quotation, it will be presumed that the prices include all the taxes.
12. Failure to supply items within the stipulated time period will invoke penalty as specified in this document. In addition to that, 5% Call Deposit (CDR) amount will be forfeited and the company will not be allowed to participate in future tenders as well.
13. The offer will remain valid for **120-days** from the date of opening of the tender
14. The buyer reserves the rights to claim compensation for the loss caused by the delay in the delivery of the stores

Programme Officer /
Secretary Purchase Committee
Directorate General of Special Education Punjab,
Lahore.
31-Sher Shah Block, New Garden Town, Lahore.
Tel. No. +92 42-99231889

Special Instructions

15. The stores / items are required by the Directorate General of Special Education Punjab, Lahore as early as possible after the finalization of the tendering process however the bidders are required to clearly indicate their own guaranteed earliest date in the offer by which the stores will be supplied by them.
16. Bidder should quote their firm and final rates both in words as well as in figures in Pakistani Rupees.
17. The successful bidder may be required to furnish a Performance Guarantee @ 10% of the total amount of contract in the form of deposit at call within the period specified in Advance Acceptance of the tender, failing which purchase shall be made at their risk and expense.
18. Any conditional, ambiguous or incomplete offer in any respect shall be ignored. No supplementary or revised offer for the opening of the tender shall be entertained.
19. The bidder should indicate in their tenders, the complete address or place where the stores will be offered for inspection.
20. The bidder shall enclose catalogues, leaflets, brochures, literature and other technical data in respect of stores offered by them.
21. Any erasing / cutting / crossing etc appearing in the offer, must be signed by the person signing the tender. Moreover all pages of the tender must be signed. Offers with any overwriting shall in no circumstances be accepted.
22. A Certificate should be given by the bidder that he / she will be responsible for free replacement of stores / items if the same is found to be substandard or different in specifications given in the tender enquiry at any point of time after inspection / installation. Items offered by the bidder of a specifications higher than the one specified in the tender enquiry shall however, be acceptable.
23. The stores / items should be brand new and in original packing.
24. In case of the imported items.
 - a. The bidder will certify that the items provided are genuine, brand new and in original packing of the manufacturer and the same should be verified by the manufacturer website with details of the part as per packing list along with part nos. if available.
 - b. Manufacturer name must be given in the offer.
 - c. Import documents shall be produced at the time of inspection and the bidder should undertake that his / her security may be forfeited if he/ she fail to produce import documents at the time of inspection.
25. The Purchaser wishes to receive Bid for the **IT Equipment and Plant & Machinery for development schemes "Capacity Building of Directorate of Special Education Punjab, Lahore" (G.S. No. 1500 of ADP 2017-18).**
26. The bid is to be completed and submitted to the Purchaser in accordance with these General and Special Instructions to the bidders.

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27. The Invitation for Bid is open to the Firm representing the registered local office in Pakistan.
28. At any time prior to the deadline for submission of bid, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents.
29. In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Purchaser may, at its discretion, extend the deadline for the submission of bid.
30. The bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the bidder and the Purchaser 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 be relied upon.
31. The bidder shall complete the Bid Form duly signed by the authorized personnel along with the stamp of the company and all the Schedules furnished in the bidding documents.
32. Prices quoted in the Price Schedule for the Goods and Services should be entered in the following manner:
 - d. The price of the Goods will be quoted (FOR) Punjab (Pakistan) at the address **Directorate General of Special Education Punjab, 31- Sher Shah Block New Garden Town, Lahore.**
 - e. For services (training) to use the Goods.
33. Prices quoted by the bidder shall remain fixed and valid until period specified above or completion of the Contract performance whichever come later and will not be subject to variation on account of escalation.
34. The bidder shall furnish, as part of its bid, certification establishing both the bidder's eligibility to bid and that the origin of the Goods. The bidder offering to supply Goods under the contract shall establish to the purchaser's satisfaction that the bidder has been duly authorized by his Principal namely M/s _____, to supply the Goods for the Contract.
35. The documentary evidence of the bidder's qualifications to perform the Contract, if its Bid is accepted, shall establish to the Purchaser's satisfaction prior to the award of Contract:
 - f. that, in the case of a bidder offering to supply Goods under the Contract which the bidder did not manufacture or otherwise produce, the bidder has been duly authorized by the Goods' manufacturer or producer to supply to and install the Goods in the Purchaser's country; The bidder shall attach / submit Valid Authorization Letter (Not Older than One Year) from the Principal.
 - g. that, the bidder has the financial, technical and production capability necessary to perform the Contract, including capacity in terms of personnel for the purpose of carrying out the Services.
 - h. that, the bidder not doing business within the Purchaser's country, the bidder is, or will be (if the Contract is awarded to him), represented by an agent in that country equipped and able to carry out the maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of the Contract and or Technical Specifications.

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36. The documentary evidence of the Goods' conformity to the bidding documents may be in the form of literature, drawings and data, and shall furnish:
- i. a detailed description of the Goods' essential technical and performance characteristics.
 - j. a list, giving full particulars, of trained personnel, for training and servicing including available sources spare parts and special tools, etc. necessary for the proper and continuing functioning of the Goods.
37. The bidder shall submit the bid, complete in all respects with signed tender documents along with the separate Technical & Financial Bid in an inner and an outer envelope. The outer envelope shall be:
- k. Addressed to the following address

**Programme Officer /
Secretary Purchase Committee**
Directorate General of Special Education Punjab,
Lahore.
31-Sher Shah Block, New Garden Town, Lahore.
Tel. No. +92 42-99231889

- l. bear the following identification:

Bid for Purchase of IT Equipments and Plant & Machinery for "Capacity Building of Directorate of Special Education Punjab (G.S.NO. 1500)

Bid Number _____ **Item #** _____

DO NOT OPEN BEFORE _____ 2018.

38. In addition the inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared "Late".
39. 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 Purchaser prior to the deadline prescribed for submission of bid.
40. The bid may not be modified subsequent to the deadline for submission of bid.
41. The bid may not be withdrawn in the interval between the deadline for submission of bid and the expiry period of bid validity specified by the bidder in the Bid Form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its bid security.
42. The bid shall be opened by the Purchaser in the presence of the bidder's representatives who choose to attend at the time, date and venue specified above. The bidder's representatives who are present shall sign a register evidence their attendance.

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43. 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 Purchaser, at its discretion, may consider appropriate will be announced and recorded at the opening.
44. To assist in the examination, evaluation and comparison of bid, the technical officer 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.
45. The bid determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.
46. The Purchaser may waive any minor informality or non-conformity or irregularity in the bid.
47. It will be examined in detail whether the Goods offered by the bidder comply with the **Specifications** of the bidding documents. To facilitate this, the Goods specification will be reviewed. Technical features/criteria of the Goods detailed in the Specifications will be compared with the bidder's Goods Data submitted with the bid. Other technical information submitted with the bid will also be reviewed.
48. Only the technically responsive and graded offers will be considered for financial comparison.
49. The Purchaser will determine to its satisfaction whether the successful bidder has offered Service at reasonable prices consistent with the current prevailing market prices and is qualified to satisfactorily perform the Contract.
50. The determination will take into account the bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, as well as such other information as the Purchaser deems necessary and appropriate.
51. An affirmative determination will be prerequisite for award of the Contract to the successful bidder. A negative determination will result in rejection of the bidder's Bid.
52. The Purchaser 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 Purchaser, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.
53. The Purchaser reserves the right at the time of award of Contract to increase or decrease the quantity of Service specified in the Specifications, without any change in unit prices or other terms and conditions.
54. Prior to the expiry period of bid validity, the Purchaser will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as Letter of Acceptance.
55. Within three (3) days of the receipt of the Letter of Acceptance from the Purchaser, the bidder shall furnish the performance security, in accordance with the Conditions of Contract, in the performance security Form provided in the bidding documents or another form acceptable to the Purchaser.

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56. After the acceptance of performance security by the Purchaser, the Purchaser will issue supply order to the successful bidder incorporating all terms & conditions.
57. The payment will be made after the successful delivery of stores and satisfactory inspection report of the inspection committee constituted for the purpose.
58. The bidder has to fill in and sign the certificate given at page-10 of the tender document.

CERTIFICATE

- We, [**Name and Address of the 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 the Purchaser shall have the right, at his exclusive discretion, to require, in writing, further information or clarification of the Tender, from any or all the Tenderer(s)
 - V. We understand that the Purchaser shall have the 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 Tenderer of the grounds for the Purchaser's action, and without thereby incurring any liability to the Tenderer and the decision of the Purchaser shall be final
 - VI. We certify that the prices quoted to Directorate General of Special Education Punjab against Tender No. _____ and Item _____, are not more than the prices charged from any other Purchasing Agencies in the country and in case of any discrepancy, the bidder hereby undertakes to refund the prices charged in excess.

Dated _____ day of 2018.

TENDERER

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

WITNESSES

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

WITNESSES

Signature _____
CNIC # _____
Name _____
Designation _____
Address _____

Annexure-“A”

DESCRIPTION OF STORE WITH SPECIFICATIONS REQUIRED UNDER SCHEME TITLED AS CAPACITY BUILDING OF DIRECTORATE OF SPECIAL EDUCATION PUNJAB LAHORE (G.S NO. 1500 OF ADP 2017-18)

Lot No.1 (IT Equipment)				
S.#	REQUIRED SPECIFICATIONS OF ITEM	Quantity	Rate offered per unit (inclusive all taxes)	Total
1.	<p>LAPTOP(NOTEBOOK): Processor: 7th Generation Intel Core i7(2.80Gz or higher, 4MB cache or higher) Mother Board :Intel Chipset Compatible Memory :08GB (DDR 4 2133MHz or higher) up-gradable to 32GB Hard Disk Drive :01 TB 5400rpm or higher Super Drive :Super Drive internal/ External Video/Display Card :Integrated Intel HD Graphic Controller Sound Card :Integrated Audio Controller Network Adapter :Integrated Gigabit Ethernet LCD Display :15".6 or higher Integrated I/O Interfaces like:Min 2x3.0 USB Ports, SD4.0 memory card reader, 1xRJ45, 1xHDMI, 1xVGA Ports with other standard features, Mic/ Speaker, AC Power In. etc. or higher Wireless LAN: Dual-Band Wireless-AC 8265 Wi-Fi + BT 4.2 Wireless Card (2x2) Batteries & Power Adopter: 4 Cell Battery with minimum 3 to 5 Hours backup time Mouse & Key Board: standard keyboard with Numeric Pad and integrated Touch Pad Carrying Case: Backpack Bag as manufacturer standard Mouse (External):2.0 USB 2-Button Optical Mouse with Scroll (Wireless) Camera: HD web Cam built in Note: 3 years Warranty</p>	03		

S.#	SPECIFICATIONS OF ITEM	Quantity	Rate offered per unit (inclusive all taxes)	Total
Lot No. 02 (Plant & Machinery)				
01.	<p><u>AC (Split Typer 1.5 Ton. Inverter) :-</u> Gree / Dawlance / PEL / Haier / Mitsubishi/ Acson or Equivalent</p> <p>Supply & Installation of Wall mounted split type air-conditioner, DC Inverter Type (Heat & Cool), 1.5 TR, 18000 BTU/Hr. Power-plug, Power supply 220Volts AC, Single Phase, 50 HZ, LED Display, auto start, remote control, with installation kit minimum 12 RFT (copper piping with flare connections both suction & discharge and control wire), with minimum 12 feet of Drain Pipe.Compressor warranty 3-Years and parts 1-year.</p>	05		
02.	<p><u>Water Dispenser :-</u> Brand: Super Asia, Haier, Orient, Home Age or Equivalent.</p> <p>Plastic body, Hot & Cold water dispenser with refrigerator compartment, Compressor branded with three years warranty and one year parts warranty Chills Water to 4°C & Heats Water to 85°C.</p> <p>Adjustable Thermostat, steenless steel water tank, Remove able drip tray Warranty: 1 year Warranty.</p>	04		
03.	<p><u>Camera Digital (Branded) :-</u> 20 Megapixels OR Higher Zoom: Optical 35x Digital 70 x Digital Zoom (Still, up to 280 x) (Movie 70x) Exposure Modes Intelligent Auto, Manual, Movie, LCD Screen Size: 3" OR Higher White Balance mode: Auto Built in Flash Memory Card: SD, SDHC, SDXC, Micro SD, Micro SDHC, Micro SDXC File formatstill image JPEG/ Movie Mp4 Shutter Speed: 2 -1/1500seconds OR Higher Sensitivity: Auto, 80-3200 OR Higher Resolution: 5152 x 3864 pixels OR Higher</p>	02		

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	<p>Video Recording Resolution 1280 x 720:30 fps and 640 x 480p: 30fps View finder: electronic Video Out: TV Play back Self timer: 2, 10, second Connectivity: AV/ USBMULTI Battery: Rechargeable with charger Warranty: 1 year Warranty.</p>			
04.	<p>LED (42 Inch) :- Display: LED Full HD Diagonal Screen Size: "42" Penal Resolution: 1920 x 1080p Aspect Ratio: 16:9 Connectivity: HDMI x 2, ypbpr 1, AV 1, USB 1, Antenna IEC75 , Digital Audio Out, Audio in, PC in VGA+ Audio L/R in, Headphone out Display Resolution: PC in up to 1920 x 1080 and Video input 24 to 60 Hz Video play back format: AVI, MKV, MPEG-1 to4 WMV9/VC1.Play back music MP3, Picture Playback Formats: JPEG, BMP, PNG Power: 220v 50Hz Accessories. Remote Control, Wall mounting and Table stand, Power Cable Warranty: 1 year Warranty.</p>	02		

Signature with seal of the bidder

Annexure-“B”

ESTIMATED BUDGET OF ALL ITEMS

LOT NO.1

IT EQUIPMENT

Sr. No	Item Name	Quantity	Estimated Budget Per Item	Total
1.	Laptop(Note Book)	03	110,000/-	330,000/-
Grand Total				330,000/-

LOT NO.2

PLANT & MACHINERY

Sr. No	Item Name	Quantity	Estimated Budget Per Item	Total
1.	A.C (Split Typer 1.5 Ton Invertor)	05	85000	425000
2.	Water Dispenser	04	25000	100000
3.	Camera Digital (Branded)	02	19500	39000
4.	LED(42 Inch)	02	75000	150000
Grand Total				714000/-