

Tender No. _____



Tender Documents

FOR THE PROCUREMENT OF I.T EQUIPMENTS, FURNITURE & FIXTURE, MACHINERY & EQUIPMENTS AND OTHERS UNDER ADP SCHEME 2020-21, TITLED AS “STRENGTHENING OF GOVT. TRAINING COLLEGE FOR THE TEACHERS OF BLIND, LAHORE”

GOVT. TRAINING COLLEGE FOR THE
TEACHERS OF BLIND, (DIRECTORATE GENERAL OF SPECIAL
EDUCATION), 31-SHER SHAH 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 which are not substantially responsive to the Bidding Documents in all respect would result in the rejection of the Bid.

Tender No. _____

GENERAL INSTRUCTIONS

1. Principal, Govt. Training College for the Teachers of Blind, Lahore invites sealed bids from eligible bidders for the supply of I.T equipment, Machinery & Equipments and Furniture & Fixture and Others under ADP scheme 2020-21, titled as "Strengthening of Govt. Training College for the Teachers of Blind, Lahore".
2. The Principal, Govt. Training College for the Teachers of Blind, Lahore, requests Tender Bids in sealed envelopes for the I.T equipment, Machinery & Equipments, Furniture & Fixture and Others mentioned in **Annex-A** of this document. Proponents applying for bids should submit two separate proposals i.e. Financial Proposal and Technical Proposal in separate envelopes but consisting of one outer envelope as per **PPRA rules, 38 (2) (a)**. Financial bid will be announced in the presence of bidders or their representatives.
3. The firm should be registered with Income tax and Sales Tax Department.
4. 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/ technical experts, after-sales service and authorization letters from manufactures, etc. The selected firms would be responsible for complete supply of the required items; firm would hand over supply in satisfactory running state within stipulated time.
5. The bidding documents can be obtained from the Office of the, Principal, Govt. Training College for the Teachers of Blind, Lahore after paying the requisite non-refundable fee of Rs. **1000/-** Whether the bidder is quoting for the full or partial item in the bid. The bidding documents can also be downloaded from the PPRA website <http://www.ppra.punjab.gov.pk>.
6. All bids must be accompanied by a call deposit (CDR) of five percent (5%) of estimated cost as bid security in the name of the Principal, Govt. Training College for the Teachers of Blind, 31-Sher Shah Block, New Garden Town, Lahore. The bids along with the CDR must be delivered to the office of the Principal, Govt. Training College for the Teachers of Blind, Lahore at or before 11:00 a.m. on **25-11-2020**. The Technical bids will be opened on the same day at 12:00 p.m. The original CDR must be attached with Financial Bid and a copy of the same with the Technical Bid. Financial bids of successful bidders shall however be opened at a later stage on the basis of technical evaluation in the presence of bidders or their representatives.
7. Bidders can submit their bids for all items fully or partially.
8. Any bid not received as per terms and condition 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 are 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 confirming to the specifications indicated in the tender inquiry.
- 9.** The procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
- 10.** The Procuring Agency reserves the right to purchase full or part of the stores or ignore/scrap/cancel all the tenders as per **PPRA Rules, 35**.
- 11.** If the Contractor is found to have engaged in corrupt or fraudulent / harassment practices in competing for the award of contract or during the execution of the contract, the Procuring Agency 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.
- 12.** All prices quoted must include all 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.
- 13.** Failure to supply items within the stipulated time period will invoke penalty/liquidated damages (2% of value of the contract per month) 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.
- 14.** The offer will remain valid till **28-02-2021** from the date of opening of the tender.
- 15.** The Procuring Agency reserves the rights to claim compensation for the loss caused by the delay in the delivery of the stores.

**PRINCIPAL,
GOVT. TRAINING COLLEGE FOR THE
TEACHERS OF BLIND, (DIRECTORATE GENERAL OF
SPECIAL EDUCATION, PUNJAB), 31-SHER SHAH BLOCK,
NEW GARDEN TOWN, LAHORE (PH: 042-99230954)**

Tender No. _____

SPECIAL INSTRUCTIONS

1. The stores / items are required by this office 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.
2. Bidder should quote their firm and final rates both in words as well as in figures in Pakistani Rupees.
3. The successful bidder may be required to furnish a performance guarantee @ 5% of the total amount of contract in the form of deposit at call or guarantee issued by the scheduled bank within the period specified in Advance Acceptance of the tender, failing which purchase shall be made at their risk and expense.
4. 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.
5. The bidder should indicate in their tenders, the complete address or place where the stores will be offered for inspection.
6. The bidder shall enclose catalogues, leaflets, brochures, literature and other technical data in respect of stores offered by them.
7. 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.
8. A Certificate should be given by the bidder that they 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.
9. The stores / items should be brand new.
10. 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 security may be forfeited if he/ she fails to produce import documents at the time of inspection.
11. Bidder must specify the warranty period for one year or as mentioned in the tender form, whichever is later.
12. The bid is to be completed and submitted to the Procuring Agency in accordance with these General and Special Instructions to the bidders.
13. The Invitation for Bid is open to the firm representing the registered local office in Pakistan.
14. At any time prior to the deadline for submission of bid, the Procuring Agency may, for any reason, whether at its own initiative or in response to a clarification requested by the prospective bidder, modify the bidding documents.
15. In order to afford the prospective bidder reasonable time in which to take the amendment into account in preparing its bid, the Procuring Agency may, at its discretion, extend the deadline for the submission of bid.
16. 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.
17. 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.

18. The bidder shall furnish, as part of its bid, certification establishing both the bidder's eligibility to bid. The bidder offering to supply Goods under the contract shall establish to the Procuring Agency's satisfaction that the bidder has been duly authorized by his Principal namely M/s _____, to supply the Goods for the Contract.
19. The documentary evidence of the bidder's qualifications to perform the Contract, if its Bid is accepted, shall establish to the Procuring Agency's satisfaction prior to the award of Contract:
 - a. 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 Procuring Agency's country; The bidder shall attach / submit Valid Authorization Letter (Not Older than One Year) from the Principal.
 - b. 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.
 - c. that, the bidder not doing business within the Procuring Agency'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.
20. The documentary evidence of the Good's conformity to the bidding documents may be in the form of literature, drawings and data, and shall furnish:
 - a. A detailed description of the Goods' essential technical and performance characteristics.
 - b. 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.
21. 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:
 - a. Addressed to the following address:
Principal, Govt. Training College for the Teachers of Blind, (Directorate General of Special Education), 31-Sher Shah Block, New Garden Town, Lahore, Phone No.042-99230954.
 - b. bear the following identification: -
 - c. Bid for Procurement of I.T equipment, Machinery & Equipments, Furniture & Fixture and Others for scheme titled "Strengthening of Govt. Training College for the Teachers of Blind, Lahore (G.S.No.132 of ADP 2020-21).
Bid Number: _____ Item#: _____
22. 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".
23. 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 Procuring Agency prior to the deadline prescribed for submission of bid.
24. The bid may not be modified subsequent to the deadline for submission of bid.
25. The bid may not be withdrawn in the interval between the deadline for submission of bid and the expiry 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.
26. The bid shall be opened by the Procuring Agency 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 evidencing their attendance.
27. 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 Procuring

Agency, at its discretion, may consider appropriate will be announced and recorded at the opening.

28. 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.
29. The bid determined as not substantially responsive will be rejected by the Procuring Agency and may not subsequently be made responsive by the bidder by correction or withdrawal of the nonconforming deviation or reservation.
30. The Procuring Agency may waive any minor informality or non-conformity or irregularity in the bid.
31. 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.
32. Only the technically responsive and graded offers will be considered for financial comparison.
33. The Procuring Agency 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.
34. 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 Procuring Agency deems necessary and appropriate.
35. 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.
36. The Procuring Agency 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 Procuring Agency, provided further that the bidder is determined to be qualified to satisfactorily perform the Contract.
37. The Procuring Agency 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.
38. Prior to the expiry of the period of bid validity, the Procuring Agency will notify the bidder in writing by registered letter that its bid has been accepted. This letter is termed as *Letter of Acceptance*.
39. Within three (3) days of the receipt of the Letter of Acceptance from the Procuring Agency, 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 Procuring Agency.
40. After the acceptance of performance security by the Procuring Agency, the Procuring Agency will send to the successful bidder the Contract Form incorporating all agreements between the two parties which will subsequently be signed.
41. The payment will be made after the successful delivery of stores and satisfactory inspection report of the inspection committee constituted for the purpose.
42. The bidder shall be responsible to deliver all the items to the concerned institution.
43. Evaluation criteria are no deviation from the specifications as mentioned in the tender inquiry and quality of all items mentioned above.
44. The bidder has to fill in and sign the certificate at page-7 of the tender document.

Tender No. ____

CERTIFICATEI, [Name and Address of the Bidder], do hereby declare on solemn affirmation that:

- I. Firm has 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 Procuring Agency 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 Procuring Agency 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 Procuring Agency's action, and without thereby incurring any liability to the Tender and the decision of the Procuring Agency shall be final.
- VI. W certify that the prices quoted to office of Principal, Govt. Training College for the Teachers of Blind, (Directorate General of Special Education, Punjab), 31-Sher Shah Block, New Garden Town, Lahore, against tender No. _____ and item _____ are not more than the prices charged from any other Purchasing Agencies in the country in case of any discrepancy, the bidder hereby undertakes to refund the excess price.

Dated _____ day of 2020.

TENDERER

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

WITNESSES-I

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

WITNESSES-II

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

Annexure-“A”

Tender No. _____

DESCRIPTION OF I.T EQUIPMENT, MACHINERY & EQUIPMENTS AND FURNITURE & FIXTURE, TO BE PROCURED UNDER ADP SCHEME 2020-21, TITLED AS “STRENGTHENING OF GOVT. TRAINING COLLEGE FOR THE TEACHERS OF BLIND, LAHORE”.

(RATES SHOULD BE QUOTED INCLUDING ALL TAXES)

(ESTIMATED COST = 29,97,460/-)

Sr. No	Name of Item	Specification	Qty.	Unit Price	Total Price
IT Equipments (Estimated cost: Rs.1458000/-)					
01	Computer Desktop, Mouse, Key Board, LED	Processor: 9th Gen Intel Core i7 (3.0 GHz Base Frequency) or higher. Mother Board: Intel Chipset Memory: 8 GB DDR4 or higher. Hard Disk Drive: 1TB HDD or higher. Graphics & Sound: Intel Integrated. Network Adapter: Gigabit Ethernet with Wake on LAN (WOL) support. LCD Display: 18.5” or higher LED Monitor, Low Radiation. Should be compatible with the I/O interface provided in the CPU. Integrated I/O Interfaces: six USB Ports (2.0/3.0/3.1). One PCI/PCIe Slot VGA/HDMI port. Wireless LAN: Wireless 802.11 b/g/n or ac. Mouse & Keyboard: Mouse & USB keyboard: USB Wired Keyboard, 2-Button USB 2.0 Optical Mouse with Scroll. Windows 10 home edition (Registered), warranty: 01 year.	6-Nos.	149000	894000
02	Lap Top	Processor: 10 th generation Intel core i7(1.8 GHZ base frequency) or Higher Chipset: Intel Integrated with Processor & TPM 2.0 Graphics: integrated System Memory: 16GB DDr4 or Higher Hard Disk Drive: 512 Gb SSD or higher Keyboard/Touchpad: keyboard with backlit Precision touch pad Display: 14 inch-15.6 inch FHD Wi-Fi and Bluetooth: 2x2 dual band wireless(802.11b/g/n or ac)w/Bluetooth Carrying Case: Standard bag pack of same brand Mouse: Wireless optical mouse of same brand Audio: builtin Speakers I/Audio/microphone Jack: 2xUSB 2.0/3.0/3.1 or more 1xHDMI/VGA port Battery and Adapter: minimum 6 hours battery life or higher Camera: Built in HD camera Windows: licensed 10 professional	1-Nos.	164000	164000

03	Multimedia (with installation)	Resolution: WXGA (1280x800) or higher Lens 1.1x optical zoom or higher Display size 30 - 300 in or higher Throw distance: 3.93-43.4 ft. /1.20-13.23 or higher Throw Ratio 1.55~1.70 or higher Light source(WATT) 200 or higher Light source life: Normal: 5000 hrs. or higher Dynamic Eco-Mode: 15000 hrs. or higher Contrast Ratio 22,000:1 (Dynamic) Aspect ratio 16 : 10 (ratio) or higher Brightness 3,600 ANSI Lumens Compatibility or higher PC – VGA (640 x 480) to Full HD(1920 x 1080) or higher Mac VGA (640 x 480) to Full HD(1920 x 1080) or higher Connectors: HDMI, Mini USB, VGA x2, RS232, RCA Video-in Auto Power Off, Super Color™ Technology, 5 color modes, Vertical Keystone Warranty 01 year	4-Nos.	100000	400000
Plant & Machinery (Estimated Cost = RS.745000/-)					
04	DC Inverter Standing Air Conditioner 2.0 Ton (with installation)	Series: Single Split Indoor Type: Cabinet Type Capacity (Ton): 2 Ton Controller: Remoter Compressor: Hitachi or equivalent Refrigerant: R22 Special Point: 15m long distance airflow supply Wide angle 160°C air sending Cooling (Btu/h) : 2400 or higher Cooling (kW) : 13.7 Rated Power Input (kW) : 5.37 EER/COP(W/W): 1560 Warranty 01year	3-Nos.	210000	630000
05	Sound System	Device: DJ-8channel mixer sp4 speakers 15 inches SP4 450 HISC bib magnet speakers 4.5 inch voice coil net work pro F-225 ORIGINAL cabinet box cover DJ mixer per channel 800+800=1600 Bluetooth memory card USB spotted	1-No.	115000	115000
Furniture & Fixture (Estimated Cost = RS.757060/-)					
26	Computer Chair, Seats and Back Cushioned	Seat & back cushioned with 1 st quality foam covered with sofa cloth Revolving base of nylon rubber legs with mild steel structure, without arms. Height adjustment with hydraulic jack.	6-Nos.	11200	67200
27	Bench (with installation)	Bench Size: 8' X 1.5' X 3' (L X D X H) Made of ¾" Lamination Sheet Covered With wooden Edging. Seat Size: 18" X 8' covered with 3", 1st	35-Nos	16500	577500

		Quality Foam with Rexian. Back Size: 6" X 8' covered with 2", 1st Quality Foam with Raxian. 04" SS Feet's should be installed to ground the bench with floor. Bench Must have complete Supporting Solutions & must have a Loading Capacity of 4 Persons Seating.			
28	Computer Table,	1200*600*760mm H Top made of high density Lamination board. Side panels made of high density chipboard pressed with shisham veneer on both sides, one side drawer and two (2) open boxes for CPU & UPS, other side sliding shall for keyboard, finished with N.C lacquer.	6-Nos.	16800	100800
29	White Board, 6*4	Size: 6'x4'. Made of high density chipboard, pressed with one side white Formica and other side lamination, with solid shisham wood beading and one tray alongwith back support for hanging wooden part finished with N.C. lacquer.	2-Nos.	5780	11560

PURCHASE OF OTHER ASSETS

(ESTIMATED COST = RS.37440/-)

01	Blind Curtain 4x6 144sqf	Roller Blinds: Fabric Material: Polyester Fabric Type: Sunscreen or glass Fabric or darkout Tube size: 38mm Standard control box	6-Nos.	260/- per Sft	37440
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**PRINCIPAL,
GOVT. TRAINING COLLEGE FOR THE
TEACHERS OF BLIND, (DIRECTORATE GENERAL OF
SPECIAL EDUCATION, PUNJAB), 31-SHER SHAH BLOCK,
NEW GARDEN TOWN, LAHORE (PH: 042-99230954)**

TENDER NOTICE

Sealed Tenders are invited for Govt. Training College for the Teachers of Blind, (Directorate General of Special Education) 31-Sher Shah Block, New Garden Town, Lahore from the financially sound, income tax/sales tax registered firms for the purchase of following items according to the specifications given in tender document for its ADP scheme titled "Strengthening of Govt. Training College for the Teachers of Blind, Lahore (G.S.No.132 of ADP 2020-21): -

Sr.#	Name of Items	Qty.	Sr.#	Name of Items	Qty.
01.	<u>IT Equipments:</u> Computer Desktop, Mouse, Key Board, LED	6-Nos.	06.	<u>Furniture & Fixture</u> Computer Chair, Seats and Back Cushioned	6-Nos.
02.	Lap Top	1-No.	07.	Bench (with installation)	35-Nos.
03.	Multimedia (with installation)	4-Nos.	08.	Computer Table	6-Nos.
04.	<u>Plant & Machinery</u> DC Inverter Standing Air Conditioner 2.0 Ton (with installation)	3-Nos.	09.	White Board, 6*4	2-Nos.
05.	Sound System	1-No.	10.	<u>Purchase of Other Assets</u> Blind Curtain 4×6 144sqf:	6-Nos.

Terms & Conditions: -

1. The detailed specifications of the above items are included in the tender document.
2. Tender fee is Rs.1000/- (non-refundable for this). The detail of tender inquiry/ terms & condition and specification of the items can be obtained from the undersigned from the date of advertisement on any working day during office hours 08:00 am to 03:00 pm or can be downloaded from PPRA website till 25-11-2020 at 10:00 am.
3. Tenders should be dropped in the tender box kept in the office of the undersigned by 25-11-2020 at 11:00 am which will be opened on the same day at 12:00 pm in the presence of bidder or their authorized representatives.
4. Single stage two envelopes procedure will be followed as per rule 38(a) of Punjab Procurement Rules 2014. Each envelop shall be clearly marked the "Technical Proposal" and the "Financial proposal".
5. Initially only the enveloped marked 'TECHNICAL PROPOSAL' shall be opened on scheduled date and time.
6. The bids found to be conforming to the required technical specification and the lowest in financial proposal evaluated shall be accepted.
7. The bidders shall submit bid security in the shape of deposit at call @5% of estimated cost of the tender.
8. Procurement shall be governed by the Punjab Procurement Rules 2014 and tax deduction at source shall be made as prevailing laws.
9. Bids offered by black listed firms shall not be considered and all bidders shall give in writing undertaking that they are not blacklisted by any Department/ Government agency. If at any stage, it is found that the bidder is / has become blacklisted, his bid shall be rejected forthwith, and further action will be taken as per PPRA Rules 2014.

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