

**Punjab Tianjin University of Technology, Lahore**



**Bidding Documents**

**for Purchase of Printers and Photocopier**

<b>Bid Reference No:</b>	<b>PTUT/PC/19/2021-22</b>
<b>Package Name:</b>	<b>FOR Purchase of Printers and Photocopier</b>
<b>Procurement Procedure &amp; Method:</b>	<b>Single Stage Two Envelope</b>
<b>Bid Opening Venue:</b>	<b>Conference Room PTUT</b>
<b>Last date and time for obtaining of bid documents</b>	<b>31-05-2022, 08:30 A.M</b>
<b>Last date and time for submission of bid documents</b>	<b>31-05-2022, 09:00 A.M</b>
<b>Opening of Bid Documents</b>	<b>31-05-2022, 09:30 A.M</b>

## **CHECK LIST FOR SUBMISSION OF APPLICATION**

(Please mark ✓ / or X in relevant boxes)

- |  |                          |
|--|--------------------------|
| 1. Detail of company profile/ Firm/ Contractor etc. Profile  | <input type="checkbox"/> |
| 2. Original CDR/Earnest Money /Deposit at call attached with Technical Bid.<br>(2% of the total estimated of quoted each lot separately) | <input type="checkbox"/> |
| 3. Original Tender fee Amounting Rs.1,000/-  | <input type="checkbox"/> |
| 4. Affidavit on stamp paper Rs: 100/-  | <input type="checkbox"/> |
| 5. Evidence of Company/ Firm/ Sole proprietorship.   | <input type="checkbox"/> |
| 6. Copy of National Tax No.  | <input type="checkbox"/> |
| 7. List of All Mandatory required documents  | <input type="checkbox"/> |
| 8. List of documents required in Technical Evaluation criteria   | <input type="checkbox"/> |
| 9. Price offer on Bidder's letter head as mentioned in financial proposal form.  | <input type="checkbox"/> |
| 10. Active Tax Payer List (ATL)  | <input type="checkbox"/> |
| 11. Provincial Sales Tax Number  | <input type="checkbox"/> |

## **TENDER DOCUMENT**

### **Procurement Notice**

#### **PURCHASE OF PRINTERS AND PHOTOCOPIER, LAHORE.**

The Punjab Tianjin University of Technology (PTUT), Lahore intends to hire a well reputed and well-equipped company for supply, install and commissioning of Purchase of Printers and Photocopier.

Interested firms may obtain the Bidding Documents from the office of Project Director (Building & Works), Punjab Tianjin University of Technology, Lahore before 08:30 am 31-05-2022 from 09:00 am to 04:00 pm (Monday to Friday) after depositing the Tender Fee of Rs. 1,000/- (non-refundable) at BOP, Township (College Road) Branch, Lahore A/c No. 6580064981000010. The Bidding Document will be available on websites [www.ptut.edu.pk](http://www.ptut.edu.pk) and [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk) for information only.

The sealed bids complete in all respect as detailed in bidding documents must reach in the office of the Project Director (Building & Works) on or before 31-05-2022 until 09:00 A.M. The proposal will be opened on the same day at 09:30 A.M in the presence of the bidders or their representatives who make them present.

**Project Director**  
**Punjab Tianjin University of Technology, Lahore**  
**Ph. 042-99332570**

**AFFIDAVIT (Stamp paper of Rs: 100/-)**

We do hereby confirm that we have carefully read the requirements and instructions of this bidding document and all the terms and conditions of supply also do hereby confirm as follows:

1. That, M/s \_\_\_\_ shall abide by all the instructions/conditions of the bidding documents and in addition the other conditions and PTUT rules and regulations, all other special instructions given time to time and enforced PPRA Rules.
2. That, M/s \_\_\_\_ is not blacklisted by any by any Government/ Semi-Government Department/ Agency/ Autonomous Bodies in any part of Pakistan.
3. That the information given in the application form and bidding documents is correct. In case any of this information is proved incorrect, PTUT reserve, the right to reject the bid beside forfeiting the Bid Security and may initiate suitable legal action which may include blacklisting of the Bidder.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

## Instructions for the Bidders / TOR's

1. The Punjab Tianjin University of Technology (PTUT), Lahore invites sealed bids from Company/ Organization registered. Income Tax, NTN/Sales Tax/PSTN etc. Registration Certificates must be provided and should have proven record of providing supply to large government / semi government and other organizations etc. (to be verified by the clients). Company/ Organization should attach valid copies of certificates issued by relevant departments. Bids must be submitted in a sealed envelope clearly marked " Purchase of Printers and Photocopier" for the Punjab Tianjin University of Technology" Lahore" latest by 31-05-2022 on or before 09:00 A.M in the office of Project Director (Building and works), Punjab Tianjin University of Technology, Lahore.
2. Bidding shall be conducted through Open Competitive Bidding **Single Stage Two Envelope** procedures specified in the PPRA rules 2014, and is open to all eligible bidders as defined in the bidding document.
3. The bidding procedure shall be Single Stage Two Envelopes as per Rule No. 38 (a) of PPRA Rules, 2014. The bidder shall seal the original Technical and Financial bid (separately sealed) into a single envelope. The Bidder shall seal the bid in envelopes, duly marking the envelopes as "Technical" & "Financial". And the single sealed envelope should be clearly marked "Tender for Purchase of Printers and Photocopier" for The Punjab Tianjin University of Technology" Lahore. The inner envelopes shall also indicate the name and address of the Bidder to enable the bid to be returned unopened in case it is declared "late". No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids 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
4. The bidders are requested to give their best and final prices as no negotiations are permissible as per PPRA Rules and regulations
5. Proposal submitted must contain company profile, detail of offices operating in Pakistan with addresses & telephone numbers, total no. of employees, number of years in the business, list of present /past clients, proof of company as legal entity. affidavit indicating that the company has never been blacklisted by any government/semi government or other organizations etc.
6. Price quoted shall remain valid for a period of 90 days from the closing date of bid submitted. However, bidders are encouraged to extend the validity of their bid. The rates quoted should be in Pak rupee (PKR) and inclusive of all applicable government taxes.
7. The Bid submitted must be accompanied by Bid Security 2% (Rs. 29,020/-) /-) (Refundable) in shape of CDR/ Pay Order, Demand Draft from a Scheduled Bank in favor of Punjab Tianjin University of Technology, Lahore. Bids submitted without CDR / Pay Order, Demand Draft will not be considered and rejected straight away.
8. Bid Security of unsuccessful bidders shall be refunded on the finalization of the contract / tender.
9. Bid security of successful bidder shall be refunded on provision of 5% performance guarantee of contract value within 10 days after the issuance of letter of acceptance (LOA).

10. The bid should be properly page numbered along with Index; Separators should be used for differentiation of various documents.
11. Bidders are also required to state, in the name, title, contact number (landline, Mobile) and email address of the authorized representative through whom all communications shall be made until the process has been completed.
12. The procuring agency will not be responsible for any costs or expenses incurred by bidders in connecting with the preparation or delivery of bids.
13. PTUT shall not pay any security deposit or advance payment. Company will be bound to deliver the requisite items immediately but not later than one month.
14. Company will be fully responsible in case of misconduct caused by the company personnel.
15. If two or more bidders quoted equal rate in bid, then the contract will be awarded to one gained higher marks in technical Qualification.
16. Contract will be made between PTUT Lahore and company on judicial paper of 0.25% of Contract value that will be provided by the successful bidder.
17. The bid of all bidders will be opened publicly at a time, date and venue specified in tender /advertisement) observing SOPs of COVID 19.
18. The lowest responsive/evaluated bid shall be accepted.
19. Violations like offensive behavior that involves scuffling etc. and delayed delivery will lead to fine @ 0.05% per day or up to a maximum of 10% of the contract value. All fines and penalties will be deducted by PTUT from the payments of the Company.
20. Company/ Supplier shall be responsible for all the taxes/duties/transportation charges required to be paid under relevant law.
21. The company/ Supplier will be fully responsible to provide satisfactory services at PTUT.
22. Joint venture/ consortium is not eligible for this tender.
23. In case bidder desires to quote higher specification, the same should be provided in the respective column of the form of bid against the specific item. The Bidder should quote only one brand / model / make of each item.
24. Country of manufacturing. Brand & Model of each & every item must be provided in the bid against the specific item with all its relevant literature attached.
25. In case items quoted by the bidder are of higher or better specification, his/ her bid will be treated responsive.

26. Procuring agency can verify any or all documents/ information submitted by the bidder. In case of bogus documents and wrong information the same would not be considered for evaluation and the bid will be rejected.
27. After LOA the bidder may be asked to provide sample of each item free of charge for verification of quality and conformance to the specifications, before award of contract/ purchase order.
28. The Committee may cancel LOA if the sample provided by the bidder is of low quality and not matched or not as per specifications given in the bidding documents.
29. The procurement Committee shall have the right to inspect and/ or test the goods to confirm their conformity with respect to specifications mentioned in the Purchase Order.
30. Should any inspected or tested goods fail to conform to the specifications the Committee shall reject them, and bidder shall replace the rejected goods at its own cost.
31. Grievance (if any) against the tendering process shall be entertained up to 10 days after announcement of lowest bidder over PPRA. Any grievance received after this duration shall not stand valid/entertained.
32. The bidder/ vendor is bound to supply the whole quantity in a single consignment within due date

## **Rejection/ Acceptance of the Tender**

The Client shall have the right, at its exclusive discretion to reject any or all tender(s), cancel the Tendering process at any time prior to award of formal Contract, without assigning any reason or any obligation to inform the Bidder of the grounds for the Client's action, and without thereby incurring any liability to the Bidder and the decision of the Client shall be final.

The Tender shall be rejected if any of the following occurs:

- i. It is substantially non-responsive
- ii. Received without original bid security attached with technical bid
- iii. Received after the time and date fixed for its receipt
- iv. The offer is ambiguous
- v. The offer is received by fax or e-mail
- vi. The offer is from a black listed firm
- vii. Offer received with shorter validity than required
- viii. The offer is not conforming to requirements indicated in the tender documents
- ix. Any conditional offer
- x. It is submitted in other than prescribed forms, documents / by other than specified mode; or it is incomplete, un-sealed, un-signed, partial, conditional, alternative, and late; or it is subjected to interlineations / cuttings / corrections / erasures / overwriting.
- xi. The Bidder submits more than one Tenders;
- xii. The Bidder refuses to accept the corrected Total Tender Price; or The Bidder has a conflict of interest with the Client;
- xiii. The client has the right to forfeit the CDR in case the bidder violates any instructions to bidders of this document.
- xiv. The bid security will be forfeited, in case of withdrawal of bid after opening of bids



**BIDDING FORMS**

**BID SUBMISSION FORM**

Date: \_\_\_\_\_  
No: \_\_\_\_\_

To, [Client Address]

Having examined the bidding documents including, the receipt of which is hereby duly acknowledged, we, the undersigned, offer for, "Purchase of Printers and Photocopier" for Punjab Tianjin University of Technology" in conformity with the said bidding documents.

We undertake, if our Bid is accepted, to deliver the services in accordance with the delivery schedule specified.

In case our bid is accepted, we will obtain and submit the guarantee of a bank/ CDR or any other form acceptable to the client in a sum equivalent to 5% of the contract price for the due performance of the contract, in the form prescribed by the client.

We agree to abide by this Bid for a period up to 90 days fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_

\_\_\_\_\_

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf

\_\_\_\_\_

\_\_\_\_\_

### **Mandatory Requirements-**

Bidder must furnish following information:

<b>Sr. No.</b>	<b>Criteria</b>	<b>Requirement</b>
<b>1.</b>	Evidence of Company/Firm/ Sole proprietorship	<b>Mandatory</b>
<b>2.</b>	Certificate of valid Income Tax Registration Certificate.	<b>Mandatory</b>
<b>3.</b>	Original CDR @ 2% of estimated bid value must be attached with the technical bid	<b>Mandatory</b>
<b>4.</b>	Valid PRA Registration	<b>Mandatory</b>
<b>5.</b>	Affidavit on attested stamp paper that the bidder is not black listed by the Provincial or Federal Government Department, Agency, Organization or autonomous body anywhere in Pakistan.	<b>Mandatory</b>
<b>6.</b>	Meeting the specification of items as specified in Form-II	<b>Mandatory</b>

It is mandatory to fulfill above stated requirements for all bidders. Any bidder not fulfilling above criteria will be considered as non- responsive bidder and will not be taken into consideration for Technical and Financial Evaluation. However, the technically qualified bidder with lowest rates will be awarded the contract (subject to fulfillment of all required conditions of bidding document & PPRA Rules, 2014).

## Technical Evaluation Criteria

### TECHNICAL EVALUATION CRITERIA FOR PURCHASE OF PRINTERS AND PHOTOCOPIER

Sr. No.	Technical Criteria	Maximum Marks
1.	No. of clients (5 Marks per client)	20
2.	Work Order of similar nature with similar or higher value (5 marks for each work order)	20
3.	Number of Employees on Company Payroll, Attach List No. of employees greater than 10 = 20 marks 5 to 10 = 15 marks Less than 5 = 10 marks	20
4.	Age of Company (5 Marks per year)	10
5.	Income Tax return for last 2 years (5 marks each year)	10
6.	Offices held in Pakistan in various cities, (Attach List with complete address) (5 Marks per office across Pakistan)	10
7.	Annual amount Credited in PKR in bank statement for last financial year Less than 500,000 = 0 marks 500,000 – 1,400,000 = 5 marks More than 1,400,000 = 10 marks	10
Total		100

- i. Obtaining 60 out of 100 Marks are compulsory to be technically qualified. All bids will be evaluated on basis of above given evaluation criteria and the bidders who do not obtain 60 marks as per above mentioned evaluation criteria will be considered as technically non- responsive bidders and will not be taken into consideration for Financial Evaluation. However technically qualified bidders (Responsive to Evaluation Criteria) will be considered as responsive bidder, and among technically responsive and qualified bidders, the bidder with lowest rates will be awarded the contract (subject to fulfillment of all required conditions of bidding document & PPRA Rules, 2014).

# Technical Proposal Submission Form on the letter head of the firm

## **(Part of Technical Bid Envelope)**

[Location, Date]

To

Project Director B&W,

PTUT Lahore.

Dear Sir,

We, the undersigned, offer to provide the \_\_\_\_\_ in accordance with your Request for proposal / bidding document.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

Authorized Signature

Name and Designation of Signatory

Name of Firm and Address

## Technical Bid (Specifications and Schedule of Requirement)

**Must be filled separately on the letterhead of the firm**

**(Part of Technical Bid Envelope)**

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install, and commission the following items in conformity with the below mentioned required specification mentioned against each item.

S/N	Item Name with Specifications	Quantity along with Unit	Country of Manufacturing	Quoted Brand/ Model

- i. Bidder can quote for each item separately.
- ii. Bidder must quote proper brands and models of the required items, bidders without quoting proper brand / model will be rejected.

The Contract / Completion of Work duration shall be maximum 30 days, starting from the date of issuance of Letter of Acceptance or as per purchase order.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm and Address

# Financial Proposal Submission Form on the letter head of the firm

## **(Part of Financial Bid Envelope)**

[Location, Date]

To

Project Director B&W,

PTUT Lahore.

Dear Sir,

We, the undersigned, offer to provide the \_\_\_\_\_ in accordance with your request for proposal / bidding documents and our attached Financial Proposal is for the sum of (insert amount in words and figures).

Our financial proposal shall be binding upon us up to expiration of the validity period of the Proposal.

We also declare that the Government of Pakistan / Punjab has not declared us or any Sub-Contractors for any part of the Contract, ineligible on charges of engaging in corrupt, fraudulent, collusive, or coercive practices. We, furthermore, pledge not to indulge in such practices in competing for or in executing the Contract and are aware of the relevant provisions of the Proposal Document.

Authorized Signature

Name and Designation of Signatory

Name of Firm and Address

## Price Schedule / Financial Cost Sheet/ Financial Bid Form

Must be filled separately on the letterhead of the firm

(Part of Financial Bid Envelope)

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply, install and commission the following items in conformity with the below mentioned required specification as per the following price at the places mentioned against each item.

S/N	Item Name with Specifications	Quantity	Country of Manufacturing	Quoted Brand/ Model	Pak Rupees	
					Unit Price without GST	Total Price Without GST
1						
2						
3						
<b>Sub Total</b>						<b>A</b>
<b>Income Tax @ _____</b>						<b>B</b>
<b>General Sales Tax @ _____</b>						<b>C</b>
<b>Any other applicable Tax (specify the Tax) @ _____</b>						<b>D</b>
<b>GRAND TOTAL</b>						<b>X= A + B + C +D</b>

**Grand Total in figures (Inclusive of all types of applicable Taxes)**

**Grand Total in words (Inclusive of all types of applicable Taxes)**

**NOTE:** Please read carefully before filling of above-mentioned columns.

- i. Any fresh tax/ charges imposed or exempted (both conditions) by any federal/ provincial governments, will be adjusted/ accordingly under the rules / laws.
- ii. Missing or Incomplete filling of all the subject columns of this Financial Proposal will not be considered and should result in disqualification.
- iii. Financial Proposal evaluation will be conducted under the Punjab Procurement Rules 2014 (Amended till date). The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of

duties and taxes made by the Government in favor of the Purchaser, the contractor shall be bound to adjust the same in the Financial Proposal.

- iv. The quantity of items can be increased/ decreased and the cost of increase/ decrease will be adjusted accordingly.
- v. 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.
- vi. Unit Price will govern for arithmetic check and corresponding Grand Total” X” after arithmetic check will determine lowest bidder.
- vii. If there is discrepancy between words and figures the small amount will prevail.
- viii. Quoted items must be legally imported in Pakistan after paying all taxes. (Where Applicable)
- ix. Standard Warranty (Where Applicable).
- x. Prices can be quoted for each item.
- xi. Bidder must quote proper brands and models of the required items, bidders without quoting proper brand /model will be rejected.

The Contract / Completion of Work duration shall be maximum 30 days, starting from the date of issuance of Letter of Acceptance or as per purchase order.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Authorized Signature

(In full and initials)

Name and Designation of Signatory

Name of Firm and Address

\_\_\_\_\_

(Seal & Signature of Company)

**Note: No cutting or overwriting is allowed. Any cutting or overwriting may lead to rejection of the financial bid.**



**GENERAL PARTICULARS OF APPLYING FIRM**

<b>Firms' Information</b>	
Name of Firm/Company	
License Number	
Complete Postal Address	
Phone	
Contact Person/ Designation	
Mobile Number	
E-Mail	
Fax Number	
Type of Organization	
Place of Incorporation/ Registration	
Year of Incorporation /Registration	
Validity	
National Tax Number	

## General Terms and Conditions

### **1. Inspection of Items**

The procuring agency may reject the delivered items which fail to conform to the technical specification, in any tests or inspection and the contractor shall replace the rejected goods/ items within three working days, free of cost. The inspection or tests shall be conducted at the premises of the contractor OR at the destination (or at both place). Where conducted at the premises of the contractor, the contractor shall provide all-reasonable facilities and assistance, which may include access to drawing, production data and online verification from official web site of the manufacturer, to the inspectors, at no charge to the procuring agency. The purchaser's post-delivery right to inspect, test and, where necessary, reject the goods shall in no way be limited or waived by reason of pre-delivery inspection, testing, or passing of the goods

### **2. Currency:**

Firm and final rates should be in Pak Rupees.

### **3. Delivery, Installation & Commissioning**

The contractor is responsible for delivery, installation & commission (if applicable) as per procurement order at its own risk and cost within 30 days of issuance of procurement order. In case of poor response/ coordination from the field formations regarding delivery, installation & commissioning (if applicable), the contractor is required to inform to Project Director (B&W) office of university in writing for the solution of the same

### **4. Arbitration**

In case arising of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through the representators of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.

### **5. Blacklisting**

The procuring agency may, for a specified period, debar or prohibit the contractor from participating in any public procurement process of the procuring agency, if the bidder or contractor has:

- (a) Acted in a manner detrimental to the public interest or good practices.
- (b) Consistently failed to perform his obligation under the contract.
- (c) Not performed the contract up to the mark; or
- (d) Indulged in any sort of corrupt practice.

Blacklisting mechanism will be followed as per Punjab Procurement Rules 2014.

### **6. Miscellaneous**

Any point which is not mentioned in the term and conditions contained in the bidding documents. shall be decided in the light of the provisions laid down in PPRA rule 2014.

## **7. Termination for Default:**

The Procurement Committee without prejudice to any other remedy for breach of Contract, by written notice of default sent to the bidder, may terminate this Contract in whole or in part if:

1. The bidder fails to provide services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
2. The successful bidder fails to deliver items as per specifications mentioned in the bid.
3. The successful bidder fails to perform any other obligation(s) under the Contract.
4. The bidder, in the judgment of the Procurement Committee has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

## **8. Force Majeure:**

Majeure means an act of nature or an event beyond the control of the Supplier and not involving the Supplier's fault or negligence directly or indirectly purporting to mis-planning, mismanagement and/or lack of foresight to handle the situation. Such events may include but are not restricted to acts of the Procuring Agency in its sovereign capacity, wars or revolutions, fires, floods, earthquakes, strikes, epidemics, quarantine restrictions and freight embargoes. If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Agency in writing with enough and valid evidence of such condition and the cause thereof. The Grievances Committee shall examine the pros and cons of the case and all reasonable alternative means for completion of purchase order under the Contract and shall submit its recommendations to the competent authority. However, unless otherwise directed by the Procuring Agency in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical and shall seek reasonable alternative means for performance not prevented by the Force Majeure event.

## **9. Termination for Insolvency:**

The Procuring Agency may at any time terminate the Contract by giving written notice of 30 days' time to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination shall be without compensation to the Supplier, provided that such termination shall not prejudice or affect any right of action or remedy which has accrued or shall accrue thereafter to the Parties.

## **10. Acceptance of tender**

As per provisions of Rule (55) of Punjab Procurement Rules, the Purchaser shall issue the Acceptance Letter to the successful bidder, at least after 10 days of announcement of bid evaluation reports (Ref. Rule-37 of PPRA Rules) and prior to the expiry of the original validity period or extended validity period of the Tender. The successful Bidder must submit performance guarantee @ 5% of the final contract amount within 10 days after the issuance of LOA/LOI. After receipt of performance guarantee from the bidder, Procurement Order will be issued. Bid Security of successful bidder will be released on receipt of performance guarantee. The Performance guarantee will be released after completion of all supplies, installation, commission, training, and performance period as per contract agreement.

## **11. Repeat Order**

The contractor may provide Machinery & Equipment on repeat order (15% of the original procurement order) under the provision of Punjab Procurement Rules 2014, if asked for.

**12. Packing & Condition of the Machinery/ Equipment**

All Machinery/ Equipment supplied must be in original form/ packing. All Machinery/ Equipment must be genuine, brand new, non-refurbished in any way, as per required specification, and imported (If any) through proper channel

**13. Comprehensive Warranty/ After Sale Service**

Bidders must provide 12 months free comprehensive onsite warranty, which must include labor, parts replacement, and any sort of other related service. Warranty period will be started after completion of scope of work including training to staff

**14. Training of the Staff**

In case of specialized items, supplier will provide necessary training to the University staff/ faculty free of cost. The terms and conditions for such training, may however, be mutually decided between the Purchaser and the successful bidders, if so required

## (CONTRACT AGREEMENT)

### DRAFT FORM FOR AWARD OF CONTRACT

Package Ref No. \_\_\_\_\_

This agreement is made in the presence of the witnesses named below on this \_\_\_\_ day and \_\_\_\_ month of 2022 at \_\_\_\_\_ between Punjab Tianjin University of Technology, Lahore (hereinafter called “the Purchaser”) and M/s. \_\_\_\_\_. (Here in after called “the Supplier”). Whereas the Purchaser invited bids for supply of \_\_\_\_\_ and has accepted a bid by the Supplier for the supply of \_\_\_\_\_ in the sum of Rs: (Rupees \_\_\_\_\_ only) [contract price in words and figures] (hereinafter called “the Contract Price”).

Now this agreement witnesses as follow:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the bid document referred to.
  2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz., the:
    - (a) Invitation to bid as publicized/ advertised by the Purchaser.
    - (b) Bidding document as bought from the Purchaser.
    - (c) Specifications of items
    - (d) Form of Bid
    - (e) Undertaking submitted by the bidders along with the bid papers.
    - (f) Supply order for supplying the selected items etc.
    - (g) General conditions regarding procurement as given in the bidding documents and
    - (h) This contract agreement as executed between the Purchaser and the Supplier.
    - (i) The Bid Security and the Performance Guarantee
  3. Supplier is responsible for installation, supplying and training of all ordered items at the University.
  4. Supplier is responsible for replacement of defective items (if any) at his cost.
  5. Warranty 12 months from the date of supply/ successful installation.
  6. The purchaser will make the full/ partial payment after successful inspection of the equipment as per Purchase Order.
  8. Supplier will supply the ordered items within 30 days from the date of this contract agreement. If required, the supplier can request to the purchaser, by providing proper justification, to extend the delivery period.
  9. Purchaser will release the Performance money after 12 months from the date supply the equipment to the purchaser.
  10. All disputes or differences between the parties in connections with or arising out of this agreement shall be settled through arbitration in accordance with the provisions of Punjab Procurement Rules 2014 through the representators of both parties otherwise the decision of Vice Chancellor will prevail over the version of both parties.
- In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

Purchaser/ PTUT:

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

Supplier:

1 Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

2 Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

WITNESS:

1. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

2. Name: \_\_\_\_\_ Designation: \_\_\_\_\_ Signatory: \_\_\_\_\_

## Draft Integrity Pact

The lowest evaluated successful bidder shall sign and stamp the below mentioned Integrity Pact for the procurement contracts exceeding Rupees 10 million.

Failure to provide such integrity pact shall make the bidder non-responsive.

Contract No. \_\_\_\_\_ Dated \_\_\_\_\_

Contract Value: [To be filled in at the time of signing of Contracts]

Contract Title: \_\_\_\_\_

\_\_\_\_\_ [Name of supplier] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Punjab (GOP) or any administrative subdivision or agency thereof or any other entity owned or controlled by GOP through any corrupt business practice.

Without limiting the generally of the foregoing, [name of supplier] represents and warrants that it has fully declared the brakeage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give anyone within or outside Pakistan either directly or indirectly through any natural or jurisdiction person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP, except that which has been expressly declared pursuant hereto.

\_\_\_\_\_ [Name of Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with al person in respect of or related to the transaction with GOP and has not taken any action to circumvent the above declaration, representative o warranty.

\_\_\_\_\_ [Name of Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representative and warranty. It agrees that any contract, right, interest, privilege or other rights and benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GOP under any law, contract or other instrument, be voidable at the option of GOP.

Notwithstanding any rights and remedies exercised by GOP in this regard, [name of Supplier] agrees to indemnify GOP for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to GOP in an amount equivalent to ten time the sum of any commission, gratification, bride, finder's fee or kickback given by name [name of Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GOP.

Name of Buyer: .....

Name of Seller/ Supplier: .....

Signature .....

Signature .....

[Seal]

[Seal]

**Items Specification and Quantities Required**

Sr #	Items / Specifications	Qty.
1	<p><b>Printer.</b></p> <ul style="list-style-type: none"> <li>• Print Speed: 38 PPM</li> <li>• Print Resolution: 1200x1200 dpi or above</li> <li>• Paper Size: A4,</li> <li>• Memory (Ram): 256MB or above</li> <li>• Duty Cycle: 75,000 Pages or above</li> <li>• Built in Connectivity: LAN and Wi-Fi</li> <li>• Duplex: Automatic</li> <li>• Paper Supply Capacity: 100 Sheets Multipurpose Tray1 ,250 Sheets in Tray 2</li> <li>• Print Technology: Laser</li> <li>• First Page OUT: Black A4 ready as fast as 8.0 sec</li> <li>• Processor Speed: 1200 MHz</li> <li>• Display: 2 Line LCD or above</li> <li>• Consumable: Single Cartridge only</li> </ul>	5
2	<p><b>Color Printer.</b></p> <ul style="list-style-type: none"> <li>• Print Speed: 21 PPM</li> <li>• Print Resolution: 600 x 600 dpi or above</li> <li>• Paper Size: A4,</li> <li>• Memory (RAM): 256 MB or above</li> <li>• Duty Cycle: 30,000 Pages or above</li> <li>• Built in Connectivity: LAN and Wi-Fi</li> <li>• Duplex: Automatic</li> <li>• Paper Supply Capacity: Tray1 ,250 Sheets</li> <li>• Print Technology: Laser</li> <li>• First Page OUT: Color A4 ready as fast as 15 sec or less</li> <li>• Processor Speed: 800 MHz</li> <li>• Display: 2-inch LCD or above</li> </ul>	1
3	<p><b>Heavy Duty Photocopier Machine</b></p> <ul style="list-style-type: none"> <li>• Core Function: Print, Copy, Scan, Send</li> <li>• Print Speed: 45 PPM</li> <li>• Document Feeder: DADF</li> <li>• Print Resolution: 1200x1200 dpi</li> <li>• Multiple Copying: UP to 9,999</li> <li>• Max Paper Size: A3, A4</li> <li>• Ram: 2 GB or above</li> <li>• First Copy Time Out: Approximately 3.9 sec or Less</li> <li>• Built in Connectivity: LAN and Wi-Fi</li> <li>• Memory: 30 GB or Above</li> <li>• Paper Supply Capacity: 1200 sheets (2* Cassette &amp; bypass) or above</li> <li>• Paper Output Capacity: Standard 250 Sheets</li> <li>• Warm Up Time: From Power on 15 second or less</li> <li>• Display Panel: Standard 7-inch color touch LCD or above</li> <li>• Local Trolley: Yes</li> </ul>	1

**Note:** Installation of above stated items included all accessories (if any, not specified above) to the satisfaction of Engineer/ In charge to ensure its proper functioning is the responsibility of vender.