

# RFQ DOCUMENTS

*For Procurement of IT Equipment (Printers)*

**Board of Management,  
Sundar Industrial Estate**

---



**For any clarifications:**

*HOD IT, BOMSIE*

Phone # 042-35297291-93

**Board of Management Sundar Industrial Estate (BOM-SIE)  
Invitation For Bids (IFB)**

1. Sundar Industrial Estate intends to invite sealed bids for procurement of IT Equipment (Printers) **at SIE**, against an estimated expenditure of Rs. **314,982/-**. All prospective bidders who are registered with Income Tax, Sales Tax Departments of Federal Government and Punjab Revenue Authority shall be eligible to apply. Punjab Procurement Act 2009 and Punjab Procurement Rules 2014 amended up to date shall be the operating law / rules.
2. The bidding process shall be open bidding competition under **Single stage one envelope** procedure.
3. All the prospective bidders interested to participate in the bidding process either can acquire the bidding document directly from Board of Management Sundar Industrial Estate on payment of Rs. 1000/- (non-refundable) in the form of Bank Draft/Pay Order issued by any schedule Bank of Pakistan in favor of **Board of Management of Sundar Industrial Estate (BOMSIE)** during working hours (from 09 AM to 05 PM) or on any working day from the office of BOMSIE. The document can also be downloaded from the website [www.sie.com.pk](http://www.sie.com.pk) or from [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk). In case the bid document is downloaded from aforementioned websites it will not be accepted unless it carries the required payment pay order or bank draft in original.
4. All bids prepared in accordance with the requirement of bid document along with the bid security @ 2% (**Rs.6300/-**) in the form of CDR/Pay order/Bank draft or Bank guarantee issued by a schedule bank in Pakistan in favor of **Board of Management of Sundar Industrial Estate (BOMSIE)** valid for a period of 180 days beyond the bid validity in the form of bid validity on or before 21/09/2023 (11:00 hrs.) which shall be opened on the same date on or after 21/09/2023 (11:40 hrs.)
5. In case of official holiday or any local holiday falling on last submission date the next working day will automatically be the last date of submission and opening of the bid. The prospective bidders submit their bids at the address: "Board of Management Sundar Industrial Estate, Gate No. 2 Sundar, Raiwind Road, Lahore."
6. The bidder shall also be required to submit an undertaking on Rs. 100 stamp paper along with the bid document that it has neither been blacklisted by any Government owned institutions or he has not gone into court against any such order.
7. The prospective bidders requiring any further information or clarification regarding the bidding document may contact the PROCURING AGENCY designated officer in writing or by visiting at the following address. Board of Management, Sundar Industrial Estate Gate no 02 Raiwind Road Lahore. Contact no. 042-35297291-3 Email [Info@sie.com.pk](mailto:Info@sie.com.pk).
8. **NOTE:** Only those requests seeking information / clarification pertaining to the aforementioned procurement process / bidding documents which are received 07 days prior to the deadline for the submission of the bid shall be responded.

**HOD (IT) BOMSIE**

**REQUEST FOR QUOTATION (RFQ)****Subject: Request for Quotation (RFQ) for Procurement of IT Equipment (Printers)**

BOMSIE intends to procure Laptop Computers according to specifications given below

Description / Specifications		Unit	Quantity	Unit Rate with all Taxes (PKR)	Total Amount (PKR)
<b>Brand</b>	HP or Equivalent	No's	2		
<b>Print Speed</b>	Up to 40 ppm (default)				
<b>Functions</b>	Print				
<b>Print Technology</b>	Laser / Mono				
<b>Connectivity</b>	1 Hi-Speed USB 2.0; 1 host USB at rear side; Gigabit Ethernet				
<b>Memory</b>	256 MB				
<b>No Of Cartridge</b>	1				
<b>Paper Handling Input</b>	100-sheet multipurpose Tray 1, 250-sheet input Tray 2				
<b>Paper Handling Output</b>	150-sheet output bin				
<b>Wireless Capability</b>	No				
<b>Warranty</b>	1 Year Local				
<b>Duplex Printing</b>	Automatic (default)				

## **SUBMISSION OF BID**

### **Deadline for Submission, Modification & Withdrawal of Bids**

- i. Bids must be received by the Employer at the address/provided in Bidding Data not later than the time and date stipulated there in.
- ii. Bids submitted through telegraph, telex, fax or e-mail shall not be considered.
- iii. Any bid received by the Employer after the deadline for submission prescribed in Bidding Data will be returned unopened to such bidder.

## **Terms and Conditions**

### **Name of Employer**

Board of Management, Sundar Industrial Estate

### **Brief Description of Works**

“Procurement of IT Equipment (**Printers**)”

- (a) Employer’s address:

#### **HOD IT**

Board of Management, Sundar Industrial Estate

Gate No.2, Sundar Industrial Estate, Raiwind Road, Lahore

Tel: 042-35297291-3.

### **Amount of Bid Security**

Rs. 6,300 (2% of Bid Amount)

### **Performance Security**

After issuance of Letter of Intent to successful bidder, the bidder shall submit 10% of contract amount in the form of CDR/Pay order/Bank draft or Bank guarantee issued by a schedule bank in Pakistan in favor of Board of Management of Sundar Industrial Estate (BOMSIE) valid for a period of 180 days.

Performance Security will be released on completion of the project delivery at BOMSIE office along with warranty certificate.

### **Period of Bid Validity**

The Bid must be valid for at least 60 calendar days from bid opening date and rate quoted must be inclusive of all applicable taxes.

### **Number of Copies of the Bid to be Submitted**

One (01) Original

### **Payment Terms**

The payment will be made through cross cheque in the name of successful company as per following schedule:

- i. 100% payment on full delivery at BOMSIE office with delivery challan and Sales Tax Invoice, Sales tax Invoice will be submitted with documents i.e., Warranty Certificate, Certificate of origin.

### **Time for Completion**

Delivery Schedule should be attached with quotation and shall not more than Thirty (30) days from the date of issuance of Purchase Order.

### **CDR / Pay Order/ Demand Draft**

The bid must be accompanied with Rs. 6300/- (Rupees Sixty-Three hundred only), which is 2.0% of the estimated cost, as Bid Security in the form of CDR/ Pay Order/ Demand Draft from a scheduled Bank in Pakistan in favor of Board of Management Sundar Industrial Estate, which will be released on acceptance of Letter of Intent.

Bid security of unsuccessful bidders will be released on award of work to successful bidder.

### **Liquidity Damage**

In case of delay in completion of work, 0.5% of contract amount per day will be charged as liquidity damage and maximum up to 10% of contract amount.

### **Evaluation**

Evaluation will be carried out on Least Cost Method; and award of work will be made to the lowest evaluated responsive bidder; from among those bidders who have fulfilled the criteria mentioned below:

- a) The vendor should be in business for not less than 2 years. Documentary evidence to be provided.
- b) Firm should be registered with the income tax department. Documentary evidence to be provided.
- c) The vendor should be Sales Tax registered. Documentary evidence to

- be provided.
- d) The vendor should be an active tax payer. Documentary evidence to be provided.
  - e) The product offered must meet all of the above specifications failing which quotation will stand non-responsive. Documentary evidence for the fulfillment of above specifications must be attached with the quotation.

**Single Stage One Envelop Procedure**

- i. All procurement will be carried out as per PPRA rules 2014 (amended up to date) Single Stage One Envelop procedure and Purchase Order will be issued to the lowest evaluated responsive bidder.
- ii. Firms / companies / individuals not meeting the criteria mentioned above shall be considered as non-responsive bidders.
- iii. Sealed financial bid must be received on or before 21-09-2023 up to 11:00 hours; and shall be opened publicly at 11:40 hours on the same day in the presence of bidders who wish to attend.
- iv. Final Evaluated Lowest Responsive Bidder will be announced after the detail evaluation.

**Mandatory Requirements**

Name of Firm/ Company / Bidder: -----

Postal Address: -----

-----

Office Phone No: -----

Active Mobile No: -----

GST No: -----

NTN No: -----

Bid Security/Bank Draft/CDR: -----

-----

**Name of Authorized Person**

-----

**Date of Submission**

-----

**Official Stamp**