

# Bid Document

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## RENTED PHOTOCOPIER & PRINTING SERVICES

<b>Tender #</b>	Admin/Printing services/2022-23/01
<b>Issued To</b>	
<b>Date</b>	
<b>Tender Fee Receipt #</b>	
<b>Issued By</b>	
<b>Signature</b>	

**Bid Submission Date & Time:** 27<sup>th</sup> May 2022 1430 Hours  
**Technical Bid Opening Date & Time** 27<sup>th</sup> May 2022 1530 Hours



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**Faisalabad Industrial Estate Development and Management Company (FIEDMC)**

**1<sup>st</sup> Floor , FCCI Complex, East Canal Road , Canal Park, Faisalabad**

Ph # 041-9230231-34

UAN : 041-111-343-362

[www.fiedmc.com.pk](http://www.fiedmc.com.pk)

## **Important Note:**

The FIEDMC has prepared this Bidding Document from experienced companies/firms for provision of routine office printing service through Photocopiers & Printers on rental at FIEDMC Head Office and /or Projects (AIIC/M-3IC) . Firms should be Sales Tax/income tax Registered and having relevant experience . This bidding document does not claim to contain all the information related to the project. However, maximum efforts have been made to incorporate available information relevant to the proposed transaction.

All Services Provider firms/ companies complying with criteria given in this document are eligible for this bid, hereafter referred to as Bidders.

Prospective bidders must ensure submission of all required documents indicated in this tender document. Bids received without, undertakings, valid documentary evidence, supporting documents and various requirement mentioned in the tender document or test certificates will be rejected at the initial stage. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the bidders for scrutiny. It is intimated that no objection/revisions/supplements shall be entertained regarding the terms and conditions of the Bidding Document submitted by the bidder.

The Specialized firms/ companies will be selected according to the criteria specified in this document.

### **Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

## **1. Invitation to Bid**

### **1.1 PPRA Rules to be followed**

The procurement shall be completed in accordance with Punjab procurement rules 38.2.a, on single stage - TWO envelop procedure (the bid shall be single package consisting of two separate envelops, containing, separately the financial and technical proposal). The envelops shall be marked as “Financial Proposal” and “Technical Proposal”.

## **2. Bidding Details (Instructions to Bidders)**

All bids must be accompanied by **Bid Security (Earnest Money)**, as part of Technical bid in favor of “**FIEDMC**”. The complete bids as per required under this tender document, must be delivered to the FIEDMC OFFICE as mentioned above .In case the last date of bid submission falls in / within the official holidays, the last date for submission of the bids shall be the next working day

Queries of the Bidders (if any) for seeking clarifications regarding the specifications of the work must be received in writing to the FIEDMC before 5 days of closing date.no tender document will be issued after that. Any query received after said date may not be entertained. All queries shall be responded to within due time. FIEDMC may host a Q&A session, if required, at FIEDMC premises. All Bidders shall be informed of the date and time in advance.

The bidder shall submit bids which comply with the Bidding Document. Alternative bids shall not be considered. It will be the responsibility of the Bidder that all factors have been investigated and considered while submitting the Bid and no claim whatsoever including those of financial adjustments to the works/supplies/services awarded under this Bid Process will be entertained by the FIEDMC. Neither any time schedule, nor financial adjustments arising thereof shall be permitted on account of failure by the Bidder.

The Bidder shall be deemed to have satisfied itself fully before Bid as to the correctness and sufficiency of its Bids for the supplies/works and price/cost quoted in the Bid to cover all obligations under this Bid Process.

It must be clearly understood that the Terms and Conditions and Specifications are intended to be strictly enforced. No escalation of cost except arising from increase in number of printing quantity by the Bidder on the demand and approval of the FIEDMC.

The Bidder should be fully and completely responsible for all the deliveries of photocopier machines , printers ,papers , toners, maintenance service etc to FIEDMC .

Bidders are also required to state, in their proposals, the name, title, contact number (landline, mobile), fax number and e-mail address of the bidder's authorized representative through whom all communications shall be directed until the process has been completed or terminated.

The FIEDMC will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.

## **TERMS AND CONDITIONS OF THE TENDER**

### **3 Tender Scope**

FIEDMC intends to invite quotations from well reputed at least 03 year experienced Firms for the supply of 03 x Photocopier/printer/scanner (03 in one ) , 06 x Heavy duty printers including installation, configuration, deployment, testing, training ,maintenance services and supply of toners/drums, Papers for the printing of official documents on rental basis at FIEDMC premises.

#### **3.1 Premises of FIEDMC:**

<b>Sr</b>	<b>Premises</b>	<b>Address</b>
1	Value Addition City	Value Addition City, Khurrianwala Faisalabad
2	M-3 Industrial City	M3-IC , M-4 Motorway Sahianwala Interchange, Faisalabad
3	Allama Iqbal Industrial City	AIIC, M-4 Motorway Sahianwala Interchange, Faisalabad
4	FIEDMC Office	1 <sup>st</sup> Floor,FCCI Complex, East Canal Road ,Canal Park, Faisalabad
5	FIEDMC Storehouse	House # 3 , Raza town Faisalabad

#### 4. Scope of Work

a. The firm shall provide the network based Heavy Duty Machines (Photocopier + Printer + Scanner) and printers for the printing/scanning of A4, legal and A3 size paper on rental basis as per following specification (minimum).

- **No. of Photocopier Machines Required** : 03 units with all latest features ( Photocopier + Printer + Scanner )  
CPM :45 pages , Paper size:A4,legal & A3 , Trays : 02 (mini)  
Network based ethernet/eprint , duplex printing , Management software, Resolution 1200\*1200 dpi, ethernet/eprint. Windows/mac supported . automatic duplex printing.
- **No. of Heavy Duty Printers Required :** **06 units with all latest features** (printer + scanner)  
CPM: 45 pages , Paper Size : A4 & legal. Trays :02 (min). Resolution 1200\*1200 dpi, ethernet/eprint. Windows/mac supported . automatic duplex printing

b. Mentioned below minimum Stock of following paper's shall be maintained by firm in advance for each month.

- a. A4 x 35,000/papers ( 70 gram)
- b. Legal Size x 6000/- (80 gram)
- c. A3 x 2000/ papers (80 gram)

c. The cost of services related to provided photocopier/printer machine services i.e repair & maintenance , refill/replacement of toner cartridges etc , provision of paper shall be included in the per page rate quoted by the bidder . Firm shall maintain all machines up to the mark and provide one extra set of tonners/drums/ink/cartridges in advance against each machine. The qualified bidder will have to replace the faulty machines within 03 hours at his own expense.

#### 7. **Tender Eligibility/Qualification Criteria**

Eligible Bidder Company is a Bidder Company who:

- 7.1 has a registered/incorporated company/firm in Pakistan;
- 7.2 has valid Registration taxes & National Tax Number (NTN);
- 7.3 Proof that the firm has a setup in Faisalabad.
- 7.4 has been established for at least Three (03) years with proven experience in conducting/carrying out the similar services mentioned in this tender document. provide documented proof in shape of contract/agreement ,/ work order (03 documents)
- 7.5 has the required relevant qualified personnel and enough strength to fulfill the requirements of assignment.(at least 03 documentary evidence (salary slip/EOBI etc) of technical staff members at Faisalabad)
- 7.6 list of major clients with name & contact #.
- 7.7 has not been blacklisted by any public or private sector organization and provided satisfactory services through contracts (Submission of undertaking on legal stamp paper is mandatory).
- 7.9 Must be registered with Tax Authorities of Pakistan;

**8. Tender Cost**

The Company shall bear all costs / expenses associated with the preparation and submission of the Tender(s) and the FIEDMC shall in no case be responsible / liable for those costs / expenses.

**9. Joint Venture / Consortium**

Joint venture / Consortium are not eligible for this tender.

**10. Amendment of the Tender Document**

10.1 The FIEDMC may, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s), amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).

10.2 The FIEDMC shall notify the amendment(s) in writing to the prospective Company as Per Punjab Procurement Rules, 2014.

10.3 The FIEDMC may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender as per Rule of Punjab Procurement Rules, 2014.

**11. Preparation / Submission of Tender**

11.1 The Tender shall be in two parts i.e. **the Technical proposal and the Financial proposal.**

11.2 Technical Proposal shall comprise the following, **without quoting the price:**

- a. Company/firm registration certificate
- b. Affidavit and Undertaking (All terms & conditions and qualifications listed anywhere in the tender document have been satisfactorily vetted).
- c. has valid Registration of Punjab Sales Tax (PST) & National Tax Number (NTN);
- d. Undertaking (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted).
- e. Affidavit of the firm regarding non-involvement in the litigation/arbitration and not being blacklisted from any Government department/organization.
- f. Provide documented proof in shape of contract/agreement / work order etc of similar amount for the provisioning of rental serves of photocopying/printing.(03 contracts ).
- g. List of qualified personnel/technical/field Staff and enough strength to fulfill the requirements of assignment.(documentary proof (salary slip/EOBI etc )of 03 technical staff at Faisalabad )
- h. Proof that the firm has a setup in Faisalabad.
- i. List of major clients
- j. Bid Security (**Earnest Money**) attached with technical bid.

11.3 The Financial Proposal shall comprise the following:

- a. Financial Evaluation Form (**Annexure-A**)

## **12. Tender Price**

- 12.1 The quoted price shall be:
- 12.1.1 best / final / fixed i.e. not subject to variation / escalation;
  - 12.1.2 Amount in Words & Figures and must be in Pak Rupees only;
  - 12.1.3 inclusive of all taxes, duties, levies, insurance, freight, etc.
- 12.2 Where no prices are entered against any Service/item, the price of that service/item shall be deemed to be free of charge, and no separate payment shall be made for that Service(s)/item(s).

## **13. Bid Security (Earnest Money)**

- 13.1 The Company shall furnish the Bid Security (Earnest Money) with technical proposal as under:
- 13.1.1 Bid Security amounting to Rs: 54,000/-.
  - 13.1.2 denominated in Pak Rupees
  - 13.1.3 as part of Technical bid envelope, failing which will cause rejection of bid.
  - 13.1.4 in the form of Demand Draft / Pay Order/CDR , in the name of the FIEDMC;
- 13.2 The Bid Security shall be forfeited by the FIEDMC, on the occurrence of any / all of the following conditions:
- 13.2.1 If the Company does not accept the corrections of his Total Tender Price; or
  - 13.2.2 If the Company , having been notified of the acceptance of the Tender by the FIEDMC during the period of the Tender validity, fails or refuses to furnish Services in accordance with the Tender Document.
- 13.3 The Bid security shall be returned to the technically unsuccessful Company . The Bid Security shall be returned to the successful Company upon furnishing of the Performance Guarantee.

## **14. Tender Validity**

The Tender shall have a minimum validity period of **120 days** from the last date for submission of the Tender.

## **16. Opening of the Tender**

- 16.1 Tenders (Technical Bids) shall be opened **as mentioned above** , in the presence of the Company (s)/Bidders/Vendors and Financial Bids of Successful bidder ( Technically qualified) shall be opened **as mentioned above** ,In case the last date of bid submission falls in / within the official holidays / weekends of the FIEDMC, the last date for submission of the bids shall be the next working day.

## **20. FINANCIAL PROPOSAL EVALUATION**

- 20.1 Technically qualified/successful bidder(s)/ Company (s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue mentioned above. The technically Eligible/Successful Bidder(s)/ Company (s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.

## 20.2 Financial Evaluation Form “ Annexure A”

### 21 Rejection / Acceptance of the Bid

The FIEDMC shall have the right, at his exclusive discretion, to increase / decrease the number of photocopiers/printers without any change in printing prices or other terms and conditions. The FIEDMC may cancel/reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The FIEDMC shall upon request communicate to any bidder, the grounds for its rejection of all bids or proposals, but shall not be required to justify those grounds. The FIEDMC shall incur no liability, solely, by virtue of its invoking Punjab Procurement Rules, 2014 towards the bidders. However, bidders shall be promptly informed about the rejection of the bids, if any (As per Punjab Procurement Rules, 2014).

### 22. Acceptance Letter

As per Punjab Procurement Rules 2014, the FIEDMC shall issue the Acceptance Letter/Commencement/Contract to the successful Company, at least after 10 days of announcement of bid evaluation reports and prior to the expiry of the original validity period or extended validity period of the Tender.

### 23. Delivery of services :

The successful bidder shall provide the photocopier/printer's and papers with the 07 days after the placement of work order/signing of contract agreement.

### 24. Payment

- 24.1 The Company shall provide all necessary supporting documents along with invoice.
- 24.2 Monthly report for each photocopier / printer machine generated by digital counter of each machine.
- 24.2 The payment shall be made as actual number of printing. number of pages may vary for each month
- 24.3 All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

### 25. Performance Security

The successful Company shall furnish Performance Security as under: within fourteen (14) days of the receipt of the Acceptance Letter from the FIEDMC;

in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, for a sum equivalent to 10% of the total contract annual value; denominated in Pak Rupees;

Have a minimum validity period of one(01) Years.

### 26. Forfeiture of Performance Security.

- 26.1 The Performance Security of Successful bidder shall be forfeited by the FIEDMC,
  - 26.1.1 If the Company fails/delays in performance of any of the obligations, under this Tender Document/Contract violates any of the provisions /commits breach of any of the terms and conditions of this tender document/contract the FIEDMC may, without prejudice to any other right of action / remedy it may have, forfeit Performance Security of

the Company.

26.2 Failure to provide services within the specified time period (“Delivery Period”) , Performance Security will be forfeited and the company will not be allowed to participate in future tenders as well.

**27. Taxes and Duties**

The Company shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

**28. Duration**

The term of the contract and/or provision of services required is for a term of 1 year .





**Annexure A**

**Financial Evaluation Form**

**Price Schedule/ Financial Cost Sheet for Photocopying & printing services on rental basis**

<b>Item #</b>	<b>Description</b>	<b>No of Units/ QTY</b>	<b>Unit Rate (Incl. all Taxes) Rs.</b>	<b>Total Cost (Incl. all Taxes) Rs</b>
<b>1</b>	A4 Size paper (70 gram)	01 paper		
<b>2</b>	Legal Size Paper (80 gram)	01 paper		
<b>3</b>	A3 Size Paper (80 gram)	01 paper		
<b>Total Bid Price</b>				<b>Rs:</b>
Total Cost (in words) Rs. _____				

Date \_\_\_\_\_

Signature of authorized person

Name:

**FIEDMC**

(Company Seal)

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