

**GOVERNMENT OF THE PUNJAB MINES & MINERALS DEPARMENT  
DIRECTORATE GENERAL OF MINES & MINERALS POONCH HOUSE,  
MULTAN ROAD, LAHORE**

**NOTICE INVITNG TENDER**

Sealed tenders are invited in the name of ‘‘Project Director Scheme titled Capacity Building and Strengthening of Directorate General Mines Minerals Punjab Lahore’’ for the supply of following items The tender inquiry documents may be obtained from the office of the Project Director address as under after Payment of Rs, 500/- (Cash non-refundable) on written request of the firms on letter head. According to the bidding procedure of PPRA under Punjab Procurement Rules 2014 on Single Stage Two Envelope Bidding Procedur.it shall also be accompanied by earnest Money / Bid Security @5% of Estimated Price mentioned on the tender document in Call Deposit form in favor of ‘‘Director General Mines & Minerals Punjab’’.

**Details of Tender is as under**

SR. NO.	TENDER NO.	ITEM/ QUANTITY
1.	DGM&M/ EFD/ C.B./ IT EQUIP./ 2017-18/	LAPTOP i7/ (04)

Terms & condition are as follows:-

1. Tender submitted by the firm should be accompanied with the sale tax Registration Certificate from the Sales tax Department as well as Professional Tax Registration Certificate from the Excise Department.
2. Offers will be effective for at least 90-days from the date of opening of tenders.
3. The Payment of uploading / stacking charges at the consignee’s end will be the responsibility of the supplier.
4. Last date for receipt of tender form will be **28.05.2018 at 11:00 AM** which will be open on the same day at 11:30 AM.
5. Eligible bidders: a)This invitation for bids is open to all original manufacturers/ authorized agents of foreign manufacturers in Pakistan for supply of goods/and to those dealing with the sale of the articles to be purchased. b) Bidders shall not be under a declaration of Ineligibility for corrupt and fraudulent practices issued by any Government (Federal, Provincial) a local body or a public sector organization.
6. The competent authority/procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

**Project Director**

(Capacity Building and Strengthening)  
Directorate General Mines & Minerals, Punjab, Poonch House, Multan Road, Lahore  
(Ph. No. 04299214853)

**GOVERNMENT OF THE PUNJAB MINES &  
MINERALS DEPARTMENT  
DIRECTORATE GENERAL OF MINES & MINERALS POONCH  
HOUSE, MULTAN ROAD, LAHORE.**

Tender No. DGM&M/ EFD/ C.B./ IT EQUIP./ 2017-18/ LAPTOP i7  
**Date of Receipt: 28.05.2018 At 11:00 AM Date of Opening:  
28.05.2018 At 11:30 A.M**  
Delivery Period: Within 60 days after issuance of supply order.  
Name and address of \_\_\_\_\_  
Contractor to whom \_\_\_\_\_  
Tender issued: \_\_\_\_\_

Note :- Please read the following note and instructions carefully:-

1. Any offer not received as per terms and conditions of the Tender Enquiry is liable to be ignored. No offer shall be considered if:-
  - i. **Bid Security** is @ **3%** of the package price in the shape of CDR which will be refundable after the expiry of warranty period. Bid Security amounting to less than 3% shall not be acceptable.
  - ii. **Bid Validity:** a) Bids shall remain valid for a period of Ninety (90) days after opening of Technical Bid prescribed by the Procuring Agency. A bid valid for a shorter period shall be rejected by the Procuring Agency as non-responsive.  
b) The Procuring Agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period i.e. within seven (7) working days of opening of Technical Bids. However, under exceptional circumstances and for reasons to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity. c) **Bidder who,**
    - i. Agree to the Procuring Agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and
    - ii. Do not agree to an extension of the bid validity period shall be allowed to withdraw their bids, if any.
    - iii. Bid will be rejected if:
      1. It is received after the time and date fixed for its receipt;
      2. The tender is unsigned;
      3. The offer is ambiguous;
      4. The offer is conditional;
      5. The offer is from a firm black-listed or suspended with the Mines & Minerals Department.
      6. The offer is received by telegram;
      7. Offer received with shorter validity than required in tender enquiry; and
      8. The offer is for store not conforming to specification indicated in the tender enquiry.
2. All tenders must be submitted in double cover. The outer cover should indicate the name of the addressee, tender number and date of opening but not be name of the firm which must appear in the inner envelope clearly mentioning tender number and name of the firm. The envelope must be properly sealed.
- 3.

- a. If the acceptance of tender issued during the validity period of the offer is not accepted by the tender, the Earnest Money shall be forfeited and the store purchased at his risk and expense.
  - b. In case, the offer is withdrawn, amended or revised during the validity period of the offer, the Earnest Money is liable to be forfeited.
  - c. In case, the contractor fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract at his risk and expenses.
4. The buyer reserves the right to claim compensation for the loss caused by delay in the delivery of store.

#### **SPECIAL INSTRUCTIONS**

1. The store is required by the consignee within stipulated period/date mentioned in the contract. However, the tenderers are required to indicate their own guarantees earliest date by which the store will be supplied by them.
2. Tenders should be addressed to **Director Mines & Minerals/Project Director "Capacity building & strengthening of Directorate General Mines & Minerals, Punjab" Poonch House Multan Road, Lahore.**
3. Tenderers should quote their final rates both in words as well as in figures.
4. The successful tenderer may be required to furnish performance security deposit @ 05% in the shape of deposit at Call in favor of **"Director General Mines & Minerals, Punjab"** within the period specified in Advance Acceptance of Tender, failing which repurchase shall be made at their risk and expense from the 2<sup>nd</sup> lowest.
5. Any conditional, ambiguous or called incomplete offer in any respect shall be ignored. No supplementary or revised offer after the opening of tenders shall be entertained.
6. Tenderers should supply the store in full quantity at the office of **Director Mines & Minerals/Project Director "Capacity building & strengthening of Directorate General Mines & Minerals, Punjab" Poonch House Multan Road, Lahore.**
7. Tenderers should specifically indicate their General Sales Tax, N.T.N, with Income – Tax Department and Professional Tax registered with the Central Excise Department (in case of local supplier/manufactured).
8. Any erasing/cutting/crossing etc. appearing in the offer, must be properly signed by the person, signing the tender. Moreover, all pages to the tender must also be properly signed. Offers with any over-writing shall in no circumstances be accepted.
9. The quotation should be submitted on the basis of accounting unit specified in the invitation to Tender.
10. (a) A certificate should be given by the tenderers that they will be responsible for the free replacement of stores, if the same is found to be substandard and or at variance with the specification given in the tender enquiry. In case a similar store offered is at variance with the specification given in the tender enquiry, the tenderers must clearly identify variation in their offers. Store offered of a specification superior to the one specified in the tender enquiry shall however, be acceptable.  
(b) In case indigenous store is offered as a store similar to that specified in the Tender Enquiry, the tenderers shall within seven days of the opening of the tender have the said stores, wherever, possible, pre-inspected by the Inspection Wing at their own cost.  
(c) Where offers have been invited for specified brands, offers for other brands shall not be acceptable.
11. Stores should be brand new and in original manufacturers packing.
12. **03% earnest money** of the total value of offered quantity in shape of call deposit in favor of **"Director General Mines & Minerals, Punjab"** must be attached. However, earnest money will be refunded to the unsuccessful tenderers after placing order with the successful bidder.

13. **Bidding Procedure: Single Stage two envelopes** under PPRA Rules, 2014 (Amended with time).
14. Unloading and stacking charges at consignee's end will be borne by the supplier.
15. Each page of the tender documents i.e. tender form will be signed by the tenderer alongwith name and apex rubber stamp.
16. The contract as a whole should be governed by the terms and conditions as laid down in the Punjab Procurement Rules, 2014 (Amended with time).
17. In case of store of imported origin.
  - a. A certificate should be given by the tenderers that store shall be brand new and in the original packing of the manufacturer.
  - b. A certificate should be given by the tenderers that they will be responsible for free replacement of store, if not found suitable for demand.
  - c. Import documents shall be produced at the time of inspection to ensure that stores offered for inspection are imported, brand new and in the original packing of the manufacturer.
  - d. The tenderer should undertake that the security may be forfeited if they fail to furnish the import documents at the time of inspection or to the purchase of store at their risk and expense.
  - e. 100% payment will be allowed on receipt of inspected and accepted store by the consignee who shall issue the N.O.C. for payment to the authorized representative of the firm, duly receipted within a period of 10 days.
18. Testing charges of sample / samples against the tender / advance bulk supplies will be borne by the tender / contractor irrespective of the result of the sample / samples.
19. **Clarification of Bidding Documents**

A prospective bidder requiring any clarification of the bidding documents may notify the Procuring Agency in writing at the Procuring Agency's address indicated in the Invitation for Bids. The Procuring Agency shall respond in writing to any request for clarification of the bidding documents, which it receives not later than seven (07) days prior to the deadline for the submission of bids prescribed in the Invitation for Bids. Written copies of the Procuring Agency's response (including an explanation of the query but without identifying the source of inquiry) shall be sent to all prospective Bidders that have received the bidding documents.
20. **Amendment of Bidding Documents**
  - a. At any time prior to the deadline for submission of bids, the Procuring Agency, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by amendment.
  - b. All prospective bidders that have received the bidding documents shall be notified of the amendment in writing or by phone, and shall be binding on them.
  - c. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring Agency, at its discretion, may extend the deadline for the submission of bids. Amendment notice to that effect shall be communicated in the same manner as the original invitation to bid.
21. **Corruption or Fraudulent Practices**

The Procuring Agency requires that all Bidders/Suppliers/Contractors observe the highest standard of ethics during the procurement and execution of such Contracts. In pursuance of this policy, the Procuring Agency:

  - a. Defines, for the purposes of this provision, the terms set forth below as follows:
    - i. **"corrupt practice"** means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
    - ii. **"fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Procuring Agency, and includes collusive practice among Bidders (prior

to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Procuring Agency of the benefits of free and open competition,

- b. Shall reject a proposal for Award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question; shall declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Contract.

## 22. Preparation of Bids

- a. **Language of Bid:** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Agency shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purpose of interpretation of the Bid, the translation shall govern.

### b. Bid Prices

- i. The Bidder shall indicate on the Price Schedule the unit prices and total Package Price of the goods, it proposes to supply under the Contract.
- ii. Form for Price Schedule is to be filled in very carefully, and should be typed. Any alteration/correction must be initialed. Every page is to be signed and stamped at the bottom. Serial number/bid number of the quoted item may be marked or highlighted with red/yellow marker.
- iii. The bidder should quote the prices of goods according to the technical specifications for complete package. The specifications of goods, different from the demand of enquiry and packaged items, shall straightway be rejected.
- iv. The Bidder is required to offer competitive price. All prices must include relevant taxes and duties where applicable. If there is no mention of taxes, the offered/quoted price shall be considered as inclusive of all prevailing taxes/duties. The benefit of exemption from or reduction in the GST or other taxes shall be passed on to the Procuring Agency.
- v. Prices offered should be for the entire package demanded; partial quantify/package offer shall straightway be rejected. Conditional offer shall also be considered as nonresponsive Bidder.
- vi. While tendering your quotation, the present trend/inflation in the rate of goods and services in the market should be kept in mind. No request for increase in price due to market fluctuation in the cost of goods and services shall be entertained after the bid has been submitted.

- c. **Bid Currencies:** Prices shall be quoted in Pak Rupees.

### d. Sealing and Marking of Bids

- i. The envelopes shall be marked as **“FINANCIAL PROPOSAL”** and **“TECHNICAL PROPOSAL”** in bold and legible letters to avoid confusion. The envelopes shall then be sealed in an outer envelope. It should contain the package name and its number.
- ii. The inner and outer envelopes shall:
  - a. Be addressed to the Procuring Agency at the address given in the Invitation for Bids; and
  - b. Bear the name of ADP scheme and number indicated in the Invitation for Bids, and shall be inscribed by the following sentence: **“DO NOT OPEN BEFORE’** to be completed with the time and the date specified in the invitation for Bid.

- iii. 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 as non-responsive or late.
- iv. If the outer as well as inner envelope is not sealed and marked properly, the Procuring Agency shall assume no responsibility for the bid's misplacement or premature opening.

### **23. Award of Contract**

#### **Acceptance of Bid and Award Criteria**

The Bidder with technically evaluated lowest financial bid, if not in conflict with any other law, rules, regulations or policy of the Government, shall be awarded the Contract.

### **24. Procuring Agency's right to vary quantities at the time of Contract Award**

The Competent Authority / Procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejections of all bids or proposals, but is not required to justify those grounds.

## CERTIFICATE

We hereby confirm to have read carefully the description of stores and all the terms and conditions of tender enquiry for supply of machinery/ equipment to the conditions as per tender enquiry in accordance with Punjab Procurement Rules, 2014, we agree to abide by all those instructions/conditions.

- i. We also hereby categorically confirm that the stores offered by us are exactly to the particulars and specification as laid down in your tender enquiry in all the particulars and specifications as laid down in your tender enquiry in all the respects.
- ii. The stores offered by us are of local/foreign origin.
- iii. We accept that if the required Earnest Money is not furnished or our offer is found lacking in any of the requirements of tender enquiry, the competent authority has the right of rejection.
- iv. We hereby confirm to adhere to the delivery period required in the tender enquiry as given in the contract and which will be strictly adhered. In case of delay we have bond to pay 2% of bid per month as fine.
- v. Certified that the prices quoted to the Department, against Tender are not more than the prices charged from any other Purchasing agencies in the country and in case of any discrepancy, the tender hereby undertakes to refund the price charged in excess.
- vi.

Particulars of Goods/Specification	Quantity
Mentioned in the attached pages	

1. Delivery period offered ----- 2.
- Name of Tenderer-----
3. Signature of Tenderer-----
4. Designation-----
5. Seal-----

**WITNESS**

Name -----Signature-----  
Full Address-----  
Date-----

**PROJECT DIRECTOR**

ADP Scheme titled "Capacity Building & strengthening of Directorate General Mines & Minerals, Punjab"

Lahore, Poonch House, Multan Road, Lahore.

**TENDER INQUIRY/ SPECIFICATION(S) FOR LAPTOP i7**

<b>Sr. No.</b>	<b>Specification(s)</b>	<b>Required by the department</b>
1	Quantity	04
2	Screen size	15''-16''
3	Processor	Intel Core i7 (7 <sup>th</sup> Generation)
4	System Type	64-bit Operating System, x64-based Processor
5	Software	Windows 10 ( Original installed)
6	Memory (RAM)	16 GB or above
7	Hard Drive size	1 TB or above
8	Video Card	NVIDIA (Latest)
9	Wireless card	YES
10	Optical drive	YES
11	Built-in camera	YES
12	Digital media card reader (5 in 1 or latest)	YES
13	Laptop bag (branded)	YES
14	Network adopter (Latest)	YES
15	External mouse	YES
16	Full hardware & software warranty (Principal)	01 year(s) or above
17	Estimated price	150,000 PKR
18	Bid Security	03% of the estimated price
19	Performance Guarantee/ Earnest Money	03% of the quoted price