

CHIEF, PLANNING & EVALUATION CELL
AGRICULTURE DEPARTMENT LAHORE

Phone # 042-9213324 E-mail: Chief_pe_Cell@hotmail.com	No. 4(5)A/P&EC/2018 Dated: 03-01-2018
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TENDER

1	Name of store item required	Laser Jet Printer
2	Estimated cost	Rs.30000 - 35000/- Per Item
3	Quantity required	7 Nos (Number /quantity may increase /decrease)
4	Tender document fee	Rs.500/- only
5	Last date for sale tender documents	18 th January,2018
6	Last date for receipt of tender	18 th January,2018 upto 11:00 a .m
7	Tender opening date and time	18 th January, 2018 at 11:30 a.m.
8	Tender / Quotation / Rates validity period	90 - Days
9	Attach original CDR of Rs.25000/-	
10	Offer rate inclusive of all permissible taxes.	
11	Accounts office to whom to cost of store will be debited.	Accountant General Punjab, Lahore
12	Head of account to which cost is debitible	Grant No. PC21018-Agriculture LQ-4191 (LO4240)
13	Consignee's designation and address where store is to be delivered	Chief, Planning & Evaluation Cell, 266 Rewaz Garden Lahore
14	Bidding documents sale schedule	05-01-2018 to 17-01-2018 Timing (09:00 am to 04:00 pm)

INSTRUCTIONS TO BIDDERS

1.	<p>The bidding firms are required to submit the offer in accordance to the single stage two envelope procedure as per Rules 38(2)(a) of Punjab Procurement Rules, 2014. (Amended to date).</p> <p>The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals.</p> <p>The envelopes shall be marked as "Financial Proposal" and "Technical Proposal" and tender No. with date of opening.</p>
2.	<p>The bids should reach/ be dropped in the tender box available in the office of Chief, Planning and Evaluation Cell, Agriculture Department, 266-Rewaz Garden, Lahore by 11:00 AM (Sharp) on due date given against the tenders which shall be opened at 11:30 AM (Sharp) on the same date at said venue in the presence of the bidders who desire to participate in the bid opening</p>
3.	<p>Offer should remain valid for acceptance for 90 days from the date of opening of the tender, failing which the offer will be ignored.</p>
4.	<p>Incomplete offer/offer received after the notified date & time/offer not fulfilling any condition of the tender will straightaway be ignored/not entertained.</p>
5.	<p>Bidders should quote their firm and final rates both in figures and words on the basis of</p>

	free delivery at consignee's end/place of delivery. The quotation must be including Sales Tax. However, the amount of sales tax at prevailing rate must be shown separately.
6.	Each bid should be accompanied by bid security amounting to Rs.12000/- (which is less than 5% of the estimated cost). The bid containing less bid security shall not be entertained. The successful bidder shall furnish Performance Guarantee in shape of CDR/Draft/Bank Guarantee @ 10% of the total value of contract in Pak Rupees, which will be released after expiry of warranty period.
7.	Tendering firm should be registered with the Sales Tax Department and Income Tax Department and quote their registration numbers in their quotation along-with the address of the concerned office. Copy of valid Registration certificate of sales tax/income tax should be submitted with the offer. The deduction of all relevant taxes is applicable.
8.	Manufacturer's name and country of origin for the quoted item must be mentioned duly supported by the literature showing detailed specifications/part number etc.
9.	Original tender documents each and every page duly signed/stamped in token of having read and understood the instructions / conditions / specified thereof and requisite certificates on stamp paper of Rs.100/- duly filled in/signed/stamped must accompany the offer alongwith cash receipt in original or photocopy in token of having purchased the tender.
10.	Bidders must quote on the prescribed invitation to Bid Form.
11.	Bids should be addressed to Chief, Planning and Evaluation Cell, Agri. Department, Lahore
12.	The successful bidder shall have to furnish stamp paper duty valuing @ Rs.0.25 per hundred of the contract value.
13.	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 overwriting shall in no circumstances be accepted.
14.	In case a similar store offered is at variance with the specifications given in the tender enquiry, the bidders must clearly identify variations in their offers. Stores offered of a specification superior to the one specified in the tender enquiry shall, however, be acceptable.
15.	All the instructions / conditions of the tender shall be fulfilled by the bidder. Punjab Procurement Rules 2014 (amended to date) shall be applicable.
16.	Technical proposal shall contain all requisite information as desired in Bidding Documents. Financial proposal shall contain only Financial Bid Form and Bid Security. The bidder shall furnish complete information and particulars as specified in the "Invitation to tender" alongwith the technical proposal.