



**GOVERNMENT OF THE PUNJAB**  
**PUNJAB BOARD OF TECHNICAL EDUCATION**  
21-A, KASHMIR BLOCK, ALLAMA IQBAL TOWN, LAHORE  
PHONE: 042-99260277  
**(PROCUREMENT & MAINTENANCE SECTION)**



### INVITATION TO BID

Punjab Board of Technical Education invites sealed bids from the well reputed bidders having valid and active GST and NTN for Procurement of below mentioned package for PBTE, 21-A Kashmir Block, Allama Iqbal Town, Lahore under national competitive bidding through frame work contract.

Package No.	Package Name	Estimated Cost (Pak Rupees)	5% Bid Security (Pak Rupees)	Bid Opening date and time
PBTE / 2023-24 / <i>B58</i>	Inks and Master Rolls for Photocopier.	2,000,000	100,000/-	20.03.2024 12:00 P.M

Tender documents can be obtained from Estate Section of PBTE Lahore or can be downloaded from PPRA and PBTE websites after depositing of Rs: 1,000/- (Non-refundable) in UBL, Allama Iqbal Town branch Lahore up to **19-03-2024 till 5:00 P.M** during office hours on submission of written request on bidder letter head. While participating in the package, bidder should submit technical and financial bids of respective package in two separate envelopes clearly marking "Technical Bid" and "Financial Bid" covered under one main (outer) envelope marking Package name on top left corner of the main (outer) envelope. Sealed bids of the package along with bid security (original should be placed in technical bid) in the form of Bank Guarantee / Pay Order / CDR / Demand Draft / Banker's Cheque favoring "Secretary Punjab Board of Technical Education" should reach the office of Secretary PBTE on or before **20-03-2024 till 11:30 A.M** which will be opened on the same day as per schedule given above in the presence of the bidders / representatives. Procurement process will be governed under PPRA Rules 2014. Single stage Two envelopes bidding procedure through frame work contract will be followed.

**MUHAMMAD ADNAN**  
**SECRETARY**  
**PUNJAB BOARD OF TECHNICAL EDUCATION**  
21-A Kashmir Block, Allama Iqbal Town Lahore, Pakistan  
Tel: 042-99260277



# Govt. of the Punjab



## Punjab Board of Technical Education

### BIDDING DOCUMENTS FOR

PROCUREMENT OF INKS AND MASTER ROLLS FOR PHOTOCOPIERS  
THROUGH FRAMEWORK CONTRACT BASED ON COMPLETE PACKAGE TO  
BE MADE UNDER SINGLE STAGE TWO ENVELOPS PROCEDURE 2023-24

Bid Reference No:	PBTE / 2023-24 /858	
Tender Name:	Ink and Master rolls for Photocopiers	
Method of Procurement Rule 38(2)(a)	Single Stage Two envelops	
Estimated cost of the package:	PKR 2,000,000/-	
Bid Security of the package:	PKR 100,000/-	
Last date of issuance of bidding Documents:	19-03-2024 till 5:00 P.M	
Last Date & Time of Receipt of Bids	20.03.2024	11:30 A.M
Opening Date & Time	20.03.2024	12:00 P.M

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**INSTRUCTIONS TO BIDDERS**

1. Single stage Two envelopes bidding procedure will be adopted as per Rule 38 (2) (a) of Punjab Procurement Rules-2014.
2. Erasing, cutting/ overwriting not allowed and same will be rejected.
3. Main (outer) and inner envelopes should be properly sealed so that contents of the bid are fully concealed and cannot be known until duly opened.
4. Package No. and Package Name should clearly be written on top left corner of the main (outer) envelope.
5. The bidder should submit technical and financial bids in two separate envelopes clearly marking "Technical Bid" and "Financial Bid" covered under one main (outer) envelope marking Package No. and Package name on top left corner of the main (outer) envelope.
6. Address and contact No. of the bidder on the main (outer) envelope should be written.
7. The bid / proposal should be properly page numbered along with index. Separators should be used for differentiation of various documents.
8. Technical Bid / Proposal should consist of duly signed and stamped bidding documents, Form of bid indicating country of origin and Brand / Model and literature / brochures and all information / documents demanded in the bidding documents for technical evaluation. Bid security as demanded in advertisement / invitation to bid must be placed in the technical bid.
9. Financial bid / proposal should consist of price / rates on the prescribed format available in the bidding documents.
10. Technical bids will be publicly opened on the exact date and time given in the advertisement in the presence of the bidders / authorized representatives who may choose to be present.
11. Bidders are also required to state, in their bid, the name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative through whom all communications shall be made until the process has been completed.
12. All bids must be dropped in the tender box placed at Security staff in PBTE premises located at 21-A, Kashmir Block, Allama Iqbal Town, Lahore, within due date and time as mentioned in the invitation to bid / advertisement.
13. The Procuring agency will not be responsible for any costs or expenses incurred by bidders in connection with the preparation or delivery of bids.
14. Item wise total price and grand total price in words and figures should be quoted at the respective columns of the Form of Bid. Form of bid duly filled should be placed in the financial bid.
15. Bidders must submit bids on the basis of complete scope of work. Any bidder offering partial scope of work / supply shall be rejected as non-compliance in terms of PPRA-2014.
16. No bid will be accepted after closing date and time.
17. The total quoted price must be inclusive of all applicable taxes and duties as per prevailing Govt. rules, transportation / delivery charges etc. in Pak Rupees.

18. Joint proposal shall not be accepted.
19. Technical bid / proposal and financial bid / proposal are separately available in the bidding documents. Technical bid / proposal along with bid security must be placed in technical proposal / bid duly sealed and financial bid / proposal must be placed in financial bid/ proposal duly sealed.
20. Bidders should accept all the terms & conditions of bidding documents and conditional bid should not be submitted.
21. Duly filled, signed and stamped bidding documents must be attached in the bid / proposal as token of acceptance of terms and conditions of bidding documents.
22. Successful bidder of Inks & Master Rolls must provide the services with parts for repairing and maintenance of all copy printers / photocopiers of this office without any cost during the usage of supply.
23. The Bidder must be active tax payer.

## Technical Proposal

To:

The Secretary,  
Punjab Board of Technical Education,  
Lahore

Dear Sir ,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply the Ink and Master Rolls for Photocopiers in conformity with the below mentioned required specifications to PBTE, Lahore.

INKS AND MASTER ROLLS		
SR. #	NAME OF ITEM	QUANTITY
01	Riso Ink F-Type or Equivalent	<b>170</b>
02	Riso Ink Z-Type or Equivalent	<b>170</b>
03	Riso Master Rolls F-Type or Equivalent	<b>70</b>
04	Riso Master Rolls Z-Type or Equivalent	<b>70</b>

**Note:** The bidder must submit their technical bid of all items against each package. The bidder will be qualified technically only to meets the eligibility criteria and obtain technical score 60% or more.

**FORM FOR AWARD OF CONTRACT (CONTRACT AGREEMENT)**

This agreement is made in the presence of the witnesses named below on this \_\_\_\_ day of 2024 at \_\_\_\_\_ between PBTE Lahore (hereinafter called “the Purchaser”) and \_\_\_\_\_ (hereinafter called “the Supplier”).

Whereas the Purchaser invited bids for (Package No. with their detail along with item and quantity) in all respect, at 21-A, Kashmir Block Allama Iqbal Town, Lahore and has accepted a bid by the Supplier for the supply of all items in the package (**Ink and Master Rolls for Photocopiers**) in the sum of Rs. -----through frame work contract for a period of one year started from the date of award of this contact (hereinafter called “the Contract Price”).

<b>INKS AND MASTER ROLLS</b>		
<b>SR. #</b>	<b>NAME OF ITEM</b>	<b>QUANTITY</b>
01	Riso Ink F-Type or Equivalent	<b>170</b>
02	Riso Ink Z-Type or Equivalent	<b>170</b>
03	Riso Master Rolls F-Type or Equivalent	<b>70</b>
04	Riso Master Rolls Z-Type or Equivalent	<b>70</b>

Now this agreement witnesses as follows:

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 bidder along with the bid papers
  - (f) Supply order for supplying the selected items etc.
  - (g) Terms and 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
  - (j) In case of non-delivery within the stipulated time period or extended time period (if granted) by the competent authority on compelling reasons for delay, the procuring agency may cancel the procurement order and may forfeit the performance security.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to replace the defective items in conformity and in all respects with the provisions of the award of contract.

4. The purchaser hereby covenants to pay the supplier in consideration of the provision of the goods and services and replace the defective items therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract. Successful bidders of **Ink and Master Rolls for Photocopiers** must provide the services of both printers of this office without any cost during the usage of supply.

5. Payment will be made through cross cheque after complete delivery at consignee premises, and successful final inspection. The contractor shall provide all necessary supporting documents along with invoice for payment.

6. 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. The Chairman PBTE is the arbitrator and his decision will be final.

In witness whereof, the parties have hereinto set their respective hands and seals the day and the year hereinto before set forth.

<u>Purchaser</u>	<u>Supplier / Contractor</u>
Signature: _____	Signature: _____
Name: _____	Name: _____
Designation: _____	Designation: _____
Date: _____	Date: _____

**WITNESS:**

1. \_\_\_\_\_

2. \_\_\_\_\_



## **TERMS & CONDITIONS**

### **1. Scope of Work**

The procurement of aforementioned package is made through Frame Work Contract under single stage two envelopes bidding procedure. The contract period shall be one year (starting from the date of signing of the contract). Bidders must submit bids of all items of the package. Any bidder offer partial bid of the package will not be entertained and same will be rejected. Rates offered by the bidder(s) will remain valid for one year from the issuance of Contract and lowest evaluated successful bidder(s) of the package will be responsible for delivery of required quantity of goods / items at consignee's end in safe, sound and in operational condition separately at the quoted rate throughout the contract period whenever asked for.

### **2. Procurement Procedure and Method of Procurement**

Frame work contract based on complete method under single stage two envelopes bidding procedure will be adopted following least cost method on accumulative cost basis package.

### **3. Validity of Bid rates**

The rates offered by the bidder in the financial bid under frame work contract shall remain valid for a period of one year starting from the date of award of contract.

### **4. Rates on the Form of Bid**

Rates should be quoted on the attached prescribed form of bid. Bidder shall fill all blank columns of the Form of bid. In case bidder desires to quote higher specifications, the same should be provided in the same columns of the Form of bid against the specific item. Higher specification quoted by the bidder of any item or all items of the whole package will be the Responsive Bid.

### **5. Currency**

Firm and final rates should be quoted in PAK Rupees.

### **6. Govt. Taxes and Transportation Charges**

The total quoted price must be inclusive of all applicable taxes as per prevailing Govt. rules, duties, transportation, commissioning charges etc. in Pak Rupees.

### **7. Preparation of bid/ Proposal**

Proposal / bid must be prepared as per instructions of bidding documents. The bid / proposal should be properly page numbered along with index. Separators should be Procurement of Inks and Master Rolls for Photocopier through framework contract

used for differentiation of various documents. Sealed Technical Bid / Proposal should consist of duly signed and stamped bidding documents, Form of bid indicating all information / documents demanded in the bidding documents for technical evaluation. Bid security as demanded in advertisement / invitation to bid must be placed in the **technical bid**. Sealed Financial bid / proposal should consist of price / rates on the prescribed format (format of bid) available in the bidding documents.

**8. Alternative Bids**

More than one bid / offer / tender of a package will not be considered from the same bidder. Further, alternative bid / bids of an item / items, will not be considered and such a bid liable to be rejected.

**9. Verification**

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 and the bid shall be liable to be rejected.

**10. Provision of Sample**

The procuring agency may demand samples of toners and maintenance kits for checking the performance / quality of the item. The bidder may provide the same free of cost to PBTE. In case performance of the sample is not satisfactory the procuring agency may reject the same and the bid will be technically dis-qualified.

**11. Acceptance of Arithmetical Errors**

In case of discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the bidder does not accept the correction of the errors, its bid will be rejected and its bid security will be forfeited. If there is discrepancy between words and figures the amount in words will prevail.

**12. Submission of Bids**

The interested bidders should submit bids of the complete package based on “single stage two envelopes bidding procedure”. The bidder should submit technical and financial bids in two separate envelopes clearly marking “**Technical bid**” and “**Financial bid**” covered under one main outer envelope marking Bid reference and package name on top left corner of the envelope. Initially only Technical bid / proposal will be opened and sealed financial bid will remain under the custody of procuring agency until open. The technical proposal of the bidders will be evaluated technically as per below mentioned eligibility criteria and technical evaluation criteria.

**13. Eligibility Criteria**

The following will be the eligibility criteria and only those bids will be evaluated further for technical evaluation which fulfill the below mentioned eligibility criteria:

1. Valid Income Tax registration
2. Valid General Sales Tax Registration
3. Status of Active taxpayer with FBR
4. Submission of undertaking on judicial stamp paper worth of PKR 100/- that the firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

**TECHNICAL EVALUATION CRITERIA****A. Relevant experience (45 Marks)**

The bidder must have relevant experience. Documentary reliable evidence (procurement orders or Contract or agreements etc.) to validate the experience must be attached otherwise no marks will be given.

<b>RELEVANT EXPERIENCE (In Pak Rupees)</b>	<b>MARKS (Project / PO / Contract)</b>
Upto 50,000	05
50,001 to 100,000	15
100,001 to 150,000	25
150,001 to 200,000	35
Above 200,000	45

**B. Financial Strength Evaluation Criteria (45 Marks)**

The firm must attach / provide the last one-year (01-07-2022 to 30-06-2023) bank statement in the title of business name. Marks will be awarded based on the average of last twelve months closing balance as under:

<b>Last twelve months Average closing balance</b>	<b>Max Marks</b>
Upto 50,000	05
50,001 to 100,000	15
100,001 to 150,000	25
150,001 to 200,000	35
Above 200,000	45
<b>TOTAL MARKS (B)</b>	<b>(45)</b>

**C. Valid authorized dealership certificate from the manufacturer (10 Marks)**

**Note:** Supporting documents (where demanded) must be attached otherwise no marks will be awarded. The bidder will be declared technically qualified only to meet eligibility criteria and score of technical evaluation (A+B+C) is 60% or more.

**14. Opening of Technical Bids**

Technical Bids will publicly be opened by the Standing Procurement Committee PBTE, in the presence of bidders or their representatives who may choose to be present, as per date, time and venue mentioned in the advertisement / invitation to bid.

**15. Technical Evaluation**

Technical bids of the bidders will be evaluated as per Technical Evaluation Criteria. The bidder offering partial scope of work will be disqualified. The bidder meets eligibility criteria, offering complete scope of work of the whole package and securing 60% or more marks in the technical evaluation will be declared technically qualified bidder. All quoted items of the complete package must meet the minimum required specification. All bidders will be informed after technical evaluation either they are qualified or not. The financial proposal of technically un-qualified bidders will be returned unopened. The technically un-qualified bidders can take their sealed financial bids and samples, once declared un-qualified.

**16. Opening of Financial Bids**

The financial bids of only technically qualified bidders (meet the eligibility criteria, offering complete scope of work based on complete method, securing 60% or more marks in the technical evaluation and sample approved by the Technical Experts will be declared technically qualified bidder) will be opened. Financial bids of technically un-qualified bidders will be returned unopened after issuance of award of contract. The date, time and venue for opening of financial bid / proposal will be communicated later on after technical evaluation.

**17. Method of Selection of Lowest Evaluated Bid**

A bid meets eligibility criteria, offering complete scope of work of the whole package, securing 60% or more marks in the technical evaluation and other conditions specified in the bidding documents and having lowest price based on complete method of the package will be selected as lowest evaluated bid(s).

**18. Award of Contract and Procurement Order**

Frame work Contract of the package for a period of one year (starting from the date of issuance of contract) will be awarded to the lowest evaluated bidder(s) based on complete method of the package. For issuance of procurement order, the contractor must submit performance guarantee @ 10% of the procurement value when ever asked for.

**19. Repeat Order**

After contract period, the contractor may provide any item of the package through repeat order (15% of the contract value) under the provision of Punjab Procurement Rules 2014, if asked for.



**20. Rejection of the Bid**

Bids will be rejected in case of the following:

- i. Received without bid security as demanded in the advertisement
- ii. Received after due date and time.
- iii. The bid is from a bidder who is black listed, by any Government /Semi-Government Department / Autonomous Bodies in any part of Pakistan
- iv. The bid is received by telephone/ telex/ fax/ telegram/E-mail.
- v. Offering partial scope of work / incomplete bids
- vi. Bid security is not attached with the bid OR lesser in amount than required OR not in favor / name of Secretary PBTE. OR submit bid security other than the form mentioned in the tender advertisement.
- vii. If the bidder is not on active tax payer from FBR.

**21. Packing & Condition of the Items**

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

**22. Inspection**

- i. The inspection or tests shall be conducted at the premises of final destination.
- ii. 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 fifteen working days, free of cost. However, as evaluation of specifications is the mandate of committee of technical experts. The committee of technical experts may waive any minor deviations between bid specifications and quoted specifications, which does not affect the performance, functions and operations of the items to be supplied.

**23. Delivery**

The lowest evaluated successful bidder will be responsible for delivery, complete in all respect as mentioned in the Form of Bid in safe and sound condition at its own risk & cost within 45 days of issuance of procurement order.

Delivery period can be extended on the written request of the contractor, giving compelling reasons for delay in delivery. The acceptance / rejection of request for extension in delivery period is the sole discretion of the procuring agency. In case of non-delivery within the stipulated time period or extended time period (if granted) by the competent authority on above reasons for delay, the procuring agency may cancel the procurement order of only non-delivered items and forfeit the performance security.

**24. Penalty**

In case of late delivery beyond the periods specified in the Procurement Order, a delay penalty @ 0.5% per day of non-delivered

items Or maximum Upto 10% of the procurement value shall be imposed to the Contractor.

**25. Taxes**

PBTE shall deduct all applicable taxes at the prevailing rate prescribed by the Govt., from all payments submitted by the contractor. Change in the rate of tax announced by the Govt. from time to time will be applicable. In case of exemption, the bidder shall submit the undertaking along with its associated documents while submission of the bill / Invoice for payment.

**26. Payment and its Mode**

Payment will be made through cross cheque after complete delivery at specified place, inspection of the items to be procured. The contractor shall provide all necessary supporting documents along with invoice for payment.

**27. Training of the Staff**

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

**28. Arbitration**

In case of any dispute between the procuring agency and the contractor after the procurement contract, the dispute should be resolved through Arbitration. The Chairman PBTE is the arbitrator and his decision will be the final.

**29. Black Listing**

The procuring agency may, for a specified period, debar a bidder or 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 corrupt practice.

Black listing mechanism will be followed as per Punjab Procurement Rules 2014.

**30. Communication**

In case of any problem regarding preparation and submission of bids, Assistant Secretary (P&M) may be contacted on the below mentioned address:

Assistant Secretary (Procurement & Maintenance)  
21-A, Kashmir Block, Allama Iqbal Town, Lahore.  
Tel: 042-99260277

## **DELIVERY**

The lowest evaluated successful bidder will be responsible for delivery, complete in all respect as mentioned in the Form of Bid in safe and sound condition at its own risk & cost within 45 days of issuance of procurement order.

Delivery period can be extended on the written request of the contractor, giving compelling reasons for delay in delivery. The acceptance / rejection of request for extension in delivery period is the sole discretion of the procuring agency. In case of non-delivery within the stipulated time period or extended time period (if granted) by the competent authority on above reasons for delay, the procuring agency may cancel the procurement order of only non-delivered items and forfeit the performance security.

## **FORMAT OF ALL SECURITIES REQUIRED**

### **1. Bid Security**

All technical bids accompany the bid security as demanded in the advertisement / invitation to bid in the shape of Bank Guarantee / CDR / DD / PO / Banker's cheque in favor of Secretary PBTE. In case of withdrawal of bid after opening of bids the bid security will be forfeited.

### **2. Performance Guarantee**

The successful bidders must furnish to the procuring agency the performance guarantee @ 10% of the procurement value. The performance guarantee @ 10% of contract amount can be submitted in the shape of Bank Guarantee / Demand Draft / Pay Order / Bankers Cheque, issued by the schedule bank. Performance guarantee will be retained for a period of one year from the date of satisfactory inspection report. In case of non-satisfactory services and non-compliance of procurement order / procurement contract in terms of supply of any item / good and quality, the performance guarantee will be forfeited.

### **3. Release of Bid Security**

Bid Security other than the lowest evaluated bidders will be released as per regulation of PPRA. Bid Security of successful bidder will be released on receipt of performance guarantee.

### **4. Integrity Pact**

The bidder must provide the integrity pact where the value of contract exceeds five million rupees.

**CERTIFICATE**

- A. We undertake that our organization M/s\_\_\_\_\_ is not black listed by any Government / Semi-Government Department / Agency / Autonomous Bodies in any part of Pakistan.
- B. We undertake that in case our bid accepted the goods to be supplied under the contract agreement will be genuine, brand new, non-refurbished, unaltered in any way, as per required specification, imported (if any) through proper channel.
- C. We have read all terms & conditions and undertake to abide by all Terms & Conditions mentioned in this Tender Document.
- D. We also hereby categorically confirm that the proposal / bid offered by us complies to particulars and specification as given in the Bidding Documents.
- E. It is certified that quoted rates against each item are as per market rate and we will refund the excess amount, in case we offered the same items at lowest rate anywhere in Pakistan.



**CHECK LIST / GUIDELINES FOR BIDDERS**

All bidders are requested to read the under mentioned checklist carefully and ensure that the under mentioned all requirements are met for the preparation and submission of their bids:

<b>Sr. No.</b>	<b>Requirement</b>	<b>Yes / No</b>
01.	The bidder is active tax payer	
02.	Bid Security as demanded in the advertisement / invitation to bid is attached with technical proposal in original	
03.	Two separate envelopes marked with "Technical Proposal" and "Financial Proposal" are available in main (outer) envelope marked with bid reference and package at top left corner of the envelope	
04.	No item of a package missed and rates of all items in a package quoted	
05.	No Erasing, cutting/ overwriting made. If made the same is properly signed and stamped	
06.	Envelopes are properly sealed	
07.	Name, title, contact number (landline, Mobile) fax number and e-mail address of the authorized representative provided	
08.	Bids are addressed to Secretary PBTE, 21-A, Kashmir Block, Allama Iqbal Town, Lahore.	
09.	All pages of bidding documents are properly signed and stamped at the given place	
10.	Item wise and grand total are quoted at the respective columns of the Form of Bid.	
11.	Firm and final rates are quoted in PAK Rupees	
12.	Literature / manual / brochure (in Urdu / English) placed in the technical bid, is in conformity with the required specifications of items	
13.	Quoted bids are inclusive of all taxes, duties, transportation charges etc. in Pak Rupees.	
14.	Rates are quoted on the attached prescribed Form of Bid	
15.	No calculation or arithmetic error is made	
16.	Bid is submitted within due date and time	
17.	Bid is not conditional	
18.	Certificate at the end of bidding documents is signed and stamped	
19.	Read and understand all the bidding documents	
20.	Address and contact No. of the bidder on the main (outer) is written	
21.	Financial proposal	

## Financial Bid

### TONERS AND MAINTENANCE KITS FOR RICOH HEAVY DUTY PRINTERS

SR. #	NAME OF ITEM	QUANTIT Y	Unit Cost Without GST	GST	TOTAL VALUE INCLUDING GST (IN PAK RUPEES)
01	Riso Ink F-Type or Equivalent	<b>170</b>			
02	Riso Ink Z-Type or Equivalent	<b>170</b>			
03	Riso Master Rolls F-Type or Equivalent	<b>70</b>			
04	Riso Master Rolls Z-Type or Equivalent	<b>70</b>			
<b>TOTAL</b>					

**TOTAL VALUE OF OFFERED BY BIDDER IN WORDS:**

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