LAHORE HIGH COURT, LAHORE

Tender Notice

Sealed bids are invited from well reputed firms, registered with the Sales Tax / Income Tax Department, for procurement of two cyclostyle machines to be installed in the General Issue Branch of this Court.

02. All prices must be quoted inclusive of all taxes including GST and Income Tax.

03. Each bid containing technical and financial proposal as per Rule 38(1) "Single Stage One Envelope Bidding Procedure", of the Punjab Procurement Rules, 2014 must be accompanied by bid security in shape of C.D.R worth ***Rs.14400/-*** *(refundable) which is 03% of the estimated value of the article(s) in the name of the Registrar, Lahore High Court, Lahore. The bidders shall also provide proof of financial soundness and registration of firm/company with the Sales Tax/Income Tax Department and professional Tax certificate.*

04. Tender documents can immediately be obtained from the office of Assistant Registrar (Procurement), Lahore High Court, Lahore on payment of Rs.500/- each (non-refundable).

05. The bids must reach in the office of Assistant Registrar Procurement, Lahore High Court, and Lahore by post/hand till ***24.10.2020*** *at* ***11:00 A.M*** *sharp and will be opened on the same day at* ***11:30 A.M*** *in the office of Chairman, Procurement Committee, Lahore High Court, Lahore.*

06. Any other information may be obtained from the office of Assistant Registrar (Procurement), Lahore High Court, Lahore on any working days.

07. Entire procurement shall be governed under the prevailing PPRA Rules, 2014.

08. This tender notice is also available on the PPRA website i.e. ***www.ppra.punjab.gov.pk*****.**

Muhammad Siddique

(Muhammad Siddique)
Assistant Registrar (Procurement)
Lahore High Court, Lahore

PROCUREMENT OF TWO CYCLOSTYLE MACHINES FOR USE IN THE GEERAL ISSUE BRANCH

PROFORMA TENDER ENQUIRY FOR PURCHASE ON FREE DELIVERY AND INSTALLATION/FIXATION TO CONSIGNEE BASIS. SCHEDULE INVITATION TO TENDER NO.05

Date of Opening:	*24.10.2020 at 11:30 A.m.*
Time of Receipt:	*24.10.2020 at 11:00 A.m.*
Tender Fee:	*500/- (non-refundable)*

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

Any proposal (Technical/Financial) not received as per terms and conditions of the Tender Enquiry is liable to be ignored. No offer shall be considered if;

i). Received without bid security in the shape of CDR/Bank Guarantee from a scheduled bank.
ii). Received after the time and date fixed for its receipt.
iii). The proposal is unsigned.
iv). The proposal is ambiguous.
v). The proposal is conditional.
vi). The proposal is from a firm blacklisted, suspended or removed from the approved list.
vii). The proposal received is of a shorter validity than required in the tender enquiry.
viii). The proposal is for item(s) not conforming to specifications indicated in the tender enquiry.

2. Offer must remain valid for 60 days from the date of opening the proposal.

3. All proposals must be submitted in double cover. The outer cover should indicate the name of the addressee, tender number and date of opening but not the 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.

4. Each bid shall comprise a single package containing technical & financial proposal, in terms of Rule (38)(1), Single Stage One Envelope Bidding Procedure, of the Punjab Procurement Rules, 2014.

5. The Purchaser reserves the right to purchase full or part of the item(s) or ignore/scrap/cancel the tender, recording reasons thereof.

6. Further the following would apply.

(a). If the acceptance of tender issued during the validity period of the proposal is not accepted by the tenderer, the bid security shall be forfeited and the item(s) purchased would be at his (tenderer's) risk and expense.
(b). In case the offer is withdrawn/amended or revised during the validity period of the offer, the Bid security is liable to be forfeited.
(c). In case the contractor fails to execute the contract strictly in accordance with terms and conditions laid down in the contract the security deposited (CDR) by him shall be forfeited and the item(s) purchased would be at his risk and expense.

7. The buyer reserves the right to claim compensation for the loss caused by the delay in the work, as determined by the buyer.

SPECIAL INSTRUCTIONS:

1. The work is required to be completed within the time given in the work order. However, the bidders are required to indicate their own guaranteed earliest date by which the work will be done.

2. Bidders must quote their financial proposal on the detail of items intended to be procured. Cash Receipts (in original or photo copy) in token of having purchased the tender, must accompany the proposal.

3. Bids/proposals should be addressed to the ***Registrar, Lahore High Court, Lahore.***

4. Bidders should quote their firm and final rates both in words as well as in figures (inclusive of all taxes).

5. Bidders shall submit a bid security in the shape of CDR/Bank guarantee amounting to ***Rs.14400/-*** *which is 3% of the estimated cost of procurement in favour of the Registrar, Lahore High Court, Lahore.*

6. The successful bidders shall be required to furnish 10% of the total value as performance Bank Guarantee in favour of ***Registrar, Lahore High Court, Lahore*** *(by designation only) for a period of one year from the date of acceptance of the bids, failing which the repurchase shall be made at his risk and expense.*

7. In case of Indigenous item(s) the tenderers who are manufacturers must indicate name and address of their works in Pakistan from where they intend to supply the item(s).

8. Bidder must be an authorized service provider of the Principal. In case of international warranty, the local authorized dealer should mention their services and warranty setup.

9. "This is to certify that M/s._____ have obtained quotation to Tender No._____ due on _____and bidder shall carry out supply/manufacture the said item(s) in accordance with the specifications laid down in the invitation to tender".

10. Any conditional, ambiguous or incomplete proposal in any respect shall be ignored. No supplementary or revised offer after opening of bids shall be entertained.

11. The bidders should indicate in their bids, complete address or the place/places where item(s) will be offered for inspection.

12. The bidders shall enclose catalogues/leaflets/literature and other technical data, if any, in respect of item(s) offered by them.

13. The bidders should specifically indicate their NTN/GST No. and circle of the Income-Tax Department.

14. Any erasing/cutting/crossing, etc. appearing in the bid must be properly signed by

the person signing the tender. Moreover all pages of the bid must also be properly signed. Offer with any overwriting shall not be accepted.

15. a). A certificate should be given by the bidders that they shall be responsible for free replacement of item(s) if the same is found to be substandard and or at variance with the specifications given in tender enquiry. In case a SIMILAR item(s) offered is at variance with the specifications given in the tender enquiry, the bidders must clearly identify variations in their offers. Item(s) offered of a specification superior to the one specified in the tender enquiry shall, however, be acceptable.

b). In case indigenous item(s) is offered as an item(s) similar to that specified in the Tender Enquiry the tenderers shall within seven days of the opening of the tender have the said item(s) wherever possible, pre-inspected by the inspection Wing at their own cost.

c). Where offers have been invited for specified brands, offers for others brands shall not be acceptable.

16. Items should be brand new and in original manufacturers packing.

17. Testing charges of sample/samples against the tender/advance bulk supplies will be borne by the tenderer/contractor irrespective of the result of the sample/samples.

CERTIFICATE

1. We hereby confirm to have read carefully the description of Item(s) and all the terms and conditions of your tender enquiry No._____due for opening on _____ for the supply of _____in additions to the conditions laid down in special instructions attached to the said tenders enquiry. We agree to abide by all those instructions/conditions.

2. We also hereby categorically confirm that the item(s) offered by us are exactly similar to the particulars and specification as laid down in your tender enquiry in all respects.

3. We accept that if the required Call Deposit is not furnished or our offer is found lacking in any of the requirement to your tender enquiry, it shall be ignored.

4. We hereby confirm and adhere to the completion period required in the tender enquiry which is the essence of the contract and which shall be strictly adhered to by us. In case of failure we agree unconditionally to accept the recovery of belated damages on late supplies @ 2 % per month of the total value of work order or its part thereof or whatever decided by the authority.

5. Certified that the prices quoted to the Department against Tender No. _____ are not more than the prices charged from any their Purchasing Agencies in the country and in case of any discrepancy, the bidders hereby undertake to refund the price charged in excess. Form duly filled in and signed is enclosed.

Name of Bidder _____

Signature of Bidder _____

Designation _____

Seal: _____

Witness:

a). Name _____ *Signature*

b). Full Address _____

c). Dated _____

Specification of Items

Quantity	2-Nos
Type	Digital, desktop
Printing process	Fully-automatic one-drum stencil system
Originals	Sheet (one original sheet only)
Original size	Minimum: 90 x 140 mm Maximum: 275 x 395 mm
Print area	Maximum 250 x 355 mm
Print Speed	60 - 90 sheets per minute (2 steps)
First print speed	Less than 45 seconds
Resolution	300 x 300 dpi
Reproduction ratios	Pre-set enlargement: 115%, 122%, 141% Pre-set reduction: 71%, 82%, 87%, 93%
Paper feed / delivery table capacity	500 sheets (80 g/m²)
Paper input configuration (standard)	500-sheet paper feed tray, 1-sheet ADF
Windows	*Printer driver,* Windows 98 2nd edition, Windows ME, Windows 2000, Windows XP, Windows Server 2003 (standard)
Media weight (g/m2)	35–127.9
Image mode	Letter mode, Photo mode, Photo/Letter mode
Warranty	1-Year Warranty

Imran Salamat
Photostat Machine Technician

Assistant Registrar (Procurement)
Lahore High Court, Lahore