

## **Invitation for Bid (IFB)**

### **Procurement of Photocopier**

Pakistan Institute of Legislative Development and Transparency (PILDAT) is an independent, non-partisan and a not-for-profit indigenous think tank focused on political and public policy research and legislative legislation. PILDAT is a registered non-profit entity under the Societies Registration Act XXI of 1860, Pakistan. Its formal registration process was completed in September 19, 2002.

On behalf of Pakistan Institute of Legislative Development and Transparency (PILDAT) Pakistan, Sealed bids are invited from the registered firms/suppliers,

<b>IFB No:</b>	PILDAT/04-2024-02
<b>IFB Description:</b>	Procurement of Photocopier
<b>IFB issued by:</b>	Pakistan Institute of Legislative Development and Transparency (PILDAT)
<b>Advertisement date:</b>	5 <sup>th</sup> of April 2024
<b>Last date for proposal submission:</b>	17 <sup>th</sup> May 2024

## **PART-I**

### **INSTRUCTIONS TO BIDDERS**

#### **Introduction**

**General:** The Purchaser invites Sealed Bids for the supply of Photocopier to the PILDAT office,

#### **Eligible Bidders:**

- Seller not provided and will not provide material support or resources to any individual or organization that it knows, or has reason to know, is an individual or organization that advocates, plans, sponsors, engages in, or has engaged in an act of terrorism.
- The bidder is not blacklisted by any government, semi government organization and/or by any international agency.

#### **Cost of Bid:**

The Bidder shall bear all costs associated with the preparation and submission of the Bid and PILDAT will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

#### **Specifications of machines/goods:**

Bidders should provide the following:

- a) Complete specifications: make, model, origin, and full technical information
- b) In case of a machine manufactured in one country and assembled in another country, clear information may be provided of the parts which are manufactured in the country of assembly.
- c) Complete set of necessary literature (catalogues/ brochures).
- d) The machine quoted is new in all respects and there is no 2nd hand/low quality materials or part/accessory in the machine.
- e) Equipment brand should be of a USA origin.

#### **Price/Payment:**

- a) Price should be quoted in Pak Rupees, including all taxes.
- b) All prices must include all taxes, transportation, loading and unloading charges, compulsory payments, levies and duties, including Sales Tax (if applicable).
- c) Payment will also be made in Pak Rupees after deduction of taxes (if applicable) within specified time mentioned in contract/purchase order.

**d) No advance payment will be authorized.**

- e) After shortlisting of Vendor, the PILDAT will apply for GST exemption certificate as per contract term of International Agency & Government of Pakistan. The selected vendor has to provide Laptops & printers as per the specifications of the Bid documents. The proforma invoice will be required from the selected vendor to apply for the said GST exemption certificate. PILDAT will initially release the base payment of goods after satisfactory delivery and will withhold the GST amount till the receipt of tax exemption certificate to be received from the tax authorities. The remaining amount of invoice (GST amount) will be settled in case the GST Exemption Certificate is not received in the stipulated time period-. The tentative time for the said exemption process will be 30 to 90 days.

**Company Profile and eligibility of bidder:**

The Quotation package should comprise of following documents:

- Cover Letter
- The profile of the firm/ Company
- NTN certificate
- Good track-record and references from previous clients
- Authorized or registered dealer's certificate
- Financial Proposal
- Declaration from supplier mentioned on last page of this document (PART VII)

**Contract:** Fixed price contract.

- Issuance of this solicitation does not constitute an award commitment on the part of PILDAT or does it commit to pay for any costs incurred in the preparation or submission of a quotation,
- **Fulfilling the requirement of this IFB document section PART III, IV and V is mandatory.**

**Financial Quotation:**

The Offeror should provide a financial budget in accordance to the quotation; The detailed budget should be made in Pakistani Rupees, inclusive of all applicable taxes and duties. **Prices must be valid for at least 60 calendar days from the last date of submission of Quotation.**

The Offeror are requested to submit a quotation directly responsive to the terms, conditions, specifications, and clauses of this invitation for bid (IFB). Quotation not conforming to this IFB may be categorized as unacceptable, thereby eliminating them from further consideration.

## **PART-II**

### **SPECIAL TERM AND CONDITION**

- **Delivery & Installation** shall be made within **7 days** after receipt of signed purchase order/contract. Extension in period of delivery can be given on reasonable grounds. All the expense incurred during the transportation and installation of main software in photocopier will be the responsibility of supplier.

**Delivery of laptops and printers shall be made to PILDAT office situated at Lahore.**

- **Liquidated Damages (LDs):** as liquidated damages, a sum equivalent to 1 percent of the delivered price of the delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods Purchase Order price. Once the maximum is reached, the purchaser may consider termination of the Purchase Order.
- PILDAT reserves the right to amend this Invitation for Bids (IFB) upon written notice to bidders and/or through advertisement in newspapers or on official PILDAT website.
- PILDAT have the right to reject all or any bid, without assigning any reason.
- The suppliers must quote only one option for each item with its price and detailed specs. As per requirement.
- Tender/Procurement committee reserves the right to increase or decrease the quantity, if required.
- The proposed contract is expected to be awarded tentatively in month of May 2024, after the solicitation and award process is completed by the Procurement Committee. Please note that all procurement and delivery process is expected to be completed within minimum possible time.
- Supplier must not be engaging in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/bidding by multiple names/companies. If any bidder is found to be involved in such practices his/her bid may be rejected.
- The bidding will be conducted through competitive process,
- Organization reserves the right to accept or reject any part or entire tender without assigning any reasons.

- An agreement will be signed with successful bidder(s) for timely supply of appropriate quality items and method of payment.
- Bids shall be valid for a period of 60 days after the deadline of bid submission.
- Bids received after the deadline of the submission will be rejected,
- The bids must be properly sealed with company stamp,
- Unsealed bids or bids received through emails will be simply rejected.
- Sealed Bids must be delivered to the below mentioned office address on or before **17th of May 2024, 1700 Hours**. Late bids shall be rejected.

**Contact Person: Dilber Hussain (Admin Manager)**

**Name of Office: Pakistan Institute of Legislative Development and  
Transparency (PILDAT)**

**92CCA, Phase-8 (Ex Park View), DHA, Lahore**

**Telephone: 042-111 123 345**

**E-Mail: [procurement@pildat.org](mailto:procurement@pildat.org)**

**PART-III**

**TECHNICAL INFORMATION:**

<b>S#</b>	<b>Item &amp; Description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Rate</b>	<b>Rate Including GST, Taxes</b>
5	Photocopier A3 Monochrome Laser Multifunctional Print, Copy, Scan, Send and Optional Fax 7 inch TFT LCD WVGA color Touch panel Standard: 2.0GB RAM Use area: 30GB (eMMC) NETWORK Standard: 1000Base-T/100Base-TX/10Base-T, Wireless LAN (IEEE 802.11 b/g/n) Standard: 330 sheets Up to 25 ppm (A4), Up to 12 ppm (A3), Up to 11 ppm (A4R) Print Resolution (dpi) 600 x 600 Air Print, Mopria, Google Cloud Print, Canon Business PRINT and uniFLOW Online (One-year local warranty and after sale and	1	No		

**Delivery, Installation, Warranty & After Sale Service:**

The bidder shall provide the following:

- a) Delivery and installation will be the responsibility of supplier as required,
- b) If any delivery and installation charges apply it should be mentioned in the quotation.
- c) Installation of operating systems in photocopier will be the responsibility of supplier, and the selected supplier will hand over photocopier in working conditions.
- d) Warranty for a maximum possible period and free of cost after sale service during the period



## **PART-IV**

### **Evaluation Criteria for Photocopier**

<b>#</b>	<b>Selection Criteria</b>	<b>Maximum Score</b>
<b>1</b>	<b>Criteria</b>	
1.1	Delivery Schedule	10
1.2	Warranty /After Sale Services	10
1.3	Technical evaluation	10
<b>2</b>	<b>Financial Criteria</b>	
2.1	Financial (Price): All prices must be quoted in PKR, inclusive of all applicable taxes and duties. Prices must be valid for 60 days from the last date of submission for proposal.	70
<b>Total Maximum Score</b>		<b>100</b>

#### **Key Points in evaluation of Quotation:**

- To assist in the evaluation of quotation, the Procurement Committee may, at its discretion, ask any applicant for a clarification of its quotation which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. If applicant does not provide clarifications of the information requested by the date and time set in PILDAT request for clarification, its quotation may be rejected,
- PILDAT shall use all the factors, methods and criteria defined in the evaluation criteria to evaluate the bids of the Bidders and any specialist contractors. PILDAT reserves the right to waive minor deviations in the evaluation criteria if they do not materially affect the capability of a Bidder to perform the contract.

**PART-V**

**DECLARATION ON PART OF THE BIDDER**

We, M/s. \_\_\_\_\_ hereby affirm and declare that we have read all the contents of this Bid Document and the same are fully acceptable to us. We have adhered to the Bid document while framing our Bid.

Signature of bidder \_\_\_\_\_

Name of Signatory \_\_\_\_\_

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_