



## REQUEST FOR QUOTATION (RFQ) For Procurement of Scanners



**Head Office:**

Commercial Area (North), Sundar Industrial Estate,  
Sundar-Raiwind Road, Lahore.

Tel :- 042-35297203-6 Fax :- 042-35297207

## REQUEST FOR QUOTATION (RFQ)

**Subject: REQUEST FOR QUOTATION (RFQ) FOR PROCUREMENT OF SCANNERS**

Punjab Industrial Estates Development and Management Company (PIEDMC) is a company set up under section 42 of the Companies Act 1984 (Now companies Act 2017), owned by the Government of the Punjab with Public Private Partnership, to facilitate and accelerate the industrial growth of Punjab, Pakistan.

PIEDMC intends to procure two scanners, according to specifications given below:

S. No	Description		Unit	Quantity	DDP Unit Rate with all Taxes PKR	Amount PKRs
1	<b>Scanner Type</b>	Manual ,Automatic	No	2		
	<b>Scan Speed (Color, Single-Pass 2-Sided)</b>	Simplex/duplex High speed 60 ppm/120 ipm at 200dpi Color/B&W				
	<b>ADF Capacity (Sheets)</b>	80 sheets or above (80 g/m <sup>2</sup> paper)				
	<b>Paper size</b>	Letter, A4, Legal, A3				
	<b>Daily Duty Cycle (Sheets)</b>	7,500 pages				
	<b>Scanning Mode</b>	256-Level Grey scale & 24-bit color				
	<b>Paper Weights Supported</b>	27 to 380 g/m <sup>2</sup>				
	<b>Flatbed</b>	NO				
	<b>Connectivity</b>	High speed USB 2.0				
	<b>Paper path</b>	U-turn & straight (Dual Paper path) for thick documents				
	<b>Scan Resolution</b>	up to 600 x 600 dpi				
	<b>Software</b>	Supporting Scanning Software				
	<b>Make</b>	US ,Japan,UK				
<b>Total</b>						

### SUBMISSION OF BID

#### Deadline for Submission, Modification & Withdrawal of Bids

- i. Bids must be received by the Employer at the address/provided in Bidding Data not later than the time and date stipulated there in.

- ii. Bids submitted through telegraph, telex, fax or e-mail shall not be considered.
- iii. Any bid received by the Employer after the deadline for submission prescribed in Bidding Data will be returned unopened to such bidder.

## **Terms and Conditions**

### **Name of Employer**

Punjab Industrial Estates Development & Management Company (PIEDMC)

### **Brief Description of Works**

“ Procurement of Scanners” at PIEDMC Head Office Lahore

- (a) Employer’s address:

Chief Engineer – Planning & Contract

Punjab Industrial Estates Development & Management Company (PIEDMC)

Commercial Area (North), Sundar Industrial Estate

Sundar-Raiwind Road, Lahore.

Tel: 042-35297203-7.

- (b) Focal Person

In case of any query, the interested parties may consult,

DM-Media

Punjab Industrial Estates Development & Management Company (PIEDMC)

Commercial Area (North), Sundar Industrial Estate

Sundar-Raiwind Road, Lahore.

Tel: 042-99330214-6.

Mob: 0320-0840660

### **Amount of Bid Security**

Rs. 29,800 (2% of Bid Amount)

### **Period of Bid Validity**

120 Days

### **Number of Copies of the Bid to be Submitted**

One (01) Original

## **Payment**

The payment will be made through cross cheque in the name of successful company as per following schedule:

- i. 95% on full delivery at PIEDMC Head Office after acceptance note, Payment invoice will be submitted with documents i.e. Warranty Certificate, Inspection Certificate, Certificate of origin, Acceptance Note.
- ii. 5% after completion of warranty period/minimum one year.

## **Time for Completion**

- i. Delivery Schedule should be attached with quotation and shall not more than Ten (10) days from the date of issuance of Purchase Order.

## **CDR / Pay Order/Demand Draft**

The bid must be accompanied with Rs. 29,800/- (Rupees Twenty-nine Thousand and Eight Hundred only), which is 2.0% of the estimated cost, as Bid Security in the form of CDR / Pay Order/Demand Draft from a scheduled Bank in Pakistan in favor of PIEDMC, which will be released on satisfactory completion of work. Bid security of unsuccessful bidders will be released on award of work to successful bidder.

The Bid must be valid for at least 120 calendar days from bid opening date and rate quoted must be inclusive of all applicable taxes.

## **Liquidity Damage**

In case of delay in completion of work, 0.5% of contract amount per day will be charged as liquidity damage and maximum up to 10% of contract amount.

## **Evaluation**

will be carried out on Least Cost Method; and award of work will be made to the lowest evaluated responsive bidder; from among those bidders who have fulfilled the criteria mentioned below:

- a) The vendor should be in business for not less than 5 years. Documentary evidence to be provided.
- b) Bidder must be an authorized OEM brand distributor/dealer or partner of quoted brand from last 5 years or above.
- c) Firm should be registered with the income tax department. Documentary evidence to be provided.
- d) The vendor should be Sales Tax registered. Documentary evidence to be provided
- e) The vendor should be an active tax payer. Documentary evidence to be provided.
- f) The product offered must meet all of the above specifications failing which quotation will stand non-responsive. Documentary evidence for the fulfillment of above specifications must be attached with the quotation

### **Single Stage One Envelop Procedure**

- i. All procurement will be carried out as per PPRA rules 2014 (amended up to date) Single Stage One Envelop procedure and Work Order will be issued to the lowest evaluated responsive bidder.
- ii. Firms / companies / individuals not meeting the criteria mentioned above shall be considered as non-responsive bidders.
- iii. Sealed financial bid must be received on or before **9<sup>th</sup> February, 2024** up to 1100 hours; and shall be opened publically at 1130 hours on the same day in the presence of bidders who wish to attend at PIEDMC Head Office, Lahore.
- iv. Final Evaluated Lowest Responsive Bidder will be announced after the detail evaluation.

**Mandatory Requirements**

(i) Name of Firm/ Company:-----

(ii) Name of Bidder:-----

(iii) Postal Address:-----

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(iv) Office Phone No:-----

(v) Active Mobile No:-----

(vi) GST No:-----

(vii) NTN No:-----

(viii) Bid Security/Bank Draft/CDR:-----

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**Name of Authorised Person**

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**Date of Submission**

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**Official Stamp**