



## REQUEST FOR QUOTATION (RFQ)

Procurement of Printers for Gas Department  
& IT Department

Contract # PIE/P&C/Printers/24/02

**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 PRINTERS FOR GAS DEPARTMENT AND IT DEPARTMENT**

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 Printers for Gas Department & IT Department for its Head Office at Sundar Industrial Estate, Lahore according to specifications given below:

### **Lot-1: A4 Monochrome Multi Function Printer**

S. No	Description / Specifications		Unit	Qty	DDP Unit Rate with all Taxes PKR	Amount PKRs
1	<b>Printer Type</b>	LaserJet MFP	Nos	03		
	Functions / Multitasking Supported	Print, copy, scan, fax/ Yes				
	Print Speed	Black (A4, Normal) up to 30ppm				
	Print resolution	Black (up to 1200*1200 dpi)				
	Duplex printing	Yes				
	Standard Print languages	PCL5c, PCL6, PS, PCLmS, PDF, URF, PWG				
	Smart Software Features	Smart App, Wi-Fi Direct Duplex Printing				
	Scan Type / Technology	ADF, Flatbed/ CIS				
	Scan Resolution	Up to 300 x 300 dpi (color and mono, ADF), Up to 600 x 600 dpi (color, flatbed), Up to 1200 x 1200 dpi (mono, flatbed), Optical: Up to 300 dpi (color and mono, ADF), Up to 600 dpi (color, flatbed), Up to 1200 dpi (mono, flatbed)				
	Scan File Format	JPG, RAW (BMP), PNG, TIFF, PDF				
	Scan Size Maximum	ADF: 8.5 x 14 in, Flatbed: 8.5 x 11.7 in				
	Scan Speed	up to 15ppm				
	Bit Depth / Grayscale levels	24-bit/ 256				
	Digital Features	Scan to email, Scan to network folder				
Copy Resolution	Black (text and graphics): 600 x 600 dpi, 600 x 600 dpi					

	Maximum Number of Copies	Up to 99 copies				
	Copier Resize & General Setting	25 to 400% & Lighter/Darker				
	Fax Speed	Letter: 3 sec per page				
	Fax Resolution	Black (best): Up to 300 x 300 dpi (halftone enabled), Black (standard): 203 x 98 dpi				
	Fax Features	Fax Memory: Up to 1,000 pages, Auto Fax Reduction Supported: Yes, Auto-Redialing: Yes, Fax Delayed Sending: Yes, Distinctive Ring Detection Supported: Yes, Fax Forwarding Supported: Yes, Fax Phone TAM Interface Supported: Yes, Fax Polling Supported: Yes (poll to receive only), Fax Telephone Mode Supported: Yes, Junk Barrier Supported: Yes, Maximum Speed Dialing Numbers: Up to 120 numbers (119 group dials), PC Interface Supported: Yes, Remote Retrieval Capability Supported: No, Telephone Handset Supported: Yes				
	Duty Cycle (Monthly, Letter)	Up to 30,000 pages				
	Media Types	Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcards				
	Media Size	Letter, legal, executive, 8.5 x 13 in, envelopes				
	Connectivity	Hi-Speed USB 2.0, 1 Hi-Speed USB 2.0 (host), 1 Ethernet 10/100Base-TX, 1 phone line (in), 1 phone line (out), Wireless, NFC				
	Wireless Capability	built-in Wi-Fi 802.11b/g/n				
	Mobile Printing Capability	Yes				
	Processor Speed	800 MHz				
	Memory	<b>Standard:</b> 256MB, <b>Maximum:</b> 256MB				
	Display/Control Panel Description	Touch screen, LCD (color graphics)				
	Warranty	1 Year Manufacturer Local				
	Origin	<b>USA, UK</b>				
	<b>Total Amount (Rs) Inclusive of all Applicable Taxes</b>					

**Lot-2: A3 Color Printer**

<b>S. No</b>	<b>Description / Specifications</b>		<b>Unit</b>	<b>Qty</b>	<b>DDP Unit Rate with all Taxes PKR</b>	<b>Amount PKRs</b>
1	<b>Printer Type</b>	Color, Laser	No	01		
	<b>Print Speed (Color, Single-Pass 2-Sided)</b>	Black(A4, Normal) up to 41ppm Color(A4,Normal) up to 41ppm				
	<b>Print resolution</b>	Black (up to 1200*1200 dpi) Color(up to 1200*1200 dpi)				
	<b>Duty Cycle (Sheets)</b>	Up to 150,000 pages				
	<b>Media Types</b>	Paper(heavy, glossy, extra heavy, light) envelopes, labels, cardstocks, glossy films, transparencies				
	<b>Media Size</b>	A3,A4,A4-R,A5,A6,RA3,B4,B5,B6				
	<b>Connectivity</b>	Minimum USB 3.0,wireless,Mobile printing capability, Network capabilities,RJ-45				
	<b>Duplex printing</b>	Automatic(Standard)				
	<b>Memory</b>	<b>RAM:</b> 1.5GB and above				
	<b>Number of Paper Tray</b>	<b>Standard:</b> 2				
	<b>Processor</b>	1.2GHz to 1.6GHz				
	<b>Continuous Copying</b>	1 to 9999 copies				
<b>Origin</b>	<b>USA, UK</b>					
<b>Total Amount (Rs) Inclusive of all Aplicable Taxes</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 Printers Gas Department & IT Department at PIEDMC Head Office Lahore”

(a) Employer’s address:

Chief Engineer -Planning & Contracts

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,

Manager IT

Punjab Industrial Estates Development & Management Company (PIEDMC)

Commercial Area (North), Sundar Industrial Estate

Sundar-Raiwind Road, Lahore.

Tel: 042-35297203-7.

Mob: 0320-0840621

### **Amount of Bid Security**

Lot-1: Rs. 10,266 (2% of Bid Amount)

Lot-2: Rs. 18,880 (2% of Bid Amount)

### **Period of Bid Validity**

90 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 Twenty (20) days from the date of issuance of Purchase Order.
- ii. PIEDMC intends to procure printers for its Head Office at Sundar Industrial Estate, Lahore according to specifications.

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

The bid must be accompanied with bid security which is 2.0% of the estimated cost, as 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 90 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**

The 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 3 years. Documentary evidence to be provided.
- b) Firm should be registered with the income tax department. Documentary evidence to be provided.
- c) The vendor should be Sales Tax registered. Documentary evidence to be provided
- d) The vendor should be an active tax payer. Documentary evidence to be provided.
- e) 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 Envelope Procedure**

- i. All procurement will be carried out as per PPRA rules 2014 (amended up to date) Single Stage One Envelope 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 **7<sup>th</sup> February, 2024** up to 1500 hours; and shall be opened publically at 1530 hours on the same day in the presence of bidders who wish to attend at PIEDMC Head Office Sunder Industrial Estate Rai-wind Road 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:-----

-----

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

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

(vi) GST No:-----

(vii) NTN No:-----

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

-----  
**Name of Authorised Person**

-----  
**Date of Submission**

-----  
**Official Stamp**