

**PUNJAB ECONOMIC RESEARCH INSTITUTE  
PLANNING AND DEVELOPMENT BOARD  
GOVERNMENT OF PUNJAB**

**PROCUREMENT OF IT EQUIPMENTS**

**Tender Notice (Tender # PERI/2021-22/01)**

Punjab Economic Research Institute, Planning and Development Board, Government of the Punjab intends to procure miscellaneous IT based equipments from a reputable firm or company that is not blacklisted by any Government Department/Agency/Company/Authority.

Bid Security from bidders shall be required as mentioned below in the table:

Sr.No	Procurement of IT Equipments	Estimated Cost of Procurement in PKR	Bid Security (5%) of Estimated Cost
1.	LOT-I (LOT Number One)	750,000/-	37,500/-
2.	LOT-II (LOT Number Two)	1400,000/-	70,000/-
3.	LOT-III (LOT Number Three)	105,000/-	5,250/-

Sealed bids as per single stage two envelope method (under Punjab Procurement Rules 2014) are invited from firms/companies, registered with Sales Tax, Income Tax Departments, Government of the Punjab for **"PROCUREMENT OF IT EQUIPMENTS"** for the office of Punjab Economic Research Institute.

Bidding/Tender documents containing detailed requirements and terms & conditions are available on PPRA website (<https://ppra.punjab.gov.pk/>), PERI website (<https://peri.punjab.gov.pk>) and can also be obtained from the office of Punjab Economic Research Institute on a written request and at a cost of PKR 1000/- (non-refundable), on any working day during office hours up to 05 November, 2021, till 04:00 PM. Bids as per prescribed format should reach office of the undersigned latest by **04:00 P.M. on 05-11-2021**. Bids will be opened on the same day at **04:30 P.M in the Committee Room of Punjab Economic Research Institute, P&D Board** in the presence of bidders or their authorized representatives who may wish to attend.

The Procuring Agency can reject the tender at any stage prior to the acceptance of a bid or proposal as per Rule 35 of the PPRA Rules 2014 amended till date.

For further information or clarifications please contact at the below address or contact Mr. Muhammad Awais, Procurement Specialist, PERI, Lahore.

**Procurement Specialist/Secretary Procurement Committee**

Punjab Economic Research Institute,

48-Civic Center, Johar Town, Lahore.

Ph # +92-42-99233441, Fax # +92-42-99233443

Website: <https://peri.punjab.gov.pk>



  
**Punjab Economic Research Institute**  
48-Civic Centre, Johar Town, Lahore.

Punjab Economic Research Institute  
P&D Board, Government of Punjab



**TENDER DOCUMENT**  
**For**  
**PROCUREMENT OF IT EQUIPMENT**  
**(Technical Proposal)**

**Tender # PERI/2021-22/01**

**Date of Submission / opening of technical proposals:**

**Receipt of Tenders:**

**05-11-2021 till 04:00 P.M**

**Opening of Tenders:**

**05-11-2021 at 04:30 P.M at**

**48-Civic Center Johar Town, Lahore.**

\_\_\_\_\_  
Sign & Stamp of bidder

PUNJAB ECONOMIC RESEARCH INSTITUTE, PLANNING & DEVELOPMENT BOARD,  
GOVERNMENT OF PUNJAB  
48-Civic Center Johar Town, Lahore, Pakistan  
Phone # 042-99233441

*(Signature)*  
**Punjab Economic Research Institute**  
**48-Civic Center, Johar Town, Lahore.**



## Table of Contents

Sr. No	Description	Page Number
1.	Invitation to bids (Tender Notice)	-3-
2.	General (Terms & Conditions)	-5-
3.	Time Period	-6-
4.	Payment to the Firms/Companies	-6-
5.	Bid Security	-7-
6.	Bid /Tender Opening Procedure	-8-
6.	Performance Security	-8-
7.	Annex-A (Technical Evaluation Criteria)	-10-
8.	Annex-B (Technical Requirements / BOQs)	-11-
9.	Annex-C (Financial Bid Performa)	-14-
10.	Forms/Schedules	-16-

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1.	Invitation to bids (Tender Notice)	-3-
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5.	Bid Security	-7-
6.	Bid /Tender Opening Procedure	-8-
6.	Performance Security	-8-
7.	Annex-A (Technical Evaluation Criteria)	-10-
8.	Annex-B (Technical Requirements / BOQs)	-11-
9.	Annex-C (Financial Bid Performa)	-14-
10.	Forms/Schedules	-16-

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PLANNING AND DEVELOPMENT BOARD  
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**PROCUREMENT OF IT EQUIPMENTS**

**Tender Notice (Tender # PERI/2021-22/01)**

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For further information or clarifications please contact at the below address or contact Mr. Muhammad Awais, Procurement Specialist, PERI, Lahore.

**Procurement Specialist/Secretary Procurement Committee**

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Ph # +92-42-99233441, Fax # +92-42-99233443

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GOVERNMENT OF PUNJAB  
48-Civic Center Johar Town, Lahore, Pakistan  
Phone # 042-99233441

**Punjab Economic Research Institute**  
48-Civic Centre, Johar Town, Lahore.

**Important Note:**

Bidders must ensure that they submit all the required documents indicated in the Bidding Documents without fail. Bids received without, undertakings, valid documentary evidence, supporting documents and the manner for the various requirements mentioned in the Bidding Documents or test certificates are liable to be rejected at the initial stage itself. The data sheets, valid documentary evidences for the critical components as detailed hereinafter should be submitted by the Bidder for scrutiny.

**Applicability of Punjab Procurement Rules, 2014**

This Bidding Process will be governed under Punjab Procurement Rules, 2014, as amended from time to time and instructions of the Government of the Punjab received during the completion of the project.

**Procurement Specialist / Secretary Procurement Committee**

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Phone # 042-99233441

*[Signature]*  
Punjab Economic Research Institute  
48 Civic Center, Johar Town, Lahore.



## **INSTRUCTIONS TO BIDDERS** **(TERMS & CONDITIONS)**

Punjab Economic Research Institute (*hereinafter referred to as "PERI"*), Planning and Development Board, Government of the Punjab, intends to procure IT Equipment as per specifications and quantity mentioned in this tender document, and invites sealed bids from eligible and experienced firms/companies (*hereinafter referred to as "Bidder"*).

### **General:**

- 1.1 Any offer not received as per terms & conditions of the tender documents will not be considered. No offer shall be considered if:
  - a) received without bid security.
  - b) received after the prescribed submission date and time.
  - c) not signed & stamped by authorized person on each page of tender document.
  - d) the offer is ambiguous
  - e) the offer is received by fax or e-mail
  - f) the offer is from a black listed firm
  - g) bid has a shorter validity than required
  - h) the bid is not conforming to the requirements in the tender documents
  - i) the bid has additional terms & conditions added by the bidder
  - j) any conditional offer
  - k) any un-authorized dealer/dealerships/firms/companies
  - l) bid is quoted other than the financial proposal format attached at **Annex-C**.
- 1.2 Only firms/companies as mentioned in **Annex-A** are only eligible to participate in the tender and also who fulfill all terms and conditions of this tender document.
- 1.3 Bidder may participate LOT wise. Bidder has to quote separate price/amount for each LOT and will be evaluated by the Procurement Committee on the basis of least cost based method.
- 1.4 The Procurement Committee will issue separate work orders against each LOT to lowest evaluated bidder.
- 1.5 Bids should remain **valid** for a period of **90 days starting from the date of the opening of tender** and should be quoted in Pak Rupees only.
- 1.6 The cover envelop must indicate particulars of tender and date of opening. The envelope must be properly sealed.
- 1.7 Purchase/Work order(s) will be issued to technically and financially responsive, lowest evaluated bidder as per details in **Annex-A, Annex-B and Annex-C** and who fulfill all terms and conditions of this tender document (Least Cost Method).
- 1.8 The bidder must indicate their National Income Tax No. / Sales Tax No.
- 1.9 Purchase/ Work order will be issued by PERI after the approval of Competent

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Phone # 042-99231441

*Punjab Economic Research Institute*  
48-Civic Centre, Johar Town, Lahore.



Authority.

1.10 PERI reserves the right not to award or cancel the tender without assigning any reason.

1.11 The bidder shall abide by all relevant laws enforced by the Government.

1.12 Any type and kind of litigation shall be the sole responsibility of firm/company.

PERI shall not be assisting or be a party in this regard.

1.13 Concealment of facts will be sufficient reason for disqualification.

## **2. Time Period and Certification on Judicial Stamp Paper by Bidder:**

Successful bidder will have to ensure deliverance and installation (if any) of said IT items within **Ten (10) working days** from the date of issuance of work order/purchase order.

The Bidder shall certify on a judicial stamp paper of domination value as mentioned in law, that all the products provided by firm/company are hereby genuine, brand new and that **no product is refurbished/re-conditioned**. Furthermore, no alteration and sub-standard chips/integrated circuits are installed. All IT equipment provided and its chips/ICs/mother board etc. are of certified approved standards and as per specifications provided (**Format is at Schedule-I**).

Failure to certify aforementioned conditions may lead to necessary course of action as per law by the PERI.

## **3. Extension in Deliverance Period:**

In special circumstances, request for extension of time period may be considered by the Competent Authority on the written request of the firm/company before the target date of deliverance of IT equipments, who will be competent to either accept or reject the request of bidder without assigning any reason.

## **4. Failure in Execution of Assignment:**

4.1 In case, bidder fails to execute the contract in accordance with the terms & conditions laid down in the tender document, bid security will be forfeited/encashed.

4.2 PERI will not be responsible for any direct/indirect costs or expenses incurred by the bidders in connection with provision of IT equipment.

## **5. Payment to the Firms/Companies**

5.1 Payment will be made through crossed cheque to the bidder against invoice submission and its subsequent verification by the Computer Programmer/ Network Engineer, PERI in the form of a report to Director, PERI.

5.2 No payments will be paid in advance. Partial payments will not be made.

## **6. Bid Security:**

6.1 Bid security for procurement of IT equipment will be **05%** of the estimated

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Sign & Stamp of bidder

price. Bid security must be attached only with the Technical Proposal and should be in the form of Pay Order / Bank Draft / CDR from a scheduled bank in favor of **Director, Punjab Economic Research Institute** Planning & Development Board, Government of the Punjab.

The bidder shall furnish the bid security as under for one or more LOTs for which bidder wish to participate:

Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)
1.	Procurement of IT Equipments against LOT No.I	750,000/-	37,500/-
2.	Procurement of IT Equipments against LOT No.II	1400,000/-	70,000/-
3.	Procurement of IT Equipments against LOT No.III	105,000/-	5,250/-

6.2 Bid security of unsuccessful bidders shall be returned on expiry of the grievance period or the decision of the complaint, if any, filed by the non-responsive bidder, whichever is later; If the disqualified or non-responsive bidder submits an affidavit, through an authorized representative, to the effect that he is satisfied with the proceedings of the procuring agency, whereas the bid security of successful bidder shall be returned on the completion and successful delivery of Purchase Order (PO). Performance Guarantee shall be retained **till contract period**.

6.3 The bid security may be forfeited if:

- The offer is withdrawn, amended or revised.
- Does not provide IT Equipments within stipulated time.

## 7. **Deduction of Taxes:**

Any taxes (if applicable) will be deducted while making payment as per Government Rules / Instructions/ Notifications/ SROs etc. Bidder will be responsible for the payment of duties, levies and any other type of taxes/government fees.

## 8. **Dispute:**

In case of any dispute before or after the execution of contract, matter will be resolved as per Punjab Procurement Rules 2014 amended up to date.

## 9. **Technical Evaluation Criteria:**

The detailed technical evaluation criteria (PASS/FAIL criteria) is given at **Annex-A**.

## 10. **Financial Evaluation and Award Criteria:**

10.1 The Financial Bids will be opened in the presence of technically qualified

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GOVERNMENT OF PUNJAB  
48-Civic Center Johar Town, Lahore, Pakistan  
Phone # 042-9923344

*[Signature]*  
Punjab Economic Research Institute  
48-Civic Center Johar Town, Lahore.



- bidder(s) / bidder's representative(s) who may wish to attend publically at a time, date and venue announced and communicated in advance.
- 10.2 The criteria for financial evaluation shall be "Lowest Delivered Duty Paid (DDP) Total Price offered by the qualified responsive bidder with one year standard labor and parts warranty".
- 10.3 The bidder with the "lowest evaluated bid" if not in conflict with any other law and subject to the approval of competent authority, shall be awarded the contract.

## **11. Bid / Tender opening procedure:**

The bidding / tender opening procedure shall be **single stage two envelope** bidding procedure. The bidder (s) shall adopt the bidding procedure in prescribed manner as directed in Punjab Procurement Rules 2014 amended up to date.

At first only technical bids will be evaluated and the bidders who will be found technically responsive by the Procurement Committee will be invited for opening of their sealed financial bid at a time, date and venue announced and communicated in advance.

- 11.1 The technical proposal shall be evaluated in a manner prescribed in **Annex-A and Annex-B**, along with other terms and conditions mentioned in this document. Any proposal may be rejected which does not conform to the specified requirements / specifications;
- 11.2 During the technical evaluation no amendments in the technical proposal shall be permitted;
- 11.3 The financial proposals of only technically responsive bidder/s shall be opened on the date and time as communicated by the Procurement Committee.
- 11.4 After opening of bids, Technical & Financial bids will be evaluated by the Procurement Committee and final results will be announced in the form of Bid Evaluation Report.

## **12. One person one bid:**

In any procurement, one person may submit one bid and if one person submits more than one bid, the procuring agency shall reject all such bids.

## **13. Joint Venture / Consortium**

Joint venture / consortium are not eligible for this tender.

## **14. Performance Security**

- 14.1 The successful bidder must submit the performance security (**Format at "2-Contract Form"**) in the shape of Bank Guarantee at the rate of 5% of the total contract value for the contract period. Performance guarantee should be provided within **seven (7) working days** of the issuance of relevant work

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order / Letter of Acceptance. In case the bidder having been notified of the acceptance of the LOA/Contract by the Procurement committee, fails or refuses to furnish the Performance guarantee within stipulated time, the relevant bid security of the bidder shall be forfeited.

14.2 In case of extension by the Competent Authority/forum, the bidder shall have to submit Performance guarantee for the extended period of contract at the rate of 05% of the total contract value.

14.3 Performance guarantee shall be retained by the PERI for a period of one year.

**Note:** Bidders must fill-up checklist / tables in **Annexure-A, Annexure-B, Annexure-C, Bid Forms & Schedules** and also attach copies of required documents along with tender document.

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**TECHNICAL EVALUATION CHECKLIST CRITERIA (PASS/FAIL)**

The provision of this check list is essential pre-requisite along with submission of technical bid. The Firm must fill, sign and stamp this check list and accordingly. Please attach relevant documents:

Sr. No.	Item Name	Yes/ No	Page #																
1.	<p>Bid security for the security services will be <b>05% of the estimated price</b> in shape of Pay Order / Bank Draft / CDR from a scheduled bank attached only with <b>Technical Bid in original</b>.</p> <table border="1"> <thead> <tr> <th>Sr. No.</th><th>Description</th><th>Estimated Cost of Procurement</th><th>Bid Security (5%)</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Procurement of IT Equipments against LOT No.I</td><td>750,000/-</td><td>37,500/-</td></tr> <tr> <td>2.</td><td>Procurement of IT Equipments against LOT No.II</td><td>1400,000/-</td><td>70,000/-</td></tr> <tr> <td>3.</td><td>Procurement of IT Equipments against LOT No.III</td><td>105,000/-</td><td>5,250/-</td></tr> </tbody> </table>	Sr. No.	Description	Estimated Cost of Procurement	Bid Security (5%)	1.	Procurement of IT Equipments against LOT No.I	750,000/-	37,500/-	2.	Procurement of IT Equipments against LOT No.II	1400,000/-	70,000/-	3.	Procurement of IT Equipments against LOT No.III	105,000/-	5,250/-		
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2.	Copy of valid Income Tax Registration, Sales Tax Registration Number & valid National Tax Number certificate																		
3.	Technical proposal/specifications/annexure/schedules filled as per tender documents duly signed & stamped by the bidder.																		
4.	Acceptance of all terms & conditions of tender document duly signed and stamped by the firm/company.																		
5.	Affidavit on judicial paper of Rs. 100/- regarding non-involvement in any arbitration/litigation with any government agency/department stating that the firm/company is <b>not blacklisted (Format at Schedule-II)</b> .																		
6.	Firms/companies must have at least five years (05) years verifiable experience of provision of IT Equipment to Multinational Private Firms/Government Agencies/Authorities/Autonomous bodies in form of copies of awarded valid work orders.																		
7.	Securities & Exchange Commission of Pakistan (SECP) Valid registration certificate of firm/company ( in case of Companies).																		
8.	Certificate reflecting bidders Active Tax Payer validity & proof. Provision of at least last three years income tax file returns.																		
9.	Receipt of payment of PKR 1000/- against purchase of tender documents, attached with technical bid.																		

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**Punjab Economic Research Institute**  
48-Civic Center, Johar Town, Lahore.

**Technical Requirements / BOQs**

LOT NO. I			
Sr.	Item	Qty	Specifications
1.	Laptops (i7) along with professional carrying bag.	3	<ul style="list-style-type: none"> <li>• Intel® Core TM i7-1165G7 Processor or higher</li> <li>• 512GB Solid State Drive or higher</li> <li>• No Optical Drive</li> <li>• Windows 10</li> <li>• Touchscreen, Multi-touch enabled"</li> <li>• 3-cell,51 Wh</li> <li>• 8GB on-board DDR4 SDRAM</li> <li>• 13.3"" FHD UWVA OLEO Display (400 nits) or higher</li> <li>• Finger Print Reader</li> </ul>
LOT NO. II			
Sr.	Item	Qty	Specifications
1.	Laptop (i5) along professional carrying bag	7	<ul style="list-style-type: none"> <li>• 11th Generation Intel Core i5 1135G7 QuadCore (8-MB SmartCache) or higher</li> <li>• 15.6" Full HD Display</li> <li>• 2.4 GHz Turbo Boost 4.2 GHz (4 Cores - 8 Threads) or Higher</li> <li>• 8 GB RAM (upgradable slots)</li> <li>• 512 GB PCIe NVMe M.2 TLC Solid State Drive</li> <li>• Backlit Keyboard</li> <li>• USB 3.1 Gen 2 Type-C port or higher</li> <li>• Windows 10</li> </ul>
LOT NO. III			
Sr.	Item	Qty	Specifications
1.	External Hard Disk drive	03	<ul style="list-style-type: none"> <li>• 1TB Solid State External Drive</li> <li>• Transfer Speed 540 MB/s</li> <li>• Dimensions (WxHxD) 74 x 57.3 x 10.5 mm or less</li> <li>• Weight 51 g or less</li> <li>• Encryption AES 256-bit hardware encryption</li> <li>• USB 3.1 Gen 2 (10 Gbps), backwards compatibility</li> </ul>

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Phone # 042-99233441

*Punjab Economic Research Institute*  
48-Civic Center Johar Town, Lahore.



### **BIDDER INFORMATION**

Name of Firm/Company:
Complete Postal Address:
Phone:
Contact Person:
Designation:
Cell Number:
E-Mail:
Fax Number:
National Tax Number:
GST Number:

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GOVERNMENT OF PUNJAB  
48-Civic Center Johar Town, Lahore, Pakistan  
Phone # 042-99238441

*[Signature]*  
Punjab Economic Research Institute  
48-Civic Centre, Johar Town, Lahore.

Punjab Economic Research Institute  
P&D Board, Government of the Punjab



TENDER DOCUMENT  
FOR  
PROCUREMENT OF IT EQUIPMENT  
(Financial Bid)

Tender # PERI/2020-21/01

The Sealed Financial bids of **only technically responsive** bidder/s will be opened on the date and time that will be communicated in due course of time. Sealed Financial Bids of technically non-responsive bidders will be returned un-opened after completion of necessary codal formalities.

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Phone # 042-99233441

**FINANCIAL BID PROFORMA****QUOTE RATES ON ONLY THIS PRESCRIBED PROFORMA OTHERWISE BID WILL BE REJECTED****LOT NO. I**

Sr.	Item	Qty	Specifications	Rate per item	Total Amount in PKR
1.	Laptops (i7) along with professional carrying bag.	03	Intel® Core TM i7-1165G7 Processor or higher • 512GB Solid State Drive or higher • No Optical Drive • Windows 10 • Touchscreen, Multi-touch enabled" • 3-cell, 51 Wh • 8GB on-board DDR4 SDRAM or higher • 13.3" FHD UWVA OLEO or higher Display (400 nits) • Finger Print Reader		
<b>Total Quote of Bidder against Goods in LOT No.I inclusive of all taxes</b>					

**LOT NO. II**

Sr.	Item	Qty	Specifications	Rate per item	Total Amount in PKR
1.	Laptop (i5) along professional carrying bag	07	• 11th Generation Intel Core i5 1135G7 QuadCore (8-MB SmartCache) or higher • 15.6" Full HD Display • 2.4 GHz Turbo Boost 4.2 GHz (4 Cores - 8 Threads) or Higher • 8 GB RAM (upgradable slots) or higher • 512 GB PCIe NVMe M.2 TLC Solid State Drive • Backlit Keyboard • USB 3.1 Gen 2 Type-C port or higher • Windows 10		
<b>Total Quote of Bidder against Goods in LOT No.II inclusive of all taxes</b>					

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### LOT NO.III

Sr.	Item	Qty	Specifications	Rate per item	Total Amount in PKR
1.	External Hard Disk drive	03	<ul style="list-style-type: none"><li>• 1TB Solid State External Drive</li><li>• Transfer Speed 540 MB/s</li><li>• Dimensions (WxHxD) 74 x 57.3 x 10.5 mm or less</li><li>• Weight 51 g or less</li><li>• Encryption AES 256-bit hardware encryption</li><li>• USB 3.1 Gen 2 (10 Gbps), backwards compatibility</li></ul>		
Total Quote of Bidder against Goods in LOT No.II inclusive of all taxes					

#### Terms and Conditions for Financial Bid

- Financial bids should be all inclusive of applicable taxes.
- Bidders may quote their bid in one or more LOTs.
- The Procurement Committee will consider LOT wise total quote of bidder and will issue separate work orders for each LOT to lowest responsive bidder.
- Lowest financial bid will be considered of technically responsive bidder.
- Bidder shall fill this proforma, otherwise their bid will be straight away disqualified.**
- Financial bid will be non-responsive if:
  - Offer is ambiguous and fabricated
  - Offer not according to the terms and conditions prescribed in tender document.
  - Quoted priced is other than Pakistan Rupees.

\_\_\_\_\_  
Sign & Stamp of bidder

## Bid Forms

### 1. Technical Proposal Submission Form

[Location, Date]

To (Name and address of Client / Procuring Agency)

Dear Sir,

We, the undersigned, offer to provide the (insert title of assignment) in accordance with your Request for Proposal/Tender Document dated (insert date) and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and the Financial Proposal sealed in two separate envelopes.

We undertake, if our Proposal is accepted, to provide supply of \_\_\_\_\_ related to the assignment.

We also confirm that the Government of Pakistan / Punjab has not declared us, or any, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature  
(In full and initials)

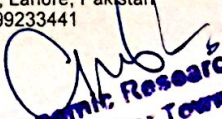
Name and Designation of Signatory \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Sign & Stamp of bidder

PUNJAB ECONOMIC RESEARCH INSTITUTE, PLANNING & DEVELOPMENT BOARD,  
GOVERNMENT OF PUNJAB  
48-Civic Center Johar Town, Lahore, Pakistan  
Phone # 042-99233441

  
**Punjab Economic Research Institute**  
48-Civic Centre, Johar Town, Lahore.



## 2. Financial Bid Submission Form

Date: \_\_\_\_\_

No: \_\_\_\_\_

To

[Client Address]

Having examined the bidding documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *[description of goods and services]* in conformity with the said bidding documents for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we will obtain the **guarantee of a bank in a sum equivalent to 05% percent of the Contract Price** for the due performance of the Contract, in the form prescribed by the Procuring Agency.

**We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening** under Clause 6 of the General Terms and Conditions, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

\_\_\_\_\_  
Sign & Stamp of bidder

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48-Civic Center Johar Town, Lahore, Pakistan  
Phone # 042-99233441

*[Signature]*  
Punjab Economic Research Institute  
48-Civic Center Johar Town, Lahore, Pakistan

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
---------------------------	---------------------	-----------------------------------

_____	_____	_____
_____	_____	_____

(if none, state "none")

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
Sign & Stamp of bidder

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48-Civic Centre, Johar Town, Lahore.



### 3. Format for Covering Letter

To  
(Name and address of Procuring Agency)

Sub: \_\_\_\_\_.

Dear Sir,

a) Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per Price Schedule.

b) We undertake, if our proposal is accepted, to provide the items/services comprise in the contract within time frame specified, starting from the date of receipt of notification of award from the client Department / Office.

c) We agree to abide by this proposal for the period of \_\_\_\_ days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

d) We agree to execute a contract in the form to be communicated by the \_(insert name of the Procuring Agency)\_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.

e) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Authorized Signatures with Official Seal \_\_\_\_\_

Sign & Stamp of bidder

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Punjab Economic Research Institute  
48-Civic Centre, Johar Town, Lahore.

## Contract Forms

### 1. Contract Form

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of Procuring Agency] (hereinafter called "the Procuring Agency") of the one part and [name of Supplier/contractor] of (hereinafter called "the Supplier") of the other part:

WHEREAS the Procuring Agency invited bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Annexures, Bid Forms, Schedules and the Price Schedule submitted by the Bidder;
  - (b) the Technical Specifications;
  - (c) the General Conditions of Contract;
  - (d) the Special Conditions of Contract; and
  - (e) the Procuring Agency's Notification of Award.
3. In consideration of the payments to be made by the Procuring Agency to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Procuring Agency to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract

\_\_\_\_\_  
Sign & Stamp of bidder

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48-Civic Center Johar Town, Lahore, Pakistan  
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4. The Procuring Agency hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects 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.


IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring Agency)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier)

\_\_\_\_\_  
Sign & Stamp of bidder

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48-Civic Center, Johar Town, Lahore. Page 21 | 25

## 2. Performance Security Form

To:

[Client Address]

WHEREAS [name of Supplier](hereinafter called "the Supplier") has undertaken, in pursuance of Contract No. [reference number of the contract] dated \_\_\_\_\_ 20\_\_\_\_ to supply [description of goods and services] (hereinafter called "the Contract").

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Supplier, up to a total of [amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the Supplier to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]

\_\_\_\_\_  
[date]

\_\_\_\_\_  
Sign & Stamp of bidder

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48-Civic Center Johar Town, Lahore, Pakistan  
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*[Signature]*  
Punjab Economic Research Institute  
48-Civic Center, Johar Town, Lahore.



Schedule-I

(WILL BE ATTACH WITH TECHNICAL PROPOSAL)

To be submitted on legal stamp paper of Rs. 100/- with Technical Proposal

UNDERTAKING

To,

The Convenor Procurement Committee

Attention : Secretary Procurement Committee

This is to certify that M/s \_\_\_\_\_ has provided the laptops and other IT Equipment as per specifications and quantity mentioned in the Tender Documents within the prescribed time limit.

M/s \_\_\_\_\_ further certifies that the laptops and other IT Equipment provided are genuine, brand new and that **no product is refurbished/re-conditioned**. Furthermore, no alteration and sub-standard chips/integrated circuits are installed. All IT equipment provided and its chips/ICs/mother board etc are of certified approved standards and as per specifications provided.

Signature \_\_\_\_\_

(Company Stamp) \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids for and on behalf of:

(Attestation by Notary Public/ Oath Commissioner)

\_\_\_\_\_  
Sign & Stamp of bidder

PUNJAB ECONOMIC RESEARCH INSTITUTE, PLANNING & DEVELOPMENT BOARD,  
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48-Civic Center Johar Town, Lahore

Schedule-II

(WILL BE ATTACH WITH TECHNICAL PROPOSAL)

To be submitted on legal stamp paper of Rs. 100/- with Technical Proposal

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of Bid and are liable to any punitive action for furnishing false information/ documents.

We undertake that our firm is **not blacklisted** and **not involved in any arbitration/litigation** with any government agency/department of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020

Signature \_\_\_\_\_

(Company Stamp) \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Duly authorized to sign bids for and on behalf of:

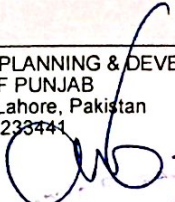
(Attestation by Notary Public/ Oath Commissioner)

\_\_\_\_\_  
Sign & Stamp of bidder

Sign & Stamp of bidder

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