

Invitation to Bid (ITB) For Supply of IT Gadgets

Tender Reference No.	SP-02/2025
Date of Tender Issuance	February 13, 2025
Last Date and Time of Bid Submission	February 27, 2025 (Thursday) up to 13:00 pm
Tender Opening Technical	February 27, 2025 (Thursday) at 15:00 pm
Tender Opening Financial	February 28, 2025 (Friday) at 11:00 am
Venue	94/D, J-1 Johar Town Lahore, Punjab, Pakistan

Sanjh Preet Organization and Pakistan Lions Youth Council (PLYC)

Invitation to Bidder

The Sanjh Preet Organization and Pakistan Lions Youth Council invite bids for the supply of IT Gadgets (Laptops, Desktop Computers, Printers cum Scanners and Photocopiers) at 2 locations of Khanewal and Multan Districts, Punjab, Pakistan. Description and quality of each item is mentioned at section 9.

1. INSTRUCTIONS TO BIDDERS

1.1 Bid Price

Quoted price must be inclusive of all applicable duties and taxes as per the rule of GOP. Sanjh Preet Organization and PLYC will deduct all the applicable taxes at source.

1.2 Cost of preparing bid

Any cost incurred by the bidder in preparing and submitting the bid is not reimbursable. All such costs shall be borne by the bidder.

1.3 Ownership of Bids

Sanjh Preet Organization and PLYC retain ownership of all bids received under this tender procedure. Consequently, bidders have no right to have their bids returned to them.

1.4 Other Instructions

- a. Company/Firm/Organization applying for procurement must be registered with all relevant bodies as required under the law of Pakistan. Which include but not limited to:
 - FBR for Income Tax
 - The firm must be present in Active Tax Payer List (ATL)
- b. Company/Firm/Organization applying should have sufficient financial, technical and human resources to complete the project within prescribed time limit on the finalization of contract;

- c. Each bidding company/firm/company will provide an undertaking that;
 - The firm/company is not blacklisted or defaulter by any of the Provincial and Government departments.
 - The firm/company not defaulter with any Scheduled Bank.
- d. Two percent (2%) Bid Security of the total Bid quoted price must be submitted with the Bid. Two percent (2%) Bid Security should be in the shape of Call Deposit, Pay Order or Bank Draft from any scheduled bank in the name of **“Sanjh Preet Organization”**.
 - Unsuccessful Bidders’ Bid security will be returned immediately after completion of tendering process.
 - The bid security of the successful bidder(s) will be returned after completion the assignment.
- e. Bids should be valid up to a minimum period of **60 days** from the date of opening of bid proposal;
- f. Rates quoted must include all kind of levies/taxes and auxiliary charges (such as delivery charges at site or freight charges).
- g. Bids (both Technical and Financial) in two separate sealed envelopes must reach to the office of the undersigned by **13:00 on Thursday February 27, 2025**.
- h. Each and every page of the Original Bid Document duly signed and stamped by the authorized person of the Bidding company/firm/organization.
- i. Bids received after fixed date and time will not be accepted/ entertained.
- j. Incomplete, defective Bids, and not conforming to the Bids documents shall be liable to rejection.
- k. The procurement entity reserves the right to reject any or all Bids with valid reasons.
- l. Transportation or any other incidental charges, in connection of the delivery of items shall be borne by the Bidder.
- m. Participation in Bidding is open on equal terms to all.
- n. Price/cost of the Bid should be quoted in Pakistani Rupees and payment shall be made in Pakistani Rupees only.
- o. The procurement committee reserves the right to alter the quantities, if required; such variation in quantities/ Units will not cause any change in the unit price.
- p. Lowest price will not be the sole criteria; quality, previous experience and timely deliver will be considered.
- q. The Invitation to Bid (ITB) document is also available on the website of Sanjh Preet Organization www.sanjhpreet.org
- r. **Language of the Bid;** the Bid prepared by the Bidder as well as all correspondence and documents relating to the Bid shall be in English only. The supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English duly notarized, in which case, for all purposes of the Bid, the translation shall govern. Bids received without such translation copy are liable to be rejected.

Procuring Entity reserves the right to cancel the process at any stage and reject any or all the Bids with assigning valid reason thereof and without being liable for any claim / compensation of any nature whatsoever. In case of any dispute the decision of the Competent Authority shall be final and shall not be challenged.

1.5 Opening of Bids

All the received **SEALED** bids will be opened by the members of procurement committee.

The Sanjh Preet Organization and PLYC can ask the bidder to provide any additional document not listed here or clarification of the documents submitted along with the bid, and can verify work done mentioned in the profile through any mean.

2. Corrupt Practices:

The Sanjh Preet Organization and PLYC, and donor require Employees, Bidders and Contractors, to observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this, Organization name defines, for the purposes of this provision, the terms set forth below as follows:

- (a) Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution; and
- (b) fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Sanjh Preet Organization and PLYC, and includes collusive practices among bidders prior to or after bid submission designed to establish bid prices at artificial, noncompetitive levels and to deprive the Sanjh Preet Organization and PLYC of the benefits of free and open competition.

In case where fraud or corruption is identified, Sanjh Preet Organization and PLYC will

- i) Reject any bids where the bidder has engaged in corrupt or fraudulent practices in competing for the Contract; and
- ii) Contractors will not be allowed to participate any future tender of Sanjh Preet Organization and PLYC if the bidding contractors engage in fraudulent or corrupt practices.
- iii) Will liaise with District Officials to report if fraudulent or corrupt practices are identified.
- iv) Terminate works

To be eligible for participation in this tender procedure, bidders must prove to the satisfaction of the contracting authority that they comply with the necessary legal, technical and financial requirements and have the wherewithal to carry out the contract effectively.

3. Eligible Bidder:

3.1 Bidder shall meet the following criteria to be eligible to participate in procurement of work and the bidder, at the time of bid, is not:

- a) insolvent;
- b) in receivership;
- c) bankrupt; or
- d) being wound up
- e) the bidder’s business activities have not been suspended;
- f) the bidder is not the subject of legal proceedings for any of the circumstances in and

- g) The bidder has fulfilled his or her obligations to pay taxes and social security Contributions.
- h) **Child labour is absolutely not permissible by Sanjh Preet Organization and PLYC rules; Sanjh Preet Organization and PLYC will not be allowed to avail child labour.**
- i) Organizations have a zero-tolerance policy with regard to Sexual Exploitation and Abuse by Organization's personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin in Organization. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone and all selected companies/firms/organizations will be required to comply with the Organizations PSEA Policy at all times. Selected companies/firms/organizations will therefore undergo rigorous reference and background checks against their past behaviour related to sexual exploitation and abuse, and may be required to provide additional information further on in the selection process.
- j) People involved in weapons business/ trade will also not be awarded with the contract.
- k) A bidder, and all parties constituting the bidder including sub-contractors, shall nor have a conflict of interest. All bidders found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they;
- Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the Sanjh Preet Organization and PLYC regarding this bidding process.
- l. A bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Sanjh Preet Organization.

4. Minimum Eligibility/Qualification Criteria

The Bidders should meet the following Eligibility/Qualification Criteria to participate in the Bid Process and must enclose documentary proof for fulfilling the Eligibility/ Qualification in the Technical proposal:

Sr.#	Minimum Eligibility/ Qualification Criteria	Proof to be submitted for fulfilling Eligibility/Qualification Criteria	Check List
			Yes (V) No (X)
1	Registration of the bidder with Income Tax Department & Sale Tax	Certificate of Registrations and in Active Tax-payer List	
2	The bidder must be in the manufacturing or sales or supply business of IT Gadgets for at least three (3) years.	Company Profile should be submitted.	

3	Bidder should NOT be: a) blacklisted by any of the Provincial/Federal Government or organization of the State/ Federal Government in Pakistan b) defaulter of any scheduled bank	a) Each bidding company/firm/organization any will provide an undertaking on stamp paper that the firm is not blacklisted or defaulter in any public or private sector procurement. b) Each bidder will provide undertaking that firm/company is not defaulter of any scheduled bank	
4	At least one service center of quoted Brand should already exist in Lahore/Multan/Khanewal, Punjab, Pakistan	Complete address and contact details provided	

4.1 Special Conditions

1	Specifications mentioned in section 9 are the minimum requirements of the IT Gadgets which must met by the participating Bidders.
2	The Sanjh Preet Organization and PLYC has the right to award the full package to one contractor or partially to two or more contractors.
3	A certificate should be given by the bidders that they will be responsible for the free replacement of IT Gadgets if the same is found to be substandard and/or at variance with the specifications given in the Bid.

5. Proposals Evaluation Criteria

Proposals will be evaluated on 30:70 ratio (30% marks for technical and 70% marks for financial proposals)

6. Technical Evaluation Criteria (30%)

Sr. #	Description	Criteria for Scoring	Score
1	Similar projects of same nature (each project minimum worth of 2 million during the last 3 years)	3 Projects or above	20
		2 Projects	15
		1 Project	5
2	Average Working	+10 m and above	20

	Capital/Average Net Worth of last three years (copies of documentary evidence to be attached)	+5m to 10m	15
		1m to 5m	5
3	Income Tax (Average for the last three years, Income Tax Returns to be attached)	+0.5m and above	20
		+0.3m to 0.5m	15
		0.1m to 0.3m	5
4	Service Center(s) of quoted Brand (provide postal addresses and contact details; contact person name and number)	Minimum 3 service centers in Lahore/Multan/Khanewal Punjab, Pakistan	20
		Minimum 2 service centers in Lahore/Multan/Khanewal Punjab, Pakistan	15
		Minimum 1 service center in Lahore/Multan/Khanewal Punjab, Pakistan	5
5	Delivery period	Within 8 days from the issue of Letter of Acceptance / or signing of agreement	20
		Within 9-12 days from the issue Letter of Acceptance / or signing of	15
		Within 13-16 days from the issue Letter of Acceptance / or signing of	5
TOTAL MARKS: 100			
<p>Qualifying Marks: Financial proposal will be opened of those firms who get 50 marks in technical proposals which is the qualifying marks.</p> <p>Weightage of technical proposal: Marks of the technical proposal will be converted into the value of 30%</p>			

7. Financial Evaluation Criteria (70%)

Only firms qualifying **technical evaluation** will be invited for opening of financial proposals.

Procedure for Calculation of Financial bid

- a) Financial proposal will be opened of those firms who get qualifying marks in technical proposals.
- b) Proposals will be calculated on 30:70 ratio (30% marks for technical and 70% marks for financial proposals)

Total Score and award of contract

Total score will be calculated as follows:

(30% of Technical Score + 70% of Financial Score) = Total Score

Contract will be awarded to the Firm with maximum accumulative score (Technical Score + Financial Score).

8. Bid Preparation and Submission

Bids should examine all Instructions, Terms and Conditions and Technical Specifications as given in the Bid Documents. Failure to furnish information required in the Bid Documents or submission of Bids not substantially responsive or viable in every respect will be at the Bid's risk and may result in rejection of the Bids. Bidders should strictly submit the Bid as specified in the Bid Documents, failing which the Bids will be held as non-responsive and will be rejected.

The Bids should be submitted in **single stage two envelopes** viz. **(1) Technical Proposal** and **(2) Financial Proposal**. The Technical Proposal and Financial Proposal shall be submitted in two separate sealed covers/ envelopes. The Bids shall be addressed to **"The Procurement Section of the Sanjh Preet Organization**

Technical Proposal (Envelope A)

- a. The Technical Proposal will enable the Sanjh Preet and PLYC to evaluate whether the Bidder is technically competent and capable of executing the assignment. Only those Bidders which qualify In the Technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of Bidders who failed in the Technical stage will not be opened.
- b. The Technical Proposal should strictly NOT contain any Price/Cost indications as such otherwise the Bids will be summarily rejected.**
- c. The Bids shall be typed and signed by the authorized person of the Bidder. All pages of the Bid shall be signed and stamped by the authorized person.
- d. Any alterations, deletions or overwriting will be treated as valid only if they are attested by the full signature by the authorized person.
- e. The Technical Proposal shall be placed in a separate cover (**Envelope-A**) and sealed appropriately. **The Technical Proposal cover** shall be super scribed with **"Technical Proposal for IT Gadgets. "FROM" address** and **"TO" address** shall be written without fail otherwise the Technical Proposal is liable for rejection. This envelope containing Technical Specifications shall

be super scribed as “Technical Proposal”,

Financial Proposal (Envelope-B)

- a. All the Priced items as asked in the Bid Documents should be filled in the Financial Proposal format as given in the Bid Documents.
- b. **The prices quoted shall be in PAK RUPEES only (both in figures and words).**
- c. **The Bid is liable for rejection if Financial Proposal contains conditional offers or partial offers.**
- d. The Financial Proposal of the Bidder should include all taxes/duties
- e. The cost quoted by the Bidder shall be valid and unchanged for a period of **60 calendar days** from the date of opening of the proposal.
- f. The Financial Proposal (**Envelope B**), shall be containing separate sealed quotes. The Financial Proposal cover shall be sealed and super-scribed **with “Financial Proposal for IT Gadgets”**. The **“FROM” address** and **“TO” address** shall be written without fail otherwise the Financial Proposal is liable for rejection.
- g. **Two percent (2%) Bid Security** in the shale of Call Deposit, Pay Order or Bank Draft must be placed in the **Financial Proposal (Envelope-B)**.

Outer Cover

The Technical Proposal cover (**Envelope-A**) and Financial Proposal cover (**Envelope-B**) shall then be put in a single outer cover and sealed. The outer cover shall be super-scribed with **“Bid for IT Gadgets”**. The **“FROM” address** and **“TO” address** shall be written without fail otherwise the Technical Proposal is liable for rejection.

1. **Envelope-A: Technical Proposal (properly sealed)**
2. **Envelope-B: Financial Proposal (properly sealed)**
3. **Both the Envelopes A and B should be put in a single outer cover and properly sealed**

Note: Errors / Omissions are subject to rectification.

Note: Bid can be submitted through courier or by hand

Address for the submission of tender:

Sanjh Preet Organization
Procurement Section
94/D-J,1 Johar Town Lahore
Phone # +92 42 35301657

Note: Errors / Omissions are subject to rectification.

9. Description of Items and Quantities

Item	Specifications	Quantity
Laptop	Display: 15" FHD (1920x1080) RAM: 8GB removable module DDR4 3200mhz or higher Storage: 512GB M2/ NVM Processor: Corei5 12 th Generation or higher 12mb cache; Speed: upto 4.4ghz Ports: USB and HDMI Connectivity: Bluetooth and wifi Operating System: Windows 11 Licensed Office: Office 16 Licensed Warranty: One (01) year On-Site Accessories: Carrying Bag Same Brand – Good Quality	22
Desktop Computer	Processor: Intel Core i3 with 12th Generation or above Motherboard: With Intel Chipset Memory: 8 GB or Higher Hard Drive: 256 SSD or higher Display Card: Intel UHD Graphics Sound Card: High-Definition Sound Card Network: Built-in Gigabit Ethernet Card Power Supply: 180 Watt or higher Ports: USB Ports 3.2, 2.0, Built-in Audio input & output ports, 1 x HDMI & 1 x display port Mouse and Keyboard: Standard Keyboard and USB Optical Mouse Same Brand LED: 18.5" or higher of same brand Operating System: Pre-Installed Licensed Windows 10/11 Professional Warranty: One (01) Year Parts and Labor warranty for all components on site	6
Printer cum Scanner and Copier	HP Laser MFP 135w	4
Photocopier	Speed B/W: 52 Pages Per Minute Resolution: 1,200x1,200 dpi Paper Capacity: Single 500 Sheet Drawer Toner Impressions B/W: 10,000 Impressions Copier Type: Office Copier Color Capability: Black and White Copier	2

10. Technical Proposal (Envelop-A)

10.1 Profile of the Bidder

Sr.#	Particulars	Bidder
1	Name of the Company/Firm/Organization	
2	Year of incorporation	
3	Registered office	
	Address	
	Office Telephone Number	
	Fax Number	
4	Contact Person	
	Name	
	Personal Telephone Number	
	Email Address	
5	Bid Signing Authority	
	Name	
	Address	
	Personal Telephone Number	
	Email Address	
	Please enclose Authorization or Power of Attorney to sign and submit the Bid	
6	Registration Details	
	Valid NTN Registration Number	
	Valid GST Registration Number	
	Any other Registration with name	
	Bank Name, Address and Account Numbers	

10.2 Firm's/Organization Relevant Experience

Using the format below, provide information on each assignment, implemented similar nature of assignments by your Company/Firm/Organization.

Name of the Firm/Company: _____

Name of the Assignment				
Country: Location within the country	Value of the Contract	Client	Duration of the Assignment	
			Start date	Completion Date
Narrative Description of the Assignment				

Note: Please fill out separate sheet for each of the similar project implemented

10.3 Furnish details for meeting the eligibility Criteria

1. Details about Working Capital/Net Worth (Last Three Years)

Sr. #	Audited Years	Bidder
1	2021-2022	
2	2022-2023	
3	2023-2024	
	Please enclose audited Annual Reports including Balance sheets, Income statement and Profit and Loss accounts for the audited years	

2. Details about Income Tax (Last Three Years)

Sr. #	Audited Years	Bidder
1	2021-2022	
2	2022-2023	

3	2023-2024	
	Please enclose Annual Income Tax returns/certificates	

3. Details about IT Gadgets Projects (Last Three Years)

Sr. #	Audited Years	Bidder
1	2021-2022	
2	2022-2023	
3	2023-2024	
	Please enclose Purchase orders, agreements, inspection reports, payment proof indicating the item and amount	

4. Details about the Non-Blacklisting

Sr. #	Description	Bidder
1	Does the Bidder have been blacklisted by any of the Federal and Provincial Government or Organizations of the Sate/Central Government in Pakistan in the past three years?	Bidder should submit the undertaking letter
2	The firm/company is not defaulter with any scheduled Bank	

5. Details about the Non-Defaulters

Sr. #	Description	Bidder
1	Does the Bidder have been non-defaulter of any Federal and Provincial Government or Organizations or any scheduled commercial bank in Pakistan in the past three years?	Bidder should submit the undertaking letter

6. Details of Service Center

Sr. #	District of Punjab Province	Name, address phone number of Service Center
1		
2		
3		
4		
5		

7. Details about the Commitment from the Bidder to meet the supply within Delivery Schedule (Please provide an Undertaking)

Signature of authorized person: _____

Name of authorized Person: _____

Designation: _____

Name and Address: _____

Stamp of the Bidder: _____

10.4 Bid Security

Sr. #	Particulars	Please furnish details
1	Name of the Bank	
2	CDR or Bank Draft No	
3	Date	

Date: _____

Name: _____

Designation: _____

Signature: _____

Firm/Company Seal:

10.5 Certificate as to Authorized Signatures

I certify that I am _____ of the _____ having CNIC _____ and that Mr./Ms. _____ who has signed the above Bid Documents and has been duly authorized to sign the same on behalf of our Company/Firm/Organization.

Note: Please get it signed by the Chairman/MD/CEO/Head of Board of Directors etc.

Date: _____

Name: _____

Designation: _____

Company/Firm/Organization Seal:

11. Financial Proposal: (Envelope B)

All prices must be quoted in PAK RUPEE only. Financial Proposals should be substantially in the form of Cost Worksheets provided below:

11.1 Laptop

Description	Laptop
Brand with accessories	
Model	
Unit Price Including all taxes, duties and charges	
Laptops Quantity	22
Total Cost of 22 Laptops Including all taxes, duties and charges	
Total Price in Words: Rupees	

11.2. Desktop Computer

Description	Desktop Computer
Brand with accessories	
Model	
Unit Price Including all taxes, duties and charges	
Desktop Computers Quantity	6

Total Cost of 6 Desktop Computers Including all taxes, duties and charges	
Total Price in Words: Rupees	

11.3. Scanner Cum Printer and Copier

Description	Printer cum Scanner and Copier
Brand with accessories	
Model	
Unit Price Including all taxes, duties and charges	
Printer cum Scanner and Copier Quantity	4
Total Cost of 4 Printers cum Scanners and Printers Including all taxes, duties and charges	
Total Price in Words: Rupees	

11.4 Photocopier

Description	Photocopier
Brand with accessories	
Model	
Unit Price	

Including all taxes, duties and charges	
Photocopiers Quantity	2
Total Cost of 2 Photocopiers Including all taxes, duties and charges	
Total Price in Words: Rupees	

Signature of Authorized person: _____

Name of Authorized person: _____

Designation: _____

Name and Address: _____

Stamp of the Bidder: _____