

## **PAKISTAN LNG LIMITED**

Bidding Document

for

Procurement of Photocopier/Multipurpose Printer

Tender No.: PLL/IT-Photocopier/05/2025-001

Bid Submission: 29<sup>th</sup> May 2025 at 11:00 AM

Bid Opening: 29<sup>th</sup> May 2025 at 11:30 AM



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## **INTRODUCTION**

This Tender Document is issued for the procurement of Photocopier/Multipurpose Printer. The purpose of this tender is to invite reputable and qualified suppliers to submit their proposals for the supply, delivery, and installation of the specified equipment in accordance with the terms and conditions outlined herein. Bidders must ensure compliance with the technical specifications, delivery timelines, and all other requirements specified in this document.

## **OBJECTIVE**

The objective of this tender is to procure a reliable, high-performance Photocopier/Multipurpose Printer that meets Pakistan LNG Limited's operational and administrative needs. The equipment should offer advanced functionality, energy efficiency, and user-friendly operation to enhance productivity and streamline document management. The selected supplier will be responsible for the supply, installation, and configuration of the equipment, along with providing necessary training, warranty, and after-sales support to ensure long-term performance and minimal downtime.



## INVITATION TO BID

1. Pakistan LNG Limited (hereinafter referred to as "PLL" or the "Company") invites sealed bids for the supply of one (01) brand-new Photocopier/Multipurpose Printer as per the specified requirements.
2. A single-stage two-envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bid Document.
3. The bidders may download the tender document from the Company's website i.e. [www.paklng.com](http://www.paklng.com) or from EPADS i.e. <https://eprocure.gov.pk>.
4. The Bids shall be uploaded in PDF format on EPADS portal i.e. <https://eprocure.gov.pk> on or before 29<sup>th</sup> May 2025 at 11:00 a.m. Bids will be opened at 11:30 a.m. on the same day at PLL's office 9<sup>th</sup> Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad. Bidders' authorized representative(s) will be allowed to attend the bid opening.
5. Bidders are requested to go through 'Instruction to Bidders' to acquaint themselves with the details of the bidding process including the Company's correspondence details, bid submission deadline, bid opening date, bid validity, deviations, and technical and financial bid submission details. Bids are to be submitted in accordance with the procedure as set out in the Bid Document.
6. The Bidder must be registered with FBR for the GST and Income tax, if applicable.
7. PLL reserves the right to accept/reject any or all bids or to annul the bidding process in its entirety without assigning any reason and without assuming any liability as per Rule 33(1) of PPRA Rules.
8. The Bidder must provide information on its postal address, telephone number, fax number, NTN number, sales tax registration number, email address, and names of the key person(s) in their organization.
9. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and PLL.

Sincerely,



**Head of HR & Administration**  
Pakistan LNG Limited,



**INSTRUCTIONS TO BIDDERS**

The objective of "Instructions to Bidders" is to provide bidders information to submit bids in response to this Bidding Document (BD) according to the requirements defined in this BD and in the same order/sequence as set forth in this BD. Bidders are required to fulfill the below requirements for their bids:

- 1) Bidders must submit their technical and financial bids in PDF format on EPADS on or before the bid closing deadline.
- 2) For the sake of clarity, it may be noted that single stage two envelope procedure will be adopted. The bidders are required to prepare their bids in accordance with this Bid Document and the same shall be uploaded on EPADS before closing deadline
- 3) Original Bid Bond in form of a demand draft/pay order equivalent to PKR 25,000/- drawn in favor of "Pakistan LNG Limited" shall be submitted on or before the bid submission date at PLL's Office 9<sup>th</sup> Floor Petroleum House, Ataturk Avenue G-5/2, Islamabad, otherwise bid will be rejected. A copy of the demand draft/pay order should be uploaded on EPADS as well.
- 4) The Bid Bond of unsuccessful Bidders will be returned within 15 days after the announcement of evaluation results on PPRA website. The Bid Bond of successful Bidders will be returned within three months of the issuance of purchase order. The bid bond will be forfeited in case the SUCCESSFUL BIDDER fails or delays accepting the fully termed purchase order.
- 5) Selected bidder must submit Performance Bond of 10% of Bid value in favor of Pakistan LNG Limited in the form of Pay Order before signing of Contract.
- 6) Each bidder shall submit only one bid, multiple submissions of bids shall render the bidder disqualified.
- 7) The bidder will have to comply with all laws applicable in Islamic Republic of Pakistan.
- 8) The bid bond may be forfeited in case of the occurrence of any of the following:
  - a) Bidder withdraws its bid before the bid validity date.
  - b) Bidder fails to extend the validity period of the bid bond to match any extension of the bid validity date in accordance with the terms and conditions of this BD.
- 9) The bidders will submit their bid in accordance with the terms and conditions of the BD. All the pages of the Technical & Financial bids must be sequentially numbered. All the pages of the financial bid and Form of Bid (technical bid) must be stamped & signed by the representative authorized at clause 6 of the Form of Bid. All other pages of the technical bid must be stamped and initialed by the representative authorized at clause 6 of the Form of Bid.
- 10) A prospective bidder seeking clarification on the bid documents should seek such clarification in writing via EPADS at least one week prior to the bid submission deadline. Responses to such requests for clarification will be provided in writing through EPADS.
- 11) Bids must be uploaded on EPADS on or before the Bid Closing Date and Time specified in Bid Data Sheet.
- 12) PLL may, at its exclusive discretion, extend the deadline for the submission of the bids in which case all rights and obligations of the PLL and the bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.



- 13) Within the original validity of the bids, PLL may request the bidders to extend their bid validity for another period not exceeding the original bid validity. The bidder who chooses not to extend their bid validity as may be required by PLL; bid will be deemed withdrawn, and their bid bond shall be returned.
- 14) The language of the bids shall be English. Any printed literature/documents/certificates etc. furnished by the bidders in another language shall be accompanied by an English translation which shall govern for purposes of interpretation.
- 15) To assist in the examination, evaluation, and comparison of bids, PLL may at its discretion ask the bidder for clarification of bid. The request for clarification and the response shall be in writing through EPADS.
- 16) PLL may hold a prospective bidders' Pre-bid Meeting at PLL Islamabad office as may be decided by PLL to which prospective bidders will be invited. Prospective bidders may attend the Pre-bid Meeting at their own cost.
- 17) PLL reserves the right to amend, modify, supplement, or withdraw this BD or extend the deadline for submission of the bid at any time and to reject all the bids received and annul this process without assigning any reason/cause and without assuming any liability or obligation on its part.
- 18) Bidders shall submit their technical bids as per the requirements mentioned in **Annexure-II**.
- 19) Duly completed, signed, and stamped Price Schedule shall be submitted as a financial bid. Prices will be quoted in Pak Rupees; any other currency will be rejected. While submitting their bids, bidders shall be responsible for including all applicable duties/taxes/levies, etc. (Federal and/or Provincial) and out-of-pocket expenses in their quoted rates. Omission, if any, shall be the sole responsibility of the bidder. All taxes and duties shall be borne by the bidder as per applicable laws. PLL will not be responsible for any erroneous calculation of taxes, or any differences arising out of tax incidence and computation and shall be fully borne by the successful bidder.
- 20) The bidders participating in the bidding process are required to adhere to all the laws as promulgated by the Government of Pakistan for the time being in force. Upon completion of the bidding process, the terms and conditions as agreed between the parties will not be altered or amended.
- 21) The successful bidder shall be responsible for complying with all the local laws of Pakistan and fulfilling all requirements thereof.
- 22) The bids will be rejected if any of the following shortcomings occur:
  - a. Signed "Form of Bid", as per format given in **Bid document**, with an official stamp affixed on it is not provided.
  - b. Form of Bid, on bidders' letter head, with signatures and official stamp is not uploaded on EPADS.
  - c. Bid bond is not submitted with the Technical Bid.
  - d. Bids must contain a Certificate of Incorporation, Company/Firm's Registration Certificate, SECP registration, etc. (whichever is applicable).
  - e. Bids submitted without Tax authorities' registration certificates and bidder not appearing on Active Taxpayer list of FBR.



- f. Bid having not fully filled-in/quoted price schedules or quoted in currency other than Pak Rupees (PKR).
  - g. Bid is un-signed, partial, conditional, alternative.
  - h. Bidder has been found blacklisted during evaluation stage or prior to the award of contract.
  - i. Multiple bid submissions, either jointly or severally, shall render the bidder disqualified.
  - j. Bidder(s) engages in corrupt or fraudulent practices during the process.
  - k. An affidavit is not submitted to the effect that bidder is an independent company/firm, and not the agent, subsidiary, or holding of any company/firm having a business relationship with PLL in any manner whatsoever.
- 23) The bids will be evaluated as per the evaluation criteria provided in **Annexure-III**. Bidders are required to secure at least 70 Technical Scores (TS) on an overall basis for technical qualification. Financial bids of technically qualified bidders will be opened in the presence of their representatives who choose to attend. The contract will be awarded on the Quality and Cost Based Selection (QCBS) method, on a 70% quality and 30% cost basis.
- 24) The bidders shall bear all costs/expenses associated with the preparation and submission of the bids and PLL shall in no case be responsible/liable for those costs/expenses.
- 25) The bids shall be opened at the specified time and place in the presence of the authorized representatives of the bidders who choose to attend.
- 26) During the examination, evaluation, and comparison of the bids, PLL at its sole discretion may ask any bidder for clarifications of its bid. The request for clarification and the response shall be in writing/email. However, no change in the price or substance of the bid shall be sought, offered, or permitted after bid submission.
- 27) Bids submitted via email or fax shall not be entertained.
- 28) PLL does not accept:
- a) any responsibility arising in any way for any errors in or omissions from any information or for any lack of accuracy, completeness, currency, or reliability of any data or information, including all written or oral information made available to the bidder or its advisors during the bidding process and responses to requests for information/clarification and questions raised by a bidder; or
  - b) any liability for any loss or damage suffered or incurred by the bidder or any other person, whether directly or indirectly, because of or arising out of that person placing any reliance on the information or its accuracy, completeness, currency, or reliability.
- 29) The Bidder agrees to:
- a) Conduct his/her own investigation and analysis regarding any information, statements, or representations contained in the information and will rely on his/her own enquiries and seek appropriate professional advice.
  - b) Not to rely on any representation or warranty (express or implied) as to the accuracy, completeness, currency, or reliability of the information.
- 30) The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.



- 31) PLL reserves the right to forfeit the Bid Bond of the Bidder who breaches any terms and conditions of this BD.
- 32) Bidder must also comply with all other requirements of Federal Board of Revenue (FBR) Pakistan.
- 33) Completion time for the work is 30 days after issuance of Letter to Proceed (LTP). Liquidated Damages (LD) will be charged at a rate of 0.1% per day up to maximum of 10% of the bid value.
- 34) Dispute Resolution:

All disputes, controversies or differences that may arise between the Parties arising out of or in connection with this Agreement, shall be settled amicably through mutual negotiations in good faith. All such disputes that are not settled amicably within 60 days from the date of notification of such dispute shall be referred to arbitration. The arbitration proceedings shall be conducted in accordance with the Arbitration Act, 1940, or any amendment thereof and decided by a sole arbitrator, who shall be a retired judge of the High Court of Pakistan and shall be appointed by the mutual consent of both the Parties. The decision of the arbitrator shall be final and binding on the Parties. The arbitration shall be held at Islamabad. Arbitration shall be condition precedent to any other action/remedy under the law. Both Parties agree to contribute equally towards the cost of arbitration proceedings.

- 35) Governing Law and Jurisdiction:

This Agreement shall be subject to and construed in accordance with the laws of the Islamic Republic of Pakistan and will be subject to the exclusive jurisdiction of the Courts of Islamabad having competent jurisdiction.



## **ANNEXURE-I: SCOPE OF WORK**

1. Complete Installation, Configuration and testing of the multi-purpose photocopier in accordance with the specified features and technical requirements.
2. Administrative and User Training, including provision of a comprehensive User and Administrator manual.



**ANNEXURE-II: TECHNICAL BID REQUIREMENTS**

Bidders shall use the following matrix as an index to their technical bid. The technical bids shall be evaluated/scored in accordance with the information detailed below:

<b>Technical Specification</b>			
Minimum Specification – Black & White Photocopier (multi-purpose)			
<b>Sr. No.</b>	<b>Description</b>	<b>Specification Parameter</b>	<b>Compliance</b>
1	Functions	Print, copy, scan	
2	Print speed	40ppm	
3	Duplex printing	Automatic	
4	Print quality black (best)	Up to 1200 x 1200 dpi	
5	Print technology	Laser	
6	Ports available	High speed USB, RJ45	
7	Network Connectivity	Gigabit Ethernet	
8	Digital sending standard features	Scan to E-mail; Save to Network Folder; Save to USB drive; Send to FTP; Local Address Book; SMTP over SSL	
9	Paper sizes supported	A3, A4, Legal, Letter, etc	
10	Paper Trays	Minimum 2 trays with A3 size supported	
11	Scanner type	Flatbed, ADF	
12	Scan file format	PDF, JPEG, XPS, etc	
13	Scan resolution, optical	600 dpi	
14	Scan speed	up to 50 ppm	
15	Duplex ADF scanning	Yes, reversing ADF	
16	Copy speed (black, normal quality, A4)	40ppm	
17	Energy savings feature technology	Yes	

**Note:** The operating system and hardware will be verified with the OEM of proposed hardware.



**ORGANIZATION INFORMATION**

**INFORMATION FORM**

1. Name of Supplier:
2. Address:
3. Telephone No(s):
4. Fax Number:
5. E-mail Address:
6. Experience (Number of Years):
7. Additional information in any:

Yours truly,

Name of Authorized Representative:

Position :

Date :



**ANNEXURE-III: EVALUATION CRITERIA**

The evaluation committee shall evaluate the bids on the basis of responsiveness to the scope of work and evaluation criteria provided herein.

**1. Technical Evaluation Criteria:**

The following criteria shall be used for evaluating the technical competencies of the bidders.

<b>Technical Evaluation Criteria</b>				
<b>Sr. #</b>	<b>Descriptions</b>	<b>Points</b>	<b>Max Points</b>	<b>Required (Attachments)</b>
1	<b>Compliance with Technical Specifications Sheet</b>		30	Attach Complete BOQ of Proposed Hardware with specification sheets
	As per Technical Specification	30		
	Otherwise	0		
2	<b>Supply of similar equipment during the last three (03) years</b>		10	Attach past PO/Contract Copy with client (POC)Point of Contact Details
	100 and more than 100 units deployment	10		
	Greater than 50 but less than 100 units deployment	7		
	Less than 50 units deployment	5		
3	<b>Status of Reseller/Partner/Distributor, etc.</b>		30	Valid Authorization Certificate and Letter from OEM/Principal for the tender containing Reference no: PLL/IT-Photocopier/05/2025-001
	Valid Authorization	30		
	Others	0		
4	<b>Experience in Supplying required Equipment.</b>		10	Attach past PO/Contract Copy with client (POC)Point of Contact Details
	More than 05 years	10		
	Up to 05 years	5		
5	<b>Delivery Time</b>		10	Delivery timelines in Technical Bid Documents
	Ex-Stock (within 1 week)	10		
	2 - 3 Weeks	7		
	4 Weeks	4		
6	<b>Presence with Pre-Sales and Support</b>		10	Attach Valid Proof
	Local presence	10		
	Otherwise	0		
	<b>Total Marks</b>		<b>100</b>	
	<b>Passing Marks</b>		<b>70</b>	

**Notes:**

- Minimum qualifying marks: 70
- The Bidder shall submit all information along with documentary evidence as specified in the evaluation criteria.

**2. Financial Evaluation Criteria**

Financial bids will be opened only for those companies/firms that secure at least 70 marks in the technical evaluation. The criteria for evaluation of financial bids are as follows:

Criteria	Points
The lowest financial bid will obtain the highest Financial Score (FS).	Formula for award of marks is as under: $FS = 100 \times (\text{Lowest Financial Bid Value} / \text{Financial Bid Value to be evaluated})$

**Final Score**

Weightage for Technical Bids (TW): (Marks Obtained out of 100) x 70/100  
 Weightage for Financial Bids (FW): Financial Score (FS) x 30/100

Final Score shall be calculated as per the following formula:

Final Score = Weightage for Technical Bids (TW) + Weightage for Financial Bids (FW)

The contract will be awarded to the firm /company obtaining highest rank in Final Score.

NOTE: In case two or more bidders obtain the same Final Score then preference will be given to bidder having the highest marks at its technical evaluation stage.



## **FINANCIAL PROPOSAL**

**Note:** Bidder with lowest total price will be considered as financially compliant bidder.

The payment terms will be as follows:

Pakistan LNG Limited will make payment within 15 working days from receipt of the following documents:

- GST invoice
- Proof of dispatch documents
- Packing List
- Goods Receiving Note

All prices shall be quoted in Pak Rupees including all taxes.

Bid validity will be 120 days after the submission of proposals.

All payments as agreed shall be less any Government taxes which Pakistan LNG Limited (PLL) is required to deduct by law. The payment shall be made in Pak rupees through a Cross Cheque.



**FORM OF BID**

Pakistan LNG Limited,  
Petroleum House, 9 Floor,  
Ataturk Avenue, G-5/2, Islamabad.  
Phone No. 051-8744183-4

Dear Sir

Reference your Tender No. \_\_\_\_\_ for procurement & Installation/configuration of multi-purpose Photocopier:

1. We, hereby submit our complete bid along with all the requirements as per the Bidding Documents (BD). We acknowledge that PLL is not bound to accept any bid in this regard and reserve the right to accept any offer and to annul the bidding process and reject all bids without assigning any reason or having to owe any explanation whatsoever.
2. If our bid is accepted and we are declared successful bidder, we at our own expense will provide, within the timelines as provided in the BD or as communicated by PLL, the performance security as per the requirements of the BD.
3. We agree to abide by this BD for a period of one hundred and twenty (120) days from the technical bid opening date or any extension thereto granted, and it shall remain binding upon us and can be accepted at any time before the expiration of this period.
4. We hereby undertake and confirm that M/s [name of Bidder] and its employee(s) have never been blacklisted by any government, semi-government, autonomous or state-owned organization of Pakistan and their cases regarding black listing are not under trial by any Court of Law.
5. We submit herewith our technical and financial bids including the requisite bid bond.
6. We do hereby appoint and authorize Mr./Ms. (full name and official address) who is presently employed with us and holding the position of [(designation)] in [name of the Bidder] to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our subject bid including signing and submission of all documents and providing information/responses to PLL in all matters including but not limited to clarifications etc., in connection with our bid till the award of the contract. We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this authorization and that all acts, deeds and things done by our aforesaid authorized representative shall and shall always be deemed to have done by us.
7. The decision of PLL shall be final and PLL will not be liable for any loss or damage to any party acting in reliance thereon.
8. We have gone through the terms/conditions of this BD and have found the document in whole as non-biased to any company/bidder/vendor or product/ brand. We hereby undertake and firmly bound ourselves to abide by/ comply with all sections / conditions of this BD. We do not have any objection/comment on any clause/section/article and fully understand the documents as compliant with PPRA Rules.
9. We undertake that all the information submitted by us is correct and true to the best of our knowledge and belief and nothing has been concealed and misstated by us in the bid. In case any information is found wrong, misleading or misstated in this bid, the same may lead to rejection of our bid and our disqualification.
10. We declare that our bid is our only and final offer, and no unsolicited offer of any description shall be made for consideration of the PLL.



We remain,

Yours' sincerely

[Bidder's Official Stamp]

Authorized Signature: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name & Address of Firm: \_\_\_\_\_

Cell No. of Signatory: \_\_\_\_\_

e-mail address of Signatory: \_\_\_\_\_

Mailing address of Signatory: \_\_\_\_\_

Acceptance by representative authorised at Clause 6 above:

Signatures of Authorised Representative: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Name & Address of Firm: \_\_\_\_\_

Cell No.: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

