



BIDDING DOCUMENT FOR RUDA
Government of the Punjab



**PROCUREMENT OF PLOTTER AND COLOR PRINTER WITH ALLIED
EQUIPMENT
FOR
RAVI URBAN DEVELOPMENT AUTHORITY**



DISCLAIMER

This bidding document has been prepared and is being floated under RUDA procurement regulations 2022 (amended), for inviting bids for procurement of Plotter and Color Printer for Ravi Urban Development Authority (RUDA).

2. The bidding document information, evaluation criteria and draft contract shall be used for selection of most responsive bidder. RUDA employees, personnel, agents, consultants, advisors, and bidders etc. shall not be liable to reimburse or compensate the recipient of the document and prospective bidder participating in the bidding process for costs, fees, damages or expenses incurred by the recipient of the document or the prospective bidder in evaluating or acting upon this document or otherwise in connection with the assignment as contemplated herein after.

3. The submission of bids by the prospective bidder shall be deemed to be upon full comprehension and agreement if any or all terms of the document and such solicitations shall be deemed as an acceptance to all the terms and conditions stated in this document.

4. Bids submitted by prospective bidder in response to the Invitation to Bid (ITB) shall be construed to be based on full understanding and comprehension of each clause of the document after due diligence and carefully verifying and examining the information, data, criteria, terms and conditions mentioned in the document. Mere obtaining the document and participation in the bidding process shall neither constitute a solicitation to invest nor termed as a guarantee or commitment of any manner on the part of Ravi Urban Development Authority (RUDA) that the contract shall be awarded. RUDA reserves the rights in its full discretion to modify the document or the assignment at any time prior to the award of contract and shall not be liable to reimburse or compensate the bidders for any cost, taxes, expense or damage incurred by the bidders during their participation in the bids.

5. RUDA in terms of Regulation 37 of RUDA Procurement Regulations 2022 (amended) and as held by the superior court (PLD 2016 Sindh 207) (PLD 2020 Lahore 565) reserves the right in its full discretion to revoke the bidding process and reject all the bids or proposals at any time prior to the acceptance of a bid or proposal and shall incur no liability solely by virtue of its invoking ibid rule towards the bidders.

6. Mere submission of bids does not generate or create right of the bidders to selection.



Contents

1.	INVITATION TO BID	5
2.	INSTRUCTIONS TO BIDDERS	5
3.	BIDDING DETAILS	6
4.	TENDER SCOPE	7
5.	TENDER ELIGIBILITY / QUALIFICATION CRITERIA	7
6.	JOINT VENTURE / CONSORTIUM	7
7.	SUBMISSION OF TENDER	7
9.	TENDER PRICE	8
10.	BID SECURITY	8
11.	TENDER VALIDITY	9
12.	CORRECTION OF ERRORS / AMENDMENT OF TENDER	9
13.	REJECTION / ACCEPTANCE OF THE BID	10
14.	CONTRACT LANGUAGE	10
15.	STANDARDS	11
16.	PACKING	11
17.	DELIVERY	11
18.	PAYMENT	11
19.	PRICE	11
20.	CONTRACT AMENDMENT	12
21.	ASSIGNMENT/SUBCONTRACT	12
22.	BLACKLISTING	12
23.	TERMINATION FOR DEFAULT	12
24.	FORCE MAJEURE	13
25.	DISPUTE RESOLUTION	13
26.	TAXES AND DUTIES	14
27.	DELIVERY PERIOD	14
28.	PERFORMANCE SECURITY	14
	EVALUATION CRITERIA:	15
	ANNEXURE-A	16
	ANNEXURE-B Technical Proposal Submission Form	20
	ANNEXURE-C Financial Proposal Submission Form (Part of Financial Bid Envelope)	21
	Annexure-D Price Schedule	22
	ANNEXURE-E Format for Covering Letter	23
	ANNEXURE-F UNDERTAKING	24
	UNDERTAKING	24
	ANNEXURE-G	25
	AFFIDAVIT	25



The bidders are expected to go through the bidding document and all instruction forms, terms, specifications and precisely comprehend it fully and furnish all information required by bidding documents along with supporting documents if any while submitting the bid. Failure to furnish the required information or documents shall make the bid non-responsive which may lead to its rejection.

In case of any quandary or clarification about the instructions / provisions hereinafter referred in the bidding document the procuring agency can be contacted for resolution of the issue but all such clarification shall be entertained only which are received one week prior to last date of bid submission.



1. INVITATION TO BID

Ravi Urban Development Authority hereinafter referred to as “**RUDA**” intends to invite sealed bids for procurement of **Plotter and a Color Printer** with allied equipment.

1.1. RUDA Regulations 2022 (amended) are strictly to be followed and can be obtained from RUDA website: <https://ruda.gov.pk/legal-framework>

Interested companies, who are registered with income tax and sales tax department are invited to bid.

1.2. Mode of Advertisement:

As per regulation 12(2), this tender is being placed online at PPRA website, RUDA's website and circulated in two daily newspapers.

The prospective bidders can download the Tender from RUDA's website (<http://www.ruda.gov.pk>).

2. INSTRUCTIONS TO BIDDERS

2.1. Eligibility Criteria

All prospective bidders who are registered with Income Tax and Sales Tax Departments shall be eligible to apply.

All prospective bidders shall be required to submit an affidavit on legal stamp paper that neither they have been blacklisted by any of the public sector organization in Pakistan nor they have gone into court against any such order.

2.2. Cost of Bidding Document

The prospective bidder can acquire the bidding document from Procurement Wing of Ravi Urban Development Authority (RUDA), 151 Abu Bakar, Block Garden Town, Lahore on deposit of Rs. 5,000/- (Non-refundable being the tender Cost) in the form of pay order in favor of Ravi Urban Development Authority or can download the documents from authority's website mentioned above but such documents will only be accepted upon submission of the said pay order.

2.3. Type of Open Competitive Bidding

As per Regulation 41(2)(b) of RUDA Regulations 2022 (amended), Single Stage – Two Envelope procedure shall be followed. This is as follows:

1. The bid shall be a single package consisting of two separate envelopes, containing separately the financial and the technical proposals;
2. The envelopes shall be marked as "Financial Proposal" and "Technical Proposal";
3. Envelope containing the financial proposal shall also be marked with a caution: "Not to be opened unless the technical bid is opened";
4. In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the CEO secretariat;



5. The evaluation committee shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
6. During the technical evaluation no amendments in the technical proposal shall be permitted;
7. After the evaluation and approval of the technical proposals by the Competent Authority shall open the financial proposals of the technically accepted bids, publicly at a time, date and venue announced and communicated to the bidders in advance which shall be invariably within the bid validity period;
8. The financial proposal of the bids found technically non-responsive shall be returned provided that if technically non responsive bidder intends to file grievance petition against the decision and desires to remain active in the procurement process it may leave the financial bid with the Procuring Agency which shall be returned either on the expiry of the bid validity or on the decision of the complaint, whichever is later;
9. The lowest evaluated bidder shall be awarded the contract.

3. BIDDING DETAILS

All bids must be accompanied by Bid Security, as per provisions of this tender document clause “Bid Security” in favor of “**Ravi Urban Development Authority**”. The complete bids as per requirements under this tender document must be delivered to the office of Ravi Urban Development Authority, **not later than 11:00 AM on 12 February 2024**. Late bids shall not be considered. Bids shall be publicly opened in the conference room of Ravi Urban Development Authority at 11:30 AM on the same day. In case the last date of bid submission falls in/within the official holidays/weekends of RUDA, the last date for submission of the bids shall be the next working day.

The Bidder should be fully and completely responsible for all the deliveries and deliverables to RUDA.

The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:

Primary Contact

Deputy Director GIS

nizam.u@ruda.gov.pk

Ravi Urban Development Authority

151 Abu Bakar Block, Garden Town Lahore. Pakistan

TEL: +92-42-99233231-8 (Ext: 605)

Secondary Contact

Deputy Director Procurement

haroon.rauf@ruda.gov.pk

Ravi Urban Development Authority

151 Abu Bakar Block, Garden Town Lahore. Pakistan

TEL: +92-42-99333531-6



4. TENDER SCOPE

Ravi Urban Development Authority (RUDA), (hereinafter referred to as “RUDA”) invites bidding documents (hereinafter referred to as “the Tender”) for supply of Plotter and a Color Printer (as per specifications mentioned in Annexure A).

Detailed requirements and other specifications of the services required are attached at Annexure-A and Sections of this document.

5. TENDER ELIGIBILITY / QUALIFICATION CRITERIA

Eligible Bidder/Tenderer is a Bidder/Tenderer who:

- a) has a registered/incorporated company/firm in Pakistan.
- b) Must be registered with Tax Authorities as per prevailing latest tax rules (*Only those firms / companies which are validly registered with sales tax and income tax departments and having sound financial strengths can participate*)
- c) has valid National Tax Number (NTN) and must be included in Active Tax Payer List.
- d) has valid registration of General Sales Tax (GST) and National Tax Number (NTN) and must be included in the Active Tax Payer List.
- e) must have past 1-year relevant experience.
- f) Has not been blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan (*Submission of undertaking on legal stamp paper is mandatory*)

6. JOINT VENTURE / CONSORTIUM

Joint venture / consortium is not eligible for this tender.

7. SUBMISSION OF TENDER

1. Technical Proposal Form (Annexure-B)
2. Affidavit and Undertaking (All terms & conditions and qualifications listed anywhere in the RFP have been satisfactorily vetted and agreed) (Annexure-F&G)
3. Covering letter duly signed and stamped by authorized representative. (Annexure-E)
4. Authorized Certificate / document from the principle / manufacturer. (If applicable)
5. Undertaking and Evidence that the quoted Goods are genuine, brand new, non-refurbished, and un-altered in any way.
6. Technical Brochures/Literature, details of warranty and after-sale service (if applicable)



7. The Bidder's financial capacity to mobilize and sustain the Supply of Hardware/Equipment and Services is imperative. In the Proposal, the Bidder is required to provide information of its financial status. This requirement can be met by submission of one of the following:

- 8.1. Audited financial statements for the last Three (03) years,
- 8.2. supported by audit letters,
- 8.3. Certified financial statements for the last Three (03) years
- 8.4. Tax returns duly signed and stamped by authorized representative.
- 8.5. The statement must be signed by the authorized representative of the Bidder.

8. The Financial Proposal shall comprise the following:

- 8.1. Financial Proposal Form (Annexure-C)
- 8.2. Price Schedule (Annexure-D)
- 8.3. Bid Security (As per provisions of the clause "Bid Security" of this document)

9. TENDER PRICE

The quoted price shall be:

- 9.1. best / final / fixed and valid until completion of all obligations under the Contract i.e., not subject to variation / escalation.
- 9.2. in Pak Rupees
- 9.3. inclusive of all taxes, duties, levies, insurance, freight, etc.

10. BID SECURITY

The Tenderer shall furnish the Bid Security as under:

- 10.1. for a sum equivalent to **PKR 100,000/-**.
- 10.2. denominated in Pak Rupees;
- 10.3. in the form of Demand Draft / Pay Order / Call Deposit Receipt, in the name of **"Ravi Urban Development Authority"**.
- 10.4. has a minimum validity period of One Hundred and twenty (120) days from the last date for submission of the Tender.

The Bid Security shall be forfeited by RUDA, on the occurrence of any / all of the following condition:

- 10.5. If the Tenderer withdraws the Tender during the period of the Tender validity specified by the Tenderer on the Tender Form; or
- 10.6. If the Tenderer does not accept the corrections of his Total Tender Price; or
- 10.7. If the Tenderer, having been notified of the acceptance of the Tender by RUDA



during the period of the Tender validity, fails or refuses to deliver the required goods/items or fulfill the order placed within the stipulated time period.

The unsuccessful Tenderer will be returned the Bid Security only, after completion of technical & financial evaluation process. The Bid Security shall be returned to the successful Tenderer upon completion of the contract tenure.

11. TENDER VALIDITY

The Tender shall have a minimum validity period of **One Hundred and twenty (120) days** from the last date for submission of the Tender. RUDA may solicit the Tenderer's consent to an extension of the validity period of the Tender. The request and the response thereto shall be made in writing. If the Tenderer agrees to extension of validity period of the Tender, the validity period of the Bid Security shall also be suitably extended.

12. CORRECTION OF ERRORS / AMENDMENT OF TENDER

The Tender shall be checked for any arithmetic errors which shall be rectified, as follows:

- 12.1.1. If there is a discrepancy between the amount in figures and the amount in words for the Total Tender Price entered in the Tender Form, the amount which tallies with the Total Tender Price entered in the Price Schedule, shall govern.
- 12.1.2. If there is a discrepancy between the unit rate and the total price entered in the price Schedule, resulting from incorrect multiplication of the unit rate by the quantity, the unit rate as quoted shall govern and the total price shall be corrected, unless there is an obvious and gross misplacement of the decimal point in the unit rate, in which case the total price as quoted shall govern and the unit rate shall be corrected.
- 12.1.3. If there is a discrepancy in the actual sum of the itemized total prices and the total tender price quoted in the Price Schedule, the actual sum of the itemized total prices shall govern.
- 12.2. The Tender price as determined after arithmetic corrections shall be termed as the Corrected Total Tender Price which shall be binding upon the Tenderer.
- 12.3. Adjustment shall be based on corrected Tender Prices. The price determined after making such adjustments shall be termed as Evaluated Total Tender Price.
- 12.4. No credit shall be given for offering delivery period earlier than the specified period.



13. REJECTION / ACCEPTANCE OF THE BID

- 13.1** RUDA may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.
- 13.2** The Tender shall be rejected if it is:
- 13.2.1. Substantially non-responsive in a manner prescribed in this tender document;
or
 - 13.2.2. Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or
 - 13.2.3. Incomplete, partial, conditional, alternative, late; or
 - 13.2.4. The tenderer refuses to accept the corrected total tender price; or
 - 13.2.5. The tenderer has conflict of interest with RUDA; or
 - 13.2.6. The tenderer tries to influence the tender evaluation / contract award; or
 - 13.2.7. The tenderer engages in corrupt or fraudulent practices in competing for the contract award;
 - 13.2.8. The tenderer fails to meet all the requirements of tender eligibility/ qualification criteria
 - 13.2.9. The tenderer fails to meet the evaluation criteria requirements
 - 13.2.10. The tenderer has been blacklisted by any public or private sector organization
 - 13.2.11. There is any discrepancy between bidding documents and bidder's proposal i.e., any non-conformity or inconsistency or informality or irregularity in the submitted bid.
 - 13.2.12. The Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
 - 13.2.13. Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

14. CONTRACT LANGUAGE

The Contract and all documents relating to the Contract, exchanged between the Bidder and RUDA, shall be in English. The Bidder shall bear all costs of translation to English and all risks of the accuracy of such translation.



15. STANDARDS

The Goods / Items / Services provided under this Contract shall conform to the specifications mentioned in the tender documents.

16. PACKING

The Bidder shall provide such packing of the Goods/Items/ as is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the Contract. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination and withstand, without limitation, rough handling, exposure to extreme temperatures, salt and precipitation at all points in storage / transit.

17. DELIVERY

The Bidder shall indicate his delivery approach clearly specifying the requirements for packing, shipping and unpacking of deliverable Goods/Items with any associated/relevant documentation. The approach shall address shipment of deliverables to the various designated sites. The approach shall also specify any special shipping constraints such as custom requirements, security requirements, access arrangement or loading dock requirements.

The Goods/Items shall remain at the risk and under the physical custody of the Bidder until the delivery, testing and taking over of the Goods is completed.

The Bidder shall ensure that the Goods shall be delivered complete. If it shall appear to the Client that the Goods have been or are likely to be delayed by reason of incomplete delivery or for any other reasons, he may require the Bidder at the expense of the Bidder to dispatch the missing items of the Goods or suitable replacements thereof to the site of delivery by the fastest available means.

18. PAYMENT

The Bidder shall provide all necessary supporting documents along with invoice. The Bidder shall submit invoices, receipts or other documentary evidence. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan.

19. PRICE

The Bidder shall not charge prices for the Goods/Items, the Services provided and for other obligations discharged, under the Contract, varying from the prices quoted by the Bidder in the Price Schedule.



20. CONTRACT AMENDMENT

RUDA may at any time, by written notice served to the Bidder, alter or amend the contract for any identified need/requirement in the light of prevailing rules and regulations. The Bidder shall not execute any Change until and unless RUDA has allowed the said Change, by written order served on the Bidder. The Change, mutually agreed upon, shall constitute part of the obligations under this Contract, and the provisions of the Contract shall apply to the said Change. No variation in or modification in the Contract shall be made, except by written amendment signed by both RUDA and the Bidder.

21. ASSIGNMENT/SUBCONTRACT

The Bidder shall not assign or sub-contract its obligations under the Contract, in whole or in part.

22. BLACKLISTING

If the Bidder fails/delays in performance of any of the obligations, under the Contract, violates any of the provisions of the Contract, commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, RUDA may without prejudice to any other right of action / remedy it may have, blacklist the Bidder, either indefinitely or for a stated period, for future tenders in public sector, as per provision of RUDA Regulations 2022 (amended).

23. TERMINATION FOR DEFAULT

If the Bidder fails / delays in performance of any of the obligations, under the Contract /violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract RUDA may, at any time, without prejudice to any other right of action / remedy it may have, by written notice served on the Bidder with a copy to the Client, indicate the nature of the default(s) and terminate the Contract, in whole or in part, without any compensation to the Bidder. Provided that the termination of the Contract shall be resorted to only if the Bidder does not cure its failure / delay, within fifteen working days (or such longer period as the Client may allow in writing), after receipt of such notice.

If RUDA terminates the Contract for default, in whole or in part, RUDA may procure, upon such terms and conditions and in such manner as it deems appropriate, Services / Works, similar to those undelivered, and the Bidder shall be liable to RUDA for any excess costs for such similar Services / Works. However, the Bidder shall continue performance of the Contract to the extent not terminated.



24. FORCE MAJEURE

For the purpose of this contract “Force Majeure” means an event which is beyond the reasonable control of a party and which makes a party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances, and includes, but is not limited to, War, Riots, Storm, Flood or other industrial actions (except where such strikes, lockouts or other industrial are within the power of the party invoking Force Majeure), confiscation or any other action by Government agencies. In all disputes between the parties as to matters arising pursuant to this Contract, the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.

The Bidder shall not be liable for liquidated damages, blacklisting for future tenders, if and to the extent his failure / delay in performance /discharge of obligations under the Contract is the result of an event of Force Majeure.

If a Force Majeure situation arises, The Bidder shall, by written notice served on RUDA, indicate such condition and the cause thereof. Unless otherwise directed by RUDA in writing, The Bidder shall continue to perform under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or Agents or Employees, nor (ii) any event which a diligent Party could reasonably have been expected to both (A) take into account at the time of the conclusion of this Contract and (B) avoid or overcome in the carrying out of its obligations here under.

Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

25. DISPUTE RESOLUTION

RUDA and the Bidder shall make every effort to amicably resolve, by direct informal negotiation, any disagreement or dispute arising between them under or in connection with the Contract.

If, after thirty working days, from the commencement of such informal negotiations, RUDA and the Bidder have been unable to amicably resolve a Contract dispute, either party may, require that the dispute be referred for resolution by arbitration under the Pakistan Arbitration Act, 1940, as amended, by one or more arbitrators selected in accordance with said Law. The place for arbitration shall be Lahore, Pakistan. The award shall be final and binding on the parties.



26. TAXES AND DUTIES

The Bidder shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

27. DELIVERY PERIOD

The Bidder shall deliver ordered item(s), within fifteen (15) days from the issuance of the intimation letter(s) by RUDA, during the period of contract, subsequent to the issuance of Purchase Order.

28. PERFORMANCE SECURITY

The Bidder has to submit performance guarantee @ **5%** of purchase order. The performance security will be retained for the period equivalent to that of the warrantee period.



EVALUATION CRITERIA:

TECHNICAL EVALUATION CRITERIA:

Legal (Mandatory)

- (i) Valid Income Tax Registration *Registered for at least last two (02) years.
- (ii) Valid Sales Tax Registration (Status = Active with FBR)
- (iii) Single Undertaking covering following aspects:
 - a. Submission of undertaking that the firm is not blacklisted by any of Provincial or Federal Government Department, anywhere in Pakistan.
 - b. In full compliance of the Execution Schedule and Delivery Period mentioned in tender document.
 - c. Compliance to the technical specifications of (all items) to be procured mentioned vide "Annex A – Technical Specifications" of this document.

Selection Procedure:

The following parameters shall be evolved to quantify the standing of bidders with respect to their technical and financial standing:

- (i) The Bidder must be a **Manufacturer** or an **Authorized Dealer** for sales & service continuously from last one-year.
- (ii) **Technical Brochures** of Equipment quoted, mentioning its specifications, manufacture's model, product number, and country of origin.
- (iii) **Undertaking** and Evidence that the quoted Goods are genuine, brand new, non-refurbished, and un-altered in any way.
- (iv) The **average annual sale** for the last 3 years shall not be less than twice number of similar type of units required (year-wise detail of sale required).
- (v) **Authority Letter** from the Bidder Company authorizing the relevant person to represent the company.

Note:

- Verifiable documentary proof for all above requirements. Bidder must include checklist for above requirements in their bid.

FINANCIAL EVALUATION CRITERIA

- (i) Technically qualified / successful bidder(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the Bidders at the time and venue indicated by RUDA accordingly. The technically Eligible/Successful Bidder(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- (ii) Financial Proposal evaluation will be conducted under the RUDA Procurement Regulations, 2022 (amended) and the contract will be awarded to the lowest evaluated bidder. The Price evaluation will include all duties, taxes and expenses etc. In case of any exemption of duties and taxes made by the Government in favor of RUDA, the Bidder shall be bound to adjust the same in the Financial Proposal.
- (iii) In cases of discrepancy between the cost/price quoted in Words and in Figures, the lower of the two will be considered.
 - a. In evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.
 - b. In evaluation of the price of articles/goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.
- (iv) RUDA will not be responsible for any erroneous calculation of taxes and all differences arising out as above shall be fully borne by the Successful Bidder. All payments shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan for the whole period starting from issuance of Letter of Intent (LOI) till termination of the signed contract in this regard.



ANNEXURE-A

Technical Specification for Plotter:

Sr. No.	Functions / Peripherals	Specifications
1.	Brand	Renowned Brand commonly used in Pakistan
2.	Model size	1118mm
3.	Print speed	180 A1/hr, 19.3 sec/A11
4.	Print resolution	Up to 2400 x 1200 optimized dpi
5.	Nozzle Pitch	1200 dpi (2 lines)
6.	Technology	Thermal Inkjet or better
7.	Ink types	Dye-based (C, M, Y, pK, G); Pigment-based (mK)
8.	Ink Droplet Size	5 pl
9.	Print heads	1 universal print head
10.	Line accuracy	±0.1% or less
11.	Minimum line width	0.02 mm (PDF addressable at 1200 dpi);
12.	Handling	Sheet feed, automatic front-loading roll feed, smart roll switching, integrated output stacker, media bin, automatic horizontal cutter
13.	Standard sheets	A4, A3, A2, A1, A0
14.	E-print Capability	Yes
15.	Media Roll Outer	170 mm
16.	Grammage	60 to 328 g/m ²
17.	Thickness	Up to 31.5 mil
18.	Memory	128GB
19.	Hard disk	500 GB self-encrypting
20.	Media Type	Bond and coated paper (bond, coated, heavy weight coated, super heavy weight plus matte) Technical Paper (natural tracing, translucent bond) film (clear comma matte), photographic paper (satin, gloss, semi-gloss, matte, high gloss), backlit, self-adhesive (polypropylene, vinyl), blueprint
21.	Interfaces	Gigabit Ethernet (10/100/1000Base-T), supporting the following standards: TCP/IP, Boot IP/DHCP (IPv4 only), DHCPv6, TFTP (IPv4 only).
22.	Print languages (standard)	PostScript Printer: Adobe PostScript 3, Adobe PDF 1.7, HP-GL/2, HP-RTL, TIFF, JPEG, DWG, CALS G4; Non-PostScript Printer: HP-GL/2, HP-RTL, TIFF, JPEG, CALS G4
23.	Printing paths	Direct printing from USB flash drive, print from network shared folder, email printing, driver for latest Windows
24.	A0 size drawing print	37 sec or equivalent
25.	Non-Printable Area(cut-Sheet)	3x17x3x3mm
26.	Drivers	PostScript Printer: Raster, PostScript and PDF drivers for Windows 10 or later, Non-PostScript Printer: Raster drivers for Windows 10 or later,
27.	Environmental	ENERGY STAR, ErP, WEEE, RoHS (EU), REACH, EPEAT



28.	Warranty	One-year hardware warranty.
29.	Dealership	Authorized Dealership Gold / Higher with manufactural authorization letter
30.	Cartridges	Two set of extra cartridges
31.	Servicing	At least two services during the warranty period.
32.	Cover	Dust cover

Technical Specification for Color Printer:

Sr. No.	Functions/Peripherals	Specifications	
1.	Printing Method	Color Laser Beam Printing	
2.	Print Speed	A4	26 / 26ppm
			(mono / color)
		A3	15 / 15ppm
			(mono / color)
3.	Print Resolution	600 × 600dpi	
		1,200×1,200dpi	
		9,600 (equivalent) × 600dpi	
		(mono / color)	
4.	Print Language	UFR II	
		PCL6 (45 scalable fonts)	
5.	Auto Duplex Printing	Standard	
6.	Available Paper Size for Auto Duplex Print	A3, B4, A4, B5, A5, Legal*1, Letter, Executive, Foolscap	
Paper Handling			
7.	Paper Input	Standard Cassette	250 sheets
		Multi-Purpose Tray	100 sheets
		Maximum Paper Capacity	2,000 sheets
8.	Paper Output	250 sheets (face down)	
9.	Paper size	Standard Cassette	A3, B4, A4, B5, A5, Legal*1, Letter, Executive, Foolscap
			Custom: width 210 – 297.0mm, length 148.0 – 431.8mm
		Multi-Purpose Tray	A3, B4, A4, B5, A5, Legal*1, Letter, Executive, Foolscap, Index Card (3 x 5")
			Envelope: ISO-C5, No.10, Monarch, DL Custom: width 76.2 – 304.8mm, length 120.0 – 457.2mm
10.	Paper Weight	Standard Cassette	60 – 128g/m2
		Multi-Purpose Tray	60 – 220g/m2
11.	Paper Type	Plain, Heavy, Label, Envelope	



Connectivity & Software			
12.	Standard Interface	USB 2.0 High Speed 10Base-T / 100Base-TX / 1000Base-T	
13.	Network Interface	Supported protocol: TCP / IP (Frame type: Ethernet II) Print application: LPD, RAW, IPP/IPPS, FTP, WSD	
14.	Mobile Print	Canon PRINT Business, Canon Print Service	
15.	Compatible operating systems	Windows® 10 (32 / 64-bit) Windows® 8.1 (32 / 64-bit) Windows® 8 (32 / 64-bit) Windows® 7 (32 / 64-bit) Windows® Vista (32 / 64-bit) Windows® Server 2012 (64-bit) Windows® Server 2008 R2 (64-bit) Windows® Server 2008 (32 / 64-bit) Windows® Server 2003 (32 / 64-bit) Mac OS*2 10.6.8~, Linux*2	
General Specifications			
16.	Device Memory	512MB	
17.	Operation Panel	5-line LCD Display	
18.	Power Requirement	220 – 240V, 50 / 60Hz	
19.	Operating Environment	Temperature: 10 – 30°C Humidity: 20 – 80% RH (no condensation)	
20.	Toner Cartridge *5	Standard (with two set of extra cartridges)	Cartridge 335E Black: 7,000 pages (bundled: 7,000 pages) Cartridge 335E C / M / Y: 7,400 pages (bundled: 7,400 pages)
21.	Waste Toner	Waste Toner WT-722 (150,000 impressions)	
22.	Monthly Duty Cycle*6	75,000 pages	
Optional Accessories			
23.	Paper Feeder PF-E1	Paper Capacity Paper Size Paper Weight	550 sheets A3, B4, A4, B5, A5*7, Legal*1, Letter, Executive, Foolscap Custom: width 210.0 – 297.0mm, length 148.0 – 431.8mm 60 to 128 g/m2
24.	Warranty	One-year hardware warranty.	



25.	Dealership	Authorized Dealership Gold / Higher with manufactural authorization letter
26.	Servicing	At least two services during the warranty period
27.	Cover	Dust Cover

Note:

- The Bidder should submit an authority letter from the manufacturer confirming that the bidder is authorized dealer.
- Manufacturer would guarantee complete after sales service and spare parts facilities through the quoting firm, if not, the offer will be considered invalid.
- Delivery within 21 days (tentative).
- The items supplied may be checked/inspected and approved by the Inspection Committee/ authorized personnel.
- The items supplied should be new.



ANNEXURE-B Technical Proposal Submission Form

To,

[Date]

Ravi Urban Development Authority
151, Abu Bakar Block,
Garden Town Lahore

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). 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 the services. We also confirm that the Government of Pakistan / Punjab has not declared us 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. Yours sincerely,

(Signature)

(Insert Name and Designation of Signatory)

(Insert Name of Firm)

(Insert Address)



ANNEXURE-C Financial Proposal Submission Form (Part of Financial Bid Envelope)

[Date]

To,

Ravi Urban Development Authority
151, Abu Bakar Block,
Garden Town Lahore

Dear Sir,

We, the undersigned, offer to provide the _(Insert title of assignment)_ in accordance with your Request for Proposal dated (insert date)_ and our Technical Proposal. Our attached Financial Proposal is for the sum of _(insert amount in words and figures)_. This amount is inclusive of all taxes.

We declare that the Government of Pakistan / Punjab has not declared us 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 are aware of the relevant provisions of the Proposal Document.

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

Yours sincerely,

(Signature)

(Insert Name and Designation of Signatory)

(Insert Name of Firm)

(Insert Address)



Annexure-D Price Schedule



Rate of items mentioned in Annexure-A (inclusive of all taxes) = _____

Rate in words: PKR

Note:

Price Schedule is made in accordance with the specifications of the items mentioned in Annexure-A



ANNEXURE-E Format for Covering Letter



To

Ravi Urban Development Authority
151, Abu Bakar Block,
Garden Town Lahore

Sub:

Dear Sir,

- Having examined the tender document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said services on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- We undertake, if our proposal is accepted, to provide the services comprise in the contract within time frame specified.
- We agree to execute a contract in the form to be communicated by the _ (insert name of RUDA) _, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- We understand that you are not bound to accept the 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



ANNEXURE-F UNDERTAKING

On Stamp paper of relevant value

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 tender and are liable to any punitive action for furnishing false information / documents.

Dated this _____ day of _____ 20__

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:



ANNEXURE-G



(To be submitted on legal stamp paper)

**AFFIDAVIT
(INTEGRITY PACT)**

We __(Name of the bidder / Bidder)__ being the first duly sworn on oath submit, that Mr. / Ms. _____(if participating through agent / representative) is the agent / representative duly authorized by __(Name of the bidder company)__ hereinafter called the Bidder to submit the attached bid to the __(Name of RUDA)__. Affiant further states that the said M/s (Bidding Firm/Company Name) has not paid, given or donate or agreed to pay, given or donate to any line officer or employee of the __(Name of RUDA)__ any money or thing of value, either directly or indirectly, for special consideration in the letting of the contract, or for giving undue advantage to any of the bidder in the bidding and in the evaluation and selection of the bidder for contract or for refraining from properly and thoroughly maintaining projects implementations, reporting violation of the contract specification or other forms of non-compliance.

[The Seller/Bidder/Supplier] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with RUDA and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty / support.

[The Seller/Bidder/Supplier] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty / support. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to RUDA under any law, contract or other instrument, be voidable at the option of RUDA. Notwithstanding any rights and remedies exercised by RUDA in this regard, [the Seller/Bidder/Supplier] agrees to indemnify RUDA for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to RUDA in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Seller/Bidder/Supplier] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from RUDA.

Signature & Stamp

Subscribed and sworn to me this _____ day of _____ 20____

Notary Public