

**Pakistan Biosafety Clearing House (PAK-BCH) for GMOs  
Regulation (PAK-EPA)**

**TENDER NOTICE**

**For**

**Procurement of IT Equipment/ Stationary/ Miscellaneous  
Items/ Office Machinery/ Furniture/ Workstation and  
Equipment's**

## 1. Introduction:

Pakistan Environmental Protection Agency (Pak-EPA) has been established under section (5) of Pakistan Environmental Protection Act, (PEPA) 1997. Basic functions of Pak-EPA are;

To enforce the PEPA-1997 at rules & regulations. Approve Environmental Impact Assessment (EIA), Initial Environmental Examination (IEE). Issues certificates for establishment of environment labs in the Islamabad Capital Territory. Pak-EPA is mandated to prepare or revise, and establish the National Environmental Quality Standards (NEQS) with approval of Pakistan Environmental Protection Council (PEPC). Take measures to promote research and the development of science and technology which may contribute to the prevention of pollution. protection of the environment, and sustainable development and much more.

<b>Bid Details</b>		
1.	Date of commencement of Bidding Document	<b>15-01-2024</b>
2.	Last date and time for receipt of Bidding Document	<b>15-01-2024 by 12:00 AM</b>
3.	Date and Time of Bid Opening	<b>15-01-2024 by 1:30 PM Committee Hall, EPA HQ Islamabad.</b>
4.	Place of Bid Opening	<b>Pak-EPA, Plot #42, Street 6, H-8/2 Islamabad</b>
5.	Address for Communication	<b>Pak-EPA, Plot #42, Street 6, H-8/2 Islamabad</b>
6.	Contact Us:	<b>051-9250729</b>

**Note:** Bids will be opened in presence of the bidder's representative who chooses/authorized to attend.

## 1. Publication reference:

Reference # **03/2023** Supplies Contract for the “IT Equipment/ Stationary/ Miscellaneous Items/ Office Machinery/ Furniture/ Workstation and equipment’s”.

## 2. Procedure:

Open National (Single stage single envelope) under section --- PPRA.2004. /2014

## 3. Project title:

**IT Equipment/ Stationary/ Miscellaneous Items/ Office Machinery/ Furniture/ Workstation and equipment’s for PC-1 Biosafety Clearing House.**

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## 4. Contracting Authority:

**Director General PAK-EPA/ PD-BCH**

## TERMS OF PARTICIPATION

### 1. Submission of tender:

- a) Eligible Bidders shall submit their tenders in sealed envelope(s) by hand or through registered mail to: **Pak-EPA Plot #42, Street 6, H-8/2 Islamabad. 051-9250729.**
- b) Any tender received by Pak-EPA after the deadline **15-01-2024 by 12:00 hour** shall not be entertained and shall be returned unopened to the Bidder in accordance with prescribed.
- c) The name and mailing address of the Bidder shall be clearly marked on left hand side of the envelope. Also, the **Reference # (03/2023)** shall be clearly written on the top right corner of the envelop

## 2. Items under following categories:

### A. IT Equipment's/ Instrument requirements for PC-1 Biosafety Clearing House

S.No	Product	Required Specifications	No of Products
1	Desktop Computer	Lenovo V50A, i5, 10 <sup>th</sup> gen, 4/1TB or equivalent	10
2	Laptops	HP Pavilion x360, i5, 13 <sup>th</sup> gen, 8.512GB or equivalent	05
3	Printer heavy Duty with WIFI	Printer heavy duty with wifi HP404DW or equivalent	01
	Normal Printer with WIFI	Printer Normal with wifi HP M111W or equivalent	02
	Color Printer	Color Printer with LaserJet	01
4	Photocopier	2501 Ricoh (25ppm) or equivalent	01
	<b>Total</b>		<b>20</b>

**Note:** Quantity can be increased or decreased according to requirements.

### B. Furniture/ Workstations for PC-1 Biosafety Clearing House

S.No	Products	Price Per Unit
1	Sofa Set	
2	Office Chairs	
3	Executive Chairs	
4	Office Table (Executive)	
5	Staff Table	
6	Workstations Compatible for PCs	
7	Office Chairs	

**Note:** For Furniture and workstations Bidder is required to submit their design and suggestions along with price inclusive of all taxes. Quantity can be increased or decreased according to requirements.

### C. Miscellaneous Items for PC-1 Biosafety Clearing House

S. No.	Name of Items	Specification	RATE PER ITEM/ UNIT	TOTAL WITH GST
1	Air Freshener	Cobra or equivalent		
2	Binding color Sheets hard(A-4)	Good quality 90gm		
3	Binding Plastic Sheets (A-4)	Good quality 3m		
4	Calculator(12 Digit)	Casio or equivalent		
5	Date Cable for Printer	For Hp printer USB Port		
6	Dust bin	Plastic (medium)		
7	Duster Large	White/ yellow Cotton		
8	Extension Board	Six Specification Large (Heavyduty)		

S. No.	Name of Items	Specification	RATE PER ITEM/ UNIT	TOTAL WITH GST
9	File Basket	Plastic		
10	Glint Spray Bottle	Glint		
11	Packing tape	Fine Quality		
12	Remote bell	Electric(automatic)		
13	Scissor Officials	Small Size		
14	Scotch Tape	Transparent 1”		
15	Soap Bar	(155gm) Palmolive		
16	Surf Powder	(Excel, Arial ,(500gm)		
17	Table sharpener	SDI		
18	Tissue Paper (Perfumed)	Rose Petal / Equivalent		
19	USB flash drive stick	64 GB Kingston		
20	Vim powder bottle	Lemon mix ,900 Gm		
21	Water Glass Fancy	Ocean Turkey		
22	Water jug	Ocean Turkey		
23	Mouse USB/ Wireless			

#### D. Stationery Items for PC-1 Biosafety Clearing House

S. No.	Name of Items	Specification	Rate per items / Unit	Total including With GST.
1.	Ball Point	Piano Power Needlepoint		
2.	Ball Point (Blue/Black)	UNI-Compo (pen)		
3.	Ball Point (Blue/Black)	UNI-BAL Signo 0.7(Um-120)		
4.	Ball Point (Blue/Black)	UNI Eye Ball (UB-157)		
5.	Ball Point Pointer	Dollar 0.3 mm		
6.	Blank Register	Line Page 400		
7.	Cash Book for Office Use	Account Company No.4		
8.	Chit pad	73mm x 73mm		
9.	Correction Pen	Dux ®		
10.	Daily Account Book	Account Company No.4		
11.	Dispatch Register	Accounts Register No.4		
12.	Envelope Khaki Printed	File Size		
13.	Envelope Khaki Printed	A-4 size		
14.	Envelope Khaki Printed	SE-5		
15.	Envelope Khaki Printed	SE-6		
16.	Eraser / Rubber	Pelican Al 30		
17.	File Board	File Size		
18.	File Cover Printed	As per simple		
19.	Flash Drive 64 GB	Kingston		
20.	Fluid Bottle with Thinner	Pelikan / UHU (40 g)		
21.	Gel Pen (Blue / Black)	Rabbit RG-100 0.7		
22.	Glue stick	Amos (35 gram )		
23.	Gum stick	UHU 40gm		
24.	High Lighter (Multi color)	Dollar		
25.	Ink Eraser	Camlin		
26.	Legal Paper F-4, 80g	Double-A		
27.	Marker for White Board	Snowman		
28.	Note Sheet	A4 size (Fine quality)		

S. No.	Name of Items	Specification	Rate per items / Unit	Total including With GST.
29.	Paper Pin	White Elephant 35 mm.		
30.	Parker Pen Ink	Imported		
31.	Peon Book	Accounts Company No.4		
32.	Photocopier Paper A4 size, 80g	Paper One / hp		
33.	Punch Double hole	Genmes 9730		
34.	Scale steel	Steel (1 Ft.)		
35.	Sharpener Steel	Medium (Faber castle)		
36.	Stapler pins size( 24/6)	KW-trio.		
37.	Stapler Machine	(Large 23/10, 23/17)		
38.	Stapler machine size (24/6)	Opal / SDI / Genmes		
39.	Stapler Pin (Large 23/10,15)	SDI / Max		
40.	Stapler Pin Remover	kw-trio		
41.	Stapler pins size (24/6)	Dollar /Dux/		
42.	Summary Paper A4 size, 80g	Double-A		
43.	Tag for File	Silk Fine quality (6" Large)		
44.	External Drive	1 TB		

Supplier has to provide the standard warranty of all items.

### 3. Tender Security:

Bidder must provide a tender security in the form of a bank draft equal to 2% of Bidder's offer as **Earnest Money** drawn in favor of "(Pak-EPA)". The Tender shall not be considered without Earnest Money. The tender security will be released to unsuccessful Bidders once the tender procedure completed. The successful Bidders' earnest money will be forfeited if the Bidder will not fulfill all obligations stated in tender.

### 4. Validity of tender:

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

### 5. Award criteria:

Technical and Financial Evaluation.

### 6. Bidder's Eligibility Criteria:

The Bidder fulfilling the following criteria shall be considered eligible:

- a) Registered/ incorporated under the laws of Pakistan.
- b) Active Status of National Tax Number (NTN) and Sales Tax Number (STN).
- c) Submitted tender for each items or complete of goods and appropriate tender security.
- d) A certificate to the effect that bidder should not be blacklisted by any of the Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

## 7. Documents to be submitted:

The following documents shall be made as a part of the tender. Failure to provide these requirements/documents shall lead to disqualification of the Bidder.

- i) NTN and STN certificates;
- ii) Valid business registration certificate;
- iii) NTN and STN certificates;
- iv) Bank statements of last two years;
- v) Successfully supplied at least three contract of IT Eqt/
- vi) Tender Price on the Price Schedule format given in Anx-I
- vii) Tender Security equivalent to 2% of the total tender price/offer (including GST);
- viii) Complete addresses of office(s) and other contact details of the Bidder;

## 8. Technical Evaluation criteria:

S.No	Required Field	Marks	Marks
1	National Tax Number (Certificate	Mandatory	Mandatory
2	Sales Tax Registration Certificate	Mandatory	Mandatory
3	Non Blacklisted Affidavit on Legal Stamp Paper of Rs. 100/=	Mandatory	Mandatory
4	Relevant Experience of last 5 years	10	Total 10 marks (2 marks for each year)
5	Annual Turnover in millions	15	Above 10 million (15 Marks) 05 to 10 million (12 Marks) 04 to 05 million (09 Marks) 02 to 04 million (05 Marks)
6	Successfully supplied three contracts of IT / Electronics equipment (Attach proof of agreement / Purchase order along with Satisfactory Certificate)	15	5 marks of each contract
7	Income Tax Annual Returns of 5 Years	10	02 marks for each year
8	Monthly Sales Tax Summaries of five Months	5	01 mark for each month
9	In time delivery as mentioned in tender document	5	5 marks for 20 days

Total 60% marks of technical and 40% marks of financial will be considered. Both marks will be combined to conclude the final evaluation.

## 9. Language of Tender:

The tender and all documents/correspondence relating to the tender shall be submitted in English language.

## **10. Tender Prices:**

- i) The tender form shall be filled in rates and prices for all items in a described in the Annex-I/II/III/IV “Price Schedule”. Items against which no rate or price is entered by a Bidder will not be paid for by Pak-EPA and shall be deemed covered by rates and prices for other items quoted by the Bidder.
- ii) The tender price shall be quoted inclusive of all taxes, duties, delivery charges etc.
- iii) The quoted price shall be best, final, fixed and valid until completion of all obligations under the tender i.e. not subject to variation/escalation.

## **11. Quality of Supplies:**

All supplies shall be delivered strictly in compliance with the given specifications/standards described in the Annex-I or as amended in accordance with the terms of the tender documents. Pak-EPA shall, in no case, accept any substandard supplies; the supplier shall replace the same free of charges in specified time period. If the Bidder fails to deliver as per the given specifications/standards, Pak-EPA shall have the right to forfeit earnest money.

## **12. Delivery of Supplies:**

- a) Delivery shall be made within **15 days** after receipt of signed purchase order/contract;
- b) All the expenses incurred during the transportation of supplies will be the responsibility of supplier/Bidder;
- c) Delivery of supplies shall be made at **Pak-EPA Plot #42, Street 6, H-8/2 Islamabad** (Detailed addresses of the places of delivery will be conveyed at the time of signing contract/purchase order)

## **13. General conditions:**

- i) **Pak-EPA** cannot under any circumstances or for any reason whatsoever, be held liable for damage or injury by the staff or property of the Bidder while the action is being carried out or as a consequence of the action.
- ii) Pak-EPA reserves the right to accept or reject any part or entire tender without assigning any reasons;
- iii) SRSO reserves the right to cancel the tender at any stage.
- iv) The Bidder shall investigate and consider all factors in the preparation of the tender. The Bidder shall be deemed to have satisfied itself fully before submitting the tender as to the correctness and sufficiency of its tenders for the bid price to cover all

obligations. No adjustment in the tender price and/or time schedule, except for those arising from increase in quantity on the demand and approval of the Pak-EPA, shall later be allowed.

- v) Pak-EPA reserves the right to negotiate with Second, third bidder etc. if successful bidder is not able to provide the supplies.
- vi) Pak-EPA s primary contact for all correspondence in relation to this tender shall be:

**Attention: Admin and Finance**  
**Email: Kainatmumraiz1@gmail.com**  
**Contact: 051-9250729**

- vii) All queries shall be addressed to the primary contact and in writing only.
- viii) The Bidders shall nominate their authorized representatives to whom all communications during the tender process shall be addressed. The Bidders shall provide in their bids the name, title, contact number (landline, mobile), fax number and e-mail address of their authorized representatives.
- xi) Pak-EPA shall not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of the tenders.

**14. Governing Laws and Disputes:**

All disputes or differences whatsoever arising between the parties out of or in relation to the meaning and operation or effect of these Tender Documents or breach thereof shall be settled amicably. If, however the parties are not able to solve them amicably, the same shall be settled by arbitration in accordance with the applicable Pakistani Laws, and the award made in pursuance thereof shall be binding on the parties. The Arbitrator/Arbitrators shall give a reasoned award.

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**Annex-I**

**Price Schedule:**

Serial number wise and item wise technical specifications are given below. The Bidder is required to quote according to given specifications.

<b>S. No</b>	<b>Product</b>	<b>Required Specifications</b>	<b>No of Products</b>	<b>Unit Cost (PKR)</b>	<b>Total Cost (PKR)</b>	<b>Location</b>
1	Desktop Computer	Lenovo V50A, i5, 10 <sup>th</sup> gen, 4/1TB or equivalent	10			Pak-EPA Plot #42, Street 6, H-8/2 Islamabad
2	Laptops	HP Pavilion x360, i5, 13 <sup>th</sup> gen, 8.512GB or equivalent	05			
3	Printer heavy Duty with WIFI	Printer heavy duty with wifi HP404DW or equivalent	01			
	Normal Printer with WIFI	Printer Normal with wifi HP M111W or equivalent	02			
	Color Printer	Color Printer with LaserJet	01			
4	Photocopier	2501 Ricoh (25ppm) or equivalent	01			
	<b>Total</b>					

**Terms/ Conditions:**

- i) The prices/rates in Pak Rupees shall be offered in the table given below.
- ii) The tender price shall be quoted inclusive of all taxes, duties, delivery charges etc.
- iii) The equipment quoted shall be new in all respects.

**Price Schedule:**

Serial number wise and item wise technical specifications are given below. The Bidder is required to quote according to given specifications

S. No.	Name of Items	Specification	RATE PER ITEM/ UNIT	TOTAL WITH GST
1	Air Freshener	Cobra or equivalent		
2	Binding color Sheets hard(A-4)	Good quality 90gm		
3	Binding Plastic Sheets (A-4)	Good quality 3m		
4	Calculator(12 Digit)	Casio or equivalent		
5	Date Cable for Printer	For Hp printer USB Port		
6	Dust bin	Plastic (medium)		
7	Duster Large	White/ yellow Cotton		
8	Extension Board	Six Specification Large (Heavyduty)		
9	File Basket	Plastic		
10	Glint Spray Bottle	Glint		
11	Packing tape	Fine Quality		
12	Remote bell	Electric(automatic)		
13	Scissor Officials	Small Size		
14	Scotch Tape	Transparent 1"		
15	Soap Bar	(155gm) Palmolive		
16	Surf Powder	(Excel, Arial ,(500gm)		
17	Table sharpener	SDI		
18	Tissue Paper (Perfumed)	Rose Petal / Equivalent		
19	USB flash drive stick	64 GB Kingston		
20	Vim powder bottle	Lemon mix ,900 Gm		
21	Water Glass Fancy	Ocean Turkey		
22	Water jug	Ocean Turkey		
23	Mouse USB/ Wireless			

**Terms/ Conditions:**

- i) The prices/rates in Pak Rupees shall be offered in the table given below.
- ii) The tender price shall be quoted inclusive of all taxes, duties, delivery charges etc.
- iii) The equipment quoted shall be new in all respects.

**Annex-III**

**Price Schedule:**

Serial number wise and item wise technical specifications are given below. The Bidder is required to quote according to given specifications

<b>S. No.</b>	<b>Name of Items</b>	<b>Specification</b>	<b>Rate per items / Unit</b>	<b>Total including With GST.</b>
1.	Ball Point	Piano Power Needlepoint		
2.	Ball Point (Blue/Black)	UNI-Compo (pen)		
3.	Ball Point (Blue/Black)	UNI-BAL Signo 0.7(Um-120)		
4.	Ball Point (Blue/Black)	UNI Eye Ball (UB-157)		
5.	Ball Point Pointer	Dollar 0.3 mm		
6.	Blank Register	Line Page 400		
7.	Cash Book for Office Use	Account Company No.4		
8.	Chit pad	73mm x 73mm		
9.	Correction Pen	Dux ®		
10.	Daily Account Book	Account Company No.4		
11.	Dispatch Register	Accounts Register No.4		
12.	Envelope Khaki Printed	File Size		
13.	Envelope Khaki Printed	A-4 size		
14.	Envelope Khaki Printed	SE-5		
15.	Envelope Khaki Printed	SE-6		
16.	Eraser / Rubber	Pelican Al 30		
17.	File Board	File Size		
18.	File Cover Printed	As per simple		
19.	Flash Drive 64 GB	Kingston		
20.	Fluid Bottle with Thinner	Pelikan / UHU (40 g)		
21.	Gel Pen (Blue / Black)	Rabbit RG-100 0.7		
22.	Glue stick	Amos (35 gram )		
23.	Gum stick	UHU 40gm		
24.	High Lighter (Multi color)	Dollar		
25.	Ink Eraser	Camlin		
26.	Legal Paper F-4, 80g	Double-A		
27.	Marker for White Board	Snowman		
28.	Note Sheet	A4 size (Fine quality)		
29.	Paper Pin	White Elephant 35 mm.		
30.	Parker Pen Ink	Imported		
31.	Peon Book	Accounts Company No.4		
32.	Photocopier Paper A4 size, 80g	Paper One / hp		
33.	Punch Double hole	Genmes 9730		
34.	Scale steel	Steel (1 Ft.)		
35.	Sharpener Steel	Medium (Faber castle)		
36.	Stapler pins size( 24/6)	KW-trio.		
37.	Stapler Machine	(Large 23/10, 23/17)		
38.	Stapler machine size (24/6)	Opal / SDI / Genmes		
39.	Stapler Pin (Large 23/10,15)	SDI / Max		
40.	Stapler Pin Remover	kw-trio		
41.	Stapler pins size (24/6)	Dollar /Dux/		
42.	Summary Paper A4 size, 80g	Double-A		
43.	Tag for File	Silk Fine quality (6" Large)		
44.	External Drive	1 TB		

**Terms/ Conditions:**

- i) The prices/rates in Pak Rupees shall be offered in the table given below.
- ii) The tender price shall be quoted inclusive of all taxes, duties, delivery charges etc.
- iii) The equipment quoted shall be new in all respects.

**Price Schedule:**

Serial number wise and item wise are given below. The Bidder is required to submit their design along with price inclusive of all taxes.

**Furniture/ Workstations for PC-1 Biosafety Clearing House**

<b>S.No</b>	<b>Products</b>	<b>Price Per Unit</b>
1	Sofa Set	
2	Office Chairs	
3	Executive Chairs	
4	Office Table (Executive)	
5	Staff Table	
6	Workstations Compatible for PCs	
7	Office Chairs	

**Terms/ Conditions:**

- i) The prices/rates in Pak Rupees shall be offered in the table given below.
- ii) The tender price shall be quoted inclusive of all taxes, duties, delivery charges etc.
- iii) The equipment quoted shall be new in all respects.