



Tender Number: TSE-21220336341

Published Dated: 3/29/2022

PROVINCIAL ASSEMBLY SECRETARIAT (CHARGED

BIDDING DOCUMENT FOR

**Procurement of Information Technology
Items**

(TECHNICAL PROPOSAL)

TSE-21220336341

NAME OF BIDDER:

(To be filled-in by the Bidder)

Letter of invitation for Bids:

Sealed Tenders are invited under the Balochistan Public Procurement Rules (BPPR) - 2014 by the **PROVINCIAL ASSEMBLY SECRETARIAT (CHARGED** from “Eligible Bidders” dealing in Sales and after - sale services(as applicable) of **ICT Equipment(Network, surveillance devices, storage devices, Office Equipment)** as per details contained here - under:...

Bidding Information	Particulars
Designation of Procurement Officer	Account Officer
Postal Address of the Procuring Agency	Zarghoon Road
Phone Number & Fax Number	0819201950 ,
E-Mail Address & Website (If Available)	bpaprocurement@yahoo.com
Bidding Procedure	Single Stage Two Envelope Bidding Procedure
Issuance of Bidding Documents	<p>From Room No. 38, Admin Block, Balochistan Assembly Secretariat during working hours up-to one working day prior to the opening of bids and from BPPRA Website www.bppra.gov.pk TSE-21220336341</p> <p>Note: Downloaded Bidding document DOES NOT REQUIRE signature and stamp of the procurement officer and can freely be downloaded and used from BPPRA website</p>
Deadline for Submission of Bids	Date April 14, 2022 & Time 11:00 AM through courier or may be dropped in the Tender Box at the office of the Procuring Agency or the place of Bid Opening
Opening Of Technical Bids	Date April 14, 2022 & Time 11:30 AM at the location of the Committee Room # 05, Admin Block, Balochistan Assembly Secretariat
Tentative Opening Of Financial Bids	Date April 14, 2022 & Time 12:00 PM at the location of the Committee Room # 05, Admin Block, Balochistan Assembly Secretariat
Bidding Document Fee	<p>Amount: 1,000 PKR. In the form of: Green Challan</p> <p>Submission of Bidding Document fee is not a requirement for issuance of the Bidding Document. It will be checked during the eligibility evaluation</p> <p>Account Title: CO3870 Account Number: QA7022</p>
Bid Security	<p>Amount: 2.00 % of the Estimate Cost</p> <p>Manner of Payment: Bank Guarantee, Deposit at Call in favor of : PROVINCIAL ASSEMBLY SECRETARIAT (CHARGED)</p>
Performance Security	No
Bid Validity Period (Days)	90 Days.

Eligibility Criteria for Bidders:

S.No.	Bidders Eligibility Factor	Requirement	Document Required
1	Similar Assignment	03 Assignments of Similar Nature and Complexity	Copy's of Supply Order's with relevant completion certificate's or Inspection Report's
2	Turn Over	Turn over of at least 1,600,000 PKR Amount in 3 Subsequent Previous Years	Supporting Bank Certificate of Company's Bank Account
3	Active Tax Payer	Presence in Active Tax Payer List	NTN Certificate
4	Sales Tax	Sales Tax Certificate	GST Registration Certificate
5	Blacklisting	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan	Daclaration of non blacklisting on company letter head by the bidder
6	Local Presence	Office Set-up in Quetta	In case of owner: 1) Proof of ownership of business property attested by Notary Public. 2) Copies of the Electricity bills of last three months of the business. In case of tenant: 1) Copy of Rent Agreement attested by Notary Public. 2) Copies of the Electricity bills of last three months of the business.

7	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding document & contract agreement and in case of any deficiency the contract will be cancelled without notice	Signature & company/firm seal on every page of the bidding document.
8	Delivery time	Bidder must agree to supply items within 15 days of the issuance of Supply Order	Undertaking from the Bidder on letterhead
9	Minimum Quality of Laserjet Printer	HP Laserjet M209DW or Equivalent	Sample of Item
10	Minimum Quality of Laptop	Dell Precision 3560 Workstation or Equivalent	Sample of item
11	Minimum Quality of ADF Scanner	Brother ADS 3600W or Equivalent	Sample of Item
12	Keyboard, Mouse, SSD Drives, Portable HDD, USB Drives, USB Data Traveler, USB Convertors, Power/Data Cables,	Standard Quality	Sample of Items

DVDs and Wireless
Dongle Set for Multimedia
Projector

NOTE: It is mandatory for the bidders to meet all the above-mentioned requirements of eligibility. In-case of not meeting any single requirement, the Bid shall be declared as "NON-RESPONSIVE"

Scope Of Work:

Scope of work is attached.

Data-Sheet of the Assignment

The objective of the below given Data-Sheet / Schedule of Requirements is to provide sufficient information to bidders to understand complete scope of this procurement such that no requirement of the Procuring Agency is left un-mentioned hereunder, so as to enable the bidders to prepare their bids accordingly:

S. No.	Item Name	**Qty	Item Details / Specification	Mandatory
1	43212105-Laser printers	6	<ul style="list-style-type: none"> ● HP LaserJet M209dw or equivalent: Functions: Print Only Print speed: Up to 30 ppm Resolution: Up to 600 x 600 dpi Print Technology: Laser Processor speed: 500 MHz Connectivity: 1 Hi-Speed USB 2.0; 1 Fast Ethernet 10/100Base-TX; 1 Dual-band (2.4/5.0GHz) Wireless 802.11b/g/n with Bluetooth Paper Handling: 150-sheet input tray/ 100-sheet output tray (Duplex printing) Warranty: One-year minimum 	Yes
2	43211503-Notebook computers/ Laptop	2	<ul style="list-style-type: none"> ● Dell Precision 3560 Workstation or Equivalent: Gen: 11th Gen Intel Core i5 OS: Windows 10/11 Pro Graphics: NVIDIA 2GB Dedicated RAM: 16 GB DDR4, 3200Mhz HDD: 256 GB NVMe, SSD Display: 15 Inches Resolution: FHD+ 	Yes
3	43211711-Scanners	2	<ul style="list-style-type: none"> ● Brother ADS3600W Scanner or Equivalent: Technology: Auto Document Feeder (ADF) Scanner Touch Control Screen: 3.7" color touchscreen Type: Sheetfed Interface: Wireless, Gigabit Ethernet, SuperSpeed USB 3.0 Paper Size: A4/Legal with ADF Resolution: 1200x1200 dpi Warranty: 1 Year 	Yes
4	43211733-Keyboard and mouse kit	15	<ul style="list-style-type: none"> ● Hp or equivalent: Type: Wired & Wireless 	No
5	45111609-Multimedia Projectors	2	<ul style="list-style-type: none"> ● HDMI Wireless Dongle Set for Wired Projector. Features: Standard, 02 Pairs (Tx/Rx): Standard Quality 	Yes
6	43211612-Computer accessory kits	5	<ul style="list-style-type: none"> ● SSD Drives: 256 GB, Standard Quality 	Yes
7	43211612-Computer accessory kits	2	<ul style="list-style-type: none"> ● Portable HDD: 4TB, Standard Quality 	Yes

8	43211612-Computer accessory kits	30	<ul style="list-style-type: none"> • Power Cable: 3 and 2 Pin's Plug 	Yes
9	43211612-Computer accessory kits	30	<ul style="list-style-type: none"> • Data Cables: USB Type-B and Type-C, Standard Quality 	Yes
10	43211612-Computer accessory kits	10	<ul style="list-style-type: none"> • USB Convertors: Misc. Standard Quality 	No
11	43211612-Computer accessory kits	2	<ul style="list-style-type: none"> • USB DVD Drives: Standard Quality 	Yes
12	43211612-Computer accessory kits	2	<ul style="list-style-type: none"> • USB (Data Traveler): 128 GB, Kingston or Equivalent 	Yes
13	43211612-Computer accessory kits	6	<ul style="list-style-type: none"> • DVDs: Operating System, Office Suite and Drivers 	Yes
14	43211507-Desktop computers	1	<ul style="list-style-type: none"> • Core i3, 10th Generation, HDD 500 GB, SSD 128 GB, with 19" FHD LCD, keyboard, mouse: hp or equivalent 	Yes

* Brand names & model numbers (if any) referred-to in this tender document are only for reference purpose in the light of BPPRA Rules - 2014 # 13(1), however **ALL** offers in conformity with the generic specification shall be evaluated as equal.

Delivery Schedule & Requirements:

Place of Delivery of Goods: Balochistan Assembly Secretariat

Last Date & Time of Delivery: Jun 12, 2022

Partial delivery is **Not Allowed**

Instructions for Bidders:

For more details please see the relevant section

Evaluation Criteria:

Selection of the successful bidder shall be based "**Least-Cost Selection Method**"

on Item wise which means ,Eligible Bidder quoting Technically Responsive items at the lowest financial cost. The procedure shall be applied on knock-down basis as follows: -

1. **Bidders Eligibility Assessment.**

Initial evaluation of the proposals shall be carried-out by the **PROCUREMENT COMMITTEE** subsequent upon fulfilment of requirements of the eligibility criteria laid down under the heading of "Letter of Invitation for Bids - Eligibility Criteria for Bidders" in the following manner:

S.NO	Eligibility Factor	Requirement	Bidder 1 Yes/No	Bidder 2 Yes/No	Bidder 3 Yes/No
1	Similar Assignment	03 Assignments of Similar Nature and Complexity			
2	Turn Over	Turn over of at least 1,600,000 PKR Amount in 3 Subsequent Previous Years			
3	Active Tax Payer	Presence in Active Tax Payer List			
4	Sales Tax	Sales Tax Certificate			
5	Blacklisting	The bidding firm must not be currently blacklisted by any procuring agency of Pakistan			
6	Local Presence	Office Set-up in Quetta			
7	Agreement with all the terms & conditions	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding document & contract agreement and in case of any deficiency the contract will be cancelled without notice			
8	Delivery time	Bidder must agree to supply items within 15 days of the issuance of Supply Order			
9	Minimum Quality of Laserjet Printer	HP Laserjet M209DW or Equivalent			
10	Minimum Quality of Laptop	Dell Precision 3560 Workstation or Equivalent			
11	Minimum Quality of ADF Scanner	Brother ADS 3600W or Equivalent			
12	Keyboard, Mouse, SSD Drives, Portable HDD, USB Drives, USB Data Traveler, USB Convertors, Power/Data Cables, DVDs and Wireless Dongle Set for Multimedia Projector	Standard Quality			

-
- i. Firm must score “YES” in all requirements of the eligibility criteria to be categorized as Eligible. “NO” to any requirement of the eligibility criteria, by any bidder shall render the Firm as Ineligible.
 - ii. Subsequent upon said assessment, Bidders shall be categorized as:
 1. Eligible Bidders
 2. Ineligible Bidders

2. Return of Financial Proposals to Ineligible Bidders.

Proposals from Ineligible Bidders shall be declared “Non-Responsive”, consequently shall NOT be accepted for any further evaluation:

1. Their Financial Proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.

3. Item wise Evaluation:

The Bids received from Eligible Bidders shall then be evaluated by the Technical Member / Committee or the Procurement Committee itself (If the required items are not technically complex) for conformance with the required technical qualification (which includes specification, schedule of requirements and all other administrative and legal requirements as stated in the Data-Sheet) on basis, in the following manner:

Technical Evaluation of Bids

S.NO	ITEM NAME	TECHNICAL REQUIREMENET	Mandatory	Eligibility Bidder 1 Fulfill Requirement	Eligibility Bidder 2 Fulfill Requirement	Eligibility Bidder 3 Fulfill Requirement
1	43212105-Laser printers	<ul style="list-style-type: none"> • HP LaserJet M209dw or equivalent: Functions: Print Only 	Yes			
2	43211503-Notebook computers/ Laptop	<ul style="list-style-type: none"> • Dell Precision 3560 Workstation or Equivalent: Gen: 	Yes			
3	43211711-Scanners	<ul style="list-style-type: none"> • Brother ADS3600W Scanner or Equivalent: Technology: Auto 	Yes			
4	43211733-Keyboard and mouse kit	<ul style="list-style-type: none"> • Hp or equivalent: Type: Wired & Wireless 	No			
5	45111609-Multimedia Projectors	<ul style="list-style-type: none"> • HDMI Wireless Dongle Set for Wired Projector. Features: 	Yes			
6	43211612-Computer accessory kits	<ul style="list-style-type: none"> • SSD Drives: 256 GB, Standard Quality 	Yes			
7	43211612-Computer accessory kits	<ul style="list-style-type: none"> • Portable HDD: 4TB, Standard Quality 	Yes			
8	43211612-Computer accessory kits	<ul style="list-style-type: none"> • Power Cable: 3 and 2 Pin's Plug 	Yes			

9 43211612-Computer accessory kits

		<ul style="list-style-type: none"> • Data Cables: USB Type-B and Type-C, Standard Quality 	Yes			
10	43211612-Computer accessory kits	<ul style="list-style-type: none"> • USB Convertors: Misc. Standard Quality 	No			
11	43211612-Computer accessory kits	<ul style="list-style-type: none"> • USB DVD Drives: Standard Quality 	Yes			
12	43211612-Computer accessory kits	<ul style="list-style-type: none"> • USB (Data Traveler): 128 GB, Kingston or Equivalent 	Yes			
13	43211612-Computer accessory kits	<ul style="list-style-type: none"> • DVDs: Operating System, Office Suite and Drivers 	Yes			
14	43211507-Desktop computers	<ul style="list-style-type: none"> • Core i3, 10th Generation, HDD 500 GB, SSD 128 GB, with 19" 	Yes			

- * List all requirements stated in the Data-sheet of the assignment & schedule of requirements, to evaluate the bid on all the required & mentioned technical characteristics.
- i. Bids conforming to the required technical qualification shall stand Responsive, hence will qualify for Financial Bid opening. All proposals shall be categorized as:
1. Responsive Proposals
 2. Non-Responsive Proposals

4. Return of Non-Responsive Proposals & preparation of Technical Evaluation

Report.

Technical Proposals not conforming to the required technical, administrative or legal requirements shall be declared as “Non-Responsive” and consequently shall NOT be accepted for any further evaluation:

1. Their financial proposals shall be returned without being opened.
2. Their Bid security shall be released upon their written request.
3. If the work can be split among multiple vendors and evaluation is being done on item-wise basis, then a Firm shall only be Non-Responsive for specific item/s in which it does not meet the minimum technical qualification. And may be recommended for item/s in which it is technically responsive.
4. Technical Evaluation Report shall be prepared duly signed by all the members of the **Procurement Committee**, giving **REASONS** for;
 - i. Acceptance of the Eligible & Responsive Bid/s
 - ii. Rejection of the Ineligible &/OR Non-Responsive Bid/s

5. Financial Evaluation.

Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

FINANCIAL EVALUATION OF BIDS

S.NO	Item Name / Model & Description	Quantity	Responsive Bidder 1 Yes/ No		Responsive Bidder 2 Yes/ No		Responsive Bidder 3 Yes/ No	
			Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price	Unit Price Exclusive of TAX	Total Price
1	43212105-Laser printers	6						
2	43211503-Notebook computers/ Laptop	2						
3	43211711-Scanners	2						
4	43211733-Keyboard and mouse kit	15						
5	45111609-Multimedia Projectors	2						
6	43211612-Computer accessory kits	5						
7	43211612-Computer accessory kits	2						
8	43211612-Computer accessory kits	30						
9	43211612-Computer accessory kits	30						
10	43211612-Computer accessory kits	10						
11	43211612-Computer accessory kits	2						
12	43211612-Computer accessory kits	2						
13	43211612-Computer accessory kits	6						
14	43211507-Desktop computers	1						

6. Recommendation of Procurement Committee & Uploading of Evaluation Report.

After Technical and Financial Evaluation of the Bids, both the Technical & the Financial Evaluation Reports shall be combined, this Report shall be called the "Evaluation Report". The Evaluation Report must clearly state justification for acceptance of lowest evaluated Bid/s, and reason/s for non-acceptance of all other Bids. Consequently, lowest financial Bidder among the "Eligible and Responsive Bidders" shall be recommended for the Award of Contract/ Annual Rate Contracting Agreement by the **Procurement Committee**. The Procuring Agency shall upload this Bid Evaluation Report at the website of Balochistan Public Procurement Regulatory Authority under the relevant TSE number, at-least threee days prior to the award of Contract. Copy of the same shall be provided to bidders upon their request.

7. Award of Contract.

Annual rate Contracting Agreement/ Contract shall be executed with the lowest evaluated bidder after three days of uploading of the Evaluation Report at B-PPRA Website.



Tender Number: TSE-21220336341

Published Dated: 3/29/2022

PROVINCIAL ASSEMBLY SECRETARIAT (CHARGED
BIDDING DOCUMENT FOR THE PURCHASE OF

Procurement of Information Technology Items

(FINANCIAL PROPOSAL)

TSE-21220336341

NAME OF BIDDER:

(To be filled-in by the Bidder)

Designation of the Procurement

Officer: _____

Procuring Agency's

Address: _____

1. Financial Evaluation. Financial Proposals of the Responsive Technical Proposals shall be publicly opened as specified in this document under the heading of “Letter of Invitation for Bid”.

2. Financial Comparative Statement / Evaluation Report of the “Responsive Proposals” shall be prepared by the **Procurement Committee** in the following manner:

FINANCIAL EVALUATION OF BIDS

S.No	Item Name / Model & Description	Quantity	Responsive Bidder 1		Responsive Bidder 2		Responsive Bidder 3				
			Yes/No	Unit Price Exclusive of TAX	Total Price	Yes/No	Unit Price Exclusive of TAX	Total Price	Yes/No	Unit Price Exclusive of TAX	Total Price
1	43212105-Laser printers (HP LaserJet M209dw or equivalent : Functions: Print Only Print speed: Up to 30 ppm Resolution: Up to 600 x 600 dpi Print Technology: Laser Processor speed: 500 MHz Connectivity: 1 Hi-Speed USB 2.0; 1 Fast Ethernet 10/100Base-TX; 1 Dual-band (2.4/5.0GHz) Wireless 802.11b/g/n with Bluetooth Paper Handling: 150-sheet input tray/ 100-sheet output tray (Duplex printing) Warranty: One-year minimum)	6									
2	43211503-Notebook computers/ Laptop (Dell Precision 3560 Workstation or Equivalent : Gen: 11th Gen Intel Core i5 OS: Windows 10/11 Pro Graphics: NVIDIA 2GB Dedicated RAM: 16 GB DDR4, 3200Mhz HDD: 256 GB NVMe, SSD Display: 15 Inches Resolution: FHD+)	2									
3	43211711-Scanners	2									

	(Brother ADS3600W Scanner or Equivalent: Technology: Auto Document Feeder (ADF) Scanner Touch Control Screen: 3.7" color touchscreen Type: Sheetfed Interface: Wireless, Gigabit Ethernet, SuperSpeed USB 3.0 Paper Size: A4/Legal with ADF Resolution: 1200x1200 dpi Warranty: 1 Year)							
4	43211733-Keyboard and mouse kit (Hp or equivalent: Type: Wired & Wireless)	15						
5	45111609-Multimedia Projectors (HDMI Wireless Dongle Set for Wired Projector. Features: Standard, 02 Pairs (Tx/Rx): Standard Quality)	2						
6	43211612-Computer accessory kits (SSD Drives: 256 GB, Standard Quality)	5						
7	43211612-Computer accessory kits (Portable HDD: 4TB, Standard Quality)	2						
8	43211612-Computer accessory kits (Power Cable: 3 and 2 Pin's Plug)	30						
9	43211612-Computer accessory kits (Data Cables: USB Type-B and Type-C, Standard Quality)	30						
10	43211612-Computer accessory kits (USB Convertors: Misc. Standard Quality)	10						
11	43211612-Computer accessory kits (USB DVD Drives: Standard Quality)	2						

12 43211612-Computer accessory kits 2

	(USB (Data Traveler): 128 GB, Kingston or Equivalent)							
13	43211612-Computer accessory kits (DVDs: Operating System, Office Suite and Drivers)	6						
14	43211507-Desktop computers (Core i3, 10th Generation, HDD 500 GB, SSD 128 GB, with 19" FHD LCD, keyboard, mouse: hp or equivalent)	1						

Subsequently, the prepared Financial Evaluation Report shall duly be signed by all the members of the Procurement Committee.

INSTRUCTIONS FOR PREPARING FINANCIAL PROPOSAL

These Instruction are being given for strict compliance by the Bidders. **Failure to fulfill any instruction given here-under may result in dis-qualification of the Bid/s.**

Financial Proposals shall be prepared on following lines: -

1. Sealed Envelope containing the Financial Proposal should clearly state:
 - a. **"Name of Bidder "**
 - b. **"Name of Tender"**
 - c. **"Financial Proposal"**
2. The portion of Financial Proposal of this bidding document duly filled, supported with Bidder's covering Letter be attached as the Financial Proposal of the bidder
3. Following information should be attached/contained in the Financial proposal:-
 - a. Original Bid Security (If required by the Procuring Agency)
 - b. Taxes must be included along-with the price of each item

A	B	C	D	E	F
S.No	Item Name	Quantity	Unit Price	Income Tax + GST	Total Price (Including Taxes)
A	B	C	C	E	(C x D) + E = F
1					
2					
3					
4					
5					

4. Serial Numbers of items must be quoted as mentioned in the "Bidding Document" (in-case of difference in serial numbers between "Bidding Documents" and "Financial Bid" the bid may qualify for rejection).
5. No technical detail / specification may be mentioned in the financial bid. In-case of multiple offers/ items quoted against a single item, each item may be distinguished as option # a, b, c etc. against the respective Serial No.
6. Offer must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder. This means:
 - i. ALL costs (including duties, taxes & other Govt. payables) incurred up-to delivery at the designated location of the Procuring Agency
 - ii. Loading, unloading and other labor charges
 - iii. Complete services as required in the schedule of requirements of this bidding document
 - iv. Cost including fixation, assembling, dismantling etc. (As & where applicable)
7. Taxes must be included along-with the price of each item
8. In-case of any Tax exemptions, exemption certificate from the concerned Tax Office / Regional Tax Office pertaining particularly to this case may be provided; otherwise taxes shall be

CONTRACT AGREEMENT

THIS CONTRACT AGREEMENT (hereinafter called the "Agreement") made on the ____ day of _____ 200 ____ between _____ (hereinafter called the "Procuring Agency") of the one part and _____ (hereinafter called the "Contractor") of the other part.

WHEREAS the Procuring Agency is desirous that certain Works, viz _____ should be executed by the Contractor and has accepted a Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW this Agreement witnesseth as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents after incorporating addenda, if any except those parts relating to Instructions to Bidders, shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) The Letter of Acceptance;
 - (b) The completed Form of Bid along with Schedules to Bid;
 - (c) Conditions of Contract & Contract Data;
 - (d) The priced Schedule of Prices;
 - (e) The Specifications; and
 - (f) The Drawings
3. In consideration of the payments to be made by the Procuring Agency to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Procuring Agency to execute and complete the Works and remedy defects therein in conformity and in all respects within the provisions of the Contract.
4. The Procuring Agency hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works as per provisions of the Contract, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties hereto have caused this Contract Agreement to be executed on the day, month and year first before written in accordance with their respective laws.

Signature of the Contactor _____ Signature of the Procuring Agency _____

(Seal) (Seal)

Signed, Sealed and Delivered in the presence of:

Witness: _____ Witness: _____

(Name, Title and Address) (Name, Title and Address)



PROCUREMENT CELL

**BALUCHISTAN PROVINCIAL ASSEMBLY SECRETARIAT,
ZARGHOON ROAD, QUETTA,
TEL: 081-9203079 Ext 338, 375**

BIDDING DOCUMENT

FOR

**PROCUREMENT OF EQUIPMENT (NETWORK, SURVEILLANCE
DEVICES, STORAGE DEVICES, OFFICE EQUIPMENT)**

***Last date for submission of bid is –
Thursday the 14th April, 2022 by 11:00 AM
Tender shall be opened on 14th April, 2022 at 11:30 AM***

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NOTICE INVITING TENDER

Balochistan Provincial Assembly Secretariat invites sealed bids as per Balochistan Public Procurement Regulatory Authority (BPPRA) Rules, 2014 from well reputed and established Firms/Companies having registration and active status of NTN and GST with Federal Board of Revenue for **“PROCUREMENT OF EQUIPMENT (NETWORK, SURVEILLANCE DEVICES, STORAGE DEVICES, OFFICE EQUIPMENT)”** on following terms & conditions: -

1. The bidder shall not be blacklisted by any of Provincial or Federal Government Department, Agency, Organization or Autonomous Body or Private Sector Organization anywhere in Pakistan.
2. Bidding documents can be obtained from Room # 38 Procurement Cell Balochistan Provincial Assembly Secretariat on payment of Rs. 1000/- in National Bank of Pakistan through Green Deposit Challan in favor of Secretary Balochistan Provincial Assembly Secretariat, Quetta (**Head of Account CO-3870 and DDO Code QA-7022**). Bidding documents can also be downloaded from the Balochistan Provincial Assembly website www.pabalochistan.gov.pk and from BPPRA website www.bppra.gov.pk.
3. Single stage two envelope bidding method shall be used as per Rule 41-(3) of the BPPRA Rules, 2014.
4. Contract will be awarded on the basis of least cost selection (LCS).
5. The Sealed Bids (Technical & Financial) along with all necessary documents shall be submitted on or before **Thursday the 14th April, 2022 11:00 am**. Only Technical Bids will be opened at 11:30 am on the same day in the presence of the participating firm(s) or their authorized representative in the Committee Room # 05 Balochistan Provincial Assembly Secretariat.
6. Financial bids of technically qualified bidders shall be opened in presence of bidders or their authorized representatives at a time, date and venue to be announced and communicated to the bidders in advance. Whereas, financial bids of technically non-responsive bidders will be returned un-opened to the respective bidders.
7. Bidders shall quote their rates, inclusive of all applicable taxes, duties and other ancillary costs associated with supply of I.T Equipment/Items.
8. The bids must accompany Bid Security of 2% in the shape of Call Deposit or Bank Guarantee issued from a scheduled bank in favor of Secretary Balochistan Provincial Assembly Secretariat.
9. Balochistan Provincial Assembly Secretariat reserves the right to reject any or all bids as per provisions of BPPRA rules 2014.

CONTACT INFORMATION:

Telephone Number: 081-9203079 Ext – 338, 375

Fax Number: 081-9202575

Email Address: bpaprocurement@yahoo.com

**Procurement Cell
Balochistan Assembly Secretariat
Zarghoon Road Quetta**

BIDS INVITATION:

Balochistan Provincial Assembly Secretariat, Zarghoon Road Quetta intends to invite sealed bids as per Balochistan Public Procurement Regulatory Authority (BPPRA) Rules, 2014 from well reputed and established Firms/Companies having registration and active status of NTN and GST with Federal Board of Revenue for **“PROCUREMENT OF EQUIPMENT (NETWORK, SURVEILLANCE DEVICES, STORAGE DEVICES, OFFICE EQUIPMENT)”** enlisted in **Annexure – C** of this bidding document.

PROCEDURE FOR SUBMISSION AND OPENING OF BIDS:

Bid Complete in all respect (Properly bind, indexed, Pages numbered) shall be submitted on or before **Thursday the 14th April, 2022 11:00 am** on **“Single Stage - Two Envelope Basis”** as laid down in rule 41-(3) of the Balochistan Public Procurement Regulatory Authority (BPPRA) Rules, 2014 which states that:

- a) Bid shall comprise a **SINGLE PACKAGE** containing **two separate envelopes**. Each envelope shall contain separately the financial proposal and technical proposal.
- b) Envelopes shall be marked as **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in bold and legible letters to avoid confusion.
- c) Initially, only the envelope marked Technical Proposal shall be opened and evaluated against the technical evaluation criteria defined in **Annexure - A** of this bidding document.
- d) Financial proposal of technically qualified bids shall be opened at a time, date and venue announced and communicated to the bidders in advance.
- e) Financial proposals of bids found technically non-responsive shall be returned un-opened to the respective bidders.

TERMS & CONDITIONS:

1. Applicability of the Balochistan Public Procurement Rules, 2014:

The bidding process shall be governed by Balochistan Public Procurement Regulatory Authority (BPPRA) Rules, 2014 as amended from time to time and instruction of the Government of Balochistan, in this respect, if and when received. If any term, condition, instruction, or provision in this bidding document is inconsistent with BPPRA Rules, 2014 then the subject rules shall prevail.

2. Award of Contract:

Contract shall be awarded to the bidder(s) with lowest cost, evaluated separately for each item.

3. Security Deposit:

The bidder shall submit bid security equal of 2% in shape of Call Deposit or Bank Guarantee in favour of Secretary Balochistan Provincial Assembly Secretariat. Bid security of technically non-responsive bidder(s) shall be returned within 30 days of declaration their bid as non-responsive, whereas, bid security of responsive bidder(s) shall be retained by this Secretariat till the time the procurement contract has been signed. Moreover, in the circumstances defines in Rule 29 (5) of BPPRA Rules, 2014 bid security shall be forfeited.

4. Recommendation of Procurement Committee & Uploading of Bid Evaluation Report:

Bid evaluation report, explaining the ground for selection of responsive bidder(s) (i.e., lowest evaluated bid) and rejection of non-responsive bidder(s) shall be announced in the presence of bidders and/or their authorized representatives and subsequently will be uploaded on the website of Balochistan Public Procurement Regulator Authority at least 3 working days prior to award of contract as required by Rule 40 of the BPPRA Rules, 2014.

5. Specifications of Items:

Specifications (Brand names & Models) of some items enlisted in **Annexure - C** are solely used to ensure the compatibility of items with existing office equipment. Moreover, keeping in view of the requirements of Rule 13 of BPPRA Rules, 2014 the word “**or equivalent**” has been added with the names of such items and any other item, if so.

6. Categories of Items:

Single rate shall be quoted for items in each package, after considering the required quality and specification of items defined in **Annexure – C**. Rates quoted for multiple categories/options of same item will not be considered by the Committee.

7. Sample of Items:

At the date of opening of technical bids, the bidders shall show the sample of all Items enlisted in **Annexure – C** of this bidding documents to the procurement committee for examination and approval.

8. Authorized Representative:

The representatives of the firms, authorized so, shall provide power of attorney as per the **Annexure – H** of this bidding document, on the stamp paper of relevant value.

9. Delivery Time:

Items shall be provided during as and when required by this Secretariat, but not later than 15th June, 2022.

10. Scope of Procurement:

Approximate/tentative quantities of Items to be required by this Secretariat are mentioned against the items enlisted in **Annexure – C** of this bidding document. Hence, before submitting bids the bidders shall ensure their capacity in terms of managerial, financial, professional and technical competence to efficiently and effectively serve the contract.

11. Bid Validity:

Bid shall be valid for 90 days effective from the date of opening of bids.

12. Disqualification:

Following shall result in non-responsive bids and may lead to disqualification of the bidder, if this Secretariat finds at any: -

- a) Time, that the information submitted by the bidder concerning his qualification and professional, technical, financial, legal or managerial competence as contractor/supplier was false and materially inaccurate or incomplete; or
- b) Stage that it has indulged in corrupt and fraudulent practices, as defined in BPPRA Rules, 2014.

13. Blacklisting:

Following shall result in blacklisting of the contractor/supplier: -

- a) Conviction for fraud, corruption, criminal misappropriation, theft, forgery, bribery or any other criminal offence.
- b) Involvement in corrupt and fraudulent practices while obtaining or attempting to obtain a procurement contract.
- c) Final decision by a court or tribunal of competent jurisdiction that the contractor or supplier is guilty of tax evasion.
- d) Willful failure to perform in accordance with the terms and conditions of the contract; and
- e) Failure to remedy underperforming contract, as identified by the Balochistan Provincial Assembly Secretariat, where underperforming is due to the fault of the contractor.

INSTRUCTIONS FOR PREPARING BIDS:

While preparing bids, the bidders shall strictly comply to following instructions: -

- a) Bid shall comprise a **SINGLE PACKAGE** containing **two separate envelopes**. Each envelope shall contain separately the financial proposal and technical proposal.
- b) Envelopes shall be marked as **FINANCIAL PROPOSAL** and **TECHNICAL PROPOSAL** in bold and legible letters to avoid confusion.
- c) Each of the envelopes (Main Package, envelope of Technical Proposal and envelope of Financial Proposal) shall clearly state the name of the bidder.
- d) Technical Proposal shall be prepared on the basis of Terms & Conditions of this bidding document and the technical evaluation criteria as mentioned in **Annexure - A**.
- e) Technical proposal must be supported by all necessary documents as enlisted in **Annexure - A**.
- f) Every page of Technical and Financial bid shall be signed and stamped by the bidder or his authorized representative, as the case may be.
- g) Technical proposal shall be properly indexed, bind and page numbered.
- h) The financial bids should be quoted on the bidder's letter head as per the format of **Annexure - C**.
- i) While preparing financial bid the bidder must consider the notes to the **Annexure - C**.
- j) Proposal shall be covered by covering letter as per the format defined in **Annexure - G** and Bid Application Form as per **Annexure - E**.
- k) Before preparing bids, the bidder can examine the **SAMPLE BIDDING DOCUMENTS** in the room of Secretary Procurement Cell, Balochistan Provincial Assembly Secretariat.

Non-compliance to the above instructions may result in disqualification of the bidder.

BID EVALUATION CRITERIA:

Bids shall be evaluated as per Rule 34 and 35 of BPPRA Rules, 2014 using “**Single Stage Two Envelope Procedure**” as defined in Rule 41(3) of *ibid* rules. Moreover, selection of the successful bidder(s) shall be based on the **Least-Cost Selection Method** for each item evaluated separately, which means, “**Eligible Bidder(s) Quoting Technically Responsive items at the Lowest Financial Cost**”.

1. Technical Proposal:

Technical proposal shall be evaluated on the basis of criteria mentioned in **Annexure – A**.

2. Financial Proposal:

Financial proposal shall be evaluated on the basis of competitive price offer for each item separately as per **Annexure – C**.

Annexure - A

Technical Bid Evaluation Criteria

#	Eligibility Factor	Requirement	Document Required
1.	Registration with FBR for income tax.	Mandatory	Attach Copy of NTN Certificate.
2.	Registration with FBR for Sales Tax.	Mandatory	Attach copy of Sales Tax Registration Certificate.
3.	Non-Blacklisting	Mandatory	Affidavit on a Stamp Paper of Rs.100 to the effect that the firm is currently not Black Listed anywhere in Pakistan.
4.	Office Set-up in Quetta.	Mandatory	<p>In case of owner:</p> <ol style="list-style-type: none"> 1) Proof of ownership of business property attested by Notary Public. 2) Copies of the Electricity bills of last three months of the business. <p>In case of tenant:</p> <ol style="list-style-type: none"> 1) Copy of Rent Agreement attested by Notary Public. 2) Copies of the Electricity bills of last three months of the business.
5.	Experience in the field of supply of I.T Equipment	<p>Self-experienced firms: Three (03) No. of successfully completed similar assignments with Government Departments or Public Sector Organizations in previous three (03) years.</p>	Attach copies of the following documents in respect of each of the three (03) successfully completed assignments: <ol style="list-style-type: none"> 1) Supply orders. 2) Successful Work Completion Certificates.
6.	Financial Capacity.	Average annual turnover of PKR.1.6 million in last 3 years.	Bank Certificate of the Firm's Bank Account certifying its financial worthiness equal to or above the required turn-over.
7.	Agreement with all the terms & conditions.	Must unconditionally agree with all the instructions, terms & conditions specified in the bidding document & contract agreement and in case of any deficiency the contract will be cancelled without notice.	Signature & company/firm seal on every page of the bidding document.
8.	Delivery time	Must agree to supply items not later than 15 th June, 2022	Undertaking from the Bidder.

#	Eligibility Factor	Requirement	Document Required
9.	Items Sample & Description	The quoted items shall be at least of the required standard/Specification mentioned in Annexure - C	Sample of all items are to be provided for examining the required standard of items quoted by the bidders. Tender without sample of items will not be accepted.

NOTE:

- Tax exemption claim pertaining particularly to this case, if any, shall be supported by valid **Tax Exemption Certificate** issued by the Federal Board of Revenue. Otherwise, taxes shall be deducted as per Government policy/Rules.

Annexure - B

Format for Assessment of Technical Eligibility Criteria

#	Eligibility Factor	Document/Sample Required	Bidder 1	Bidder 2	Bidder ..
			Yes/No	Yes/No	Yes/No
1.	Registration with FBR for income tax.	Copy of NTN Certificate.			
2.	Registration with FBR for Sales Tax.	Copy of Sales Tax Registration Certificate.			
3.	Non-Blacklisting	Affidavit on a Stamp Paper of Rs.100 to the effect that the firm is currently not Black Listed anywhere in Pakistan.			
4.	Office Set-up in Quetta.	<p>In case of owner:</p> <p>1) Proof of ownership of business property attested by Notary Public.</p> <p>2) Copies of the Electricity bills of last three months of the business.</p> <p>In case of tenant:</p> <p>1) Copy of Rent Agreement attested by Notary Public.</p> <p>2) Copies of the Electricity bills of last three months of the business.</p>			
5.	Experience in the field of supply of I.T Equipment	<p>In case of self-experienced firms:</p> <p>Attach copies of the following documents in respect of each of the three (03) successful assignments:</p> <p>1) Supply orders.</p> <p>2) Successful Work Completion Certificates.</p>			
6.	Financial Capacity.	Bank Certificate of the Firm's Bank Account certifying its financial worthiness equal to or above the required turn-over.			
7.	Agreement with all the terms & conditions.	Signature & company/firm seal on every page of the bidding document.			

#	Eligibility Factor	Document/Sample Required	Bidder 1	Bidder 2	Bidder ..
			Yes/No	Yes/No	Yes/No
8.	Delivery time	Undertaking from the Bidder.			
9.	Items Sample & Description	Sample of all items are required for examining the required standard of items quoted by the bidders.			

NOTE:

- 1) A single "No" may result in disqualification of a Bidder.
- 2) Required documents shall be provided in the order of above serial number.

Annexure – C

List of equipment/items

#	Item Name	Required Quality	Unit	Approx. Qty.	Per Unit rate excluding Sales Tax	17% General Sales Tax Per Unit	Per Unit rate including Sales Tax	Total
1	2	3	4	5	6	7	8	9 (5 X 8)
1.	<p><u>LaserJet Printer:</u></p> <p>Functions: Print Only Print speed: Up to 30 ppm Resolution: Up to 600 x 600 dpi Print Technology: Laser Processor speed: 500 MHz Connectivity: 1 Hi-Speed USB 2.0; 1 Fast Ethernet 10/100Base-TX; 1 Dual-band (2.4/5.0GHz) Wireless 802.11b/g/n with Bluetooth Paper Handling: 150-sheet input tray/ 100-sheet output tray (Duplex printing) Warranty: One-year minimum</p>	HP LaserJet M209dw or equivalent	Nos.	06				
2.	<p><u>Laptop:</u></p> <p>Gen: 11th Gen Intel Core i5 OS: Windows 10/11 Pro Graphics: NVIDIA 2GB Dedicated RAM: 16 GB DDR4, 3200Mhz HDD: 256 GB NVMe, SSD Display: 15 Inches Resolution: FHD+</p>	Dell Precision 3560 Workstation or Equivalent	Nos.	02				

#	Item Name	Required Quality	Unit	Approx. Qty.	Per Unit rate excluding Sales Tax	17% General Sales Tax Per Unit	Per Unit rate including Sales Tax	Total
1	2	3	4	5	6	7	8	9 (5 X 8)
3.	<u>ADF Scanner:</u> Touch Control Screen: 3.7" color touchscreen Type: Sheetfed Interface: Wireless, Gigabit Ethernet, SuperSpeed USB 3.0 Paper Size: A4/Legal with ADF Resolution: 1200x1200 dpi Warranty: 1 Year	Brother ADS3600W Scanner or Equivalent	Nos.	02				
4.	<u>Wireless Dongle Set for Wired Multimedia Projector:</u> HDMI Wireless Dongle Set for Wired Projector. Features: Standard	Standard Quality	Nos.	02 Pairs (Tx/Rx)				
5.	<u>Keyboard & Mouse Set:</u> Type: Wired & Wireless	hp or Equivalent	Set	15 set each				
6.	<u>Computer and Allied Accessories supplies:</u> i) SSD Drives (256 GB) ii) Portable HDD (4TB) iii) Power/Data Cables iv) USB Type Converters v) USB drives vi) OS and Office suite DVDs vii) Drivers DVD As per market standards	Standard Quality	Nos.	SSD: 05 HDD: 02 Power/Data Cables: 30 each USB Type converters: 10 USB Drives: 02 DVDs: 3+2				

#	Item Name	Required Quality	Unit	Approx. Qty.	Per Unit rate excluding Sales Tax	17% General Sales Tax Per Unit	Per Unit rate including Sales Tax	Total
1	2	3	4	5	6	7	8	9 (5 X 8)
7.	Computer Set: Core i3, 10th Generation, HDD 500 GB, SSD 128 GB, with 19" FHD LCD, keyboard, mouse	Hp or equivalent	Nos.	01				
Total								

Notes to Annexure – C:

- a) Price must be quoted inclusive of all applicable taxes & duties imposed by the Government.
- b) Rates shall be quoted in PKR.
- c) Rates must be quoted on TCA (Total Cost of Acquisition) basis at the risk & cost of the bidder, that includes:
 - i. All duties, taxes and other Government's payables.
 - ii. Costs of packing, loading, unloading, transportation and labor charges incurred up-to the Store of Balochistan Provincial Assembly Secretariat.
 - iii. Costs of fixation, installation, assembling, dismantling etc. (As and where applicable).
(Note: The successful bidder(s) will not be allowed to separately claim these costs).
- d) Tax exemption claim pertaining particularly to this case, if any, shall be supported by valid **Tax Exemption Certificate** issued by the Federal Board of Revenue. Otherwise, taxes shall be deducted as per Government policy/Rules.
- e) Quoted rates shall be firmed and final in all respect.
- f) Single rate shall be quoted for items in each package, after considering the required quality and specification of items defined in **Annexure – C**. Rates quoted for multiple categories/options of same item will not be considered by the Committee.

Date: _____

Signature of Authorized Person _____

Name _____

(Firm / Company Seal)

In Capacity of
Duly Authorized by

Annexure - D

Comparative Statement of Financial Proposal

#	Item Name	Required Quality	Unit	Approx. Qty.	Total Cost Rs. (Column 9 of Annexure C)			
					Bidder 1	Bidder 2	Bidder 3	Bidder....
1	2	3	4	5				
1.	<u>LaserJet Printer:</u> Functions: Print Only Print speed: Up to 30 ppm Resolution: Up to 600 x 600 dpi Print Technology: Laser Processor speed: 500 MHz Connectivity: 1 Hi-Speed USB 2.0; 1 Fast Ethernet 10/100Base-TX; 1 Dual-band (2.4/5.0GHz) Wireless 802.11b/g/n with Bluetooth Paper Handling: 150-sheet input tray/ 100-sheet output tray (Duplex printing) Warranty: One-year minimum	HP LaserJet M209dw or equivalent	Nos.	06				
2.	<u>Laptop:</u> Gen: 11th Gen Intel Core i5 OS: Windows 10/11 Pro Graphics: NVIDIA 2GB Dedicated RAM: 16 GB DDR4, 3200Mhz HDD: 256 GB NVMe, SSD Display: 15 Inches Resolution: FHD+	Dell Precision 3560 Workstation or Equivalent	Nos.	02				
3.	<u>ADF Scanner:</u> Touch Control Screen: 3.7" color touchscreen	Brother ADS3600W Scanner or Equivalent	Nos.	02				

#	Item Name	Required Quality	Unit	Approx. Qty.	Total Cost Rs. (Column 9 of Annexure C)			
					Bidder 1	Bidder 2	Bidder 3	Bidder....
1	2	3	4	5				
	Type: Sheetfed Interface: Wireless, Gigabit Ethernet, SuperSpeed USB 3.0 Paper Size: A4/Legal with ADF Resolution: 1200x1200 dpi Warranty: 1 Year							
4.	Wireless Dongle Set for Wired Multimedia Projector: HDMI Wireless Dongle Set for Wired Projector. Features: Standard	Standard Quality	Nos.	02 Pairs (Tx/Rx)				
5.	Keyboard & Mouse Set: Type: Wired & Wireless	hp or Equivalent	Set	15 set each				
6.	Computer and Allied Accessories supplies: viii) SSD Drives (256 GB) ix) Portable HDD (4TB) x) Power/Data Cables xi) USB Type Converters xii) USB drives xiii) OS and Office suite DVDs xiv) Drivers DVD As per market standards	Standard Quality	Nos.	SSD: 05 HDD: 02 Power/Data Cables: 30 each USB Type converters: 10 USB Drives: 02 DVDs: 3+2				
7.	Computer Set: Core i3, 10th Generation, HDD 500 GB, SSD 128 GB, with 19" FHD LCD, keyboard, mouse	Hp or equivalent	Nos.	01				
Total								

BID APPLICATION FORM
(BIDDER PARTICULARS)

Name of Firm: _____

Name of Owner: _____

Address: _____

CNIC Number: _____

Cell Number: _____

Telephone Number: _____

National Tax Number: _____

Sales Tax Reg. Number: _____

Bank Account Number: _____

Bank Branch: _____

(AUTHORIZED REPRESENTATIVE PARTICULARS, IF ANY)

Name: _____

CNIC Number: _____ Cell Number: _____

(DETAIL OF PAYMENTS)

Security Deposit (Call Deposit/Bank Guarantee):

In favor of: _____

Amount Rs. _____ Date: _____ Number: _____

Issuing Bank Name: _____

Bidding Document fee (Green Challan):

In favor of: _____

Amount Rs. _____ Date: _____ Number: _____

Signature: _____ **Date:** _____ **Seal of the Firm:** _____

Annexure - F

(DECLARATION)

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 terms & conditions of tender and are liable to any punitive action for furnishing false information / documents.

Signature: _____ **Date:** _____ **Seal of the Firm:** _____

Annexure - G

Format for Covering Letter

To,

**Secretary Balochistan Provincial Assembly Secretariat,
Zarghoon Road, Quetta.**

Sub: BID FOR SUPPLY OF I.T EQUIPMENT/ITEMS.

Dear Sir,

- a) Having examined the tender document and Annexures we, the undersigned, in conformity with the said document, offer to provide the said items on terms & conditions of the bidding document.
- b) We undertake, if our proposal is accepted, to provide the items comprise in the contract within time frame specified, starting from the date of receipt of notification of award/signing of contract with the Balochistan Provincial Assembly Secretariat.
- c) We agree to abide by this proposal from the date of signing the contract and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the Balochistan Provincial Assembly Secretariat, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) We understand that you are not bound to accept a lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.
- f) The bid is valid for ninety (90) days.

Authorized Signatures with Official Seal

Format of Power-of-Attorney

POWER OF ATTORNEY

(On Stamp Paper of relevant value)

Know all men/persons by these presents, we (name of the company and address of the registered office) do hereby appoint and authorize Mr. (full name and residential address) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our proposal for (name of the project) in response to the tenders invited by the Balochistan Provincial Assembly Secretariat including signing and submission of all documents and providing information/responses to Balochistan Provincial Assembly Secretariat in all matters in connection with our Bid. We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated this _____ day of _____ 20_____

For _____

(Signature)

(Name, Designation and Address)

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Date: