

Bidding Document
Purchase of Air Conditioner's for
Establishment of IT Park Karachi

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Procurement of Air Conditioner's for Establishment of IT Park Karachi, PSEB

March 2025

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Pakistan Software Export Board

Office No 207 ,2nd Floor Evacuee Trust Complex, Agha Khan Rd, F-5/1 Islamabad

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1. Pakistan Software Export Board, An Introduction

Pakistan Software Export Board (PSEB) is the entity within the Government charged with the task of accelerating growth in the Information Technology (IT), and Information Technology enabled Services (ITeS) Industry.

PSEB is a guaranteed limited company owned and funded by the Government of Pakistan. It is under the administrative control of the Federal Ministry of Information Technology and Telecommunications. It has a non-Executive Board of Directors chaired by the Federal Minister of IT and Telecommunication.

Through its many support programs, PSEB aims to help Pakistani IT Companies and IT Professionals obtain a more significant share of the global IT and ITeS Significance. PSEB invites sealed bids from eligible and qualified bidders for the supply and installation of air conditioners as per the specifications outlined in this document. The procurement will follow the Public Procurement Regulatory Authority (PPRA) rules.

2. Instructions for Bidders

The bidders shall supply and deliver the below listed items for the financial year 2024-2025 to Establishment of IT Park Karachi (A project of Pakistan Software Export Board (PSEB) after the signing of Purchase Order as per the specifications.

A. Eligible Goods:

- The AC must be brand new, unused, and conform to the specifications provided.

B. Mandatory Eligibility Criteria:

Bidders must submit the following:

1. Company profile, including physical presence in Islamabad & Karachi, Pakistan.
2. Items should be quoted with the required earnest money pay order/demand draft amounting to Rs. 100,000/- in favor of Pakistan Software Export Board. The pricing should be quoted as per format given in the bidding documents. Proposals without the earnest money will be rejected.
3. Attach the valid sales tax and income tax registration certificates from FBR.
4. Proof of inclusion in the Active Taxpayer List (ATL) from FBR.
5. An affidavit on Rs. 100/- stamp paper stating the bidder has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body from Islamabad.

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6. Valid authorized partner / Distributor of the quoted brand manufacturer only eligible for participation. **(Proof of authorization required by manufacture only)**
7. Authorized partner must provide five years' relationship with the manufacture of the quoted brand **(Proof require for manufacturer)**

(Eligibility Response Check List)

Eligibility Check List			
Sr #	Eligibility Criteria Details	Evidence/Proof Required	Attached supporting Documents/Proofs and Mark Yes or NO
1.	Bidder company profile ,including physical presence of offices in Islamabad & Karachi		
2.	Items should be quoted with the required earnest money pay order/demand draft in favor of Pakistan Software Export Board. The pricing should be quoted as per format given in the bidding documents	The bidder must submit the bid security amounting to Rs 100,000/- in shape of demand draft/pay order from schedule banks in the favor of Pakistan Software Export Board	
3.	Attach the valid sales tax and income tax registration certificates from FBR	Registration certificates	
4.	Proof of inclusion in the Active Taxpayer List (ATL) from FBR	(Copies of 2023-24 tax Returns and Copy of FBR active payer list)	
5.	An affidavit on Rs. 100/- stamp paper stating the bidder has never been blacklisted by any provincial or federal government department, agency, organization or autonomous body anywhere in Pakistan.		

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6.	Valid authorized partner / Distributor of the quoted brand manufacturer only eligible for participation (Proof of authorization required by manufacture only)			
7	Authorized partner must provide five years relationship with the manufacture of the quoted brand (Proof require by manufacturer)			

Note: Bidders unable to fulfill the above-mentioned mandatory criteria and failure to provide the supporting any documents shall be treated as disqualified and will not be considered for further evaluation.

Non-responsive and incomplete bids will be rejected straight away of the respective bidders, the bidder with the lowest evaluated bids to meet the technical specification (Plus mandatory Criteria of the required product/products will be declared as most advantageous bid.

C. Bid Prices:

- All prices must be quoted in PKR, inclusive of all applicable taxes& all applicable taxes will be calculated as per government law.
- Prices should be valid for 90 days from the date of submission.
- The vendor will be subject to all admissible taxes including stamp duty (if any) and service charges at a rate prevailing on the date of Purchase order unless exempted by relevant tax authority.
- If the tax authorities impose any increase in taxes, PSEB will not be held liable. However, any reduction in taxes should benefit PSEB.

3. Rejection of Bids

Pakistan Software Export Board reserves the rights to accept or reject the bids at any time of the bidding procedure under the Public Procurement Regulatory Authority (PPRA) rule #33.

4. Delivery Schedule and Quantity

The successful bidder must deliver and Install the requisite items at the office of Pakistan Software Export Board situated at 10th Floor, Right Wings National Insurance Building

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(NICL) survey No. 183/4 in Karachi cantonment area, on abbasi Shaheed Road, Karachi
within **15** days after the issuance of the Purchase Order.

The quantities stated below are required quantities.

5.Submission and Opening of Bids:

- Single Stage – One Envelope procedure will be followed as under: -
- Bids must be submitted through PPRA's EPADS portal.
- The deadline for submission is 14 April, 2025 at 03:00PM and bids will be opened on the same day at 3:30PM.

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Bid Form

(On Letter Head of Company)

Name of the Bidder	
Status	Authorized Dealer / Distributor
Address of Office/shop	
Year of Establishment	
Experience	More than 7 Years
Registration No of Registrar Firms(If applicable)	
Registration Date	
NTN No.	
FBR Registration Date	
Sales Tax Number	
Sales Tax Registration Date	
AGPR Vendor No.	
Bank Account No.	
Bank Name and Branch	
Name of the Proprietors with CNIC Nos.	
Bid Security (Yes/No)	

(Name, Signature, Stamp and Date)

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Pricing Format for Financial Proposal

(On Letter Head of Company)

Sr.	Particulars	Unit price (PKR)	Quantity	Price excluding Sales Tax (PKR)	Applicable Sales Tax (PKR)	Total Price incl. Sales Tax (PKR)
1	Air Conditioner Split 1-Ton 1200 BTU Inverter		02			
2	Air Conditioner Cassette Type 2 Ton 24000 BTU Inverter		02			
	Total Bid Cost					

6.General Terms and Conditions

- a. Firm will be bound to supply/deliver and install with all labor charges the equipment/goods to PSEB office Karachi on its own expense.
- b. The Financial Proposal/ bid shall not have any over writings or cutting.
- c. The Bid Validity period shall be 90 days.
- d. The successful firm(s) will have to provide performance bond equal to **10%** of the contract value against the items after receiving the Purchase Order which returned after successful period of warranty.
- e. The earnest money of unsuccessful bidders will be refunded after completion of all the procedural requirements.
- f. In case the Bidder intends to withdraw its Proposal / Bid before opening of the Bids, the Bidder can do so through written application addressed to PSEB, PSEB shall allow the withdrawal of Bid without any consequences to the Bidder. However, after the Due Date and within the Bid Validity period, if the Bidder intends to withdraw from the procurement process the bid security shall stand forfeited in favor of PSEB.
- g. Substandard, refurbished and none compliant item(s) will be rejected by the PSEB at any stage after or during the supply.
- h. Any quoted bid received after the closing time for submission of bids shall not be entertained.
- i. Supply should be made in proper packing.
- j. Single stage one envelope procedure will be followed.
- k. Vendor will be responsible for the delivering of items/goods on the said date within working hours.

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- l. Unit price will be taken up to 2 decimal points. The total cost will be round-off. No advance payment will be made.
- m. If the delivered goods/ equipment's are not according to the required quality, standards / specifications, the same shall be liable to be rejected after inspection. The vendor would be required to replace the same as per specifications mentioned in BOQ, otherwise the purchase order will be cancelled.
- n. Lowest financial bid conforming all technical specifications (100% compliance to the technical specifications) will be considered for the awarding of purchase order/ Contract.
- o. The PSEB reserve the right to increase or decrease the quantities of listed items
- p. Bidder can quote in one or more items and purchase orders will be given to the lowest bidder accordingly conforming technical specifications.
- q. **Bids should be submitted electronically ONLY through EPADS(PPRA). For registration and training on EPADS or in case of any technical difficulty in using EPADS, prospective bidders may contact PPRA Team, Director MIS Room No.109, 1st Floor, FBC building Sector G-5/2, Islamabad. Contact Number 051-111-137-237.**
- r. **The bids, prepared in accordance with the instructions in the bidding documents along with bid security instrument (Copy) & Proof of Eligibility documents as specified in bid documents in favor of the undersigned must be submitted through EPADS by 14 April, 2025 at 03:00PM. Bids will be opened in the presence of bidders or their authorized representatives on the same date at 03:30 PM**
- s. **Note: Original Bid Security instrument MUST BE submitted to the under signed before closing hours of the bid submission time.**

Note: Only those bids will be entertained who applied through EPADS <https://eprocure.gov.pk> . There is no prescribed bidding document fee.

7. **MAILING ADDRESS:**

Project Director Establishment of IT Park-Karachi
Pakistan Software Export Board (G) Limited,
Office No 207 ,2nd Floor Evacuee Trust Complex
Agha Khan Rd, F-5/1 Islamabad
Phone # +92 51 9204074

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List of Items

Sr.	specifications/Description	Qty	Unit Price	GST if applicable	Total Amount
01	<p><u>Air Conditioner Split 1.5-Ton 1200 BTU Inverter</u></p> <p>Brand: Gree, Hitachi, Kenwood, Higher or equivalent The unit should boast an inverter compressor, sleek seamless design with dual air deflectors, auto-clean functionality, and 4-way airflow with seven fan speed options. It must include a single-panel easy-clean filter, advanced health filters, and comply with European standards for both heating and cooling, while maintaining low noise operation. The AC should achieve an Energy Efficiency Class A+ rating (offering up to 60% energy savings) and support low voltage startup at 150V. The condenser and evaporator must feature corrosion-resistant blue fin or gold fin coating. Must include ultra-low frequency torque control, precise temperature control, an LED display, cold plasma generator, fire-proof PCB, ceiling cooling and floor heating capabilities, intelligent defrost, and power factor correction up to 99%. 1 Year parts - 3 Year Compressor or higher Manufacturer Warranty</p>	02			
02	<p><u>Air Conditioner Cassette Type 2 Ton 24000 BTU Inverter</u></p> <p>Brand: Gree, Hitachi, Kenwood, Higher or equivalent The unit should incorporate an inverter compressor, a sleek ceiling-mounted design with 4-way airflow, and seven fan speed options for uniform air distribution. It must include an easy-access filter system, advanced health filters, and comply with European standards for both heating and cooling, while ensuring low noise operation. The AC should achieve an Energy Efficiency Class A+ rating (offering up to 60% energy savings) and support low voltage startup at 150V. The condenser and evaporator must feature corrosion-resistant blue fin or gold fin coating. Must include ultra-low frequency torque control, precise temperature control, an LED display panel, cold plasma generator, fire-proof PCB, ceiling cooling and floor heating capabilities, intelligent defrost, and power factor correction up to 99%. 1 Year parts - 3 Year Compressor or higher Manufacturer Warranty</p>	02			