



TENDER NOTICE

SUPPLY OF UV DOUBLE BEAM SPECTROPHOTOMETER WITH COMPUTER & ACCESSORIES

Pakistan Tobacco Board invites sealed bids from registered firms for supply of UV Double Beam Spectrophotometer with Computer & Accessories at Tobacco Research Station, Mardan. Detail information about organization is available on website: www.ptb.gov.pk. Bidding documents containing detail term and conditions, item-wise specification, procedure for submission of bids, bids security etc may be obtained from office of the Director (R&D) or download from PPRA website: www.ppra.org.pk or www.ptb.gov.pk.

Accordingly firm will be selected through, **“Single Stage Two Envelopes”** procedure in accordance with the procedures set out in Rule- 36(b) of PPRA Rules, 2004 issued by the Public Procurement Regulatory Authority, as amended from time to time which can be viewed at the website: www.ppra.org.pk/legal documents/regulations.

The parameters for evaluating bids are mentioned in bidding documents:

Bidding documents must carefully be prepared in accordance with the instructions provided and shall be submitted through EPADS by or before 14:00 on 17.06.2026 which shall be opened on the same day at 14:30 in the presence of and Bidders who may choose to be present.

Director (R&D)
Pakistan Tobacco Board
46-B, Office Enclave, Phase-V, Hayatabad Peshawar
Ph.091-9217152

BIDDING DOCUMENTS/NECESSARY GUIDELINES

1. INVITATION TO THE BID

Bids/Tenders are invited for supply of UV Double Beam Spectrophotometer with Computer & Accessories at Tobacco Research Station, Mardan, Pakistan Tobacco Board, Tobacco Research Station (TRS), Khangarhi Mardan from Sales Tax and Income Tax Registered Firms.

2. INSTRUCTIONS OF THE BIDDERS

- a. Procurement will be made under Public Procurement Rules, 2004.
- b. It will be clearly understood that the Terms and Conditions mentioned in this document are intended to be strictly enforced.
- c. bidders must ensure that they submit all the required documents indicated in the Tender/Bid Documents at the time of opening of Technical Bids and no request for submission of missing documents will be entertained after opening of the Technical Bids.
- d. Bids without supporting documents, undertaking, valid documentary evidence and bids not conforming to terms and conditions given in the Tender Documents will be liable for rejection.
- e. Bids received after due time and date and bids without Bid Security in shape of CDR or CDR less than required amount shall be rejected.
- f. The Bidder must quote rates of items.
- g. Bidders must provide brochures, compliance sheet, and country of origin
- h. After-sales service availability in Pakistan is mandatory

3. MODE OF ADVERTISEMENT

As per Rule 12(2) the advertisement is being placed on www.ptb.gov.pk on two newspapers and on the website of PPRA.

4. TYPE OF OPEN COMPETITIVE BIDDING (e-PADS Based)

As per Rule No. 36(b) of PPRA Rules, **Single Stage – Two Envelope Procedure** shall be followed through **e-PADS (Electronic Pakistan Acquisition & Disposal System)** as detailed below:

- a. Bidders shall upload both proposals in the prescribed sections of e-PADS, ensuring that the **financial proposal is kept separate and encrypted/secured** within the system to avoid any disclosure during technical evaluation.
- b. Initially, only the **Technical Proposal** shall be opened on e-PADS at the specified date and time. The **Financial Proposal shall remain unopened and securely stored in the system.**
- c. The Procuring Agency/Committee shall evaluate the Technical Proposals in accordance with **PPRA Rule 36(b)** and the criteria provided in the bidding documents, **without reference to the financial bids.** Any bid not conforming to the specified requirements shall be declared non-responsive. No amendments in the technical proposal shall be permitted during evaluation.
- d. After completion and approval of the technical evaluation, the **Financial Proposals of technically qualified bidders shall be opened electronically through e-PADS,** at a date and time to be communicated to all bidders via the system.

- e. The **Financial Proposals of technically non-responsive bidders shall not be opened** and shall remain rejected in the system as per PPRA rules.
- f. All bid opening, evaluation, and communication processes shall be carried out through **e-PADS**, ensuring transparency, confidentiality, and compliance with PPRA e-procurement procedures.

5. TERMS AND CONDITIONS OF THE TENDER

i. TENDER ELIGIBILITY:

Eligible Bidder/Tenderer is one who:

- a. Bidder/Tenderer has valid registration certificates for Income Tax, Sales Tax and Professional Tax.
- b. Bidder/Tenderer is an active Income Tax Payer;
- c. Bidder/Tenderer has got the experience in supply of relevant items;
- d. Bidder/Tenderer conforms to the clause of “Responsiveness of Bid” given in this tender document;
- e. Bidder/Tenderer has not been black listed.

ii. AMENDMENT OF THE TENDER DOCUMENT

- a. The Procurement Evaluation Committee (PEC) of Pakistan Tobacco Board, at any time prior to the deadline for submission of the Tender, at its own initiative or in response to a clarification requested by the Bidder(s) amend the Tender Document, on any account, for any reason. All amendment(s) shall be part of the Tender Document and binding on the Bidder(s).
- b. The Procuring Agency shall notify the amendment(s) in writing to the prospective Tenders/Bidders.
- c. The Procuring Agency may, at its exclusive discretion, amend the Tender Document to extend the deadline for the submission of the Tender, in which case all rights and obligations of the Purchaser and the Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

iii. BID CURRENCY

Bidder should quote price in Pak Rupees only and payment shall also be made in Pakistan rupees only.

iv. VALIDITY PERIOD OF THE BID

- a. Validity period of the bids shall be 90 days.
- b. In exceptional circumstances, the Tender Committee of PTB may ask the Bidders for an extension of the period of validity. The request and the responses shall be made in writing. A bidder accepting the request will not be required nor permitted to modify its tender.

v. BID SECURITY

- a. Bidder will submit Bid Security in shape of Demand draft/CDR in the name of Chairman, Pakistan Tobacco Board and the required amount of Bid Security does not exceed 2% of estimated cost.

- b. Cheque or Cross Cheque shall not be accepted.
- c. The amount submitted as Bid Security shall be refunded to the unsuccessful bidders after the decision for the award of the said tender.
- d. subject to the award of contract, the Bid Security shall be returned to successful bidder against submission of Performance Guarantee.
- e. If the Bid Security is found less than the required amount then the bid will be Rejected Irrespective of the rates and the stage of the bid process.
- f. The Bid Security may be forfeited if a Bid;
 - * Refuse to accept Letter of Acceptance of the Bid; or
 - * Fails to furnish Performance Security.

vi. **BID PREPARATION AND SUBMISSION**

- a. The Tender shall be **submitted electronically through e-PADS** and shall be accompanied by the prescribed Forms, Annexes, Schedules, Drawings, Documents, Brochures, Literature, etc. All documents shall be **properly filled, digitally signed/stamped, and uploaded** by the Tenderer or his Authorized Representative. Scanned copies of original/attested documents shall be uploaded on e-PADS, and the Procuring Agency may seek verification of originals, if required.
- b. The Bids/Tenders shall be submitted in **two parts through e-PADS**, namely: (1) **Technical Proposal** and **Financial Proposal**.
- c. Both proposals shall be **uploaded in their respective sections on e-PADS**, ensuring that the **Financial Proposal remains secured and is not disclosed** during the technical evaluation stage.

vii. **TECHNICAL PROPOSAL**

The Technical Proposal will enable the Technical Tender Committee to evaluate whether the bidder is technically competent and capable of executing the order and the specifications offered by the bidder meet the ones given in the Tender/Bid Documents. Only those bids which qualify in the technical stage will be eligible for the Financial Proposal opening. The Financial Proposals of bidders who failed in the Technical stage will not be opened.

viii. **DETAIL AND ORDER OF DOCUMENTS TO BE FURNISHED WITH THE TECHNICAL PROPOSAL**

The documents attached with the Technical Bid must be signed and stamped by the Authorized Representative of the Bidder. The documents attached must be numbered and attached in the following order;

- a. Covering letter **duly** signed and stamped by authorized representative.
- b. Copy of Income Tax Registration Certificate.
- c. Copy of Sales Tax Registration Certificate.
- d. Copy of Professional Tax.
- e. Detailed specification of items.
- f. Sound financial position of the bidder (At least each available equal to the 50% of quoted value as per bank statement.
- g. At least five relevant Supply Orders/Contracts revised in the past.
- h. Affidavit/Undertaking Covering Letter on Stamp paper.

ix. **FINANCIAL PROPOSAL**

- a. the Financial Proposal of the bidder shall include the price breakup of taxes/duties. All taxes/duties as applicable shall be responsibility of the bidders.

- b. The cost quoted by the bidder shall be kept firm and unchanged for a period specified in the Bid/Tender Documents from the date of opening of the bids. The bidder shall keep the price firm/unchanged during the period of Contract including during the period of extension of time if any.
- c. The quoted price will be inclusive of all taxes, duties, levies, insurance, freight (transportation charges) etc.
- d. The Bid is liable for rejection if Financial Proposal contains conditional offer.

x. DETAILS TO BE FURNISHED WITH FINANCIAL PROPOSAL

- a. Financial Proposal Covering Letter;
- b. Financial Proposal from duly filled, signed and stamped by the Bidder.

xi. TECHNICAL EVALUATION CRITERIA

- a. The Bidders who have duly complied with the Eligibility/Qualification and Evaluation will be eligible for the further processing.
- b. The Bids which do not conform to the Technical Specifications or Bid conditions or the Bids from the Bidders without adequate capabilities for supply and maintenance / warranty services will be rejected.
- c. The Eligible/Technically Qualified Bidders will be considered for further evaluation.
- d. Technical Bids will be evaluated on the basis of following criteria and Financial Bids of only those bidders will be opened who have fulfilled the criteria:

Mandatory Requirements		Documents Required	
1	Sales Tax Registration	1	Certificate of Registration
2	Income Tax Registration	2	Certificate of registration
3	Conformance to the required specification of items given in Schedule of Requirement	3	Detailed Specifications with Brand and Model
4	At least five relevant Supply Orders received in the Past from year 2017 onwards	4	Copies of Supply Orders/Contracts received in the past of the quoted brand
5	Company Firm is not Black Listed	5	Affidavit/Bidder's Undertaking on stamp paper
6	Professional Tax	6	Certificate of Registration
7	Company/Firm should have a minimum experience of 07-years.		---
8	Company/Firm should have at least four offices in all over Pakistan		---

The bidder must provide Verification documentary proof against all the mandatory requirement and Evaluation Criteria along with the Technical Proposal and no document will be received or considered after opening of the Technical Proposal.

The PEC may ask for physical Demonstration of any of the items given in the Tender Document for confirmation of the specifications.

xii. FINANCIAL PROPOSAL EVALUATION

- a. **Technically** qualified/successful bidder(s)/Tenderer(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 the PTB accordingly. The technically Eligible/Successful Bidder(s)/Tenderer(s) or their authorized representatives against each item shall be allowed to take part in the Financial Proposal(s) opening against their relevant bid.
- b. **Financial** Proposal evaluation will be conducted under the public Procurement Rules, 2004. The Price evaluation will include all details, taxes and expenses etc.

xiii. REJECTION AND ACCEPTANCE OF THE TENDER/BID

- a. Pakistan Tobacco Board have the right, at his exclusive discretion, to increase / decrease the quantity of any or all items(s), under PPRA Rules without any charge in unit prices or other terms and conditions, a procuring agency may, for reasons to be recorded in writing, restart bidding process from any prior stage if it is possible without violating any principle of procurement and shall immediately communicate the decision to the bidders.
- b. **The Tender / Bid shall be rejected if:**
 - i. It is substantially non-responsive, or
 - ii. The bidder does not meet any of the mandatory criteria mentioned.
 - iii. It does not contain the documentary proof against any of the mandatory Criteria.
 - iv. The bid is incomplete, partial, conditional, alternative, late; or
 - v. The Authorization Certificate could not be verified; or
 - vi. The bidder does not attach Bid Security in shape of CDR; or
 - vii. The Bid Security is not attached or it is less than the required amount; or
 - viii. The Bidder submits more than one Bids against one Tender; or
 - ix. The Bidder tries to influence the Tender evaluation / Contract award; or
 - x. the Bidder engages in corrupt or fraudulent practices in competing for the Contract award.
 - xi. There is any discrepancy between bidding documents and bidder's proposal i.e. any non-conformity or inconsistency or informality or irregularity in the bid which is not in Conformity with tender document.

xiv. ITEM WISE SPECIFICATION OF DOUBLE BEAM UV-VISIBLE SPECTROPHOTOMETER

S. No	Item	Description
1	Optical System	Double beam UV-Visible spectrophotometer
2	Wavelength Range	190 to 1100 nm
3	Spectral Bandwidth	1 nm

4	Wavelength Display / Setting	<ul style="list-style-type: none"> • Display resolution: 0.1 nm • Setting interval: 0.1 nm (1 nm in scanning mode)
5	Wavelength Accuracy	<p style="text-align: center;">±0.1 nm at 656.1 nm ±0.3 nm over full range (190–1100 nm)</p>
6	Wavelength Repeatability	±0.1 nm
7	Stray Light	<p style="text-align: center;">≤ 0.02% at 220 nm (NaI) ≤ 1.0% at 340 nm (NaNO₂) ≤ 1.0% at 198 nm (KCl)</p>
8	Photometric Specifications: Photometric Range	<ul style="list-style-type: none"> • Absorbance: -4 to +4 Abs • Transmittance: 0–400% • Photometric Accuracy: ±0.002 Abs (0.5 Abs) ±0.004 Abs (1 Abs) ±0.006 Abs (2 Abs)
9	Baseline Stability	≤ 0.0003 Abs/hour at 700 nm (after 1 hour warm-up)
10	Baseline Flatness	Within ±0.0006 Abs (190–1100 nm)
11	Noise Level	≤ 0.00005 Abs RMS at 700 nm
12	Light Source	UV and Visible lamps with automatic switching
13	Dimensions & Weight	<ul style="list-style-type: none"> • Dimensions & Weight: • Approx. 450 (W) × 490 (D) × 270 (H) mm • Weight: approx. 15 kg
14	Data Output & Interface	<ul style="list-style-type: none"> • USB interface for PC connectivity • Compatible with Windows-based software • Data storage via USB memory • Capability to export data in text and UVPC formats
15	Software & Accessories	<ul style="list-style-type: none"> • Complete PC software (UV Probe or equivalent) • Desktop computer system (latest configuration) • Compatible printer (USB/PCL/ESC/P supported)
16	Compliance	<ul style="list-style-type: none"> • Instrument must be brand new and conform to international quality standards • CE/ISO certification preferred
17	Warranty	Minimum 1-year comprehensive warranty with parts and service

xv. CONTACTING THE PROCURING AGENCY

- a. No Bidder shall contact the PEC on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded.
- b. any effort by a Bidder to influence PEC in its decisions on bid evaluation, bid comparison, or Contract Award will disqualify the bidder and rejection of the bid. Canvassing by any Bidder at any stage of the Tender evaluation is strictly prohibited.

xvi. ANNOUNCEMENT OF EVALUATION REPORT

The Procurement Agency shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of Contract.

xvii. AWARD OF CONTRACT

The Tender will be awarded to the Lowest Evaluated Bidder (item wise) who has been declared Technically & Financially qualified.

xviii. ADVANCE PAYMENT

No advance payment shall be made to the successful bidder; however, payment shall be made after execution of the contract and submission of satisfactory report by the evaluation committee.

xviii. LETTER OF ACCEPTANCE (LOA)

After acceptance of the Bids by the PEC, Letter of Acceptance (LOA) will be issued only to the Success Bidder(s).

xx. SUBMISSION OF PERFORMANCE SECURITY

The Successful Bidder(s) performance security of the works will be submitted to Chairman PTB equal to 5% of the contract value for one year and in case of any variation/defects the contractor will be responsible for repair & maintenance, replacement.

xxi. REFUND OF BID SECURITY (BS)

The Bid Security of the successful Bidder will be refunded on the written request of the Bidder.

xxii. ISSUANCE OF SUPPLY ORDER OR SIGNING THE CONTRACT

The PEC shall issue Supply Order or sign a Contract with the Successful bidder.
