

GOVERNMENT OF PAKISTAN
PRESIDENT'S SECRETARIAT (PUBLIC)
AIWAN-E-SADR

TENDER NOTICE FOR SUPPLY OF TONERS/CARTRIDGES FOR FINANCIAL YEAR 2023-24

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Bids for the supply of Toners/Cartridge, by the President's Secretariat (Public), Islamabad.

2. Interested bidder/suppliers may obtain tender document from the Dak Window of President's Secretariat (Public) during office hours or download it from the websites of www.president.gov.pk and www.ppra.org.pk.

3. This document contains the following: -
- a. Terms and conditions.
 - b. Evaluation Criteria.
 - c. List of Toners/Cartridges required along with specifications.

3 (a) TERMS AND CONDITIONS OF TENDER

General:

- i) Only Registered firms/suppliers with Active Tax payers List (ATL) status valid GST/NTN and vendor numbers, based in Rawalpindi & Islamabad are eligible to apply.
- ii) Proof of NTN/GST registration, Active Tax Payer List, Vendor Number and a brief company Profile along with attested photocopies of all relevant documents are required to be provided.
- iii) Bid Security (Refundable) amounting to Rs.200,000 (Rupees two hundred thousand) in shape of Bank **Draft/Pay Order in favor of Assistant Director (Gen), President's Secretariat (Public), Islamabad** is required to be provided. The Bid Security will be returned to the unsuccessful bidder(s) immediately after finalization of the tender and in case of successful bidders(s), it will be retained as security deposit till 30-06-2024.
- iv) Bidders are required to follow **Single Stage–Two Envelop Bidding procedure**. The interested bidders may submit their bids in a single package containing two separate envelopes marked as “**TECHNICAL PROPOSAL**” and “**FINANCIAL PROPOSAL**” in bold and legible letters.
- v) Initially, the envelop marked as **Technical Proposal** will be opened on **10-08-2023** at **1130hrs** in presence of the bidders. The **Financial Proposals** of Technically qualified bidders shall be opened in the presence of bidders after informing them telephonically regarding time and date of opening of their financial bids.
- vi) An affidavit on stamp paper that the firm has not been blacklisted in the past by any Ministry/Division/Department/Organization of Government of Pakistan is required.
- vii) The contract will be awarded for complete financial year 2023-24. If required, the contract can be extended as provided in PPRA Rules.
- viii) The bidding process is subject to observance of PPRA Rules, 2004.
- ix) President's Secretariat (Public) reserve the rights to reject all Bids/Proposals at any time prior to the acceptance as well as to increase/decrease to the quantity of items as per requirement.
- x) Inspection of all the items will be carried out at the time of delivery before acceptance.
- xi) The bidder/supplier will ensure the quality of toners as per standard requirement/number of pages. In case the toner is found faulty including Print quality, leakage and performance despite a 50% usage, the faulty toner shall be required to be replaced with brand new toner.

- xii) If any item is found substandard, defective and against the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier as per Public Procurement Rules, 2004 including forfeiture of bid security and black listing of supplier/firm.
- xiii) Refilled, refurbished and Counterfeit products shall not be accepted. Only new/branded toners are required to be supplied.
- xiv) Any laps in fulfilling requirements of any other stipulated conditions (s) in the tender process shall render the bid liable to rejection.
- xv) All Bids shall reach the undersigned upto 1100 hour on **10th August,2023** which will be opened at 1130 hours on the same date. Bidders who are interested to attend bid opening will be allowed after clearance from the Security Branch of this Secretariat.
- xvi) Bidders are required to prepare their bids carefully, (preferably typed). Any correction/alteration/overwriting will not be acceptable. Each page/document must be signed / stamped and sealed properly.
- xvii) Where required, the manufacturers/company name/brand name of items must be stated clearly.
- xviii) Rates/Quotations are required against all items. Evaluation and comparison will be made on rate per unit basis for each item.
- xix) Bidders shall be required to provide the samples of toners/cartridge to the Purchase Committee as per **Annex-A**. If required, the successful bidder(s) shall provide fair/best quality samples of items for approval/inspection as and when required without any extra cost.
- xx) All prices must be quoted inclusive of all government duties/ taxes (where applicable).
- xxi) Warranty /guarantee (if applicable on any item) and quality must be ensured for the whole contract period, without any service charges.
- xxii) Bid validity period will be till 30-06-2024 and it must be clearly mentioned in the bid. However, if required, the President's Secretariat (Public) may extend the contract period beyond 30-06-2024 as per Public Procurement Rules or till finalization of the next tender.
- xxiii) The President's Secretariat (Public)'s Office may reject all bids or proposals at any time prior to the acceptance of the bid(s).
- xxiv) The Successful bidders/ suppliers shall have to supply the required items within 03 days of the receipt of the Purchase Order or as required during the whole financial year/contract period.
- xxv) Receipt of incomplete, low quality /substandard supplies or delay in supplies will render the supply order liable to be cancelled and necessary action to be initiated under Public Procurement Rules.
- xxvi) In case of withdrawal of the bid by any bidder/supplier during the bid validity period or failure to supply items according to purchase order/ terms and conditions, the Bid Security will be forfeited and action will be taken under Public Procurement Rules 2004 including blacklisting of the firm /supplier.

Following mandatory information /documents are required of the firms (s).

- xxvii) Sale Tax Registration Certificate.
- xxviii) Proof of Active Tax Payer List (Income Tax & Sales Tax).
- xxix) Valid Vendor Number issued by AGPR.
- xxx) Pay order/ Bank draft of Rs.200,000 in favor of Assistant Director (Gen) President's Secretariat (Public), Islamabad.
- xxxi) Duly signed and stamped Compliance Certificate as mentioned vide **Annex-B** of this document.

- xxxii) Affidavit on stamp paper that the firm has never been blacklisted by any Ministry/Division/ Department/ Organization of the Government of Pakistan (sample attached) at **(Annex-C)**.
- xxxiii) An Affidavit on Rs. 100/- value Stamp Paper duly attested by Notary Public, that the Firm will provide only Original / Genuine and Brand New Products / Items, if not otherwise provided in the Tender Documents, and not the substandard, counterfeited or fake products / items (where applicable) as per Specimen at **Annex-D**.
- xxxiv) Company Profile containing all relevant information /details including interalia, fully functional office address, contact numbers (Landline/mobile) owners particulars, Bank Account Number, experience and list of clients etc.
- xxxv) Financial Proposal/ quotations are required in Pak Rupees against each item on per unit basis inclusive of GST as per prescribed format/lists attached **(Annex-A)**.
- xxxvi) Any cutting / overwriting in the quoted prices will not be accepted.

3(c) LISTS OF TONERS/CARTRIDGES REQUIRED

The lists of Toners/Cartridges are enclosed as **Annex-A**. The interested bidders are required to quote their rates on unit basis (inclusive of GST and all taxes) against each item. The successful bidder will provide sample of each item for approval/inspection within ten days of signing of contract. Those samples would be retained for conformity to the specification / quality of item as per purchase order / terms and conditions.

(Muhammad Naveed Butt)
Assistant Director (Gen)
___ July, 2023

LIST OF ITEMS
ANNUAL TENDER FOR SUPPLY OF TONERS
FOR THE FINANCIAL YEAR 2023-24

S. #	Name of Items	Bid Quantity	Item wise Rate with all taxes
1.	Toner /Cartridge for Photocopier Ricoh Digital-3055 Heavy Duty (Rate to be quoted only for original toner.	01 No	
2.	Toner /Cartridge for Photocopier Ricoh Digital-3350 Heavy Duty (Rate to be quoted only for original toner.	01 No	
3.	Toner /Cartridge for Photocopier Ricoh Digital-3030 Medium Duty (Rate to be quoted only for original toner.	01 No	
4.	Toner /Cartridge for Photo Copier Ricoh MP-1500 Digital Aficio (Rate to be quoted only for original toner.	01 No	
5.	Toner /Cartridge for Photocopier RICOH MP- 4002 (Type-4500-E) (Rate to be quoted only for original toner.	01 No	
6.	Toner /Cartridge for Photocopier RICOH MP- 5002 (Rate to be quoted only for original toner.	01 No	
7.	Toner /Cartridge for Photocopier 2501sp (Rate to be quoted only for original toner.	01 No	
8.	Toner /Cartridge for Photocopier RICOH MP-3053 (Rate to be quoted only for original toner.	01 No	
9.	Toner /Cartridge for Photocopier RICOH MP-2001 (Rate to be quoted only for original toner.	01 No	
10.	Toner /Cartridge for Laser Jet Printer HP-1020 (12-A) (Rate to be quoted only for original toner.	01 No	
11.	Toner /Cartridge for Laser Jet Printer HP-1200 (15-A) (Rate to be quoted only for original toner.	01 No	
12.	Toner /Cartridge for Laser Jet Printer HP-1320 (49-A) (Rate to be quoted only for original toner.	01 No	
13.	Toner /Cartridge for HP Laser Jet 1102 (85-A) (Rate to be quoted only for original toner.	01 No	
14.	Toner /Cartridge for Laser Jet Printer 401 (400-80A) (Rate to be quoted only for original toner.	01 No	
15.	Toner /Cartridge for Laser Jet Printer 2035 (05-A) (Rate to be quoted only for original toner.	01 No	
16.	Toner /Cartridge for Hp Laser jet Pro M102A (Rate to be quoted only for original toner.	01 No	
17.	Toner /Cartridge for Printer Hp M102 (17A & 19A) (Rate to be quoted only for original toner.	01 No	
18.	Toner /Cartridge for Hp 404n printer MFP (59-A) (Rate to be quoted only for original toner.	01 No	
19.	Toner /Cartridge for Hp Printer 107a (Rate to be quoted only for original toner.	01 No	
20.	Toner /Cartridge for Color Printer HP (LaserJet DW252) (Rate to be quoted only for original toner.	01 No	
21.	Toner /Cartridge for HP Color laser jet Cp 1515n (Rate to be quoted only for original toner.	01 No	
22.	Toner /Cartridge for color Printer HP 200 (201) cartage 131A	01 No	
23.	Toner /Cartridge for color Printer Hp 150A cartage 119A	01 No	

COMPLIANCE CERTIFICATE

I/we _____ hereby certifying that: -

- a) Copies of income tax and sales tax certificate are attached.
- b) Company Profile having Office details at Islamabad/Rawalpindi with Phone Numbers/Addresses is provided.
- c) Affidavit on Stamp Paper of Rs.100/- that the firm is not black listed/debarred by any government /semi government Department as per Specimen attached.
- d) The earnest money / bid security as per tender requirement vide Draft/Pay Order dated bank name.
- e) The firms will be bound to make supply the items as per specification at President's Secretariat (Public).
- f) Firms who supply re-conditioned/sub-standard/used items and having poor performance may not submit their bids. Mode of the payment based on credit and taxes will be applicable as per Government Policy amended from time to time. The firm should clearly show whether GST is included or excluded in the offered rates.
- g) Terms and conditions must be signed and attached with the Tender document if agreed upon.
- h) The firms:
 - i. Must have its established office at Islamabad/Rawalpindi with Phone No./Address, Bank A/c No., at the same vicinity.
 - ii. Will be bound to supply the items within specified time.
- i) 1.4 The Procuring Agency reserves the right to accept or reject any or all bids as per PPRA rules.

Name of Firm.....

Name of Owner.....

Mailing Address.....

Phone Number.....

Signature.....

Seal of the Company.....

AFFIDAVIT

We, (Name & address of the firm), do hereby declare and solemnly affirm that:

1. We have not been blacklisted /barred by any Ministry/Division/Department or organization of the Government of Pakistan.
2. We have not been involved in any litigation with any client during the last three years.
3. We acknowledge that we have read, understood and accepted the terms and conditions of bid document for procurement of Toners/Cartridges by the President's Secretariat (Public) for Financial Year 2023-24.
4. We understand that the President's Secretariat (Public) shall have the right, to require, in writing, further information or clarification related to our bids.
5. 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 and conditions of tender and are liable to any punitive/ legal action for furnishing false information/ documents.

Dated this _____ day of July 2023

Name CNIC No. _____

Signature. _____

(Company Seal) _____

In the capacity of
Duly authorized to sign bids for and on behalf of.

(Must be Provided on a Value of Rs. 100/- Stamp Paper)

UNDERTAKING / CERIFICATE

The firm will provide only original / genuine and brand new products and not substandard, poor quality, fake / counterfeited products / items (wherever applicable) unless otherwise specified.

If provided items / information found false, or the firm found Black Listed/Debarred by any organization in Pakistan, or any criminal proceedings found in any court of law, the contract of the firm will be immediately TERMINATED without assigning any reason and making any refund / payment. Further the security given by the firm will also be confiscated and blacklisting/debarment proceedings may also be initiated against the firm.

M/S _____

Authorized Contact Person Name: _____

Address: _____

Tel No _____ Mobile No _____ Fax _____

CNIC No. _____ Email. _____

Signature & Thumb Impression: _____ Dated: _____

Firm's Seal:

ATTESTED BY NOTARY PUBLIC