

PUBLIC PROCUREMENT REGULATORY AUTHORITY
(PPRA)

CONTRACT AWARD PROFORMA – I

(As Per Rule 47 of PP Rules, 2004)

To Be Filled And Uploaded on PPRA Website In Respect of All Public Contracts of Goods.

- NAME OF THE ORGANIZATION/DEPTT. **NADRA HEADQUARTER ISLAMABAD**
- FEDERAL / PROVINCIAL GOVT. **FEDERAL**
- TITLE OF CONTRACT:- **Supply of Genuine Xerox D-95 Consumables**
- TENDER NUMBER:- **61/2021**
- BRIEF DESCRIPTION OF CONTRACT **Supply of Genuine Xerox D-95 Consumables**
- TENDER VALUE **4.5 Million**
- ENGINEER'S ESTIMATE
(for civil Works only) **N/A**
- CONTRACT PERIOD **12 WEEKS**
- ESTIMATED COMPLETION PERIOD **12 WEEKS**
- WHETHER THE PROCUREMENT WAS INCLUDED IN ANNUAL
PROCUREMENT PLAN? Yes/No **YES**
- **ADVERTISEMENT** 453850
(Federal Agencies) (If yes give date and PPRA's tender number)
- (i) PPRA Website **Tender # 61/2021 dated 14th June 2022**
- (ii) Newspapers **BUSINESS RECORDER Dated 15-6-2022**
DAILY AUSAF ISLAMABAD Dated 15-6-2022
- TENDER OPENED ON (DATE & TIME) **5th July, 2021 at 1130 Hrs**
- NATURE OF PURCHASE **NATIONAL**

10 nadra 31022 ✓ 4249

- EXTENSION IN DUE DATE (If any) **No**
- NUMBER OF TENDER DOCUMENTS SOLD **03**
(Attached as F/E)
- WHETHER QUALIFICATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS **YES**
(If yes enclose a copy).
- WHETHER BID EVALUATION CRITERIA WAS INCLUDED IN BIDDING/TENDER DOCUMENTS **YES**
(Please refer RFP copy attached)
- WHICH METHOD OF PROCUREMENT WAS USED: - (Tick one)
 - a) SINGLE STAGE – ONE ENVELOPE PROCEDURE _____
 - b) SINGLE STAGE - TWO ENVELOPE PROCEDURE. _____
 - c) TWO STAGE BIDDING PROCEDURE. _____
 - d) TWO STAGE – TWO ENVELOPE BIDDING PROCEDURE. _____
- PLEASE SPECIFY IF ANY OTHER METHOD OF PROCUREMENT WAS ADOPTED WITH BRIEF REASONS (i.e EMERGENCY, DIRECT CONTRACTING, NEGOTIATED TENDERING ETC.) **NO**
- WHO IS THE APPROVING AUTHORITY **Director General-NADRA**
- WHETHER APPROVAL OF COMPETENT AUTHORITY WAS OBTAINED FOR USING A METHOD OTHER THAN OPEN COMPETITIVE BIDDING. **N/A**
- NUMBER OF BIDS RECEIVED **03**
- WHETHER THE SUCCESSFUL BIDDER WAS LOWEST BIDDER. **Item Wise Lowest**
- WHETHER INTEGRITY PACT WAS SIGNED **N/A**

PUBLIC PROCUREMENT REGULATORY AUTHORITY

(PPRA)

CONTRACT AWARD PROFORMA – II

(As Per Rule 47 of PP Rules, 2004)

To Be Filled And Uploaded on PPRA Website In Respect of All Public Contracts of Goods.

- NUMBER OF BIDDERS PRESENT AT THE TIME OF OPENING OF BIDS: **01 NO**
- NAME AND ADDRESS OF THE SUCCESSFUL BIDDER:
M/s DWP Technologies Pvt Ltd, Plot 18, Street 39, G-10/4, I&T Center, Islamabad.
M/s Alpha Xerotech Office 102, 1st Floor, Al Memar Plaza, Civic Center, Phase 4, Bahria Town, Islamabad.
- RANKING OF SUCCESSFUL BIDDER IN EVALUATION REPORT
(i.e. 1st, 2nd, 3rd EVALUATED BID): **Item Wise Lowest**
- NEED ANALYSIS (Why the procurement was necessary?) **Required for routine operational purpose.**
- IN CASE EXTENSION WAS MADE IN RESPONSE TIME, WHAT WERE THE REASONS
(Briefly describe) **No**
- WHETHER NAMES OF THE BIDDERS AND THEIR PRICES WERE READ OUT AT
THE TIME OF OPENING OF BIDS **YES**
- DATE OF SIGNING THE PURCHASE ORDER **16th August, 2022**
(Attach a copy of agreement)
- CONTRACT AWARD PRICE **Rs.4,976,760/-**
- WHETHER COPY OF EVALUATION REPORT GIVEN TO ALL
BIDDERS **YES**
(Attach copy of the bid evaluation report)
- ANY COMPLAINTS RECEIVED **NO**
- ANY DEVIATION FROM SPECIFICATIONS GIVEN
IN THE TENDER NOTICE/DOCUMENTS **NO**
(If yes give details)
- DEVIATION FROM QUALIFICATION CRITERIA **NO**
(If yes give details)
- SPECIAL CONDITIONS, IF Any **NO**
(Give Brief Description)

Note: Please don't Print This Page/Fax

Submission Date 14/6/2021
Receipt No 152739
Tender No 61/2021
Sector Consumable Items
Tender Title Supply of Genuine Xerox D-95 Consumables
Tender Note Supply of Genuine Xerox D-95 Consumables

Description

GOVERNMENT OF PAKISTAN MINISTRY OF INTERIOR NADRA HEADQUARTERS ISLAMABAD 1. National database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders i.e. suppliers/contractors/firms having valid registration from Income Tax & Sales Tax and who are Active Tax payers List (ALT) of the FBR for Supply of Genuine Xerox D-95 Consumables. 2. The bid documents contain detailed Specification, Instructions, Conditions and forms for participating in the Bid. The Bid Documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address from 1000 AM to 1600 PM (Monday to Friday) & upon payment of a non-refundable fee of Rs.1000/-. Payment of Tender document fee can be made through Bank Deposit Slip in Bank HBL Account Title: NADRA Headquarters. Account # 0004600051009601. 3. Rupees 250/-additional (courier charges) to be deposited, by the outstationed bidders for the purpose to purchase complete set of Bidding Documents. The complete set of Bidding Document will be send via Courier Services. Request for the same must reach at least 07 working days before closing date of Tender; else any delay liability cannot be claimed. 4. All the vendors are requested to provide request for issuance of tender documents on company letterhead including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company, rep must possess company employee card. 5. The bids, prepared in accordance with the instructions in the bidding documents must reach at below mentioned address on or before 11:00AM hours on 05th July, 2021. Bids will be opened on the same day at 11:30AM hours. This advertisement is also available on PPRA website at www.ppra.gov.pk 6. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004. PROCUREMENT DEPARTMENT NADRA HQ NADRA RHO Building (Ground Floor) 30 - Mauve Area G-10/4, Islamabad - 44000. Telephone: 051-90392437 | Fax No: 051-9108188

Advertisement Date 14/6/2021

Closing Date	5/7/2021
Closing Time	11:00:00 AM
Opening Time	11:30:00 AM
Estimated Cost	
Tender Nature	National
Earnest Money	2% of quoted amount
Bid Validity	should remained valid at least three months
Bidding/Tender Document Cost	1000
Remarks	
Attach Document	
Person to be Contacted	Hassan Mirza
Designation	Director Procurement
Tel No.	051-9108360
Address	Ground Floor Procurement Department Regional HQ Building Mauve Area G10/4, Islamabad

Note: Please don't Print This Page/Fax

PID STATEMENT OF MEDIA RELEASED TO DAILY NEWSPAPERS


(PID ISLAMABAD 14-06-2021 | IIQ NADRA)

Name of Client	Agency	Size	Publication Date	Caption	Region	Name of Newspapers/Periodicals
NADRA PID(I) 6897/20	PID	12x2	15-06-2021	IFB Tender # 61	Isb/khi	1. Ausaf,Isb 2. Business Recorder,Khi


BUSINESS RECORDER

Founded by M.A. Zuben

BR - EPAPER JUN 15, 2021 WORLD COMMODITIES PAGE 9



GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
NADRA HEADQUARTERS ISLAMABAD



INVITATION OF BID – FOR
SUPPLY OF GENUINE
XEROX D-95 CONSUMABLES

TENDER NO. 61/2021

1. National Database and Registration Authority (NADRA), Ministry of Interior Government of Pakistan invites sealed bids from eligible bidders i.e. suppliers/contractors/firms having valid registration from Income Tax & Sales Tax and who are Active Tax payers List (ALT) of the FBR for Supply of Genuine Xerox D-95 Consumables.
2. The bid documents contain detailed Specification, Instructions, Conditions and forms for participating in the Bid. The Bid Documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address from 1000 AM to 1600 PM (Monday to Friday) & upon payment of a non-refundable fee of Rs.1000/-. Payment of Tender document fee can be made through Bank Deposit Slip in Bank HBL Account Title: NADRA Headquarters, Account # 0044600051009601.
3. Rupees 250/- additional (courier charges) to be deposited, by the out station bidders for the purpose to purchase complete set of Bidding Documents. The complete set of Bidding Document will be sent via Courier Services. Request for the same must reach at least 07 working days before closing date of Tender, else any delay liability cannot be claimed.
4. All the vendors are requested to provide request for issuance of tender documents on company letterhead including nomination of authorized representative (Name & Designation) for presence at tender opening. At the time of tender opening company rep must possess company employee card.
5. The bids, prepared in accordance with the instructions in the bidding documents must reach at below mentioned address on or before 11:00AM hours on 05th July, 2021. Bids will be opened on the same day at 11:30AM hours. This advertisement is also available on PPRA website at www.ppra.gov.pk
6. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA, 2004.

PROCUREMENT DEPARTMENT NADRA HQ
NADRA RHO Building (Ground Floor)
3D - Mauve Area G-10/4, Islamabad - 44000.
Telephone: 051-90392437 | Fax No: 051-9109188

PID(I) No. 6897/20

<https://epaper.brecorder.com/2021/06/15/9-page/attachment/1251181-picture.html>

Ausaf
اوصاف

مئی 15 2021

روزنامہ اوصاف اسلام آباد

**GOVERNMENT OF PAKISTAN
MINISTRY OF INTERIOR
NADRA HEADQUARTERS ISLAMABAD**

**INVITATION OF BID- FOR SUPPLY OF
GENUINE XEROX D-95 CONSUMABLES**

TENDER NO. 61/2021

1. National database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders i.e. suppliers/contractors/firms having valid registration from Income Tax & Sales Tax and who are Active Tax payers List (A.T.I) of the FBR for Supply of Genuine Xerox D-95 Consumables.
2. The bid documents contain detailed Specification, Instructions, Conditions and Terms for participating in the Bid. The Bid Documents (complete set) can be purchased by the bidder upon a written request on Bidder's official letter head addressed to the Head of Department (NADRA Procurement & Stores) at given address from 1000 AM to 1600 PM (Monday to Friday) & upon payment of a non-refundable fee of Rs.1000/- Payment of Tender document fee can be made through Bank Deposit Slip in Bank HBL Account Title: NADRA Headquarters, Account # 0004600051009601.
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6. NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004. PID(1)6897/20

**PROCUREMENT DEPARTMENT NADRA HQ
NADRA RHO Building (Ground Floor)
30 - Mauve Area G-10/4, Islamabad - 44000.
Telephone: 051-90392437 / Fax No: 051-9108188**

https://www.dailyausaf.com/epaper/page?station_id=1&date=2021-06-15&page_id=137720

Comparison Statement for Supply of Genuine Xerox D-95 Consumables, Tender # 61/2021
Opened on 05-07-2021

Sr#	Description/Items	Qty	M/s Alpha Xerotech		M/s DWP Technologies		Most Advantageous Bidder
			(Unit Price)	(Total Price)	(Unit Price)	(Total Price)	
1.	Toner for Xerox D95 A	80	26,072.00	2,085,759.94	27,085.50	2,166,840.00	M/s Alpha Xerotech
2.	Drum for Xerox D95 A	25	66,499.99	1,662,499.80	70,200.00	1,755,000.00	
3.	Fuser for Xerox D95	03	418,301.99	1,254,905.98	409,500.00	1,228,500.00	M/s DWP Technologies
Total Price (Including Tax)			5,003,166/-		5,150,340/-		

Note: Above rates are inclusive of all applicable taxes.

User department is requested to technically review/evaluate the above quotations as per their requirements.

- President: Mr. Imran Hashim, Deputy Director (HQ Procurement Dept.)
- Members: 1. Mr. Mudassar Alam, Asst. Director (F&A)
2. Mr. Fayyaz Hussain, Asst. Director (Admin Dte. - EMD)
3. Mr. Hammad Haider Rizvi, Asst. Director (CNIC Prod. - User Dept.)



Handwritten initials/signature

GOVERNMENT OF PAKISTAN, MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)

RHO BUILDING MAUVEA AREA G-10/4 ISLAMABAD TELEPHONE # 051-90392820 FAX # 051-9108188

Purchase Order: NADRA/Proc/Toner/ 1763

16th Aug, 2021

M/s DWP Technologies (Pvt.) Ltd
Plot 18, Street 39, G-10/4
I&T Center, Islamabad
Cell : 0333-5388803

I am directed to confirm an order for supply of consumables items against Tender #61/2021 quoted vide your quotation. Details are as under:

S#	Description / Items	Qty	Unit Price w.o. Tax	Total Price w.o. Tax	GST 17%	Total Price with Tax
1.	14003-0969-01 Fuser for Xerox D95	03	350,000.00	1,050,000.00	178,500.00	1,228,500.00
(Rupees One Million Two Hundred Twenty Eight Thousand and Five Hundred Only)						Total: Rs.1,228,500/-

TERMS AND CONDITIONS:

- Delivery Time: 12 Weeks
- Place of Delivery: CNIC Production - NADRA HQ, G-5/2, Islamabad
- Inspection: As per acceptance by User Department. If the supplied item is rejected by User Department, vendor shall provide the replacement within the above mentioned delivery period or 2 week, whichever comes later. Otherwise LD shall be imposed as per relevant clause.
- Rates are inclusive of GST and all applicable taxes.
- Government taxes shall be deducted at the time of payments as per Government prescribed rates where applicable.
- The delivered Item must be genuine, from fresh stock and must not be expired.
- Liquidated Damages: In case of vendor fails to deliver above mentioned item of purchase order within the delivery period, LD on that particular item shall be charged @ 0.5% per day up to maximum of 10% of the delayed item.
- Bid security shall be retained as assurance of delivery and will be released after the successful completion of the delivery. Vendor shall be liable to ensure the validity of bid security till its release.
- In case of cancellation of the PO, vendor/supplier shall not be eligible to claim and NADRA shall not be liable to pay any payments, costs or expenses what so ever incurred by the vendor/supplier against this PO.
- In case vendor fails to deliver even after the lapse of 20 days after the expiry of delivery time, NADRA reserve the right to cancel the PO, confiscate the bid security, issue Poor Performance Certificate to the firm and may blacklist the firm after issuance of three poor performance certificates.
- Payment after completion of delivery, submission of Bills / Sale tax invoice and Successful User Department Acceptance certificate.
- In case of any variation in this purchase order a variation order will be issued after the mutual consent of both parties.

Head of Department
NADRA HQ Procurement
(Hassan Mirza)

Office Copy

For User Department Only: CNIC Production - NADRA HQ Islamabad: In case of any ambiguity/ query related to purchase order, please inform procurement department so that same can be responded promptly.

Acceptance:

We have read the above instructions while receiving the purchase order & agree to abide by all the terms & conditions mentioned here in this purchase order.

Name & Authorized Signature: Abdul Wakeed CNIC: 37405-3140656-1

Stamp:
Prepared by: Uman

EPO: 2509
Req: 6698
RFQ: 2316



**GOVERNMENT OF PAKISTAN, MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)**

RHO BUILDING MAUVEA AREA G-10/4 ISLAMABAD TELEPHONE # 051-90392820 FAX # 051-9108188

Purchase Order: NADRA/Proc/Toner/ 6764

16th Aug, 2021

M/s Alpha Nerotech
Office 102, 1st Floor, Al Memar Plaza, Civic Center,
Phase 4, Bahria Town, Islamabad
Cell: 0333-5164188

I am directed to confirm an order for supply of consumables items against Tender #61/2021 quoted vide your quotation. Details are as under:

S#	Description / Items	Qty	Unit Price w.o. Tax	Total Price w.o. Tax	GST 17%	Total Price with Tax	
1.	23000-0055-01 Toner for Xerox D-95A	80 Nos	22,283.76	1,782,700.80	303,059.14	2,085,759.94	
2.	10103-0954-01 Drum for Xerox D-95A	25 Nos	56,837.60	1,420,940.00	241,559.80	1,662,499.80	
(Rupees Three Million Seven Hundred Forty Eight Thousand Two Hundred and Sixty Only)						Total:	Rs.3,748,259.74/- Rs.3,748,260/- (Round Off)

TERMS AND CONDITIONS:

- Delivery Time: 12 Weeks
- Place of Delivery: CNIC Production - NADRA HQ, G-5/2, Islamabad
- Inspection:** As per acceptance by User Department. If the supplied item is rejected by User Department, vendor shall provide the replacement within the above mentioned delivery period or 2 week, whichever comes later. Otherwise LD shall be imposed as per relevant clause.
- Rates are inclusive of GST and all applicable taxes.
- Government taxes shall be deducted at the time of payments as per Government prescribed rates where applicable.
- The delivered Item must be genuine, from fresh stock and must not be expired.
- Liquidated Damages:** In case of vendor fails to deliver above mentioned item of purchase order within the delivery period, LD on that particular item shall be charged @ 0.5% per day up to maximum of 10% of the delayed item.
- Bid security shall be retained as assurance of delivery and will be released after the successful completion of the delivery. Vendor shall be liable to ensure the validity of bid security till its release.
- In case of cancellation of the PO, vendor/supplier shall not be eligible to claim and NADRA shall not be liable to pay any payments, costs or expenses what so ever incurred by the vendor/supplier against this PO.
- In case vendor fails to deliver even after the lapse of 20 days after the expiry of delivery time, NADRA reserve the right to cancel the PO, confiscate the bid security, issue Poor Performance Certificate to the firm and may blacklist the firm after issuance of three poor performance certificates.
- Payment after completion of delivery, submission of Bills / Sale tax invoice and Successful User Department Acceptance certificate.
- In case of any variation in this purchase order a variation order will be issued after the mutual consent of both parties.

EPD: 2510
Req: 6699
RFD: 2315

Head of Department
NADRA HQ Procurement
(Hassan Mirza)

Office Copy
For User Department Only: CNIC Production - NADRA HQ Islamabad: In case of any ambiguity/ query related to purchase order, please inform procurement department so that same can be responded promptly.

Acceptance

We have read the above instructions while receiving the purchase order & agree to abide by all the terms & conditions mentioned here in above purchase order.

Name & Authorized Signature: ISHTIYAQ HANIF CNIC: 37223-5163260-9

Stamp: _____
Prepared by: _____

23/08/2021



GOVERNMENT OF PAKISTAN MINISTRY OF INTERIOR
NATIONAL DATABASE AND REGISTRATION AUTHORITY (NADRA)
(RHO) BUILDING MAUVE AREA G-10/4 ISLAMABAD
PHONE # 051-90392868 FAX # 051-9108188

Purchase Order No: NADRA/Proc/Toner/6764-1

30th Nov, 2021

To:

M/s Alpha Xerotech
Office 102, 1st Floor, Al Memar Plaza, Civic Center,
Phase 4, Bahria Town, Islamabad
Cell: 0333-5164188

Subject: Provision of Consumables for Printer Xerox D 95 A
Refer: Purchase Order No: NADRA/Proc/Toner/6764 dated 16th Aug, 2021.

1. Following amendment may please be made in Purchase Order No: NADRA/Proc/Toner/6764 dated 16th Aug, 2021.

Previous

Delivery Time: 12 weeks

Amended

Delivery Time: 30th Nov, 2021

2. Remaining terms and conditions shall remain same.


Head of Department (NP&S)
HQ NADRA Islamabad
(Hassan Mirza)

Office Copy

For user department only: CNIC Production In case of any ambiguity /queries related to work order please inform Proc Department, so that same can be responded properly.

Acceptance: We have read the above instructions while receiving the purchase order & agree to abide be all terms & conditions mentioned are in above the purchase order.

Name: ISHIJAR HAJAR CNIC #: 37203-5763210-9

Signature: 

Contact #: 0233-5164188

Stamp: _____

2/12/21

D-95 Consumables

Tender 6/2021

Sr	Vendor/Company	Issuance	Name	Cell no.	Deposit Slip	Depe
01	Alphe Xerox ✓	16/6/2021	Ishbiaq	0333 5683816	0641326	15,
02	Alphe DWP ✓	9/6/2021	Khalil	0337 9714639	0532478	911
03	Stani Traders ✓	27/7/2021	Ishbiaq	0333 5683816	839795	2/7

| F | | G |



PPRA TENDER NO:- 61/2021

Issue Date of Tender -----June/July 2021



NATIONAL DATABASE & REGISTRATION AUTHORITY

NADRA

TENDER DOCUMENTS

For

SUPPLY OF GENUINE XEROX D-95 CONSUMABLES

NATIONAL DATABASE & REGISTRATION AUTHORITY

NADRA

NADRA
PAKISTAN



TENDER NO. 61/2021
GOVERNMENT OF PAKISTAN
HEADQUARTER NATIONAL DATABASE AND
REGISTRATION AUTHORITY (NADRA)
(RHO) BUILDING G-10/4, MAUVE AREA



SUPPLY OF GENUINE XEROX D-95 CONSUMABLES

- Note: (a) Contractors must fill in all the details as required in the form.
 (b) Print in black ink use capital letters and ✓ appropriate boxes.

M/s _____

COMPANY NAME AND TAX NO

FORM NUMBER

Company Name:-											
National Tax Card No:-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>			-		-					
		-		-							

SALES TAX REGISTRATION NO AND REGISTRATION DATE.

Sales Tax Registration No:-											
Date of Registration:-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 10%;"></td> <td style="width: 10%; text-align: center;">-</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>			-		-					
		-		-							

OWNER'S NAME AND CNIC NO.

Owner's Name's:-													
Owner's National Identity Card No:-	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>												

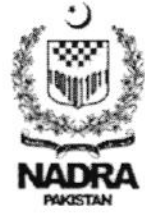
COMPANY'S BUSINESS ADDRESS.

Country:- _____	City:- _____
Street No :- _____	House No:- _____
Post Office :- _____	Ward No:- _____
Tehsil/Sub:- _____	District:- _____
Province:- _____	Division:- _____
Telephone #-: _____	Fax No:- _____



GOVERNMENT OF PAKISTAN MINISTRY OF
INTERIOR

NADRA HEADQUARTERS ISLAMABAD



**INVITATION OF BID – FOR
SUPPLY OF GENUINE
XEROX D-95
CONSUMABLES
TENDER NO. 61/2021**

1 National database and Registration Authority (NADRA), Ministry of Interior, Government of Pakistan invites sealed bids from eligible bidders i.e. suppliers/contractors/firms having valid registration from Income Tax & Sales Tax and who are Active Tax payers List (ALT) of the FBR for Supply of Genuine Xerox D-95 Consumables.

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6 NADRA reserves the right to reject all the bids as per Rule 33 of PPRA 2004.

PROCUREMENT DEPARTMENT NADRA HQ

NADRA RHO Building (Ground Floor)

30 - Mauve Area G-10/4, Islamabad - 44000.

Telephone: 051-90392437 | Fax No: 051-9108188

TERMS AND CONDITIONS FOR BID AND BIDDERS

1. **Tender Identification Number.** TENDER No. 61/2021.
2. **Procurement Agency.** Headquarters National Database And Registration Authority
Islamabad
3. **Last Date & Time for Submission of Bid.** 05/07/2021 at 1100 Hours (PST).
Note: All bids submitted after the time prescribed shall be rejected and returned without being opened (Reference PPRA 2004 Rule 28-2).
4. **Bid Opening Date & Time.** 05/07/2021 at 1130 Hours (PST).
5. **Bid Submission and Opening Address.**

Procurement Department NADRA HQ,
RHO Building (Ground Floor),
Mauve Area G-10/4, Islamabad.
6. **Procedure of Tender**
 - a. Single Stage One Envelope Procedure.
 - b. Tender will be awarded on the basis of item wise lowest rates respectively.
7. **Bid Submission.**

The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.

Note: Bidders are required to state, in their proposal, the name, title, fax number and e-mail address of the bidders authorized representative for all communications until the process has been completed.

NADRA will not be responsible for any costs or expenses incurred by bidders in connection with the preparation and submission of bids.
8. **Bid Opening Process / Method.**

The bid shall comprise of one envelope. The envelope shall contain the Financial Proposal and the Bid Security. The envelope will be clearly marked with "Financial Proposal". Bidders name and tender number will be mentioned on all envelopes.
9. **Bid Security.**

The amount of the bid and bid security shall be in Pak Rupees. The bidders are required to deposit **Bid Security (refundable) equal to 2% of the total bid value including taxes** in the shape of **pay order, call deposit, bankers cheque or demand draft** issued by any scheduled bank of Pakistan, in favor of National Database and Registration Authority. Bid security shall be sealed with the financial bid or in an envelope separate from Technical and Financial bids. Bid security shall not be sealed with the technical bid. **Bids not accompanied by original bid security will not be entertained.**

 - a. Bid security of successful bidders will alone be retained till the completion of delivery and will be released after the successful completion of the delivery.
 - b. The representative of the bidder shall bring an authority/nomination letter on company's letterhead for attending the financial bid opening.
10. **Bid Validity Period.** 90 days from the date of opening of Tender.

11. Withdrawal of Bid.

- a. A bidder may withdraw the bid prior to the deadline for submission of bid as prescribed in these tender documents.
- b. The bid security will be forfeited if a bidder withdraws the bid after the deadline of bid submission or during the period of bid validity or in the case of a successful bidder fails to sign/accept the Purchase Order/Contract

12. Rejection of Bid.

- a. Bids not sealed as per the instructions in the bidding documents.
- b. Bid security has not been submitted as per the relevant clause.
- c. Incomplete, conditional or optional bids will be rejected forthwith.
- d. Bids offering multiple options will be rejected.
- e. Bids received after due date & time will not be accepted.
- f. Bids failing to meet the eligibility / evaluation criteria.
- g. Any noncompliance to the terms and conditions of bidding documents.

13. Bidder's Eligibility Criteria.

- a. Bidders must fulfill all the requirements as per the eligibility criteria provided in these bidding documents.
- b. The respective details are mentioned in Undertaking for bidders and the same shall be provided on judicial stamp paper of Rs.20/- (minimum).
- c. Non-compliance by the bidders will lead to disqualification and their bids will not be considered for further process.

14. Bid Supporting Documents.

- a. Original Bidding document as issued by NADRA, duly signed and stamped by the bidder.
- b. Bid security (refundable) equal to 2% of bid value in Pak Rupees in form of a pay order / Demand Draft / Call Deposit/ Banker Cheque issued by any scheduled bank of Pakistan, in favor of National Database and Registration Authority.
- c. Company Profile including proof of existence in particular business.
- d. All other documentations as detailed in Undertaking for Bidders.

15. Compliance Instructions.

- a. Quoted rates shall include all applicable GoP taxes.
- b. No cutting / overwriting of the offered prices will be accepted.
- c. Strict Compliance of bidding documents, given Specifications and eligibility / qualification criteria.

16. Maximum Time of Delivery.

- a. 12 Weeks
- b. Delivery period may be extended in case of events beyond the control of bidder and NADRA. Vendor shall inform in writing to NADRA of any such event and may request for extension in delivery period at least 2 weeks prior to the expiry of delivery period otherwise the request for extension will not be accepted.
- c. If any of the supplied items / equipment rejected by NADRA, firm shall provide the replacement within the above mentioned delivery period or within 4 weeks, whichever comes later otherwise LD will be charged as per the relevant clause.
- d. In case the firm fails to deliver the equipment even after the lapse of 30 days after the

expiry of the delivery time, NADRA reserves the right to confiscate the bid security/performance bond (whichever is applicable) of the firm.

17. Payments.

a. **Payment** shall be made after completion of delivery of items and successful QC check or provision of acceptance certificate and on production of following documents;

- I. Delivery Challan (In duplicate).
- II. Firm bill (In duplicate).
- III. Sale tax invoice (In duplicate).
- IV. Warrantee/Guarantee form (in duplicate) for each equipment (If applicable).
- V. Valid Professional Tax & Income Tax exemption Certificate (If applicable).

18. Bidder's Queries.

Any queries by the Bidders must reach to NADRA Procurement department, at the already mentioned address, at least three (3) working days before the deadline of the bid submission, otherwise NADRA will not be liable to respond.

19. Performance of Bidder.

In case of any poor performance from selected bidder, NADRA reserves the right to issue Poor Performance Certificate to bidder and to confiscate the retention money/bid security/performance bond (whichever is applicable) of the bidder. Bidder receiving three poor performance certificates may be barred from participation in future procurements of NADRA.

20. Liquidated Damages (LD).

In case of any delay in delivery LD @ 0.5% of the total value of the delayed item, per day, up to a maximum of 10% of the total value of the delayed item shall be charged.

21. Corrupt or Fraudulent Practices by Bidder.

Any type of corrupt or fraudulent practices or provision of any false information by the bidder will lead to disqualification/ blacklisting/ legal proceeding against the bidder regardless of the price and quality of the product.

22. General Terms and Conditions.

- a. In case the selected bidder fails to deliver even after the laps of 20 days after expiry of delivery period, NADRA reserves the right to cancel the Purchase Order of the firm, confiscate the bid security/performance bond and may blacklist the firm.
- b. In case the selected bidders do not accept the Purchase Order/Contract, their bid security will be confiscated and the bidder will be blacklisted temporarily from all procurements of NADRA HQ.
- c. In case there is a difference between the unit price and total price for any items quoted in the bid, the unit price of that/those items shall prevail and decision of NADRA in this regard shall be final.
- d. In case, one or more bidders quote the same unit/total price for one or more item(s), then those items will be re-tendered.
- e. The list of required items is enclosed with the Tender Documents. All supplies shall be made in accordance with the list and must be genuine. Partial Delivery and Partial Payment is not allowed for this tender.
- f. The supplied items shall be Genuine, Brand new and from fresh stock. Any non-genuine, used or old items supplied by the vendor will be rejected.
- g. **Participating vendors are requested to avoid from all overt & covert activities that shall create any doubt that leads towards ambiguity in the tendering process and tender opening session.**

Financial Bid Format

Sr. No	Item/ Description	UOM (Unit of measurement)	Quantity	Unit Price (Rs)	Tax Rate/ Exemption (16% or 17% etc.)	Unit Price with Tax (Rs)	Total Price (including Tax) (Rs.)
<i>Figure</i>	<i>Name, Brand, Model (other info if necessary)</i>	<i>Each, No., Sqft etc</i>	<i>Figure</i>	<i>Not to be round off</i>	<i>Not to be round off</i>	<i>Not to be round off</i>	<i>Not to be round off</i>
Total Price : (Amount in words)							Total figure be round off

- **Delivery Time**
- **Validity (Min 90 days)**
- **Warranty Period**
- **NTN & GST No**
- **Sign, Stamp & Date**

Note:

1) In case there is a difference between the unit price and the total price of any item(s) quoted in the bid, unit price of that item(s) shall be considered.

Note For Vendors

All vendors are hereby advised, not to give any favors, commission, gifts, bribe or any other items to staff of Procurement Department or to the end user in return for the acceptance certificate. Furthermore, if any concerned person from NADRA asks such type of bribe/favors against acceptance certificate, immediately inform **HOD (Procurement)** on the following e-mails. NADRA will protect the personal and confidential information of the Vendor, in this regard:

hassan.mirza@nadra.gov.pk

If any Vendor has already offered Bribe/favors to any person of NADRA than no Claims of foul play will be entertained.

Tender # 61/2021

SPECIFICATIONS

S#	Items Description	Qty
1	Toner Xerox D95 A	80
2	Drum Xerox D95 A	25
3	Fuser Xerox D-95	03