



GOVERNMENT OF PAKISTAN
PRIME MINISTER'S OFFICE (PUBLIC)

INVITATION TO e-BID
For Purchase of Toner & Cartridges Items

Prime Minister's Office (Public), Islamabad, invites electronic bids from the firms/ suppliers/contractors based in Islamabad / Rawalpindi, registered with Income Tax and Sales Tax Departments for supply of Toner & Cartridges Items for the F.Y. 2024-25.

2. e-bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at <https://eprocure.gov.pk> .

3. The electronic bids, must be submitted by using EPADS on or before 02-07-2024 at 11:00 AM. Manual bids, shall not be accepted. Electronic bids will be opened on the same day i.e. 02-07-2024 at 11:30 AM.

Section Officer (General)
Prime Minister's Office (Public), Islamabad
Tel: 051-9217542

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Government of Pakistan
PRIME MINISTER'S OFFICE (PUBLIC)
Tender No. 02/2024-25
Tender for supply of Toner & Cartridges Items for FY 2024-25

INSTRUCTIONS TO E-BIDDERS

1. This Tender document shall be used for submission of e-Bids for the procurement of Toner & Cartridges items, by the Prime Minister's Office (Public), Islamabad.
2. The bidder(s) with the lowest evaluated bid(s) will be awarded purchase contract(s) for supply of items.
3. This document contains the following:-
 - a. Terms and conditions.
 - b. Evaluation Criteria.
 - c. Lists of Toner & Cartridges items required along with the specifications.
 - d. Draft agreement / contract

3 (a) TERMS AND CONDITIONS OF E-BIDS

General:

- i) Only registered firms/suppliers with Active Taxpayers List (ATL), 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. 125,000/- (Rupees one hundred twenty-five thousand)** in shape of Bank Draft/Pay Order in favor of DDO PM's Office (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 bidder(s), it will be retained as security deposit till 30-06-2025.
- iv) 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.
- v) The contract will be awarded for complete financial year 2024-25. If required, the contract can be extended as provided in PPRA Rules.
- vi) The bidding process is subject to observance of PPRA Rules, 2004.
- vii) The PM's Office reserves the right to reject all bids/proposals at any time prior to the acceptance.
- viii) Inspection of all items will be carried out at the time of delivery before acceptance.
- ix) 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.
- x) 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.
- xi) Refilled, refurbished and Counterfeit products shall not be accepted. Only new /branded toners are required to be supplied.
- xii) Any lapse in fulfilling requirements or any other stipulated condition (s) in the tender documents/process shall render the bid liable to rejection.



Name of Bidder: _____

Signature: _____

Stamp: _____

Date: _____

3(b) BIDDING PROCESS:

- (i) Bidders are required to follow Single Stage – Two Envelope bidding procedure. The interested bidders may submit their e-bids on EPADS at <https://eprocure.gov.pk>.
- (ii) Initially, the e-bid of **Technical Proposal** will be opened on **02.07.2024 at 1130 hrs** in presence of the e-Bidders in the Conference Room # A-343, Prime Minister's Office (Public), Islamabad.
- (iii) The Financial Proposals of Technically qualified e-bidders shall be opened in the presence of e-bidders after informing them telephonically regarding time and date of opening of their financial bids.
- (iv) Bidders are required to submit their e-bids carefully by uploading (.pdf) file through EPADS. Any correction/alteration/ overwriting will not be acceptable. Each page/document must be signed / stamped.
- (v) Hard copies of all relevant documents must also be furnished on closing date of submission of bids.
- (vi) Where required, the manufacturers/company name/brand name of items must be stated clearly.
- (vii) Rates/Quotations are required against all items. Evaluation and comparison will be made on rate per unit basis for each item.
- (viii) Bidders shall be required to provide the samples of items before 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.
- (ix) All prices must be quoted inclusive of all government duties/ taxes (where applicable).
- (x) Warranty /guarantee (if applicable on any item) and quality must be ensured for the whole contract period, without any service charges.
- (xi) e-Bid validity period will be till **30-06-2025** and it must be clearly mentioned in the bid. However, if required, the PM's Office may extend the contract period beyond 30-06-2025 as per Public Procurement Rules or till finalization of the next tender.
- (xii) The contract will be awarded to the successful e-bidders with most advantageous i.e lowest evaluated and responsive bids as recommended by the Purchase Committee and approved by the competent authority, whose decision will be treated as final.
- (xiii) The PM's Office (Public) may reject all bids or proposals at any time prior to the acceptance of the e-bid(s).
- (xiv) The Successful e-bidders/ suppliers shall have to supply the required items within 07 days of the receipt of the Purchase Order or as required during the whole financial year/contract period.
- (xv) 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.
- (xvi) 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.



Name of Bidder: _____
Signature: _____
Stamp: _____
Date: _____

4. **EVALUATION CRITERIA**

A. **Technical Proposal Evaluation**

i. Following information / documents are required for **Technical Evaluation** of the firm(s):-

S.No	Required Information/ Documents
i.	Sales Tax Registration Certificate
ii.	Proof of Active Tax Payer List
iii.	Valid Vendor Number issued by AGPR
iv.	Pay order/ Bank draft of Rs. 125,000 as Bid Security in favor of DDO Prime Minister's Office (Public)
v.	Provision of samples of Toner/Cartridges items as per attached list (Annex-A) at the time of submission/opening of Technical bids.
vi.	Duly signed and stamped Compliance Certificate as mentioned vide Annex-C of this document.
vii.	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-D)
viii.	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-E.
ix.	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.

B. **Financial Proposal Evaluation**

- i. 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-B).** *(There is no need to calculate/quote price of total required approximate quantity mentioned in the list of items).*
- ii. Evaluation shall be made item wise and not composite.
- iii. Any cutting / overwriting in the quoted prices will not be accepted.
- iv. The contract will be awarded to the successful bidders with most advantageous i.e lowest evaluated and responsive bids as recommended by the Purchase Committee and approved by the competent authority, whose decision will be treated as final.



Name of Bidder: _____
Signature: _____
Stamp: _____
Date: _____

5. **LISTS OF TONER & CARTRIDGES ITEMS REQUIRED**

The lists of Toner & Cartridges items are enclosed as **Annex-B**. The interested e-bidders are required to quote their rates as per 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.

I/We have read and agree with the above mentioned terms and conditions for e-bidding for Toner & Cartridges items to the PM's Office during the financial year 2024-25.



Name of Bidder: _____
Signature: _____
Stamp: _____
Date: _____

PRIME MINISTER'S OFFICE (PUBLIC)
TENDER NO. 02/2024-25

Annexure-A

LIST OF SAMPLE TONER / CARTRIDGES TO BE PROVIDED AT THE TIME OF TECHNICAL PROPOSAL EVALUATION		
S/N	Name of Item / Description	
1	HP - HEWLETT-PACKARD	HP Laser Jet Printer P1606dn / 1566 (78A)
2	HP - HEWLETT-PACKARD	HP Laser Jet Printer Pro M404dw (76A)
3	HP - HEWLETT-PACKARD	HP Laser Jet Printer Pro 400 M401 (80A)
4	HP - HEWLETT-PACKARD	HP Color Laser Jet Printer Pro M452nw (410A)
5	HP - HEWLETT-PACKARD	HP Color Laser Jet Pro 400 M451nw (305A)
6	HP - HEWLETT-PACKARD	HP Color Laser Jet Printer Pro M454dw (415A)
7	PANTUM	Pantum Printer P3500dw (P310)
8	RICOH / GESTETNER	Photocopier Gestetner MP-2501L
9	TOSHIBA	Photocopier Toshiba Studio161
10	PANASONIC	Photocopier Panasonic 8060

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

**PRIME MINISTER'S OFFICE (PUBLIC)
TENDER NO. 02/2024-25**

Annexure-B

LIST OF GOODS (TONERS AND CARTRIDGES) (COMPATIBLE OR EQUIVALENT)						
S/N	Name of Item / Description		Unit	Required Quantity (Approx)	Unit Price for Compatible or equivalent (Inclusive of GST/all taxes)	Unit Price for Refill of Toner (Inclusive of GST/all taxes)
1	HP - HEWLETT-PACKARD	HP Laser Jet Printer M 600-603 (90A)	Each	O.D		
2	HP - HEWLETT-PACKARD	HP LaserJet Printer 1200 (15A)	Each	O.D		
3	HP - HEWLETT-PACKARD	HP Laser Jet Printer P2015 (53A)	Each	O.D		
4	HP - HEWLETT-PACKARD	HP Laser Jet Printer P2055 / 2035 (05A)	Each	O.D		
5	HP - HEWLETT-PACKARD	HP Laser Jet Printer 1005 (35A)	Each	O.D		
6	HP - HEWLETT-PACKARD	HP Laser Jet Printer 1300 (13A)	Each	O.D		
7	HP - HEWLETT-PACKARD	HP Laser Jet Printer 1320 (49A)	Each	O.D		
8	HP - HEWLETT-PACKARD	HP Laser Jet Printer P1606dn / 1566 (78A)	Each	O.D		
9	HP - HEWLETT-PACKARD	HP LaserJet Printer Pro 400 M402dn (26A)	Each	O.D		
10	HP - HEWLETT-PACKARD	HP Laser Jet Printer Pro M404dw (78A)	Each	O.D		
11	HP - HEWLETT-PACKARD	HP Laser Jet Printer Pro 400 M401 (80A)	Each	O.D		
12	HP - HEWLETT-PACKARD	HP Laser Jet Printer Pro M227fdw (30A)	Each	O.D		
13	HP - HEWLETT-PACKARD	HP Color Laser Jet Printer Pro M452nw (410A)	Each	O.D		
14	HP - HEWLETT-PACKARD	HP Color Laser Jet Printer Pro M452nw (410A)	Complete Set	O.D		
15	HP - HEWLETT-PACKARD	HP Office Jet Mobile Color Printer 100 Portable	Each	O.D		
16	HP - HEWLETT-PACKARD	HP Laser Jet Printer 1020 (12A)	Each	O.D		
17	HP - HEWLETT-PACKARD	HP LaserJet Printer Pro MFP M130fw (19A)	Each	O.D		
18	HP - HEWLETT-PACKARD	HP LaserJet Printer 130 fdw (17-A)	Each	O.D		
19	HP - HEWLETT-PACKARD	HP Color Laser Jet Pro 400 M451nw (305A)	Each	O.D		
20	HP - HEWLETT-PACKARD	HP Color Laser Jet Pro 400 M451nw (305A)	Complete Set	O.D		
21	HP - HEWLETT-PACKARD	HP Color Laser Jet Printer 1025 (126A)	Each	O.D		
22	HP - HEWLETT-PACKARD	HP Color Laser Jet Printer 1025 (126A)	Complete Set	O.D		
23	HP - HEWLETT-PACKARD	HP Color Laser PrinterJet- M-252 (201A)	Each	O.D		
24	HP - HEWLETT-PACKARD	HP Color Laser PrinterJet- M-252 (201A)	Complete Set	O.D		
25	HP - HEWLETT-PACKARD	HP Color Laser Jet Printer Pro M454dw (415A)	Each	O.D		
26	HP - HEWLETT-PACKARD	HP Color Laser Jet Printer Pro M454dw (415A)	Complete Set	O.D		
27	PANTUM	Pantum Printer P3500dw (P310)	Each	O.D		
28	CANNON	Photocopier Cannon IR-2016j	Each	O.D		
29	CANNON	Photocopier Cannon IR-2230	Each	O.D		
30	CANNON	Fax Machine Canon L-140	Each	O.D		
31	RICOH / GESTETNER	Photocopier Gestetner MP-2501L	Each	O.D		
32	RICOH / GESTETNER	Photocopier Ricoh IM 2702	Each	O.D		
33	RICOH / GESTETNER	Photocopier Ricoh MP 7202	Each	O.D		
34	RICOH / GESTETNER	Photocopier Ricoh MP-1600	Each	O.D		
35	RICOH / GESTETNER	Photocopier Gestetner 725	Each	O.D		

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

PRIME MINISTER'S OFFICE (PUBLIC)
TENDER NO. 02/2024-25

Annexure-B

LIST OF GOODS (TONERS AND CARTRIDGES) (COMPATIBLE OR EQUIVALENT)						
S/N	Name of Item / Description		Unit	Required Quantity (Approx)	Unit Price for Compatible or equivalent (Inclusive of GST/all taxes)	Unit Price for Refill of Toner (Inclusive of GST/all taxes)
36	RICOH / GESTETNER	Photocopier Kyocera FS-6525 (TK-475)	Each	O.D		
37	RICOH / GESTETNER	Photocopier Ricoh MP-1500	Each	O.D		
38	TOSHIBA	Photocopier Toshiba Studio161	Each	O.D		
39	KONICA	Photocopier Konica Minolta Bizhub163	Each	O.D		
40	KONICA	Photocopier Konica Minolta Bizhub 210	Each	O.D		
41	KONICA	Photocopier Konica Minolta Bizhub 363	Each	O.D		
42	PANASONIC	Photocopier Panasonic 8016	Each	O.D		
43	PANASONIC	Photocopier Panasonic 8060	Each	O.D		
44	PANASONIC	Fax Machine KXFL-422	Each	O.D		
45	PANASONIC	Fax Machine KXFL-512	Each	O.D		
46	PANASONIC	Fax Machine KXFL-612	Each	O.D		

Name of Bidder _____

Date _____

Signature _____

Stamp _____

Cell/Phone _____

COMPLIANCE CERTIFICATE

1. Terms & Conditions

The e-bids must accompany:

- a) Copies of income tax and sales tax certificate.
- b) Company Profile having Office details at Islamabad/Rawalpindi with Phone numbers/Addresses
- 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 at Annex-E.
- d) The earnest money / e-bid security as per tender requirement.

1.1 The firms will be bound to make supply the items as per specification at Prime Minister's Office (Public), Islamabad

1.2 Firms who supply re-conditioned/sub-standard/used items and having poor performance may not submit their e-bids. Mode of the payment based on credit and taxes will be applicable as per Government Policy amended to time and again. The firm should clearly show whether GST is included or excluded in the offered rates.

1.3 Terms and conditions must be signed and attached with the e-Bid document if agreed upon.

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.

1.4 The Producing Agency reserves the right to accept or reject any or all e-bids as per PPRA rules.

Name of Firm _____

Name of Owner _____

Mailing address with Phone _____

Signature / Seal of the Company _____

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

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 e-bid documents for procurement of Toner & Cartridges items by the PM's Office (Public) for FY 2024-25.
4. We understand that the Prime Minister's Office (Public) shall have the right, to require, in writing, further information or clarification related to our e-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 June, 2024

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)

Certificate for provision of genuine/original & brand new products

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 performance security given by the firm will also be confiscated and blacklisting/debarment proceedings may also be initiated against the firm.

M/S: _____

Authorized Contract Person Name: _____

Address: _____

Tel#: _____ Mobile#: _____ Fax#: _____

CNIC # _____

Email: _____

Signature & Thumb Impression: _____

Dated: _____

Firm's Seal:

ATTESTED BY NOTARY PUBLIC