

**FEDERAL GOVERNMENT OFFICE K-BLOCK, PAK SECRETARIAT,
ISLAMABAD**

Sealed bids marked "**TENDER FOR PURCHASE OF TONERS/DRUMS**" from GST holder firms are invited on following terms and conditions:-

TERMS & CONDITION FOR BIDDING

1. The proposal must reach the office of Director (Admn), "K" Block, Pak Secretariat, Islamabad on or before **23-07-2024** at **11 00** hours through registered posts/courier service i.e. sealed envelopes. **TO BE OPENED BY "ADDRESSEE ONLY"** must be written on the sealed envelope. Bid must be submitted on letter head of the bidders/firms/companies. Tender will be opened on the same day at **14 00 hours** at the same venue in the presence of bidders/their authorized representative.
2. Technical and Financial proposals should be submitted in separate envelopes. **The word "Technical Proposal" and "Financial Proposal" being clearly written on the top left corner of the respective envelopes, according to single stage-two envelope procedure under Rule 36(b) of PPRA Rules.**
3. Technical Proposals will be opened by a Committee on same date at **14 00** hours in the "K" Block, Pak Secretariat Islamabad in the presence of bidders. After the Technical evaluation, financial proposals of technically qualified organizations/companies shall be opened only on a date/time which will be announced subsequently.
4. The Financial Proposal shall be inclusive of all taxes.
5. Technical Proposal must accompany with a bid security of **Rs.100,000/-** in favour of DDO, K-Block in shape of pay order. Without pay order bid will be rejected. Bid security will be returned to unsuccessful bidders after completion of tender process.
6. The firms must submit copies of NTN & Sales Tax Registration certificates, Active Tax payer list issued by FBR Islamabad, Account Number and Vendor number Registered in AGPR, Islamabad **along with Technical Proposal. No such documents should be attached with Financial Proposal.** The firms must have shops/offices in Rawalpindi & Islamabad with landline Telephone numbers.
7. Bid must be submitted on letter heads of the bidder's firm / company with stamp and signature.
8. Partial, incomplete, Blank, Conditional bids or bids received after specified date & time shall be rejected. Firms having mobile number (as reference) shall not be considered.
9. Lists of Toners/Drums may be downloaded from PPRA Website.
10. An **affidavit** on stamp Paper is required to be attached that firm has never been blacklisted from any Federal/Provincial procurement agencies. All the relevant documents must be attached with "**Technical Proposal**".

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CONTRACT/ AGREEMENT

SUPPLY OF _____ ITEMS TO _____ FOR CURRENT FINANCIAL YEAR 2024-25

1. This agreement is made on date _____ between Federal Government Office, Islamabad herein after referred as being the first party and the contractor M/s _____ referred as being the second party.
2. The first party has granted the contract to M/s _____ to Toners/Drums for Photostat /Fax Machines to FGO, Islamabad for the financial year 2024-25 under following terms and conditions:-
 - a. The second party shall arrange the tender items strictly according to samples approved by the first party.
 - b. The second party shall be responsible to change/replace the items which were not according to standard quality.
 - c. The second party shall not be allowed to bargain with any staff of the first party.
 - d. The second party shall not demand to change the rates of any of the items for the period of contract.
 - e. The second party will provide these items quarterly according to the demand of the first party and the first party reserves the right to increase, decrease or cancel the demand order.
 - f. The second party shall not demand lump-sum amount or any kind of advance payments, the payments shall be made according to the policy of Government as per rules in due time after the first party completes the supply or purchase/ demand order.
 - g. The second party shall not sublet or transfer the contract to any other firm or contractor or else the first party reserves the right to forfeit the bid security and initiate the process to blacklist the second party.
 - h. The second party is bound to supply the tender items according to prescribed quality and quantity.
 - i. The first party reserves the right to cancel the contract if the second party fails to provide the items in due time or the items provided are found below standard of samples already provided.

Signature of first party representative

Name: _____

Designation: _____

Address: _____

Signature of second party representative

Name: _____

Owner: _____

Address: _____

**LIST OF TONERS/DRUMS TO BE PURCHASED
FOR PHOTOSTAT & FAX MACHINES
FOR FINANCIAL YEAR 2024-25**

S. #	Description	Approx. Qty	Unit Price with GST
TONER			
1.	Toner for Photostat Machine Panasonic DP-3530	08	
2.	Toner for Photostat Machine Panasonic DP-8032 & DP 3030	15	
3.	Toner for Photostat Machine Panasonic DP-8045 & DP-8060	15	
4.	Toner for Photostat Machine Canon IR-1210	02	
5.	Toner for Photostat Machine Canon Adv-4251	15	
6.	Toner for Photostat Machine Canon IR-2525	03	
7.	Toner for Photostat Machine Kyocera 5035 CPM	05	
8.	Toner for Photostat Machine Rico Digital, Model MP-5002	10	
9.	Toner for Photostat Machine Kyocera Taskalfa 5501-i	15	
10	Toner for Fax Machine Panasonic UF-4600	20	
14	Toner for Panasonic Fax Machine KX-FL 612 CX	10	
DRUM			
15	Drum Unit for Panasonic Fax Machine UF-4600	20	
16	Drum unit for Panasonic Fax Machine KX-FL 612CX	10	