



GATEWAY TO NATIONAL PROSPERITY

PORT QASIM AUTHORITY

BIN QASIM, KARACHI-75020



NOTICE INVITING TENDER

Port Qasim Authority (PQA) invites sealed tenders from the distributors / suppliers / contractors etc. registered with E-Pak Acquisition & Disposal System (EPADS) of the Federal Authority PPRA, registered with income tax department and SRB & on Active Tax Payer List (ATL) for supply of Toners for (HP Printers).

2. Eligible tenderers may obtain Tender documents and complete description along with Terms and Conditions from the Office of the Manager (Procurement), Port Qasim Authority, Karachi, during the office hours 08:30 a.m. to 04:00 p.m. (Monday to Friday) on payment of **Rs.500/-** fee (non-refundable) in shape of Pay Order in favour of Port Qasim Authority. Tender documents may also be downloaded from PQA/PPRA Websites. The tenderers shall have to submit their bids through E-PADS also.

3. The method of procurement shall be Single Stage two (02) envelope procedures under Rule 36(b) of the Public Procurement Rules-2004.

4. The bids prepared in accordance with instruction in the bidding documents in two envelopes basis, one enclosing "**Technical Proposal**" along with Fixed Bid Security for Rs.200,000 (Rupees two hundred thousand) "*Refundable*" in shape of pay order in favor of Port Qasim Authority and other enclosing "**Financial Proposals**" must reach at the office of Manager (Procurement), Stores Department, Port Qasim Authority, Karachi 11-02-2025 by **1100 hours**. Technical proposal only shall be opened on the same day at **1130 hours** in the Conference Room Admin Building No-II, Port Qasim Authority in presence of tenderers or their authorized representatives who may wish to be present. The documents received after due date and time will not be entertained. Tender submitted without Bid Security shall be rejected.

5. The final proposals of technically qualified tenderers shall be opened in presence of tenderers or their authorized representatives who may wish to attend, the date, time & venue to be intimated later. The financial proposals of technically non-qualified tenderers shall be returned unopened.

6. Port Qasim Authority reserves the right to accept or reject any or all bids as per Public Procurement Rules-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all parties.


(SHAHNAWAZ MANGRIO)
SECRETARY

PQA Website : www.pqa.gov.pk
Email: secretary@pqa.gov.pk

Bv. No. 00003

3

Port Qasim Authority

Payment Voucher

Voucher No. 900018887
 Amount: 15,000.00
 Paid To: M/s Public Procurement Regulatory Authority
 Bank: NATIONAL BANK OF PAKISTAN
 Cheque Date: 07-Jan-2025
 Cheque No: 48174963

Account Title	DESCRIPTION	Subsidiary Ledger Code	Subsidiary Ledger Description	DEBIT	CREDIT
5206001 PRINTING, STATIONARY and PUBLICATIONS Stores	Supplier Invoice 100019118 Supplier : 407			15,000	0
2401003 PAYABLE TO OTHERS	Supplier Invoice 100019118 Supplier : 407	407	M/s Public Procurement Regulatory Authority	0	15,000
2401003 PAYABLE TO OTHERS	Bill Payment # 900018887	407	M/s Public Procurement Regulatory Authority	15,000	0
1511006 NATIONAL BANK OF PAKISTAN	Bill Payment # 900018887	02790022000 00071		0	15,000

Prepared By

Checked By

Approved By

Received By

081340



NBP National Bank of Pakistan
نیشنل بینک آف پاکستان

NATIONAL BANK OF PAKISTAN
0279-PORT QASIM BRANCH
PORT BIN QASIM-KARACHI

A/C Payee

M/s Public Procurement Regulatory Authority

Cheque No: 48174963

Date: 06/Jan/2025

Pay ** Fifteen Thousand ** or bearer

Rupees

PKR #15,000/-

PK33NBPA0279004014907583
PORT QASIM AUTHORITY.

Please do not write below this line.

Director (Finance)
Port Qasim Authority
Karachi.

Signature

⑈48174963⑈0700279⑈0279004014907583⑈000⑈



PORT QASIM AUTHORITY
BIN QASIM, KARACHI-75020



PQA/ST/P-281//24-25
Dated: Jan, 2025

INSTRUCTIONS TO BIDDERS

Port Qasim Authority (PQA) invites sealed tenders from the distributors / suppliers / contractors etc. registered with E-Pak Acquisition & Disposal System (EPADS) of the Federal Authority PPRA, registered with income tax department and SRB & on Active Tax Payer List (ATL) for supply of Toners (for HP Printers). The Tenderers shall quote their rates as follow:

S. #	Description of Items	Qty. Req.	Unit Price	Amount (A)	GST (B)	Grand Total (A+B)
1.	HP- Laser Jet 2015 (53A) Genuine	70				
2.	HP-Laser Jet 2035 / 2055 (05A) Genuine	70				
3.	HP-Laser Jet 1010 – 1022 (12 A) Genuine	10				
4.	HP-Laser Jet PRO, MFP 4103 FDW Genuine	05				
5.	HP- Laser Jet PRO 402 (226 A) Genuine	80				
6.	HP- Laser Jet PRO M 404(76A) Genuine	70				
7.	HP- Laser Jet PRO M 406 (59A) Genuine	70				
8	HP- Laser Jet PRO 400 (80 A), M401D Genuine	20				

Bid Price Package-A Rs. _____ (Rupees _____ only)

State the GST Rate in figures & words:- _____.

2. Total Bid Price inclusive of GST must be written in figures and words.
3. Tender without Bid Security will not be accepted.
4. In case if tender is not opened on the given date due to unavoidable circumstances the same will be opened on the next date of meeting of tender opening committee and the tenderers will also be informed. The tender will be received from the tenderers signed by the receiving members in sealed condition.
5. The method of procurement shall be by single stage two (02) envelope procedure under Rule 36(b) of the Public Procurement Rules-2004.

6. Firms awarded the contract will be responsible to complete the supply as per Purchase Order (P.O), within stipulated delivery period. In case of non-compliance the Bid Security of the firm will be fortified by PQA.
7. Sealed tenders from the Authorized Distributors / Suppliers registered with Income Tax and Sales Tax Department under Federal Board of Revenue & Active on Tax Payer List and e-Pak Acquisition & Disposal System (e-PADS) quoted rates as per specification mentioned are to be submitted.
8. Rates quoted must be valid for 180 days from the date of opening of the tender.
9. Rates quoted should be on the basis of free delivery at Port Qasim Authority Stores Department Bin Qasim Karachi-75020 including all taxes and transportation charges. All delivery risks and consequence shall be of the supplier.
10. Hundred percent (100%) payment will be made on completion of full supply and submission of bill in a triplicate, Account No., Name of the Bank to be indicated on the body of the bill to facilitate payment.
11. Liquidated Damages at the rate of 2% of the Contract Price per month maximum 10% of the Contract Price will be recovered if supply is not made within the contract period. This is mandatory irrespective of the fact whether any loss or damage was caused due to delay.
12. All type of taxes including GST and professional Tax etc. will be borne by the tenderers.
13. Only tenderers registered with NTN & General Sales Tax Collectorate and e-Pak Acquisition & Disposal System (EPADS) are eligible. Copy of the General Sales Tax Registration Certificate and Income Tax Certificate must be enclosed with the tender. Latest Taxpayer Online Verification by FBR has to be submitted.
14. Bid Security of the successful tenderer will be released after satisfactory supply. Bid Security of other bidders shall be released on issuance of Supply Order to the successful tenderers.
15. Conditional tenders will not be entertained.
16. The validity of supply period is 60 days, from the date of issuance of Purchase Order.
17. Rates must be quoted for all the required items. If more than one quality of any items is quoted, rates shall be mentioned separately. The successful bidder will be considered on the basis of most advantages bid.
18. Tender / quotation must be under covering letter on the letter head of the Original Authorized Distributors / Suppliers showing complete address, telephone, fax etc. GST Registration number, Income Tax number and details of the Bid Security Pay Order shall also be mentioned.

19. Bid/quotation and the attached necessary documents/brochures of offered items along with complete NIT must be signed and stamped.
20. Bidders should unconditionally sign, stamp and submit the copy of the complete NIT/Instructions to Bidders.
21. If any bidder fails to submit or comply with above, their bid/quotation will be treated as NON-RESPONSIVE.
22. Sub-standard items will be rejected and returned at the expense of tenderer/authorized distributor.
23. Make / Origin of offered items must be clearly mentioned.
24. Successful tenderer will be responsible to replace / exchange any items at his owned cost, in case found wrong / incorrect at the time of installation within 12 months of supply, *undertaking* to be submitted by tenderer on letter head.
25. Letter / certification that equipment is not refurbished on the letterhead of the participant tenderer.
26. Dealer certification must be furnished along with the tender documents.
27. The proposal for award will be rejected if it is determined that the contactor / supplier recommended for award has been engaged directly or through an agent, in corrupt fraudulent, collusive or coercive, practices, as defined in the PPRA - Rules 2004 while competing for the contract in question.
28. Refilled toner(s) shall not be accepted. If at any time it is found that toner(s) supplied by the bidder was / were refilled, the same shall be returned at the risk and cost of the bidder. Moreover, it will also imply a negative attribute / inference in respect of the bidder in future tendering.
29. Port Qasim Authority reserves the right to accept or reject any or all bids/quotation as per PPRA-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all parties.

(Director Stores & Procurement)

PQA Website : www.pqa.gov.pk Email: secretary@pqa.gov.pk

EVALUATION CRITERIA

Mandatory requirement

	Yes	No	Annex
a. Registration with Income Tax, FBR, SRB & E-PADS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Audited Financial Statement for last three (03) years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Certificate of Original Equipment Manufacturer (OEM) / Authorized Distributors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Sample to be submitted along with Bid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SELECTION / QUALIFICATION CRITERIA / TECHNICAL PROPOSALS OF THE FIRM FOR TONER

(HP-PRINTER)

S. #	Description of Evaluation Criteria	Minimum Points	Max. Points
1	i. Original Equipment Manufacturer (OEM) 30 Points ii. OEM Authorized Distributor 20 points	20	30
2	<u>Experience:</u> i. 30 points for 15 years ii. 10 points for 5 years iii. 01 point for every additional year of experience	10	30
3	<u>Financial Soundness</u> A. Average Gross Revenue (on last three years average basis) 15 points on minimum PKR 7 Million 01 point for every additional PKR 0.5 million Max. upto 20 points B. Average Working Capital: (on last three years average basis) 10 points on minimum PKR 7 Million 1 point for every additional PKR 0.5 million Max. upto 20 points.	15	20
TOTAL		60	100

(Minimum qualifying points required 60 points)

- Note:**
- i. Information provided shall be judged on the scale mentioned against each item and accordingly the points shall be distributed / allocated.
 - ii. Bidder has to provide documentary evidence in support of the above.