

Government of Pakistan
PRIME MINISTER'S OFFICE (PUBLIC)
Tender No. 03/2021-22
Tender for supply of Toners and Cartridges for FY 2021-22

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Bids for the supply of Toners and Cartridges, by the Prime Minister's Office (Public), Islamabad.

2. Interested bidders / suppliers may obtain the tender documents from the Dak Window at Gate No. 2 of Prime Minister's Office (Public) during office hours or download it from the website of PM's Office i.e : www.pmo.gov.pk 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 Toners and Cartridges along with specifications.

3 (a) TERMS AND CONDITIONS OF TENDER

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. 100,000** (Rupees one hundred 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 30-06-2022.
- 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 2021-22. 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.

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

- 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.

Bidding Process:

- (i) Bidders are required to follow Single Stage – Two Envelope 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.
- (ii) Initially , the envelop marked as **Technical Proposal** will be opened on **24th August, 2021 at 1130 hrs** in presence of the Bidders in the Conference Room # A-343, PM’s Office, Islamabad.
- (iii) 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.
- (iv) 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. Incomplete and conditional bids will not be accepted.
- (v) Where required, the manufacturers/company name/brand name of items must be stated clearly.
- (vi) Rates/Quotations are required against all items. Evaluation and comparison will be made on rate per unit basis for each item.
- (vii) 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 required/best quality samples of items for approval/inspection as and when required without any extra cost.
- (viii) All prices must be quoted inclusive of all government duties/ taxes (where applicable).
- (ix) Warranty /guarantee (if applicable on any item) and quality must be ensured for the whole contract period, without any service charges.
- (x) Bid validity period will be till 30-06-2022 and it must be clearly mentioned in the bid. However, if required, the PM’s Office may extend the contract period beyond 30-06-2022 as per Public Procurement Rules or till finalization of the next tender on same Terms and Conditions.
- (xi) The contract award will be given to the lowest evaluated bidder(s) as approved by the competent authority, after recommendation of Purchase Committee, which shall be final and binding.



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

