

**Government of Pakistan
(Privatisation Commission)
4th Floor, New Pak Secretariat, Kohsar Block,
Islamabad

Tender document for	LaserJet Color Printer
Total Pages	6
Detail of Pages	PAGE-1-3-General Instructions for Bidders PAGE-4-Contract Agreement PAGE-5-List of Printers PAGE-6-Check List



Tender No.-----
Government of Pakistan
Ministry of Privatisation
Privatisation Commission

TERMS AND CONDITIONS

1. The tender shall comprise a single stage-one envelope procedure.
2. The participating contractor / firms must provide proof of registration with Sales Tax Department and quote their NTN/General Sales Tax Numbers duly issued by the Income Tax/Sales Tax Departments and must be on the Active Taxpayers List of the Federal Board of Revenue.
3. Tenders should accompany an Earnest Money (refundable) in shape of Bank Draft/Pay Order in favour of DDO, Privatisation Commission, Islamabad which will be refundable in case of non-acceptance of bid (**Cheque will not be accepted**).
4. Earnest Money of unsuccessful bidders will be returned/ refunded after finalizing the award of tender to successful bidder. However, Earnest money of successful contractors / firm(s) will be converted into "Security Deposit" which will be returned after the supply of items.
5. Bids will be opened only before the representatives who wish to attend the tender opening at a given date, time and place.
6. Bids are required to be submitted in Pak Rupees inclusive of all applicable taxes.
7. Submission of false Statement/Documents as well as concealing of any information is liable to disqualify the respective contractor / firm(s).
8. An affidavit that the contractor / firm has not been blacklisted by any Ministry / Division/ Department / Organization of the Government is mandatory.
9. Overwriting / use of fluid / strikethrough text in the offered prices shall not be accepted.
10. The bidder must clearly mention correspondence address of his office along with phone / email contact.
11. The proposals shall be received through the EPADS and manual bids shall not be accepted as per Procurement Regulation vide SRO 296(I)/2023 dated 27.02.2023.

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Director (Admn)
Privatisation Commission
4th Floor, Kohsar Block, Pak Secretariat, Islamabad
Ph:051-9205146-47



1. Validity of Proposals

All proposals and prices shall remain valid for a period of 120 days from the closing date of the submission of the proposals. However, the Responding Organization / Bidder is encouraged to state a longer period of validity of the tender.

2. Currency

All prices in the proposal shall be quoted in Pakistani Rupees (PKR).

3. Withholding Tax, Sales Tax and Other Taxes

i. The Responding Organization / Bidder must be registered with the Sales Tax Registration Department and should be in possession of valid National Tax Number (NTN). Copies of the certificates must be provided with the bid.

ii. The Responding Organization / Bidder shall be responsible for payment of any kind of duties/taxes etc. that are imposed by the Government of Pakistan or would be imposed in future.

iii. The Responding Organization / Bidder is hereby informed that the Government shall deduct tax at the rate prescribed under the tax laws of Pakistan, from all payments for products supplied and services rendered by any Responding Organization / Bidder who signs a contract with the Government.

4. General Terms & Conditions

i. The tender shall comprise a single stage-one envelope procedure.

ii. The Responding Organization / Bidder should be authorized dealer of THE ORIGINAL EQUIPMENT MANUFACTURER, in Pakistan or through its authorized distributor in Pakistan. Proof in the form of certificates or letter should be provided.

iii. All equipment should be supplied through verifiable distribution channels. The provided equipment's should not be End of Sales/End of Service for minimum three years.

iv. Responding Organization / Bidder should not be a blacklisted firm by any public sector organization and should not have any unsatisfied public sector customer. As a proof, Responding Organization / Bidder should submit an affidavit in this regard on a stamp paper.

v. Responding Organization / Bidder may not propose any kind of refurbished/ Used/ End of Life Hardware equipment's/components in their proposals.

vi. End User warranties and any contract(s) for support services will be with the Department, for all the equipment delivered during the course of the project.

vii. Bidder has to provide complete specifications; otherwise, the bid would not be considered and will be rejected.

viii. Responding Organization / Bidder with experience of three or more years in the relevant field would be preferred.

ix. Responding Organization / Bidder or partners should be a Company / firm having operational office at Islamabad / Rawalpindi.

x. Bidder(s) must have sound financial position. Details of annual turnover for the last three years must be provided with the bid. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of items in time to Privatisation Commission.



xi. In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.

xii. The delivery shall be completed within two (02) days from the date of issuance of purchase/ supply order.

xiii. If the firm fails to supply the requisite items in time as per quality/specifications/standards and required quantity, security deposit will be forfeited and supply order of specific item(s) will be issued to next lowest bidder (s) at the risk and cost of the selected bidder. Simultaneously action for blacklisting of the firm will also be initiated.

xiv. If the supplier fails to deliver the items of specified specification, quality and quantity within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum up to 20% on the total value of the contract, shall be charged.

xv. No advance payment will be made for any kind of invoice. However, Privatisation Commission will arrange expeditious payments on submission of invoices.

xvi. Tenders will be opened in Committee Room of Privatisation Commission situated at 4th Floor, Kohsar Block, Pak Secretariat, Islamabad.

During evaluation, the Committee will verify the fully compliance of specifications mentioned at **Annexure-I of LOT-I and LOT-II**. Only fully complied Responding Organization(s) / Bidder(s) would be qualified while the non-complied bidders / organizations would be disqualified.

Note: Bids of the firms will be opened only before the representatives who wish to attend the tender opening at a given date, time and place.



CONTRACT AGREEMENT

This Contract Agreement (hereinafter called the "Agreement") made on the day of _____ between Privatisation Commission, 4th Floor, Kohsar Block, Pak Secretariat, Islamabad, hereinafter refer to as the purchaser/employer of the one part and _____ hereinafter refer to as the Supplier/contractor of the second part.

WHEREAS the purchaser is desirous that certain purchase of LaserJet color printer shall be provided by the supplier and has accepted the offer / bid of supplier for the provision of such items and the supplier has agreed to supply the items to Privatisation Commission at the quoted rate and as per specification/quality/standard.

NOW this agreement witnesses as follow:

The terms and conditions of the agreement is as under: -

Clause 1 **Delivery:** The supplier shall deliver the items in accordance with the supply order at the office of Privatisation Commission situated at 4th Floor, Kohsar Block, Pak Secretariat, Islamabad within (02) days from the date of issuance of Purchase Order/Supply Order

Clause 2 **Inspection:** The assigned officer of Privatisation Commission shall examine and inspect the items at above mentioned address before accepting the supply.

Clause 3 **Supplier's Guarantee:** Supplier clearly undertakes that the items being supplied by it would be absolutely free from manufacturing defects and is in accordance with the specifications/approved quality. Items not found according to required specifications/standard/quality, as provided by supplier, shall not be accepted.

Clause 4 **Contract Guarantee:** -Successful bidder shall be required to deposit guarantee of 7% of the contract in terms of Rule 39 of PPRA Rules,2000 before signing of the contract agreement.

Clause 5 **Warranty/Guarantee:** Warranty/Guarantee of the items shall be one (01) year, from the date of supply. Malfunctioning of item(s) within warranty period shall be replaced by the firm free of cost.

Clause 6 **Payment:** - No advance payment will be made for any kind of invoice. However, Privatisation Commission will arrange expeditious payments on submission of invoices.

Clause 7 **Penalty for failure of Supply:** If the firm fails to supply LaserJet color printer as per supply order the security amount will be forfeited. Besides, this the process for blacklisting of the firm will also be / initiated.

Clause 8 **Liquidated Damages:** If the supplier fails to deliver the items of specified specification and quality within the specified time, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum upto 20% on the total value of the contract, shall be charged.

Clause 9 The Supplier will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed terms of the agreement.

IN WITNESS WHEREOF the parties here to have caused this Agreement to executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor	Signature of Purchaser/Employer
Name: - _____ CNIC:- _____ M/s _____	Privatisation Commission Islamabad
<u>Witness No. 1</u>	<u>Witness No. 2</u>
Signature:- _____	Signature:- _____
Name:- _____	Name:- _____
CNIC:- _____	CNIC: _____



**Government of Pakistan
Privatisation Commission**

Annexure-I

Please write Yes / No in the blank space against each specification of items, which your product.

<u>COLOR LASERJET PRINTER</u>	Bidders' Assessment (Yes/No)	Qty (1 No)	Quoted Price including GST	Grand Total
Up to 29 ppm			<u>Model Name</u>	
Up to 29 ppm				
Up to 600 x 600 dpi				
Up to 600 x 600 dpi				
800 MHz				
Up to 55,000 pages (1 each black, cyan, magenta, yellow)				
2 Hi-Speed USB 2.0 Host; 1 Hi-Speed USB 2.0 Device; 1 Gigabit Ethernet 10/100/1000T network				
Automatic (default)				
Upto 1.25 GB				
Warranty – 1-year Channel warranty verifiable from website				
Printer must support <ul style="list-style-type: none"> • Secure boot • Firmware integrity validation • Runtime intrusion detection • Self-healing capability 				

(SIGNATURE & SEAL)



**Government of Pakistan
Privatisation Commission**

DETAIL OF FINANCIAL INSTRUMENTS/CHECK LIST			
i	Pay Order/Call Deposit Receipt/Bank Draft of Rs. _____	bearing No. _____	dated _____ of Bank _____ is attached in original as security deposit.
ii	Validity of Bid is by _____		
iii	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).		
iv	Bank Account No _____ Name of Bank _____ Address _____		
v	Payment will be claimed on completion of 100% supply as per approved quality/ specifications.		
CHECK LIST			
1	Copy of National Tax Number (NTN) certificate	Yes	No
2	Copy of Sales Tax Registration certificate	Yes	No
3	Pay Order/ Bank Draft of Security deposit	Yes	No
4	Undertaking on the stamp paper that firm is not black listed by any Federal and/or Provincial Government organization	Yes	No
5	Details of annual turnover for the last three years must be provided with the bid.	Yes	No
6	The responding organization/ bidder should be authorized dealer of the original equipment manufacturer, in Pakistan. Proof in the form of certificate or letter should be provided.	Yes	No



(SIGNATURE & SEAL)

**Government of Pakistan
(Privatisation Commission)
4th Floor, New Pak Secretariat, Kohsar Block,
Islamabad

Tender document for	Seventeen (17) LaserJet Black & White Printers
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- xi. In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
- xii. The delivery shall be completed within two (02) days from the date of issuance of purchase/supply order.
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Clause 7 Penalty for failure of Supply: If the firm fails to supply LaserJet black & white printers as per supply order the security amount will be forfeited. Besides, this the process for blacklisting of the firm will also be / initiated.

Clause 8 Liquidated Damages: If the supplier fails to deliver the items of specified specification and quality within the specified time, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum upto 20% on the total value of the contract, shall be charged.

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IN WITNESS WHEREOF the parties here to have caused this Agreement to executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor	Signature of Purchaser/Employer
Name: - _____ CNIC:- _____ M/s _____	Privatisation Commission Islamabad
<u>Witness No. 1</u>	<u>Witness No. 2</u>
Signature:- _____	Signature:- _____
Name:- _____	Name:- _____
CNIC:- _____	CNIC: _____



**Government of Pakistan
Privatisation Commission**

Annexure-I

Please write Yes / No in the blank space against each specification of items, which your product.

<u>BLACK & WHITE PRINTER SPECIFICATION</u>	Bidders' Assessment (Yes/No)	Qty (17 No)	Quoted Price including GST	Grand Total
Print speed – Up to 42 ppm			<u>Model Name</u>	
Processor speed – Min 800 MHz				
Print quality – black Up to 1200 x 1200 dpi				
Input capacity – std. Up to 150 sheets				
Output capacity – std. Up to 100 sheets				
Memory Standard – 256 MB				
Duplex Printing – Automatic Duplex Printing				
Connectivity – Wireless, Ethernet, USB, mobile printing capability				
Compatible Operating Systems – Windows 11; Windows 10; macOS				
Warranty – 1-year Channel warranty verifiable from website				
Firm should be ISO 9001 certified				
Last three years audit report				
Printer must support <ul style="list-style-type: none"> • Secure boot • Firmware integrity validation • Runtime intrusion detection • Self-healing capability 				

(SIGNATURE & SEAL)



**Government of Pakistan
Privatisation Commission**

DETAIL OF FINANCIAL INSTRUMENTS/CHECK LIST			
i	Pay Order/Call Deposit Receipt/Bank Draft of Rs. _____	bearing No. _____	
	dated _____ of Bank _____ is attached in original as security deposit.		
ii	Validity of Bid is by _____		
iii	Bidder(s) must attach General Sales Tax (GST) registration certificate and National Tax Number (NTN).		
iv	Bank Account No _____		
	Name of Bank _____		
	Address _____		
v	Payment will be claimed on completion of 100% supply as per approved quality/ specifications.		
CHECK LIST			
1	Copy of National Tax Number (NTN) certificate	Yes	No
2	Copy of Sales Tax Registration certificate	Yes	No
3	Pay Order/ Bank Draft of Security deposit	Yes	No
4	Undertaking on the stamp paper that firm is not black listed by any Federal and/or Provincial Government organization	Yes	No
5	Details of annual turnover for the last three years must be provided with the bid.	Yes	No
6	The responding organization/ bidder should be authorized dealer of the original equipment manufacturer, in Pakistan. Proof in the form of certificate or letter should be provided.	Yes	No

(SIGNATURE & SEAL)

