

# **Tender Document**

## **PROCUREMENT OF Toners/Cartridges**



**Quaid-e-Azam Thermal Power (Pvt.) Limited**

**1<sup>st</sup> Floor, 7/C-1, Gulberg-III, Lahore**

Phone No.: 042-35750936-8

Fax No.: 042-3570939



## QUAID-E-AZAM THERMAL POWER (PVT.) LTD.

First Floor, 7-C-1, Gulberg III, Lahore.

### **TORS FOR PROCUREMENT OF “TONERS/CARTRIDGES” FOR QUAID-E-AZAM THERMAL POWER**

1. Companies having NTN number and GST registration are eligible to participate in the tender.
2. Bank Draft/Call Deposit of **Rs. 50,000/-** as earnest money in favor of “Quaid-e-Azam Thermal Power Pvt. Limited” must be enclosed with the consolidated sealed Tender/Quotation.
3. Only those firms can participate which are working as distributors/authorized dealer of the items and have to attach necessary documentary proof in this regard, otherwise bids will not be entertained.
4. A certificate that the company is never blacklisted by any Government Department.
5. The procurement procedure shall be **Single Stage Single Envelope** as per Punjab Procurement Rules 2014. This procurement will be governed by the Punjab Procurement Rules, 2014 which may be downloaded from the website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk).
6. The bidder should have an office in Lahore from at least 5 years at the date of submission and local & relevant resources available in the city of purchase to cater for all the after-sales support.
7. Firms will have to supply the items as per the specifications attached with TORs.
8. No downward deviation from the required specifications of toners/cartridges is acceptable.
9. Rate quoted in bids must be valid for 45 days.
10. Incomplete tenders will not be accepted and over writing if any on the tender should be certified / verified by the firms.
11. Rate will be accepted on the basis of total lowest cost / items wise lowest cost.
12. The vender will be responsible to supply the items in Store Room at his own cost and complete in all respect as per sample/ specifications approved by the Committee/ Competent Authority.
13. The Purchase Committee / Competent Authority can accept or reject any one or all tenders without assigning any reason.
14. The scope of work includes the supply of all the toners/cartridges.
15. The items will be provided ex-stock on immediate basis after the award of Purchase Order.
16. Warranty must be as per the tender specifications and must be verifiable from the manufacturer’s website.
17. Bids should be submitted in Pak Rupees only, inclusive of all taxes.



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18. Taxes will be deducted as per Government Rules/Policy.
19. An authorized representative / committee of the Quaid-e-Azam Thermal Power Project will inspect the equipment within one week of supply. Any discrepancies found during inspection must be removed within 03 working days by the supplier.
20. Payment will be made after the clearance by the inspector / inspection committee.
21. 10% payment will be held for warranty claim of the toners/cartridges for the period of 6 Months from the delivery date of items.
22. Successful bidder will be allowed a maximum of 48 hours' downtime for all components in warranty claim including replacement of whole unit.

### SPECIFICATIONS OF TONERS/CARTRIDGES: -

Sr. No.	Description of Item	Quantity
1	Original/Genuine Cartridge for Toshiba eStudio 457 Photocopier	06 Nos.
2	Original/Genuine Cartridge for HP LJ 700 M712	06 Nos.
3	Original/Genuine Cartridge for HP Color LJ Pro MFP M476 DW (Complete Set)	08 Nos.
4	Original/Genuine Cartridge for HP LJ Pro 400 M401 DW	12 Nos.

**Note:** - Replacement warranty from the manufacturer for the above mentioned toners / cartridges during the warranty period.



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## TENDER DOCUMENTS FOR PURCHASE OF “TONERS/CARTRIDGES”

### FOR

## QUAID-E-AZAM THERMAL POWER

Tender Price: Rs.500/-  
(Nonrefundable)

Receipt No. \_\_\_\_\_

Dated: - \_\_\_\_\_

Opening date: \_\_\_\_\_

C.D.R Rs. 50,000/-

Name of firm: - \_\_\_\_\_

Address: - \_\_\_\_\_

Phone No: - \_\_\_\_\_ N.T.N No. \_\_\_\_\_

G.S.T. Registration No: - \_\_\_\_\_

Sr. No.	Description of Item	Quantity	Rate Per Unit	Total Amount (Pak Rupees)
1	Original/Genuine Cartridge for Toshiba eStudio 457 Photocopier	06 Nos.		
2	Original/Genuine Cartridge for HP LJ 700 M712	06 Nos.		
3	Original/Genuine Cartridge for HP Color LJ Pro MFP M476 DW (Complete Set)	08 Nos.		
4	Original/Genuine Cartridge for HP LJ Pro 400 M401 DW	12 Nos.		

Note:

- Rate given in the tenders must be inclusive of all government taxes.
- Rate must be given on this tender Performa otherwise tender will not be entertained.
- No tender shall be entertained without **Rs. 50,000/-** earnest money of the bid in shape of Deposit at Call.
- Other conditions are attached.

**General Manager (Admin & HR)**  
**Quaid-e-Azam Thermal Power (Pvt.) Limited**