

# BIDDING DOCUMENTS



## PROCUREMENT OF TONERS/CARTRIDGES

**(IT-01/2022-23)**

**Quaid-e-Azam Thermal Power (Pvt.) Limited**  
1st 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.

## **TENDER DOCUMENTS FOR PROCUREMENT OF “PROCUREMENT OF TONERS/CARTRIDGES (IT-01/2022-23)” FOR QUAID-E-AZAM THERMAL POWER (PRIVATE) LIMITED (QATPL)**

### **INSTRUCTIONS TO BIDDERS**

1. Quaid-e-Azam Thermal Power (Pvt.) Limited (“QATPL”) hereby invites sealed bids from eligible bidders for supplies of Original/Genuine Cartridges at its head office in Lahore as detailed below:

Lot #	Description of Item	Quantity	Estimated Cost in PKR
1	HP Color LaserJet Enterprise M750dn Fuser kit	01 Nos.	95,940
2	HP Color LaserJet Enterprise M750dn Transfer kit	01 Nos.	100,035
3	HP LaserJet Enterprise M712 Maintenance kit	01 Nos.	107,640
4	HP LaserJet black print cartridge 14X	05 Nos.	356,850
5	HP 147A (W1470A) Black	06 Nos.	333,450
6	HP 650A (CE272A) Yellow	02 Nos.	248,040
7	HP 655A (CF450A) Black	05 Nos.	316,485
8	HP 655A (CF451A) Cyan	02 Nos.	155,610
9	HP 655A (CF453A) Magenta	02 Nos.	155,610
10	HP 655A (CF452A) Yellow	02 Nos.	155,610
11	Toner Cartridge TK-6329 for Kyocera Photocopier Taskalfa 4002i/5002i/6002i	09 Nos.	270,000

2. Bidders who are active taxpayers and have NTN & GST certificates shall be eligible to participate in this bidding process. As a proof of being an active taxpayer, copy of Active Taxpayer List (ATL) showing name and details of the bidder must also be furnished.
3. Each bidder shall submit bid security in the form of a Bank Draft / Call Deposit Receipt (CDR) in favor of “Quaid-e-Azam Thermal Power (Pvt.) Limited” against each lot/item as per the following:

Lot #	Description of Item	Amount of Bid Security in PKR (Within 5% of estimated cost)
1	HP Color LaserJet Enterprise M750dn Fuser kit	1919
2	HP Color LaserJet Enterprise M750dn Transfer kit	2001
3	HP LaserJet Enterprise M712 Maintenance kit	2153
4	HP LaserJet black print cartridge 14X	7137
5	HP 147A (W1470A) Black	6669
6	HP 650A (CE272A) Yellow	4961
7	HP 655A (CF450A) Black	6330
8	HP 655A (CF451A) Cyan	3112
9	HP 655A (CF453A) Magenta	3112
10	HP 655A (CF452A) Yellow	3112
11	Toner Cartridge TK-6329 for Kyocera Photocopier Taskalfa 4002i/5002i/6002i	5400



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4. Only those Bidders can participate who are working as authorized distributors, reseller or dealer of manufactures/importers for the items.
5. An undertaking on a Rs. 100 stamp paper duly attested by the Oath Commissioner of the relevant value that the Bidder has never been blacklisted by any Government Department, PPRA, FBR or any other organization, shall also be submitted with the Bid.
6. The procurement procedure for each Lot shall be **Single Stage Single Envelope** as per Punjab PPRA Rules, 2014. A bidder may bid for any or all of the Lots/Items.
7. The bidders must provide all relevant documents/information required under the Bidding Documents. The Bid Security must be placed in the envelop.
8. The Bidder should have a registered office in Lahore at the date of submission. Sufficient local and relevant resources must also be available in the said office to cater for all the after-sales support and services.
9. The Successful Bidders shall supply the Items/Lots as per the Specifications herein.
10. No downward deviation from the required specifications of items/lots will be acceptable and the company can reject the Items/Lots found deviated downward from the Specification prescribed herein.
11. Bid validity period shall be 90 days / Rates quoted in Bids shall remain valid for 90 days from the date of submission of Bid.
12. Bids shall be submitted in Pak Rupees only.
13. Bids quoted and submitted shall be inclusive of all applicable taxes and levies.
14. All Bids received late, found incomplete, unsigned, ambiguous, conditional or over-written will not be accepted and shall be rejected without evaluation.
15. Bids shall be evaluated Lot-wise and the Financial Bid of bidder(s) whose Bid(s) is found technically responsive as per the PPRA Rules, 2014. The tender for each Lot shall be awarded to technically responsive bidder(s) who has submitted lowest financial bid for the relevant Lot.
16. The scope of this procurement process shall include the supply of the Lots/items, configuration and installation.
17. The Lots/items shall be required to be delivered at the office of QATPL within 08 weeks of issuance of the Purchase Order without any extra cost including transportation, installation etc., However, the company may extend the delivery timelines on account of unforeseeable circumstances and reasons not attributable to the bidder. In case the bidder fails to deliver within the timelines as mentioned above, its bid security may be forfeited by the company and the company shall have the right to cancel the purchase order.
18. The successful Bidder will be responsible to supply of the Lots/items, configuration and installation and complete in all respect as per specifications approved by the Competent Authority.
19. The Company / Competent Authority can accept or reject the Bids without assigning any reason at any stage as per PPRA Rules, 2014.



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20. QATPL's representative will inspect the Lots/items within one week of supply. Any discrepancies found during inspection must be removed within 03 working days by the Bidder / supplier.
21. Payments shall be made after the clearance by QATPL's representative.
22. Taxes will be deducted as per applicable Government Rules / Policy.

## SCHEDULE - A SPECIFICATIONS OF TONERS/CARTRIDGES

Lot #	Item	Description	Part Number	QTY
1	HP Color LaserJet Enterprise M750dn Fuser kit	220 Volt replacement fuser	CE978A	01 Nos.
2	HP Color LaserJet Enterprise M750dn Transfer kit	"Replacement transfer belt, transfer roller unit, 9 feed rollers for Trays 2-6, and 6 pickup rollers for Trays 1-6."	CE516A	01 Nos.
3	HP LaserJet Enterprise M712 Maintenance kit (220V)	Maintenance kit (220V)	CF254A: 220V	01 Nos.
4	HP LaserJet black print cartridge 14X	HP 14X High Yield Black Original LaserJet Toner Cartridge PART NUMBER CF214X	CF214X	05 Nos.
5	HP 147A (W1470A) Black	Black Cartridge	W1470A	06 Nos.
6	HP 650A Yellow	Yellow cartridge	CE272A	02 Nos.
7	HP 655A (CF450A) Black	Black cartridge	CF450A	05 Nos.
8	HP 655A (CF451A) Cyan	Cyan cartridge	CF451A	02 Nos.
9	HP 655A (CF453A) Magenta	Magenta cartridge	CF453A	02 Nos.
10	HP 655A (CF452A) Yellow	Yellow cartridge	CF452A	02 Nos.
11	Original Toner Cartridge TK-6329 for Kyocera Photocopier Taskalfa 4002i/5002i/6002i			09 Nos.



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## **BID DOCUMENTS FOR PROCURING “TONERS/CARTRIDGES” FOR QUAID-E-AZAM THERMAL POWER (PRIVATE) LIMITED**

Tender Price: Rs.500/-  
(Non-refundable)

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

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

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

C.D.R # \_\_\_\_\_

Name of Bidder: - \_\_\_\_\_

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

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

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

Lot #	Description of Item	QTY	Rate Per Unit PKR	Total Amount PKR
1	HP Color LaserJet Enterprise M750dn Fuser kit	01 Nos.		
2	HP Color LaserJet Enterprise M750dn Transfer kit	01 Nos.		
3	HP LaserJet Enterprise M712 Maintenance kit	01 Nos.		
4	HP LaserJet black print cartridge 14X	05 Nos.		
5	HP 147A (W1470A) Black	06 Nos.		
6	HP 650A (CE272A) Yellow	02 Nos.		
7	HP 655A (CF450A) Black	05 Nos.		
8	HP 655A (CF451A) Cyan	02 Nos.		
9	HP 655A (CF453A) Magenta	02 Nos.		
10	HP 655A (CF452A) Yellow	02 Nos.		
11	Toner Cartridge TK-6329 for Kyocera Photocopier Taskalfa 4002i/5002i/6002i	09 Nos.		

Note:

- Rates quoted in the Bids must be inclusive of all applicable taxes and levies.
- Rates must be given on this Bid Performa, otherwise Bids will not be entertained.
- No Bid shall be entertained without Bid Security in shape of CDR / Bank Draft issued in favor of Quaid-e-Azam Thermal Power (Private) Limited.
- Other conditions are attached.

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



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## CHECK LIST

- |  |     |
|--|-----|
| 1. NIC Card (Copy)   | Y/N |
| 2. Receipt of purchase of bidding document   | Y/N |
| 3. Bid Security as per Bid/ CDR/Bank Draft (Original and photocopy)<br>(placed inside envelope for Technical Proposal) | Y/N |
| 4. Blacklist certificate on a stamp paper duly attested by the Oath Commissioner                                       | Y/N |
| 5. Income Tax Certificate  | Y/N |
| 6. Sales Tax Certificate   | Y/N |
| 7. Manufacture/Supplier/Reseller/Importers/Exporters certificate   | Y/N |
| 8. Bidding Documents attested by the authorized representative of the Firm /Bid  | Y/N |
| 9. Application/Technical & Financial Bid on the Letter Pad with Address, Contact No. etc                               | Y/N |
| 10. Stamp papers certified by Oath Commissioner  | Y/N |
| 11. Authorization of person on behalf of the bidding Co. /Firm   | Y/N |

**Signature:** .....

**Firm:** .....

**(Stamp):** .....

**Address:** .....

**Witness:**  
**Name:** .....

**Signature:** .....

**Address:** .....