

# BIDDING DOCUMENTS



## PROCUREMENT OF TONERS/CARTRIDGES

**(IT-02/2021-22)**

**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-02/2021-22)” 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 Laser Jet M611dn A4 (Black)	3	109,161
2	HP Color LaserJet M653dn A4 (Complete set)	1	195,390
3	HP Color LaserJet M653dn A4 (Black toner only)	1	42,705
4	Original Toner Cartridge TK-6329 for Kyocera Photocopier Taskalfa 4002i/5002i/6002i	6	156,000

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 Laser Jet M611dn A4 (Black)	2200
2	HP Color LaserJet M653dn A4 (Complete set)	4000
3	HP Color LaserJet M653dn A4 (Black toner only)	900
4	Original Toner Cartridge TK-6329 for Kyocera Photocopier Taskalfa 4002i/5002i/6002i	3200

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 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 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 along with Bidding Documents. The Bid Security must be placed in the envelop.



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

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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 attached with these TORs within provided timeframe.
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. Rates quoted in Bids must be valid for at least 60 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 provided at the office of QATPL on immediate basis after the award of Purchase Order without any extra cost including transportation, installation etc. In case of non-delivery of lot/items within 45 days after award of Purchase Order, the Bidder and Company shall resolve any disputes amicably, otherwise the Purchase Order shall be cancelled via written notice of cancellation of 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.
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.



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## SCHEDULE - A SPECIFICATIONS OF TONERS/CARTRIDGES

Lot #	Description of Item	Quantity
1	HP Laser Jet M611dn A4 (Black)	3
2	HP Color LaserJet M653dn A4 (Complete set)	1
3	HP Color LaserJet M653dn A4 (Black toner only)	1
4	Original Toner Cartridge TK-6329 for Kyocera Photocopier Taskalfa 4002i/5002i/6002i	6



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

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

Sr. No.	Description of Item	Quantity	Rate Per Unit	Total Amount (Pak Rupees)
1	HP Laser Jet M611dn A4 (Black)	3		
2	HP Color LaserJet M653dn A4 (Complete set)	1		
3	HP Color LaserJet M653dn A4 (Black toner only)	1		
4	Original Toner Cartridge TK-6329 for Kyocera Photocopier Taskalfa 4002i/5002i/6002i	6		

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 personal on behalf of the bidding Co. /Firm                                                       | Y/N |

**Signature:** .....

**Firm:** .....

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

**Address:** .....

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

**Signature:** .....

**Address:** .....