

**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



**BIDDING DOCUMENTS / TORS FOR PROCUREMENT OF**  
**“TONERS/CARTRIDGES” FOR**  
**QUAID-E-AZAM THERMAL POWER (PVT.) LIMITED**  
**“QATPL”**

1. Firms/Bidders 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 / bid security in favor of “Quaid-e-Azam Thermal Power Pvt. Limited” (QATPL) must be enclosed with the consolidated sealed Tender/Quotation.
3. Only those persons/firms can participate which are authorized distributor/dealer or reseller of authorized distributor/dealer of the items. Bidders are required to attach necessary documentary proof in this regard, otherwise bids will not be entertained.
4. An affidavit by authorized representative on stamp paper that the bidder 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 and requisite resources are available in the city for purchase to cater for all the after-sales support. Attach necessary documentary evidence in this regard, otherwise bids will not be entertained.
7. Bidders will have to supply the items as per the specifications attached with TORs.
8. No downward deviation from the required specifications of toners/cartridges will be acceptable.
9. Rate quoted in bids must be valid for 45 days from bid submission deadline.
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 QATPL head office at his own cost and complete in all respect as per sample/specifications approved by QATPL.
13. The QATPL reserves the right to reject all bids any time prior to the acceptance of the bid.
14. The scope of work includes the supply of the toners/cartridges as specified at the table herein below.



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

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

15. The items will be provided ex-stock on immediate basis after the award of Purchase Order.
16. Bids should be submitted in Pak Rupees only, inclusive of all taxes.
17. Taxes will be deducted as per applicable laws.
18. 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.
19. Payment will be made after the clearance by the QATPL's representative to verify conformance of the item(s) with the specifications herein.
20. 10% payment will be held for warranty claim of the toners/cartridges for the period of 6 Months from the delivery date of items.
21. Successful bidder will be allowed a maximum of 48 hours' downtime for all components in warranty claim including replacement of whole unit.
22. The bidder/successful bidder shall have all other necessary government licenses, permits etc. as required under the applicable laws and keep QATPL indemnified against consequences any such non-conformity.
23. In case of bidder is a company or firm/partnership, the bid should be submitted by authorized representative along with letter of authorization on letterhead in this regard.

### **SPECIFICATIONS OF TONERS/CARTRIDGES: -**

<b>Sr. #</b>	<b>Description of Item</b>	<b>Quantity</b>
1	Original/Genuine Cartridge for HP M750DN (Complete Set)	08 Nos.
2	Original/Genuine Cartridge for HP M750DN Black Toner only CE 270A	05 Nos.
3	Original/Genuine Cartridge for HP LJ 700 M712	09 Nos.
4	Original/Genuine Cartridge for HP Color LJ Pro MFP M476 DW HP Color LJ Pro MFP M476 DW Black Toner only CF380A	05 Nos.
5	Original/Genuine Cartridge for HP LJ Pro 400 M401 DW	20 Nos.



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

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

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

### FOR

## QUAID-E-AZAM THERMAL POWER (PVT) LIMITED

Tender Price:- Rs.500/-  
(Nonrefundable)

Receipt No: - \_\_\_\_\_

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

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

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

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 HP M750DN (Complete Set)	08 Nos.		
2	Original/Genuine Cartridge for HP M750DN Black Toner only CE	05 Nos.		
3	Original/Genuine Cartridge for HP LJ 700 M712	09 Nos.		
4	Original/Genuine Cartridge for HP Color LJ Pro MFP M476 DW HP	05 Nos.		
5	Original/Genuine Cartridge for HP LJ Pro 400 M401 DW	20 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 CDR.
- Other conditions are attached.

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