

**TENDER DOCUMENTS**  
**FOR PURCHASE OF TONER / CARTRIDGES AND ACCESSORIES**  
**TENDER NOTICE 01/FY 2024-25**

**RESEARCH & SUPPORT DIRECTORATE (IT Cell)**  
**ENGINEER IN CHIEF's BRANCH**  
**GHQ RAWALPINDI**

<b>Organization Name</b>	RESEARCH & SUPPORT DIRECTORATE (IT CELL) ENGINEER IN CHIEF's BRANCH GHQ RAWALPINDI.
<b>Address</b>	President Local Purchase Committee, R&S Dte (IT Cell) E in C's Branch GHQ
<b>City</b>	Rawalpindi
<b>Tel No.</b>	051 9271293
<b>Fax No.</b>	051 9271288
<b>Receipt No</b>	-
<b>Tender No</b>	01/FY 2024-25
<b>Description</b>	Toners / Cartridges and IT Accessories
<b>Remarks</b>	For detail please see attached file
<b>Advertisement Date</b>	15 Jan 2025
<b>Closing Date</b>	30 Jan 2025
<b>Closing Time</b>	1100 hours 30 Jan 2025
<b>Opening Time</b>	1200 hours 30 Jan 2025
<b>Tender Nature</b>	National
<b>Bid Validity</b>	Till 30 Jun 2025
<b>Bidding/Tender Document Cost</b>	Free download from MES web site ( <a href="http://www.mes.gov.pk">www.mes.gov.pk</a> ) or can be obtained from R&S Directorate (IT Cell) E in C's Branch GHQ Rawalpindi
<b>Remarks</b>	For detail please see attached tender Document

**TENDER NOTICE-01/FY 2024-25**  
**TENDER DOCUMENTS**  
**ENGINEER IN CHIEF BRANCH**  
**GHQ RAWALPINDI**

**GENERAL TERMS AND CONDITIONS**

1. The tender document can be obtained from R&S Directorate (IT Cell) E-in-C's Branch or can be downloaded from the MES web site (www.mes.gov.pk).
2. The bids shall be submitted in a sealed package that the contents are fully enclosed and cannot be known until duly opened.
3. Single stage – two envelope procedure will be followed.
  - a. The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain two separately the financial proposal and the technical proposal.
  - b. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal” in bold and legible letters to avoid confusion.
  - c. Initially only the envelope marked “Technical Proposal” shall be opened.
  - d. E-in-C's Branch will evaluate the technical proposal as per annexure **C** attached with this document, without reference to the price and reject any proposal which does not conform to the specified requirements.
  - e. During the technical evaluation no amendments in the technical proposal shall be permitted.
  - f. Financial Proposal will be opened for technically qualified bids on the same date.
4. The bid should be addressed to **President Local Purchase Committee, R&S Dte (IT Cell) E-in-C's Branch GHQ Rawalpindi**. The sealed bid must reach the President LPC before / on 1100 hours on 30 Jan 2025. Technical bid will be opened at 1200 hours on 30 Jan 2025, followed by financial bid. No bid will be accepted after the given time at the given place.
5. The bid must be unconditional and complete in all respects and be submitted in a file/folder/bound form with all the sheets/ documents secured properly. Bid not fulfilling the conditions will be rejected.
6. All items should be quoted as per format (attached as annexure-**A**).
7. All quoted prices will be firm, final and in Pak Rupees.

8. No bidder will be allowed to alter or modify his bid after the bids have been opened. However E-in-C's Branch may seek and accept clarification to the bid that does not change the substance of bid.
9. The quoted prices should be inclusive of INCOME TAX, GST & all Govt taxes, where applicable. The lowest evaluated bid will be considered for each category / item separately. Income Tax will be deducted from the payment of the contractor as per prescribed rule.
10. There should be no cutting, crossing, rubbing or overwriting in the quotation.
11. The validity period of quotations must be indicated and should valid till **30 Jun 2025**.
12. Samples of the quoted items are required to be produced on demand.
13. Rates of all items listed in the documents must be quoted.
14. The bidder should indicate the warranty period of all the items (warranty must be at least one year).
15. Technical specifications/ performance characteristics and guarantee/ warranty of all items will be listed and Brochures/ Leaflets describing the equipment will also be provided along with the bidding documents.
16. Unit price for all Items must be mentioned in the bid in accordance with the specifications attached with this document. Any variations to this must be reflected and underlined for ease in scrutiny. Any query regarding any item specification should be clarified from the authority before signing the agreement.
17. E-in-C's Branch reserves the right to increase or decrease the quantities or totally drop certain items and award tender in full, in parts or in sections.
18. E-in-C's Branch may reject all bids or proposals at any time prior to the acceptance of a bid proposal.
19. The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulation or policy of the Federal Government, will be awarded the procurement contract, within or extended period of bid validity.
20. Tendering firms will be required to provide the samples of selected items, which will be approved by the user prior to award of tenders.
21. The equipment/ stores/ accessories/ tools are to be delivered within 01 months from the date of signing of contract. If delivery period is extended, the supplier shall arrange the extension of Bank Guarantee within 03 days after the original delivery period to keep its

validity after acceptance of stores. A fine at the rate of 1% will be imposed for 1<sup>st</sup> 10 days and 10% for subsequent 7 days after which order may be cancelled and second lowest bidder shall be asked to provide the equipment on his risk and cost and deposited earnest money will be confiscated.

22. E-in-C's Branch will neither issue any letter for clearance of items being tendered nor will be responsible for their clearance in any way whatsoever. Delivery of items will be solely contractor's responsibility.

23. No payment will be made in advance. All the payments will be made after users' acceptance certificate/ issue of Certified Receipt Voucher (CRV).

24. Following information must be included about the firms participating in tender:-

- a. Authorized dealership.
- b. National Tax No.
- c. GST Registration No.
- d. Complete Postal Address.
- e. Telephone, Fax, E-Mail and web address if available.
- f. Company profile/references in Pakistan (relevant to this offer only).

25. Schedule For Submission and Tender Opening

a. Issue of Tender documents: Can be downloaded Free of cost from MES web site (www.mes.gov.pk) or can be obtained from R&S Directorate (IT Cell) E-in-C's Branch GHQ Rawalpindi.

b. Date/Time of submission:

**Till 1100 Hours on 30 Jan 2025**

c. Opening of Tender :

**At 1200 Hours on 30 Jan 2025**

26. Tender format is attached as Annexure **A** and equipment specifications are attached as Annexure **B**. Quotations for each category should be provided separately with in single technical bid.

27. Submitted tenders will be evaluated as per evaluation criteria attached as Annexure **C**.

28. Check list has been attached as Annexure **D**.

29. A subtotal of every section bid should be indicated beneath every section. The bids will be evaluated for each category separately.
30. In case of any conflict/ ambiguity PPRA Procurement Code will prevail.
31. Efforts will be made to mutually settle any ambiguity or dispute between contractor and E-in-C's Branch with mutual consent, however final decision will lie with E-in-C.
32. Procuring agency have the right to blacklist the firm in case of fake information or late delivery.

President Local Purchase Committee  
Research and Support Directorate (IT Cell)  
Engineer in Chief's Branch  
GHQ Rawalpindi  
Phone: 051-9271293  
Fax: 051-9271288

**FORMAT FOR TENDERING**

<b>S/N</b>	<b>Items</b>	<b>Qty</b>	<b>Unit Price</b>	<b>GST</b>	<b>Total Price</b>
1					
2					
3					
	<b>Grand Total Rs.</b>				

**SPECIFICATIONS****TENDER NOTICE 01/FY2024-25**

<b><u>ENGINEER-IN-CHIEF's BRANCH</u></b>		
<b><u>SPECIFICATIONS</u></b>		
<b>ITEMS</b>	<b>DESCRIPTION</b>	<b>QTY</b>
<b>TONERS (B&amp;W) China Made</b>	Toner for Printer HP-2035/2055	32
	Toner for Printer HP Pro-400	05
	Toner for Printer HP Pro-402	145
	Toner for Printer HP 1102/1132	03
	Toner for Printer HP-2015	10
	Toner for Printer HP -1320	32
	Toner for Printer HP -4015	04
	Toner for Printer HP -1020	06
	Toner for Copier MP-2501SP	30
	Toner for Printer HP-151A	06
	<b>Total</b>	<b>273</b>
<b>TONERS (Color) China Made 1st Copy</b>	Toner for Printer HP-1525 Cyan	02
	Toner for Printer HP-1525 Magenta	02
	Toner for Printer HP-1525 Yellow	02
	Toner for Printer HP-1525 Black	02
	Toner for Printer HP-5225 Cyan	10
	Toner for Printer HP-5225 Magenta	10
	Toner for Printer HP-5225 Yellow	02
	Toner for Printer HP Pro-251 Cyan	06
	Toner for Printer HP Pro-251 Mag	06
	Toner for Printer HP Pro-251 Yellow	06
	Toner for Printer HP Pro-251 Black	08
	Toner for Printer HP Pro-252n Cyan	16
	Toner for Printer HP Pro-252n Mag	16
	Toner for Printer HP Pro-252n Yellow	02
	Toner for Printer HP Pro-252n Black	15
	Toner for Printer HP Pro-254n Black	06
<b>Total</b>	<b>111</b>	
<b>CARTRIDGES Original HP</b>	Heads for Plotter 500/510/800 Cyan 11	09
	Heads for Plotter 500/510/800 Magenta 11	09
	Heads for Plotter 500/510/800 Yellow 11	09
	Heads for Plotter 500/510/800 Black 11	09
	Cartridge for Plotter HP T-520 Cyan 711	15
	Cartridge for Plotter HP T-520 Magenta 711	15
	Cartridge for Plotter HP T-520 Yellow 711	15
	Cartridge for Plotter HP T-520 Black 711B	26
	Cartridge for Plotter HP 1708 Cyan	01
	Cartridge for Plotter HP 1708 Magenta	01
	Cartridge for Plotter HP 1708 Yellow	01
	Cartridge for Plotter HP 1708 Matte Black	01
	Cartridge for Plotter HP 1708 Gray Black	01



	Cartridge for Plotter HP 1708 Photo Black	01
	Head Set for 1708	03
	<b>Total</b>	<b>116</b>
<b>Misc Accessories</b>	Power cable for Computer	30
	Mouse	40
	Keyboard	40
	Wireless Keyboard Mouse (Logitech) / same	03
	HDMI Cable 1.5-Mtr	25
	HDMI Cable 3-Mtr	15
	Power supply 600w	10
	VGA Cable	30
	Hard Disk 1 TB (Internal)	08
	KVM Switch	03
	DVI to VGA Converter	10
	VGA to VGA Female Converter	11
	Batteries for UPS (12V/9AH)	110
	Hard Disk large (IBM 7200 RPM data rate 6GB) 2TB Model HUS723020ALS640 (Made in Thailand)	04
	Cable taster	02
	Crimping toll	01
	IBM cache bty PN69Y2926 (DS-3512)	01
	Cable ties	06
	<b>Total</b>	<b>349</b>

Technical Evaluation Performa  
For  
IT Equipment/Accessories and Related Items

Technical Evaluation Proposal	100%
Part A: Mandatory	25%
Part B: General Evaluation	75%

<b>Part A Mandatory Requirement (25%)</b>				
1.	Firm is registered in Income tax and sales tax department and will produce Sales Tax and Income Tax Registration certificate. (5)			
2.	Firm has to produce Authorization dealer/ OEM certificate of the principle/manufacturer for Pakistan. (5)			
3.	The bidders must have office in Pakistan (5)			
4.	Financial strength verified through a bank certificate (5)			
5.	The firm should not be black listed by any government organization.(5)			
<b>Part B General Evaluation (75%)</b>				
<b>Corporate Profile</b>				
Ser	Attributes	Max. Score	Weightage	Criteria
1.	Offices in Rawalpindi/Islamabad	5	5	Firm has its Office in the Islamabad/ Rawalpindi.
2.	Authorized Dealer	10	10	Principle directly participating in the bid.
			5	Firm has produce Authorization dealership certificate of the principle/ manufacturer for Pakistan.
3.	Details of Repair and Maintenance Facilities	5	5	Firm has a repair and maintenance/ support facility in Islamabad/ Rawalpindi.
			2	Firm has repair and maintenance facility in other city.
4.	Spare Parts Availability	5	5	Firm will supply Spare Parts within 3 days.
			3	Firm will supply Spare Parts within 7 days.
			1	Firm will supply Spare Parts within 15 days.
5.	Delivery Duration	5	5	Delivery within 15 days
			2	Delivery within 1 month.
6.	Financial Strength verified through a Bank Certificate	5	5	Firm has more than Rs. 20 Million annual Turnover for last one (01) year.
			3	Firm has between Rs. 15 Million to Rs. 20 Million annual Turnover for last one (01) year.
			2	Firm has Rs. 10 Million Turnover for last one (01) year.
7.	Similar Projects Completed (Documentary proof and references are required)	5	5	Firm has completed more than or equal to twenty (20) similar projects.
			3	Firm has completed ten (10) to nineteen (19) similar projects.
			2	Firm has completed five (05) to nine (09) similar projects.

8.	Manufacture/ brand life	5	5	Marks will be given as per their experience. One mark per year.
9.	Branded Equipment; Panasonic HP, Dell or equivalent	10	10	As per evaluation by technical committee
10.	Quoted Product Compliance to international standards	5	5	No. of standards of product of Bid in consideration / Maximum No. of standards amongst all the Bids
11.	Specification Compliance	5	5	To be assigned by the Technical Evolution Committee
12.	Quoted Product extra features bundled other than required in tender specifications (Additional Memory, greater Hard disk capacity, Higher graphics card, Additional USB or memory card support etc).	5	5	No. of extra features of product of Bid in consideration / Maximum. It will be decided by technical evaluation Committee
13.	Technical Bid Completeness (documentary proof, brochures, diagrams etc)	5	5	To be assigned by Technical Evaluation Committee
<b>Sub Total</b>		<b>75</b>		

Note:

1. Financial proposal of the bidder who has secured minimum 60% from technical weightage will be opened.
2. During the warranty period, all charges related to repair and maintenance will be borne by the firm irrespective of where the repair takes place.

**(To be Printed and Typed on Company's Letter Head)**

**Undertaking Checklist – Mandatory**

<b>S/No</b>	<b>Required Documents</b>	<b>Attached? [x] [/]</b>	<b>Placed At</b>
1.	Bid is valid till <b>30 Jun 2025</b>		
2.	Official Bank Account number		
3.	Copy of NTN certificate		
4.	Copy of Sales tax registration certificate		
5.	Affidavit regarding firm is not black listed		
6.	Detail of Annual Tax Return for last 01 year		
7.	Active Tax Payer List Certificate		
8.	Copy of Professional Tax Certificate		
9.	Bank Statement for last 3 year		

Company Full Address: _____
Contact Person: _____
Cell #: _____

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**(Company Seal)**