

**FEDERAL GOVERNMENT OFFICE K-BLOCK, PAK SECRETARIAT,**  
**ISLAMABAD**

Sealed bids marked **"TENDER FOR PURCHASE OF TONERS/DRUMS"** from GST holder firms are invited on following terms/conditions:-

**TERMS & CONDITION FOR BIDDING**

1. Technical and Financial proposals should be submitted in separate envelopes covered in single envelope. **The word "Technical Proposal" and "Financial Proposal" being clearly written on the top left corner of the respective envelopes, according to single stage-two envelopes procedure under Rule 36(b) of PPRA Rules.**
2. The proposal must reach in the office of Director (Admn), "K" Block, Pak Secretariat, Islamabad on or before **18-07-2022** at 11:00 hours through registered posts/courier service i.e. sealed envelopes. **TO BE OPENED BY "ADDRESSEE ONLY"** must be written on the sealed envelope. Tender will be opened on the same date at **1400 hours** at the same venue in the presence of bidders.
3. After the Technical evaluation, Financial proposals of only technically qualified organizations/companies whose samples are approved shall be opened on a date/time which will be announced telephonically.
4. The Financial Proposal shall be inclusive of all taxes.
5. Call deposits/ Bank draft in favour of the **D.D.O, "K" BLOCK, PAK SECRETARIAT, Islamabad**, Rs. 4% (four percent) of total bid price must be attached with Technical Proposal. The firm who does not submit call deposit /earnest money, will not be considered in the tender.
6. The firms must submit copies of NTN & Sales Tax Registration certificates and Active Tax payer list issued by FBR, Islamabad, Account Number and also Vendor number Registered in AGPR, Islamabad **along with Technical Proposal, no such documents should be attached with Financial Proposal.** The firms must have shops/offices in Rawalpindi & Islamabad with landline Telephone numbers, however, it will be open tendering.
7. Bid must be submitted on letter heads of the bidder's firm / company with stamp and signature. Letter heads, quotation / bills numbers may not be generated from Computer.
8. Partial, incomplete, Blank, Conditional bids or bids received after specified date & time shall be rejected. Firms having mobile number as reference will not be considered.

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9. An **affidavit** on Stamp Paper is required to be attached that firm has never been blacklisted.
10. The successful bidder / supplier shall be disqualified at any time if information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.
11. Call Deposit/Bank Draft will be returned to unsuccessful firms / tenders immediately after the completion of tender. Earnest money of the successful bidder will remain in possession of the office till completion of all supplies as security & guarantee deposit.
12. Supply of items strictly be made according to terms and conditions mentioned above as well as specifications.
13. The firms whose offers of Toners/drums are accepted/ approved will be bound to supply the same on short notice at "K" Block Pak Sectt, Islamabad on their own carriage/transport.
14. The firms offering quotation for Panasonic/Canon/HP/Kyocera, Rico etc, toners/drums must also mention the quoted rates of Original/Equivalent or Compatible made with each toners/drums. The firm must quote at least 50% of whole items.
15. Procuring agency also reserves the right to increase or decrease the quantity of items proposed to be procured.
16. Overwriting/cutting on quoted rates will not be considered and quoted rates with GST shall remain effective till closing of financial year 2022-23.
17. In case of any dispute regarding the terms and conditions and quality of items, decision of Competent Authority will be considered as final.
18. The bidder who failed in complying with instructions of the Procurement Committee/management, **his bid security will be forfeited** and deposited into the Government treasury and the firm shall be blacklisted.

**LIST OF TONERS / DRUMS TO BE PURCHASED  
FOR PHOTOSTAT & FAX MACHINES  
FOR FINANCIAL YEAR 2022-23**

S. #	Description	Approx. Qty	Unit Price with GST
<b>TONER</b>			
1.	Toner for Photostat Machine Panasonic DP-3530	07	
2.	Toner for Photostat Machine Panasonic DP-8032 & DP 3030	12	
3.	Toner for Photostat Machine Panasonic DP-8045 & DP-8060	15	
4.	Toner for Photostat Machine Canon IR-1210	02	
5.	Toner for Photostat Machine Canon Adv-4251	05	
6.	Toner for Photostat Machine Canon IR-2525	02	
7.	Toner for Photostat Machine Kyocera 5035 CPM	05	
8.	Toner for Photostat Machine Rico Digital, Model MP-5002	08	
9.	Toner for Photostat Machine Kyocera Taskalfa 5501-i	15	
10.	Toner for Fax Machine Panasonic UF-4600	15	
11.	Toner for Fax Machine HP Laser Jet Model 127	20	
12.	Toner for Fax Machine HP Laser Jet Model 130	06	
13.	Toner for Panasonic Fax Machine KX-FL 612 CX	18	
<b>DRUM</b>			
14.	Drum Unit for Panasonic Fax Machine UF-4600	10	
15.	Drum unit for Panasonic Fax Machine KX-FL 612CX	10	