

### TERMS AND CONDITIONS

- HP or equivalent authorized dealers (not black listed), registered with Sales Tax Department are eligible to quote the bid for **HP or equivalent toners**. Interested firms must attach copies of Sales Tax Number, Registration Certificate, Vendor Number and NTN, etc.
- Vendor must quote prices in Pak Rupees including all taxes.
- The firms offering quotation for HP or equivalent toners must provide certificate for authorized supplier of HP toners or equivalent and provide affidavit on Stamp Paper that Toners are of original HP made or equivalent and not local made, refilled or refurbished.
- The firms whose offers of Toners / cartridges are accepted / approved, will be bound to supply the same on short notice on their own carriage / transport.
- **Quantity of the items can be increased or decreased.**
- **Rates offered by the firms will remain valid till 30-06-2023.**
- The procuring agency reserve the right to retrench the amount involved in supply of non genuine / refilled toners from the bill of the supplier.
- Competent authority reserves the right to accept, reject all quotations in partial or full. Upon request procuring agency, will communicate the reasons or grounds for bid rejection.
- Call deposits in favour of the **D.D.O. CRHQ, Islamabad**, @ **4% (four percent)** of total bid must be attached with quotations. The firm who does not submit call deposit / earnest money, will not be considered in the tender.
- In case of any dispute regarding the terms and conditions and the quality of items, decision of competent authority will be considered as final.
- Succeeded firm will be bound to supply the toners in Islamabad within 10 days positively after issuance of supply order. Payment will be released against delivery of items as per supply / purchase order upon full satisfaction through AGPR as per government policy.
- The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till 30-06-2023.
- If during currency of the period, it is found that sub-standard items or not-genuine / refilled toners / cartridges are supplied, the contract shall be cancelled and Security Deposit shall be forfeited and the firm shall also be blacklisted.
- The sales Tax Registration Certificate, NTN and Vendor number as well as facilities of telephone / fax lines must be printed on the quotations / bills of the competing firm as AGPR is not accepting bills without such information printed on the bill.
- An affidavit to the effect that the firm has never been indulged in any litigation and has never been blacklisted by any Ministry / Division / Department / Organization of the Government(s) must be attached with the bids.
- Bids in sealed envelope marked **"QUOTATION FOR PURCHASE OF TONERS"** should reach at the following address on **01-08-2022** at **1400 hrs** through registered courier service. Tender will be opened on same date / venue in the presence of bidders / their authorized representative: -

**P.O BOX NO.2429  
GPO, ISLAMABAD**

11 public 22-18-0

**DETAIL OF COMPUTER, PHOTOSTATE & FAX MACHINE TONERS**

<b>S/No</b>	<b>DESCRIPTION</b>	<b>APPROX QUANTITY REQUIRED</b>
1	Printer Toner 26-A (402dn) HP or compatable	84 Nos
2	Printer Toner 36-A (1505n) HP or compatable	48 Nos
3	Printer Toner 12-A (1020) HP or compatable	36 Nos
4	Printer Toner 76-A (404dn) HP or compatable	36 Nos
5	Printer Toner 17-A (102a) HP or compatable	48 Nos
6	Printer Drum 19-A (102a) HP or compatable	48 Nos
7	Printer Toner 85-A (1102dn) HP or compatable	24 Nos
8	Printer Toner 13-A (1200/1300) HP or compatable	12 Nos
9	Printer Toner 35-A (1005) HP or compatable	12 Nos
10	Printer Toner 49-A (1320) HP or compatable	12 Nos
11	Printer Toner 80-A (400dn) HP or compatable	12 Nos
12	Printer Toner 05-A (2035n) HP or compatable	6 Nos
13	Printer Toner 78-A (1606dn) HP or compatable	6 Nos
14	Printer Toner 1515n (4xColors) HP or compatable	8 Nos
15	Printer Toner 410A (452dn 4xColor) HP or compatable	8 Nos
16	Hard Disk (1 TB), best quality	50 Nos
17	Portable Hard Drive (2TB), best quality	5 Nos
18	Data Traveler 3.0 (64 GB), best quality	50 Nos
19	RAM DDR4 (8 GB), best quality	10 Nos
20	RAM DDR (4 GB), best quality	10 Nos
21	Portable DVD Writer, best quality	5 Nos
22	Wifi Dongles (Tenda) or equivalent	50 Nos
23	Web Cam, best quality	20 Nos
24	Multi Card Reader, best quality	5 Nos
25	CMOS Batteries (Mother Board Cell), best quality	25 Nos
26	Keyboard, best quality	100 Nos
27	Mouse, best quality	100 Nos

S/No	DESCRIPTION	APPROX QUANTITY REQUIRED
28	HeadPhone, best quality	100 Nos
29	DVDs (with Casing), best quality	100 Nos
30	Mouse Pad, best quality	30 Nos
31	VGA Cable, best quality	20 Nos
32	HDMI Cable, best quality	70 Nos
33	DP Cable, best quality	70 Nos
34	Power Cable, best quality	150 Nos
35	Loop Cable, best quality	150 Nos
36	Patch Cable (3m), best quality	50 Nos
37	Printer Data Cable, best quality	60 Nos
38	Mobile Data Cables (Micro USB), best quality	10 Nos
39	Mobile Data Cables (Type C), best quality	5 Nos
40	DP to VGA Converter, best quality	10 Nos
41	Power Adapter 3 to 2 Pin, best quality	50 Nos
42	Toner Fax Machine OFX-180 Olivetti or equivalent	12 Nos Approx
43	Toner Panasonic Photo state Machine TU 8020 or equivalent	24 Nos Approx
44	Toner Panasonic Photo state Machine TU 15E/DP8032 or equivalent	24 Nos Approx
45	Toner Fax Machine Laser Jet 83A HP or equivalent	12 Nos Approx
46	Toner Panasonic Fax Machine UF-4100 ot equivalent	12 Nos Approx
47	Toner Photostate machine Konica Minolta Biz Hub 458-E, best quality	12 Nos Approx
48	Toner Photostate machine Canon-56 Photocopier, best quality	12 Nos Approx