

Bid Documents

PROCUREMENT OF TONERS / CARTRIDGES



Punjab Thermal Power (Pvt.) Limited

Ground Floor, 7/C-1, Gulberg-III, Lahore.

Phone No. 04235711278-80



PUNJAB THERMAL POWER (PVT.) LTD.

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

TORs FOR PROCUREMENT OF “TONERS / CARTRIDGES” FOR PUNJAB THERMAL POWER (PRIVATE) LIMITED

1. Bidders having active tax payer certificate of NTN & GST shall be eligible to participate in this bidding process.
2. Bank Draft / Call Deposit Receipt (CDR) of **Rs. 15,000/-** as Bid Security in favor of “Punjab Thermal Power (Pvt.) Limited” must be enclosed with the bid.
3. Only those Bidders can participate who are working as authorized distributors, reseller or dealer of manufactures for the items prescribed and Bidder must attach relevant documentary proof in this of regard, otherwise, bids will not be entertained.
4. A certificate / undertaking on a stamp paper of relevant value that the Bidder is never blacklisted by any Government Department, PPRA, FBR or any other organization, shall also be submitted with the Bid.
5. The procurement procedure shall be **Single Stage Single Envelope** as per Punjab Procurement Rules 2014.
6. The Bidder should have a registered office in Lahore for at least 3 years at the date of submission. Sufficient local and relevant resources shall also be available in the said office to cater for all the after-sales support and services.
7. The Successful Bidders shall supply the items as per the specifications attached with these TORs within provided timeframe.
8. No downward deviation from the required specifications of toners / cartridges will be acceptable and the company can reject the items found deviated downward from the specification prescribed herein.
9. Rates quoted in Bids must be valid for at least 45 days from the date of submission of Bid.
10. Bids shall be submitted in Pak Rupees only.
11. Bids quoted and submitted shall be inclusive of all applicable taxes and levies.
12. All Bids received late, found incomplete or over-written will not be accepted and shall be rejected without evaluation.
13. Rates will be accepted on the basis of item wise **lowest rate**.
14. The scope of this procurement process shall include the supply of all the toners / cartridges as specified in Schedule-A.
15. The items will be provided ex-stock on immediate basis after the award of Purchase Order.
16. The successful Bidder will be responsible to supply the items in Store Room at his own cost and complete in all respect as per specifications approved by the Competent Authority.
17. The Company / Competent Authority can accept or reject the Bids without assigning any reason at any stage as per PPRA Rules, 2014.



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- 18.** Successful Bidder shall submit valid warranty cards for each item supplied to the Company. Warranty shall be locally claimable by the Company. Warranty must be as per the specifications of items provided and must be verifiable from the manufacturer's resources.
- 19.** An Authorized Representative / Company will inspect the equipment within one week of supply. Any discrepancies found during inspection must be removed within 03 working days by the Bidder / supplier.
- 20.** Payments shall be made after the clearance by the Company / Authorized Representative Company.
- 21.** Taxes will be deducted as per applicable Government Rules / Policy.
- 22.** At the time of payment against Invoice, 10% payment shall be held as Performance Guarantee for Warranty Period (i.e. 06-months from the dated of delivery).
- 23.** Successful Bidder will be allowed a maximum of 48 hours' downtime for all components in warranty claim including replacement of whole unit.



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SCHEDULE - A SPECIFICATIONS OF TONERS / CARTRIDGES

Sr. No.	Description of Items	Quantity
1	Original/Genuine Cartridge for Toshiba e-Studio 5008A Photocopier	10 Nos.
2	Original/Genuine Cartridge for HP Color LJ M651 (Complete Set)	02 Nos.

Note: Replacement Warranty from the original manufacturer for the above-mentioned toners / cartridges during the warranty period (i.e. 6 months from the date of delivery) shall be provided by the Bidders.



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BID DOCUMENTS FOR PROCURING **“TONERS/CARTRIDGES” FOR PUNJAB THERMAL POWER** **(PRIVATE) LIMITED**

Tender Price: Rs.500/-
(Non-refundable)

Receipt No. _____

Dated: _____

Opening date: _____

C.D.R. Rs. 15,000/-

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	Original/Genuine Cartridge for Toshiba e-Studio 5008A	10 Nos.		
2	Original/Genuine Cartridge for HP Color LJ M651 (Complete Set)	02 Nos.		

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 **Rs. 15,000/-** Bid Security in shape of CDR / Bank Draft issued in favor of Punjab Thermal Power (Private) Limited.
- Other conditions are attached.

Manager Administration
Punjab Thermal Power (Pvt.)
Limited