

TENDER NOTICE

Ministry of Planning, Development & Reform, Jawaid Azfar Computer Centre invites sealed bids from authorized distributors/suppliers registered with Income Tax and Sales Tax Departments for supply of Office Stationery i.e. Paper A-4 size and Computer Stationery comprising various toners of laser printers and data traveller USBs during financial year 2018-19.

2. Bidding documents, which are containing details of items to be purchased, terms and conditions, method of procurement, procedure for submission of bids, bid security, bid validity, opening of bid, evaluation criteria, clarification / rejection of bids, are available for interested bidders at Jawaid Azfar Computer Centre, "P" Block Pak. Secretariat, Islamabad. Bidding document can also be downloaded from web address www.pc.gov.pk of the M/o Planning, Development & Reform.

3. Bids prepared in accordance with instructions in the bidding documents must reach at Jawaid Azfar Computer Centre, "P" Block Pak. Secretariat, Islamabad on or before **6th August, 2018 upto 10.30 hrs.** Bids will be opened on the same day at 11.00 hrs. in Jawaid Azfar Computer Centre in presence of bidders or their authorized representatives. The advertisement is also available on PPRA www.ppra.org.pk.

4. Detail of items and quantities required (*approximately*) are given as under:

S No	Item	Quantity
1	Paper Paper A-4 Size 80 gms imported, ream of 500 sheets, pack of 05 Reams (DoubleA, Paper one, Navigator or equivalent)	1,400 Reams
2	USB Data Traveller USB 32GB "Kingston DataTraveler SE9 G2 USB 3.0" or equivalent	75 Nos
3	Toner Laser Printer (HP) Toner HP 1300 (13-A)	03 Nos
4	Toner HP 1320 (49-A)	35 Nos
5	Toner HP 2015 (53-A)	46 Nos
6	Toner HP 2055D (05-A)	35 Nos
7	Toner HP 3015/1020 (12-A)	02 Nos
8	Toner HP p1005 (35-A)	-
9	Toner HP p1102 (85-A)	03 Nos
10	Toner HP 1536dnf (78-A)	02 Nos
11	Toner HP M12a (79-A)	03 Nos
12	Toner HP 3015d (55-A)	02 Nos
13	Toner HP 4515 (64-A)	05 Nos
14	Toner HP MFP225dn (83-A)	03 Nos
15	Toner HP M402dn (26-A)	30 Nos
16	Toner HP 3525 (Set of 4 Colors)	-
17	Toner HP M251n (Set of 4 Colors)	01 No
18	Toner HP M252n (Set of 4 Colors)	01 No
19	Toner Laser Printer (Xerox) Toner Xerox Phaser 3330	42 Nos
20	Toner Xerox VersaLink B405dn MFP	02 Nos
21	Toner Xerox VersaLink C400dn (Set of 4 Colors)	01 No

Terms & Conditions

- i. Procedure of open competitive bidding is "Single Stage - one envelope" under Rule 36(a) of PPRA Rules 2004.
- ii. The bidding firm must have Sales Tax Registration Certificate, National Tax Number and Vendor Number as well as facilities of telephone/fax lines.
- iii. Rates to be quoted (shall be inclusive of GST and all taxes) shall remain valid upto 30th June, 2019. Procuring agency may however extend the contract period beyond 30-06-2019 till finalization of next tender.
- iv. Quantities of items given in the tender document are tentative and can be increased or decreased subject to requirement.
- v. The firms shall be liable to supply requisite items at "P" Block Pak Secretariat, Islamabad at their own expenses and even at short notice if needed, strictly according to approved specifications.
- vi. Authorized Dealership Certificate from the manufacturers/ principal suppliers shall have to be provided in case of toners. If during the currency of the period it is found that sub-standard items or in-genuine toners/ cartridges are supplied, the contract will be cancelled and Security Deposit will be forfeited and the firms will be black listed.
- vii. Supplier will ensure shelf life of toners for one year from date of purchase.
- viii. Tender should be submitted alongwith earnest money deposit @ 03% of total bid value in shape of Pay Order in favour of the Director General JACC, otherwise quotation would not be considered (*Cheques are not be acceptable*).
- ix. Earnest Money of successful bidders will be retained upto 30-06-2019 as Security Deposit.
- x. In case of imported items, bidders can be asked to furnish the bill of entry for supplied items.
- xi. 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 bid.
- xii. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
- xiii. Tenders in sealed envelopes should be addressed to Director General, Jawaid Azfar Computer Centre, Ministry of Planning, Development & Reform, Islamabad. Last date for submission of bids is **6th August, 2018 upto 10:30 hrs.**, bids will be opened on same day at 11:00 hrs. in presence of bidders or their authorized representatives at Jawaid Azfar Computer Centre "P" Block Pak. Secretariat, Islamabad.
- xiv. Competent authority reserves the right to accept or reject any or all quotations at any time and would provide grounds on request.

(Tariq Waseem)

Assistant Director

Jawaid Azfar Computer Centre

M/o Planning, Development & Reform

"P" Block Pak Secretariat, Islamabad Ph: 9219861

BIDDING PROFORMA

Name of Firm:			
S. No.	Detail of Items	Quantity Required (Approx.)	Rate quoted per unit including all taxes
1	<u>A-4 SIZE PAPER</u> Off Set Paper A-4 Size 80 gms imported, ream of 500 sheets, pack of 05 Reams (DoubleA, Paper One, Navigator or equivalent)	1,400 Reams	
2	<u>USB 32GB</u> USB 32GB Kingston DataTraveler SE9 G2 USB 3.0 or equivalent	75 Nos	
3	<u>Toner for Laser Printer (H.P.)</u> HP 1300 (13-A)	03 Nos	
4	HP 1320 (49-A)	35 Nos	
5	HP 2015 (53-A)	46 Nos	
6	HP 2055D (05-A)	35 Nos	
7	HP 3015/1020 (12-A)	02 Nos	
8	HP p1005 (35-A)	-	
9	HP p1102 (85-A)	03 Nos	
10	HP 1536dnf (78-A)	02 Nos	
11	HP M12a (79-A)	03 Nos	
12	HP 3015d (55-A)	02 Nos	
13	HP 4515 (64-A)	05 Nos	
14	HP MFP225dn (83-A)	03 Nos	
15	HP402dn(26-A)	30 Nos	
16	HP 3525 Set of 04 Colors	-	
17	HP M251n Set of 04 Colors	01 No	
18	HP M252n Set of 04 Colors	01 No	
19	<u>Toner for Laser Printer (Xerox)</u> Xerox Phaser 3330	42 Nos	
20	Xerox VersaLink B405dn MFP	02 Nos	
21	Xerox VersaLink C400dn (Set of 4 Colors)	01 No	