



**PORT QASIM AUTHORITY**  
BIN QASIM, KARACHI-75020



**NOTICE INVITING TENDER**

Port Qasim Authority, invites sealed tenders from the authorized distributors / suppliers registered with Income Tax & Sales Tax Department under Federal Board of Revenue & Active on Tax Payer List and e-Pak Acquisition & Disposal System (e-PADS) for supply of Toners for (HP Printers).

2. Eligible tenderers may obtain Tender documents and complete description along with Terms and Conditions from the Office of (the) Manager (Procurement), Port Qasim Authority, Karachi, during the office hours 08:30 a.m. to 04:00 p.m. (Monday to Friday) on payment of Rs.500/- fee (non-refundable) in shape of Pay Order in favour of Port Qasim Authority. Tender documents may also be downloaded from PQA/PPRA Websites. The tenderers will have to submit their bids through e-PADS also.

3. The method of procurement shall be Single Stage two (02) envelope procedures under Rule 36(b) of the Public Procurement Rules-2004.

4. The bids prepared in accordance with instruction in the bidding documents in two envelopes basis, one enclosing "Technical Proposal" along with Fixed Earnest Money for Rs.100,000 (Rupees one hundred thousand) "Refundable" in shape of pay order in favor of Port Qasim Authority and other enclosing "Financial Proposals" must reach at the office of Manager (Procurement), Stores Department, Port Qasim Authority, Karachi 07<sup>th</sup> May 2024 by 1100 hours. Technical proposal only shall be opened on the same day at 1130 hours in the Conference Room Admin Building No-II, Port Qasim Authority in presence of tenderers or their authorized representatives who may wish to be present. The documents received after due date and time will not be entertained. Tender submitted without earnest money shall be rejected.

5. The final proposals of technically qualified tenderers shall be opened in presence of tenderers or their authorized representatives who may wish to attend, the date, time & venue to be intimated later. The financial proposals of technically non-qualified tenderers shall be returned unopened.

6. Port Qasim Authority reserves the right to accept or reject any or all bids as per Public Procurement Rules-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all parties.

  
(SHAHNAWAZ MANGRIO)  
SECRETARY

PQA Website : [www.pqa.gov.pk](http://www.pqa.gov.pk)  
Email: [secretary@pqa.gov.pk](mailto:secretary@pqa.gov.pk)



**PORT QASIM AUTHORITY**  
BIN QASIM, KARACHI-75020



PQA/ST/P-146//23-24

Dated: Feb, 2024

**INSTRUCTIONS TO BIDDERS**

Port Qasim Authority, invites sealed tenders from the authorized distributors / suppliers registered with Income Tax and Sales Tax Department under Federal Board of Revenue & Active on Tax Payer List and e-Pak Acquisition & Disposal System (e-PADS) for supply of Toners (for HP Printers). The Tenderers shall quote their rates as follow:

S. #	Description of Items	Qty. Req.	Unit Price	Amount (A)	GST (B)	Grand Total (A+B)
1.	HP- Laser Jet 2015 (53A) Genuine	50				
2.	HP-Laser Jet 2035 / 2055 (05A) Genuine	50				
3.	HP- Laser Jet 1010 – 1022 (12 A) Genuine	05				
4.	HP- Laser Jet 1102 (85 A) Genuine	10				
5.	HP- Laser Jet 4003(151 A) M401D Genuine	20				
6.	HP- Laser Jet PRO 402 (226 A) Genuine	50				
7.	HP- Laser Jet PRO 404 DW Genuine	50				
8.	HP- Laser Jet PRO 406 DW Genuine	30				
9.	HP- Laser Jet PRO 400 (80 A), M401D Genuine	20				

Bid Price Package-A Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)

State the GST Rate in figures & words:- \_\_\_\_\_.

2. Total Bid Price inclusive of GST must be written in figures and words.
3. The successful bidder issue the Purchase Order (P.O) for compliance of supply, if fail his security bond will be forfeited by PQA.
4. Tender without earnest money will not be accepted.
5. In case if tender is not opened on the given date due to unavoidable circumstances the same will be opened on the next date of meeting of tender opening committee and the tenderers will also be informed. The tender will be received from the tenderers signed by the receiving members in sealed condition.

6. The method of procurement shall be by single stage two (02) envelope procedure under Rule 36(b) of the Public Procurement Rules-2004.
7. Firms awarded the contract will be responsible to complete the supply as per Purchase Order (P.O).
8. Sealed tenders from the Authorized Distributors / Suppliers registered with Income Tax and Sales Tax Department under Federal Board of Revenue & Active on Tax Payer List and e-Pak Acquisition & Disposal System (e-PADS) quoted rates as per specification mentioned are to be submitted.
9. Rates quoted must be valid for 180 days from the date of opening of the tender.
10. Rates quoted should be on the basis of free delivery at Port Qasim Authority Stores Department Bin Qasim Karachi-75020 including all taxes and transportation charges. All delivery risks and consequence shall be of the supplier.
11. Hundred percent (100%) payment will be made on completion of full supply and submission of bill in a triplicate, Account No., Name of the Bank to be indicated on the body of the bill to facilitate payment.
12. Liquidated Damages at the rate of 2% of the Contract Price per month maximum 10% of the Contract Price will be recovered if supply is not made within the contract period.
13. All type of taxes including GST and professional Tax etc. will be borne by the tenderers.
14. Only tenderers registered with NTN & General Sales Tax Collectorate and e-Pak Acquisition & Disposal System (EPADS) are eligible. Copy of the General Sales Tax Registration Certificate and Income Tax Certificate must be enclosed with the tender. Latest Taxpayer Online Verification by FBR has to be submitted.
15. Earnest Money of the successful tenderer will be released after satisfactory supply. Earnest Money of other bidders shall be released on issuance of Supply Order to the successful tenderers.
16. Conditional tenders will not be entertained.
17. The validity of supply period is 60 days, from the date of issuance of Supply Order.
18. Rates must be quoted for all the required items. If more than one quality of any items is quoted, rates shall be mentioned separately. The successful bidder will be considered on the basis of lowest evaluated bids.
19. Tender / quotation must be under covering letter on the letter head of the Original Authorized Distributors / Suppliers showing complete address, telephone, fax etc. GST Registration number, Income Tax number and details of the Earnest Money Pay Order shall also be mentioned.

20. Bid/quotation and the attached necessary documents/brochures of offered items alongwith complete NIT must be signed and stamped.
21. Bidders should unconditionally sign, stamp and submit the copy of the complete NIT/Instructions to Bidders.
22. If any bidder fails to submit or comply with above, their bid/quotation will be treated as NON-RESPONSIVE.
23. Sub-standard items will be rejected and returned at the expense of tenderer/authorized distributor.
24. Make / Origin of offered items must be clearly mentioned.
25. Successful tenderer will be responsible to replace / exchange any items at his owned cost, in case found wrong / incorrect at the time of installation within 12 months of supply, *undertaking* to be submitted by tenderer on letter head.
26. Letter / certification that equipment is not refurbished on the letterhead of the participant tenderer.
27. Dealer certification must be furnished along with the tender documents.
28. The proposal for award will be rejected if it is determined that the contactor / supplier recommended for award has been engaged directly or through an agent, in corrupt fraudulent, collusive or coercive, practices, as defined in the PPRA - Rules 2004 while competing for the contract in question.
29. Port Qasim Authority reserves the right to accept or reject any or all bids/quotation as per PPRA-2004 and no claim whatsoever will be entertained in this regard. Authority's decision in this respect shall be final and binding on all parties.

(Director Stores & Procurement)

PQA Website : [www.pqa.gov.pk](http://www.pqa.gov.pk)  
Email: [secretary@pqa.gov.pk](mailto:secretary@pqa.gov.pk)

### EVALUATION CRITERIA

#### Mandatory requirement

	Yes	No	Annex
a. Registration with Income Tax, FBR, SRB & E-PADS			
b. Audited Financial Statement for last three (03) years			
c. Certificate of Original Equipment Manufacturer (OEM)			
d. Sample to be submitted alongwith Bid			

#### SELECTION / QUALIFICATION CRITERIA / TECHNICAL PROPOSALS OF THE FIRM FOR TONER (HP-PRINTER)

S. #	Description of Evaluation Criteria	Minimum Points	Max. Points
1	i. Original Equipment Manufacturer (OEM) 30 Points	20	30
	ii. OEM Authorized Distributor / Supplier 20 points		
2	<u>Experience:</u> i. 30 points for 15 years ii. 10 points for 5 years	10	30
3	<u>Financial Soundness</u> <b>A. Gross Revenue</b> 15 points on minimum PKR 7 Million 01 point for every additional PKR 0.5 million Max. upto 20 points	15	20
	<b>B. Working capital:</b> 10 points on minimum PKR 7 Million 1 point for every additional PKR 0.5 million Max. upto 20 points.	15	20
<b>TOTAL</b>		<b>60</b>	<b>100</b>

(Minimum qualifying points required 60 points)

- Note:**
- i. Information provided shall be judged on the scale mentioned against each item and accordingly the points shall be distributed / allocated.
  - ii. Bidder has to provide documentary evidence in support of the above.