

Tender Notice No.01/2022

Sealed quotations are invited from the reputed firms/suppliers registered with Sales Tax and Income Tax authorities and are also on Active Taxpayers List of Federal Board of Revenue on the basis of "Single Stage – Single Envelope" procedure for supply of Toners, Cartridges and Drums (original brand):-

- i. Tender documents can be obtained from the undersigned during working hours from Monday to Friday (09:00 hrs to 12:30 hrs) against a Pay Order / Demand Draft of **Rs.1,000/-** (Non-refundable) in the favor of Pr. Accounts Officer (D&D), PO Box 1114, Islamabad as tender documents fee.
- ii. Tender documents can also be downloaded from PPRA website. However, quotations / Bids should be accompanied by a Pay Order / Demand Draft of **Rs.1,000/-** (Non-refundable).
- iii. The bids, prepared in accordance with the instructions in the tender documents, must reach to the undersigned through P.O Box 1114, Islamabad on or before **28-10-2022** upto 10:00 hrs. Bids will be opened on the same day at 11:00 hrs at Public Sector Organization Hostel, Street No.1, H-8/1, Near Jamia Salphia, Opp. H-9 College Islamabad.

Sr. Admin Officer-I
PO Box 1114, Islamabad
Phone : 051-9207811
051-9209032, Ext.2429
Fax No: 051-9204908

**PUBLIC SECTOR ORGANIZATION
PO BOX 1114, ISLAMABAD**

**TENDER DOCUMENT FOR SUPPLY OF TONERS,
DRUMS & CARTRIDGES**

Note: The bidder is expected to examine the Tender Document, including all instructions, forms, terms, specifications. Failure to furnish all information required by the Tender document or submission of a Bid not substantially responsive to the Tender Document in every respect would result in the rejection of the Bid.

PUBLIC SECTOR ORGANIZATION
PO Box 1114 ISLAMABAD

Ref No: 2(148)/2022-Admin-I

Date: 10-10-2022

M/s. _____

Subject: **Tender Document for Supply of Toners, Cartridges and Drums.**

Dear Sir,

We are pleased to invite your sealed tenders / quotations for supply of Toners, Cartridges and Drums (original brand) as per attached Annexure on FOR Islamabad basis. While submitting quotation/tender, the following instructions may kindly be followed;-

1. The procurement process shall be governed by **PPRA Rules 2004**.
2. Quotations/Bids are required to be submitted in sealed envelope, for the mentioned items as per **PPRA rule 2004** specifying **Single Stage One Envelope Procedure**.
3. All bidders should be registered with Income Tax & Sales Tax Authorities and shall submit their respective copy of NTN and GST Certificate with the bid.
4. Quantity required is mentioned in this tender document. However, the Competent Authority reserves the right to increase/decrease the quantity on same rates as per the actual need.
5. The bidder / supplier may quote for any number of items. However prices shall be quoted in Pak Rupees inclusive of all taxes which will be valid till 90 days after the opening of quotations.
6. Quotation/Bid should contain the rate per item (inclusive of GST) as per specification provided in this document. Items exempted from GST may be quoted separately.
7. A Pay Order/Demand Draft of **Rs.1,000/- as tender documents fee** (Non-refundable) in favor of Pr. Accounts Officer (D&D) must be attached when submitting the tender if tender documents are downloaded from authority's website.
8. Quotation/Bid should be accompanied by a Pay Order/Demand Draft **equal to 2%** of total quoted amount in form of Bank Draft **as earnest money (Refundable)** in the name of Pr. Accounts Officer (D&D), PO Box.1114, Islamabad. This amount is refundable after the items ordered have been supplied to the satisfaction or the contract has been completed or the case has been finalized.
9. The bidder shall be required to provide the sample of the items quoted to the tender award/purchase committee when demanded.
10. The competent authority will have the right to cancel the contract partially or entirely if items are found substandard, refilled, altered, short in quantity or not supplied timely. The security deposit in that case will be forfeited.
11. This office will not be responsible for any cost or expenses incurred by bidders in connection with preparation and delivery of bids.
12. The successful bidders will have to affect full supply within 30 days of the date of issuance of supply order.

13. The payment will be made on receipt of your bills/invoices after complete supply and subject to inspection as per specification.
14. Bids must be unconditional.
15. Bidding documents should consist of:-
 - a. Proof of registration with income tax and sales tax departments according to Active Taxpayers List.
 - b. Affidavit that firm is not included in blacklisted firms.
 - c. Financial proposal sealed in separate envelope should be in Pak Rupees per unit (including all taxes and any other charges).
16. Quotations/Bids must reach to the undersigned through P.O Box 1114, Islamabad on or before **28-10-2022** upto **10:00 hrs**. However, the tenders/bids will also be accepted by hand on tender opening date 30 minutes before opening of tender. Tender will be opened on the same day at 11:00 hrs at CHASNUPP Hostel, Street No.1, H-8/1, Near Jamia Salphia, Opp. H-9 College Islamabad. Quotations received through Fax or E-mail will not be considered.



Sr. Admin Officer-I
PO Box 1114, Islamabad
Phone : 051-9207811
051-9209032, Ext.2429
Fax No: 051-9204908

Bulk Purchase of Toners, Cartridges & Drums (original brand)			
S. No.	Item	Unit	Qty
1.	TONER HP 26A	Nos.	10
2.	Toner HP 30A	Nos.	8
3.	DRUM HP 32A	Nos.	7
4.	TONER HP 35A	Nos.	3
5.	TONER HP 42A	No.	1
6.	TONER HP 49A	Nos.	3
7.	TONER HP 53A	Nos.	4
8.	TONER HP 76A	Nos.	10
9.	TONER HP 78A	Nos.	15
10.	Toner HP 80A	Nos.	7
11.	TONER HP 83A	Nos.	3
12.	TONER HP 85A	No.	1
13.	TONER HP 90A	Nos.	2
14.	TONER HP 107A	Nos.	2
15.	TONER HP CLIP (NO. CF410A) BLACK	No.	1
16.	DRUM CANON 2018	No.	1
17.	TONER BROTHER 2820	Nos.	7
18.	DRUM BROTHER 2820 (TN-2255)	Nos.	4
19.	TONER BROTHER MFC-7360 (2260)	Nos.	2
20.	TONER SAMSUNG 2850-2851	No.	1
21.	TONER SAMSUNG ML1610	Nos.	3
22.	TONER KONICA MINOLTA 363 (TN-414)	Nos.	2
23.	TONER KONICA MINOLTA 367 (TN-323)	Nos.	4
24.	TONER CANON 328/728 (L-170)	Nos.	6
25.	TONER PANASONIC KX-FL422 88E	Nos.	15
26.	DRUM PANASONIC KX-FL422 89E	Nos.	7
27.	TONER KONICA 458E/558E (TN-516)	Nos.	10

Note:- Toners of original brand will be accepted only. Toners of China / copy or any other brand which is not original will not be accepted.