

Tender Notice No.01/2025

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 Toner Cartridges and Drums:-

- i. Tender documents may also be downloaded from PPRA website. However, quotations/ Bids should be accompanied by a Pay Order/ Demand Draft of Rs.1,000/- (Non-refundable) as tender documents fee if tender documents are downloaded from authority's website.
- ii. 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 **21-03-2025** upto **10:30 hrs**. Bids will be opened the same day at **11:30 hrs** at CHASNUPP Hostel, Street No.1, H-8/1, Near Jamia Salphia, Opp. H-9 College Islamabad.

Pr. Admin Officer-I
PO Box 1114, Islamabad
Phone : 9202297
9209032, Ext.2429
Fax No: 9204908

DOB/C37-213

**PO BOX 1114
ISLAMABAD**

**TENDER DOCUMENT FOR SUPPLY OF TONER
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.

**PO Box 1114
ISLAMABAD**

Ref No: 2(148)/2025-Admin-I

Date: -02-2025

M/s. _____

Subject: **Tender Document for Supply of Toner, Drum and Cartridges.**

Dear Sir,

We are pleased to invite your sealed tenders/quotations for supply of Toner, Drum and Cartridges as per attached Annexure 'A' on FOR Islamabad basis. While forwarding quotation, the following instructions may kindly be followed;-

Introduction / Instructions to Bidders

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 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. Bidders/Suppliers are required to supply/deliver the requisite items as per the given specifications.
5. Quantity required is mentioned under Technical Specifications of this tender document. However, the Competent Authority reserves the right to increase/decrease the quantity on same rates as per the actual need.
6. 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.
7. 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.
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), P.O Box No. 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. The bids should be submitted showing complete description / specification along with signature of Head of Firm / Supplier duly affixed with seal.
9. The bidder shall be required to provide the sample of the items quoted to the tender award/purchase committee.
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 organization 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 15 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 envelope should be in Pak Rupees per unit (including all kind of taxes and any other charges)
16. Quotations/Bids must reach to the undersigned through P.O Box 1114, Islamabad on or before **21-03-2025** upto **10:30 hrs**. Bids will be opened on the same day at 11:30 hrs at **CHASNUPP Hostel, Street No.1, H-8/1, Near Jamia Salphia, Opp. H-9 College Islamabad** Quotations received otherwise without the markings given on the enclosed envelope will not be considered.

**Pr. Admin Officer-I
PO Box 1114, Islamabad
Phone : 9202297
9209032, Ext.2429
Fax No: 9204908**

LIST OF TONERS , CARTRIDGES AND DRUMS

S. No	Toner	Qty
1.	Toner HP 05A	5
2.	Toner HP 107A	2
3.	Toner HP 119A	1
4.	Toner HP 12A	6
5.	Toner HP 147A	2
6.	Toner HP 151A	2
7.	Toner HP 17A	1
8.	Toner HP 19A	2
9.	Toner HP 26A	9
10.	Toner HP 30A	9
11.	Toner HP 32A	6
12.	Toner HP 37A	3
13.	Toner HP 42A	2
14.	Toner HP 49A	3
15.	Toner HP 53A	6
16.	Toner HP 76A	12
17.	Toner HP 78A	12
18.	Toner HP 80A	5
19.	Toner HP 83A	4
20.	Toner HP 85A	1
21.	Toner HP 90A	1
22.	Toner HP CE-410A for HP 305A	1
23.	Toner HP 477 (CF-410-11-12-13A)	2
24.	Toner Konica 367 (TN-323)	5
25.	Toner Konica 450i (TN-628)	2
26.	Toner Konica Minolta Bizhub-215	2
27.	Toner Konica PPC 458/558 No. TN-515/516	9
28.	Toner Panasonic 422 (KX-FAT-88E)	2
29.	Toner Ricoh MP-2014 AD	1
30.	Toner Samsung ML-1610	1
31.	Drum Brother Fax TN-2255	2
32.	Toner Brother Fax TN-2260	3
33.	Toner Canon Fax 328 (L-170)	5
34.	Toner Canon PPC 2625i (NPG-84)	1
35.	Toner Canon PPC NPG-73	1
36.	Toner for Konica 7090 (TN-515 AAJ)	1