

GOVERNMENT OF PAKISTAN

Cheque No.

A 0084780

(F) A0084780

Token No: 060581

A/C No.

A/C Type

NON FOOD A/C

Pre-Audit Cheque

Dated

12.05.2025

Department

Office of

PAKISTAN METEOROLOGICAL DEPARTMENT HQs CAMP OFFICE KARACHI

On the State Bank of Pakistan National Bank of Pakistan

Pay to

PPRA HABIB BANK LIMITED PK17HABB00004540013100701

Rs.

\*\*\*15,000/-\*\*\*

Rupees

FIFTEEN THOUSAND ONLY

and charge the same against the account of the Government of Pakistan

N.B. This cheque is valid for three months only after the month of issue or 30th June, whichever is earlier.

DO NOT WRITE BELOW THIS LINE

Assistant Accountant General

Accounts Officer

CODE No. 143

PAYEE'S ACCOUNT ONLY





No. IP-2(3)/Printer Toners/624/2024-25  
**GOVERNMENT OF PAKISTAN**  
**PAKISTAN METEOROLOGICAL DEPARTMENT**  
**(HEADQUARTER'S CAMP OFFICE)**  
**KARACHI**

*Meteorological Complex, University Road,*  
*P. O. Box No. 8454, Karachi-75270*  
*Tele No. 021-99261425, Fax No. 021-99261405*  
*Website: <http://www.pmd.gov.pk/> ,*  
*Email: [procurement.kar@gmail.com](mailto:procurement.kar@gmail.com)*

Karachi, the May 13 , 2025.

To,

The Deputy Director  
Public Procurement Regulatory Authority,  
(Cabinet Division),  
1<sup>st</sup> Floor, FBC Building Sector G-5/2,  
Near State Bank of Pakistan,  
ISLAMABAD.  
(Kind Attention: Mr. Faraz, D.D)

**SUB. : SUBMISSION OF CHEQUE OF RS.15,000/- (ADVANCE PAYMENT) .**

Kindly find enclosed herewith original cheque No. A0084780 dated 12-05-2025 amounting to Rs.15,000/- issued from DGPR, Karachi against invoice (copy enclosed) for advance payment of tender fees regarding uploading of Tender Notice No. IP-2(3)/Printer Toners/6242024-25/5 for the purchase of printer toners.

Acknowledgment receipt may kindly be sent to this office for record.

**(FAHEEM UDDIN)**

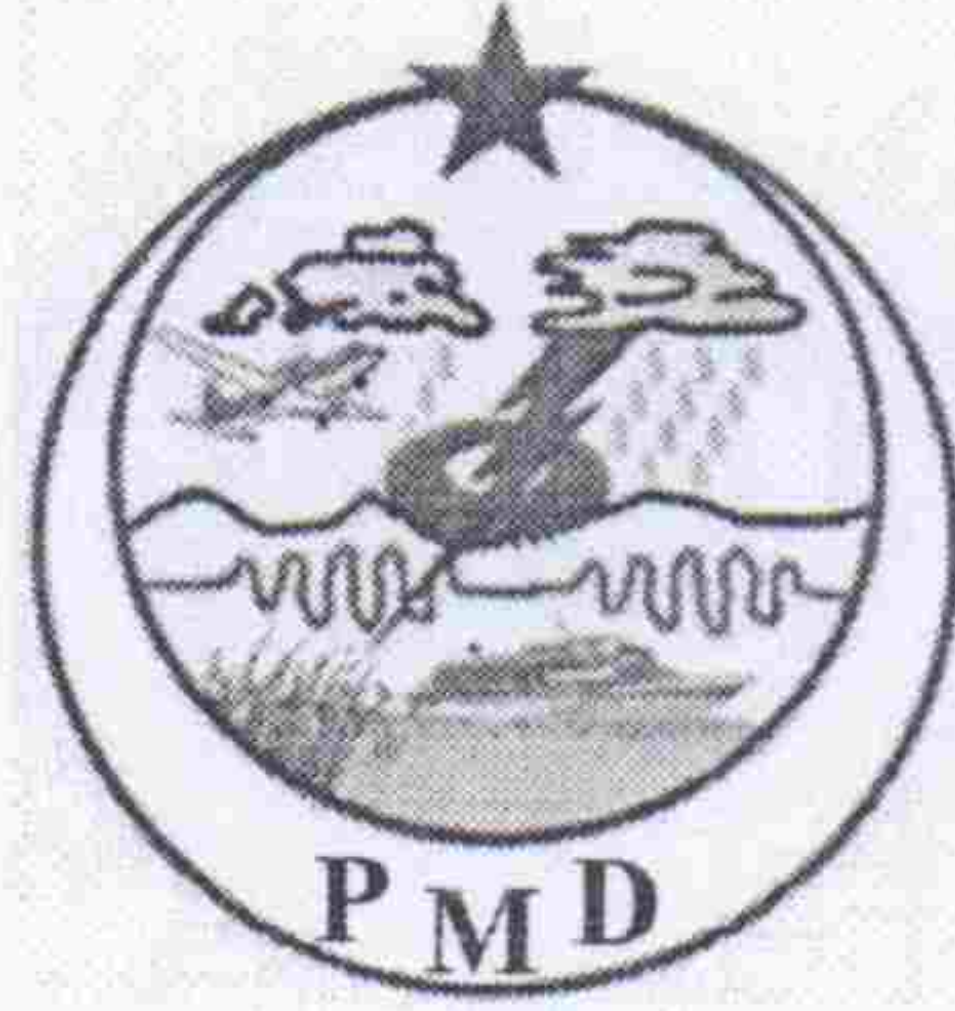
Meteorologist  
for Director General

Copy to:

D.D.O (Cash), Met. H.Q's Camp Office, Karachi.



**GOVERNMENT OF PAKISTAN**  
**Pakistan Meteorological Department**  
Indent & Purchase (I&P) Section  
Meteorological Complex, Headquarter (Camp) Office  
University Road Karachi



**(INVITATION TO BID)**

**F. No. IP-2(3)/Printer Toners/6242024-25/5**

***SUPPLY ON F.O.R. BASIS***

**PRINTER TONERS**

**PAKISTAN METEOROLOGICAL DEPARTMENT**  
Indent and Purchase (I & P) Section, Meteorological H.Q's Camp Office  
Meteorological Complex, University Road, Karachi

Phone No. 021-99261425

Fax No. 021-99261405

Email: procurement.kar@gmail.com

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*13/5/25*  
**CONTROLLING OFFICER**  
Headquarter Camp Office  
Pakistan Meteorological Department  
Karachi





Tel: (+92-21) 99261425  
Fax: (+92-21) 99261405

No. 1P-2(3)/Printer Toners/624/2024-25/5  
Government of Pakistan  
Ministry of Defence  
Pakistan Meteorological Department  
Headquarters Camp Office, Met. Complex,  
University Road, Karachi.

### **TENDER NOTICE NO. 5 (2024-25)**

Pakistan Meteorological Department, Karachi invites sealed quotations from reputable firms registered with the Sales Tax & Income Tax Departments for supply of Printer Toners.

| S. No.  | Description of items                     | Qty. | Dates & time |
|---|--|------|--------------|
| <b>Items to be purchased on F.O.R. (Pak. Rs.) Karachi Basis</b> |  |      |              |
| 1   | HP laser Jet MFP 135a                    | 106A | 2 Nos.       |
| 2   | HP Laser Jet 107a                        | 107A | 5 Nos.       |
| 3   | HP Laser Jet 2300 Series                 | 10A  | 1 No.        |
| 4   | HP Laser Jet 1020                        | 12A  | 9 Nos.       |
| 5   | HP Laser Jet Multipurpose W1106A         | 135A | 1 No.        |
| 6   | HP Laser Jet M102a                       | 17A  | 10 Nos.      |
| 7   | HP Laser Jet Pro M402dne                 | 26A  | 1 No.        |
| 8   | HP Laser Jet M1120MFP                    | 36A  | 1 No.        |
| 9   | HP Laser Jet 1320                        | 49A  | 5 Nos.       |
| 10  | HP Colour Laser M553 PCL6 (Four Colours) | 508A | 1 No.        |
| 11  | HP Laser Jet 2015dn                      | 53A  | 1 No.        |
| 12  | HP Laser Jet Pro M12w                    | 79A  | 1 No.        |
| 13  | HP Laser Jet Pro M 401a                  | 80A  | 3 Nos.       |
| 14  | HP Laser Jet P1102W                      | 85A  | 5 Nos.       |
| 15  | HP Laser Jet Pro M12a                    | 79A  | 1 No.        |

29-05-2025  
Closing at 1100PST &  
Opening at 1130 PST

#### **Instruction to Bidders:**

1. Earnest Money (refundable) 2% of the offer in shape of Bank Draft / Pay Order in favour of Director General Meteorological Services, Karachi should be submitted with the bid.
2. The bid received within stipulated date and time, will be opened by the committee on the same day (as mentioned above) in the presence of bidders or their authorize representatives.
3. All the firms are directed to quote their bids online through EPADS (PPRA) as well as original bids must be submitted in hard form to Pakistan Meteorological Department, I & P Section, Met. H.Q's Camp Office, Met. Complex, University Road, Karachi.
4. Single-Stage single envelope procedures will be adopted.
5. This office reserves the right to accept or reject any offer or complete TENDER according to PPRA Rules, 2004.
6. Detailed specifications (Free of Cost) can be downloaded from websites: [www.ppra.org](http://www.ppra.org) or [www.pmd.gov.pk](http://www.pmd.gov.pk) or [www.eprocure.gov.pk](http://www.eprocure.gov.pk) (EPADS)

(AMEER HYDER)  
Director (Controlling Officer)  
for Director General  
**CONTROLLING OFFICER**  
**Headquarter Camp Office,**  
**Pakistan Meteorological Department**  
**Karachi**



**SPECIFICATION OF ITEMS**  
**FORM OF QUOTATIONS**

*Aug*  
**FOR SUPPLY ON F.O.R (Pak Rs.) BASIS**

**CONTROLLING OFFICER**  
**Headquarter Camp Office,**  
**Pakistan Meteorological Department**  
**Karachi**



IP-2(3)/Printer Toners/624/2024-25

Due Open on 29-05-2025 at 1130PST

| S. No. | Description of Stores                    |      | Quantity |
|--------|--|------|----------|
| 1      | HP laser Jet MFP 135a                    | 106A | 2Nos.    |
| 2      | HP Laser Jet 107a                        | 107A | 5Nos.    |
| 3      | HP Laser Jet 2300 Series                 | 10A  | 1No.     |
| 4      | HP Laser Jet 1020                        | 12A  | 9 Nos.   |
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| 15     | HP Laser Jet Pro M12a                    | 79A  | 1No.     |

- Note:** i) Toners must be genuine / original.  
 ii) Compatible Toners are not acceptable.  
 ii) Length of expiry of toner must be sufficient.  
 iii) Country of origin must be mentioned.

**CONTROLLING OFFICER**  
 Headquarter Camp Office,  
 Pakistan Meteorological Department  
 Karachi



# INSTRURCTIONS TO BIDDERS / TERMS AND CONDITIONS

*[Signature]*  
**CONTROLLING OFFICER**  
**Headquarter Camp Office**  
**Pakistan Meteorological Department**  
**Karachi**



**GOVERNMENT OF PAKISTAN**  
**PAKISTAN METEOROLOGICAL DEPARTMENT**  
**H.Q. Camp Office, University Road, Karachi-75270**

1. Any addition, deletion or modification of any clause of the procurement terms & conditions of PMD by vendor will not be acceptable and may lead to rejection of the bid.
2. Only registered suppliers, who are on Active Taxpayer List (ATL) of FBR are eligible to participate in tender. Please attach GST, NTN and ATL Certificates with Technical Offer.
3. The supplier is well established firm / company in the business of relevant field with sound financial status.
4. The contract will be executed and handed over in satisfactory conditions up to the entire satisfaction of PMD.
5. The bidder is required to furnish in form of pay order equivalent to 2% of the total bid price as Earnest Money in favour of "Director General Meteorological Services, Karachi. Any bid not accompanied by Earnest Money shall be rejected without any right of appeal.
6. Part / Advance payment is not allowed.
7. After opening of bids PMD, Karachi will examine the bid completeness as per tender documents.
8. Purchase order(s) will be awarded to the lowest and technically recommended bidder (s) on the basis of item wise/ subtotal wise/ grand total wise according to the nature of item.
9. PMD, Karachi will follow the PPRA rule of **Single stage one envelope procedure:**
  - **The Proposal shall contain the following:**
    - (i) Detailed Specification on company's letter head with sign and stamp.
    - (ii) Certificates of GST, NTN, ATL, Affidavit that Company is not black listed and CNIC of the owner.
    - (iii) Original pay order of 2% earnest money.
    - (iv) Terms and conditions of Tender signed and stamped by the company.
    - (v) Brochure/ Literature of Items (if necessary)
    - (vi) Price Proposal / Quotation on original letter head including all taxes.
    - (vii) Certificate that toners are genuine/ original with country of origin.
10. Bidders cannot challenge the finding of the evaluation or ask for reason of disqualification.
11. All the firms are directed to quote their bids online through EPADS (PPRA) as well as original bids must be submitted in hard form to Pakistan Meteorological Department, I & P Section, Met. H.Q's Camp Office, Met. Complex, University Road, Karachi up date & time mentioned against each item.
12. The envelope should be marked as under:  
**PAKISTAN METEOROLOGICAL DEPARTMENT**  
**Indent and Purchase Section**  
**Meteorological Complex, University Road, Karachi**  
**Tel : 021-99261425, 021-99261410 Ext. : 211**
13. The envelope shall also bear the word "**CONFIDENTIAL**" and following identification quotation of "**Tender Notice No. IP-2(3)/Printer Tender/624/2024-25/5**".
14. If the delivered goods / services are not according to the required quality standards/specification, the same shall be liable to be rejected after inspection. The vendor would be required to supply as per requirements mentioned in Quotation, otherwise the purchase /work order will be cancelled with confiscation of earnest money.
15. Income Tax and any other tax will be deducted at source according to Government prevailing rules.
16. Payment will be made on submission of Invoice in the name of "Pakistan Meteorological Department, Karachi" with GST invoice and copy of delivery challan (s) after the complete order has been supplied, inspected and accepted which includes delivery / installation and PMD acceptance / inspection thereof.
17. All the prices should be quoted on **F.O.R. (Pak Rupees)**.
18. All prices should be valid for **60days**, withdrawal or any modification of the original offer within the validity period shall entitle PMD to forfeit the earnest money in favour of the PMD and /or put a ban on such vendor participation in PMD tenders/ works.



19. It is the sole responsibility of the agent/ supplier/ manufacturer to comply with the applicable laws, be national or international.
20. In case of any dispute, decision of the Chairman Purchase Committee will be final and binding upon the parties.
21. The PMD reserves the right to modify the quantities of goods / services at any time before the award of purchase / work order.

**22. Criteria for Evaluation:**


- The firm / supplier must be registered with GST/ Income Tax Department.
- The firm / supplier must be included in Active Taxpayer List.
- The firm / supplier must not be black listed by procuring agency / Govt. Office.
- During the technical evaluation no amendments in the technical proposal shall be permitted.
- Technical Evaluation will be done on the basis of detailed specification / sample provided. Any offer/ sample not meeting the standard shall be rejected
- 2% Earnest money must be deposited in the form of Pay order/ Bank Draft.

**23. General or Special Conditions of contract clause:**

- i) Purchase / work order (s) will be awarded on item wise basis as mentioned in form of quotation.
- ii) In case of placement of contract supplier is required to pay STAMP DUTY to Government of Sindh or require to submitted STAMP PAPER @0.35% of the contract value to this office under Article 15(a) of the Schedule to the Stamp Act, 1899.
- iii) Successful Tenderers / Firm is required to submit pay order of 3% of the total contract value including all taxes , to meet the requirement of 5% security deposit within week time failing which the Earnest Money will be forfeited and risk purchase effected at the cost of such defaulting firm.

**24. Delivery time or completion schedule/ penalty clause:**

- i) Delivery of Stores: Store is required on F.O.R. , Karachi basis at Central Meteorological Store, Karachi within 15 days from the date of contract on free delivery to consignee basis, including all taxes and other charges livable, if any.
- ii) If the vendor fails to deliver the goods / services to Central Meteorological Store, Karachi in time then the penalty will be charged as under:
  - a) 1% per day of the invoice price for 5 working days.
  - b) 2% per day of the invoice price for further 5 working days.
  - c) If the vendor fails to deliver the goods / service during the extended period then the purchase / work order may be cancelled, earnest money and payment may be forfeited.

  
**CONTROLLING OFFICER**  
 Headquarter Camp Office  
 Pakistan Meteorological Department  
 Karachi

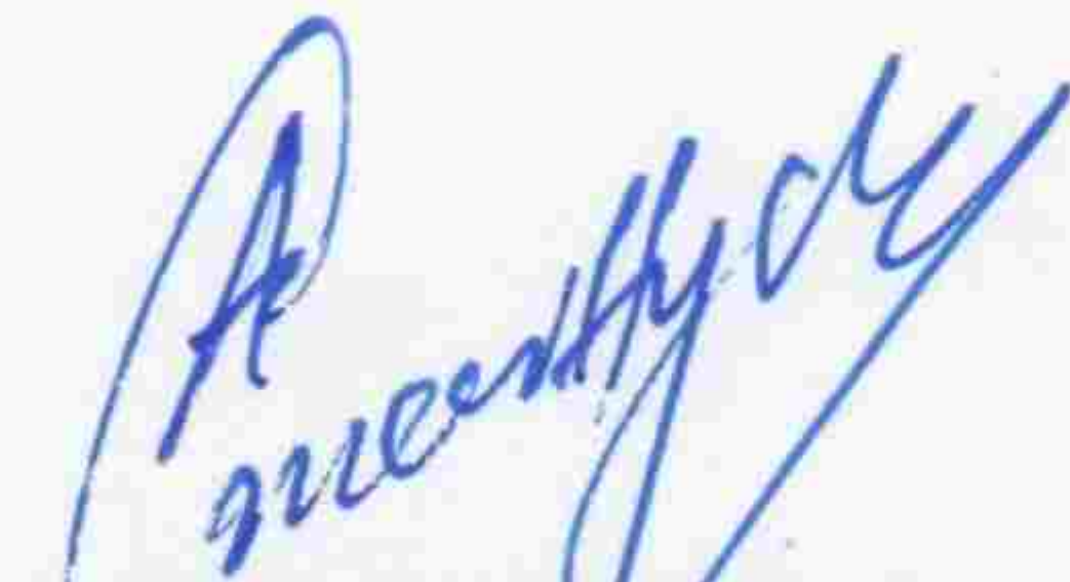


25. The bidder should furnish a certificate as worded below in token of acceptance of all the terms and Conditions of the tender. Otherwise the tender will not be considered under any circumstances.
26. I/ We the undersigned certify that the terms and conditions are contained in the documents vise Terms and conditions for Tender Notice of PMD, Karachi are accepted and that in the event of selection of my /our rate the agreement in the prescribed form will be entered into.

- Company / Vendor Name :
- Postal Address:
- Telephone / Mobile No.
- Email:

Signature : \_\_\_\_\_  
(Participating firm)

Stamp: \_\_\_\_\_



(AMEER HYDER)

Director (Controlling Officer)  
for Director General

Pakistan Meteorological Department

**CONTROLLING OFFICER**  
**Headquarter Camp Office.**  
**Pakistan Meteorological Department**  
**Karachi**