

NATIONAL ASSEMBLY SECRETARIAT
(Administration Branch)



TENDER DOCUMENT

for

“Annual Tender for the purchase of
Copy Printer Ink and Master Roll/ Toner”

Section Officer (Procurement)
National Assembly Secretariat,
Parliament House,
Islamabad,
Phone No.051-9103214

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NATIONAL ASSEMBLY SECRETARIAT

ANNUAL TENDER FOR PURCHASE OF COPY PRINTER INK AND
MASTER ROLL / PHOTO COPIERS TONERS (DIFFERENT MODELS),

Sealed bids under single stage two envelope procedures are invited from local reputed firms having experience of 05 years for “**Supply of Copy Printer Ink and Master Roll/ Photo Copiers Toners (Different Models)**” for the National Assembly Secretariat, Islamabad and when required during a period of one complete year. The interested firms shall apply for the tender along with their profile, proof of financial stability along with the details of similar services executed in Islamabad during last five years. Conditional and incomplete tender shall not be accepted. Tender should reach by hand or through registered courier to Section Officer (Admn), National Assembly Secretariat, Parliament House, Islamabad, on or before 20th January, 2025, at **11.00 a.m.** The tenders will be opened on the same day at 11.30 a.m. in the presence of Contractors/Bidders, who may like to be present on the occasion. No document will be issued on the date fixed for opening of the tenders.

A. MANDATORY REQUIREMENTS

- i. Firm/contractor should be Rawalpindi/Islamabad based full name of firm/contractor along-with postal address, Telephone, Fax, E-mail, details of administrative setup and local office in Islamabad/Rawalpindi.
- ii. Status of Firm/Contractor (ownership) with year of establishment, attach (documentary Evidence).
- iii. Firm should have minimum experience of five (5) years of provision of such services to government/autonomous/Private departments. (Attach Evidence)
- iv. Bidder should be an active tax payer GST & NTN registration date must be before of tendering date. (Attach Evidence)
- v. Firm’s Bank Account Statements for the period of one (01) year.
- vi. A Call deposit of amounting to **Rs.100,000/-** (Rupees one hundred thousand) only (Refundable to the unsuccessful bidders on issuing of contract to successful bidder) in shape of pay order/Bank draft (Cheque will not be accepted) in favour of Section Officer (Admn), National Assembly Secretariat, Islamabad, should be attached with the technical proposal.
- vii. An undertaking on **Rs.100/-** Judicial (Original) Stamp paper bearing the firms/contractors is not blacklisted by any government department.
- viii. Samples of Ink/Master Rolls/Toners may be provided with Technical proposal.
- ix. Manufacturer Authorization letter may be provided.(Attach Copy).
- x. Interested firms will register themselves on the portal E-PADS of PPRA Website Tender must be submitted by e-procurement methods of PPRA as well as a hard copy (Sealed).

GENERAL TERMS & CONDITIONS

- i. Tender notice issued on Press / PPRA's /National Assembly Secretariat's Websites.
- ii. Bid should be addressed to the Section Officer (Admn), National Assembly Secretariat, Islamabad.
- iii. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "**FINANCIAL PROPOSAL**" and "**TECHNICAL PROPOSAL**".
- iv. All supporting documents must be attached with Technical Proposal.
- v. Firms already satisfactorily working with Government Organizations will be preferred. Documents / any proof will be required for satisfactory performance/ execution of similar tasks in near past.
- vi. The scrutiny committee shall evaluate the technical proposal in a manner prescribed as per mandatory requirements given without reference to the price and reject any proposal which does not conform to the specified requirements.
- vii. The bidder should quote rates clearly in the Financial Proposal as per annexure "B". Cutting & over writing will not be accepted and tender will be rejected.
- viii. The rates inclusive of all taxes quoted by contractor through bid are applicable for one complete year extendable for further one year with mutual consent.
- ix. Bidder must fulfill all mandatory requirements/ (score/achieve 12 as passing marks out of 15 marks) in technical qualification to become eligible for participating in financial bid. The financial bids of technically disqualified bidders shall not be entertained as per PPRA Rules.
- x. All pages of Technical and Financial proposal will be duly signed and stamped by the bidder.
- xi. If any clause of bidding document/contract agreement/SoP is not accepted by bidder, then his bid will be rejected without any reason.
- xii. National Assembly Secretariat reserves the right to accept or reject any or all bids as per provisions of PPRA Rules.
- xiii. For any further clarification companies may contact the Section Officer (Admn), National Assembly Secretariat.

TECHNICAL BID FORM

1. Name of the company/Contractor _____
- i) Rawalpindi/ Islamabad. _____ ii). Telephone No. _____
- iii). Email. _____ iv). Postal Address. _____
- v). Cell No. _____ vi) CNIC No. _____
(Attach Copy)

2. Date of Establishment. (i) _____ ii). Sole Proprietorship. _____
- iii). AOP. _____ iv). Company. _____

3. Experience. _____ (Five work orders of last five years Attach Evidence)
- (i) Clients in Rawalpindi/Islamabad.

S.No.	Name of Department	Contract Number

4. i). GST No. _____ ii). NTN No. _____
(Evidence Attached) (Evidence Attached)
- iii). ATL Certificate. _____ (Evidence Attached)
5. Bank Name & IBAN Account No. _____
(Attach statement for one year))
6. Call Deposit of pay order/bank draft No. _____ (Cheque will not be accepted)
7. Non Black Listing Certificate on Stamp Paper (Evidence Attached)
8. Samples of Ink/ Master Rolls/Toners. (Samples Attached)
9. Manufacturer Authorization Letter. (Evidence Attached)

Owner/Bidder

Sign/Stamp

NATIONAL ASSEMBLY SECRETARIAT

(Administration Branch)

**LIST OF INK/MASTER ROLLS FOR COPY PRINTERS (DIFFERENT MODELS)
AND TONERS FOR PHOTO-COPIERS INSTALLED IN THE NATIONAL
ASSEMBLY SECRETARIAT, PARLIAMENT HOUSE, ISLAMABAD.**

S.No.	Name of Articles	Make	Rate (Including all taxes)
1.	Master Roll for Digital copy Printer "RISO-SF-5330"	Original	Per Roll Rs.
2.	Ink for Digital copy Printer "RISO-SF-5330"	Original	Per Roll Rs.
3.	Master Roll for Digital Copy Printer "RISO-SF-5130"	Original	Per Roll Rs.
4.	Ink for Digital Copy Printer "RISO-SF-5130"	Original	Per Roll Rs.
5.	Toner for Photo-Copier Canon I.R Advance DX-8905	Original	Per Toner Rs.
6.	Toner for Photo-Copier Canon 2935i	Original	Per Toner Rs.

(All items should be supplied in original quality)

Stamp of firm: _____

Signature of firm: _____