



## FINANCE DEPARTMENT GOVERNMENT OF SINDH

**TENDER INQUIRY NO. FD (CTC-I) 04 (08) / 2013-2014**

# ***BIDDING DOCUMENTS***

**Name of Tender:** Purchase of Cartridges/Toners for Printers

**Official Address:** Room No. 171, Care Taker Cell,  
Finance Department, Building No. 06,  
A.K Lodhi Block, Sindh Secretariat,  
Shah-r-Kamal Attaturk, Karachi.

**Phone No:** 021-99222113

**Closing Day, Date & Time  
For Collecting of RFQ:** Friday, 04<sup>th</sup> April, 2014 at 05:00 p.m

**Tender Opening Day, Date  
& Time:** Monday, 07<sup>th</sup> April, 2014 at 1:00 p.m

**Cost of Documents:** Rs. 1,500/- (Rupees Fifteen Hundred) Only

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GOVERNMENT OF SINDH  
FINANCE DEPARTMENT

Karachi dated the 17<sup>th</sup> March, 2014

To,  
M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**Subject: Invitation of the Tender Inquiry No. FD (CTC-I) 04 (08)/2013-14,  
for Purchasing of Printer's Cartridges/Toners**

I am directed to hereby invite your Firm to submit your Bid for the Tender of Purchasing of Printer's Cartridges/Toners as per details in Schedule (Annexure-C) through this invitation letter. The contract resulting from this invitation to tender shall be governed by conditions of contract as contained on Annexure-A.

2. The Bidder shall submit the Bid in two separate sealed envelopes clearly marked as "*Technical Proposal*" and "*Financial Proposal*".
3. The Departmental Purchase Committee (DPC) of Finance Department will open the Technical Proposals (Annexure-C) in the first instance for evaluation per criteria given at (Annexure-A) & (Annexure-B), on **Monday, 07<sup>th</sup> April, 2014** at 01:00 P.m in the presence of Bidders or their authorized representatives, who may like to be present.
4. The Departmental Purchase Committee (DPC) will open the Financial Proposal (Annexure-D) of the bidders whose Technical Proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives who may like to be present. The Final decision of the contract would also depend on the overall Budgetary Allocations.
5. Failure to submit the Tender in the manner prescribed in the invitation to the Tender and it's related scheduled and Annexure will render the same liable to be ignored / rejected.
6. The Finance Department does not pledge to accept the lowest or any tender and reserve the rights in accordance of SPPRA Rule-25 to cancel the Bidding Process at any time prior to the acceptance of a Bid or Proposals.

-Sd-  
(Aamir Zia Isran)  
Section Officer (B&A)  
For Secretary to Government of Sindh

**GENERAL TERMS & CONDITIONS:-**

**A. Selection Method:**

1. Selection Method of Bid is being involved on the basis of *Single-Stage Two-Envelopes Procedure*.
2. The Technical Proposals would be scrutinized by the “Departmental Purchase Committee” and “Financial Proposals” of only technically qualified firms will be considered and opened on the date as announced/conveyed by the DPC/Finance Department and the rest of will be returned unopened.
3. Only one authorized representative per bidder will be allowed to attend the opening of Bids. A representative from a bidder will be required to submit an authority letter in his/her favor by the respective bidders for attending the opening of Bids.
4. The Finance Department will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of bid. Bidders shall submit Bids, which comply with the Bidding Documents. Alternative Bids will not be considered.

**B. BID SECURITY:**

1. A Bid Security, in the shape of a Bank Draft/ Pay order in favor of Section Officer (B&A), Finance Department, Government of Sindh.
2. Equivalent to 5% of the total value as earnest money.

**C. VALIDITY OF THE PROPOSAL:**

The Bid validity period will be (02) months, starting from the last date for receipt of bid submission and all prices shall remain valid for (02) months, however, the responding organization is encouraged to state a longer period of validity for the proposals.

**D. CURRENCY:**

The Financial Proposals shall be quoted in Pakistani Rupees (PKR) Only.

**E. WITH-HOLDING TAX, SALES TAX & OTHER TAXES:**

1. The responding Organization is hereby informed that the Government shall deduct Taxes at the rate prescribed under the Tax Laws of Pakistan, from all payments for services rendered by any responding organization who signs a contract with the Government. The responding organization will be responsible for all taxes on transactions and /or income which may be levied by Government. If responding organization is exempted from any specific taxes, then it is advised to provide the relevant documents with the proposal.

2. The firm should be registered with Income Tax, Sales Tax (Registration Numbers should be clearly mentioned and valid documentary evidence be attached).

## **F. WITH DRAWAL OR QUALIFYING OF TENDER:**

The last tender received shall supersede and invalidate all tenders previously submitted by the bidder. A tender may be withdrawn at any time up to the Official tender closing date & time.

## **G. VALIDITY OF TENDER:**

Validity of tender will be based on the following:-

1. Late Tender -Must be rejected.
2. Form of Tender & Envelopes improperly Marked or not used. -Must be rejected.
3. Tender not completed in ink or type writer -Must be rejected.
4. Restrictions, Qualifications, Omissions or additions made to Tender. -Must be rejected.
5. Tender not properly signed. -Must be rejected.
6. Arithmetic Errors. -Must be rejected.
7. Erasures, overwriting or strike-outs may be accepted, provided that they are clear, prices are legible and any such changes are initiated by the Bidder.
8. Despite any other provision in this Tender documents, the Finance Department shall have the right to:
  - a) Accept or Reject any Tender or Portion thereof;
  - b) Reject all Tenders;
  - c) The lowest or any Tender will not necessarily be accepted.

## **H. MODE OF PAYMENT:**

Payment will be received to the Firm against the supply through a Cross Cheque from Accountant General Sindh (AG Sindh).

## **I. COMMUNICATION:**

Inquiries regarding this RFQ shall be submitted in writing to:

“SECTION OFFICER (B&A), ROOM NO. 171, GROUND FLOOR, FINANCE DEPARTMENT, A.K LODHI BLOCK, SINDH SECRETARIAT SHAH-R-KAMAL ATTATURK, KARACHI”.  
Ph No. 021-99222113

## **J. MODE OF DELIVERY:**

Bids must be submitted in two separate envelopes clearly marked as “**Technical Proposal**” & “**Financial Proposal**” by **12:00 Noon** on **Monday, 07<sup>th</sup> April, 2014** on the address given at above serial “**I**”.

*The Bidders should examine carefully the terms & conditions of the Tender. They should also visit the Office of Finance Department at any time during working hours at their own expenses and obtain all necessary information prior to submitting the tender. Clarification if any, about the job may be obtained from the Section Officer (B&A) or Caretaker Cell at any time during working hours before submitting tenders. Once the Tender is submitted, it will be assumed that no further clarification is required.*

Finance Department reserves the rights to extend the opening date of the Bids, cancel the Tender or accept/reject any or all Bids without assigning any reasons.

**NOTE:-**

- Any effort by a bidder to influence the contract in DPC's decision in respect of Bid Evaluation or contract award will result in the rejection of the Bidder's Bid.

## ANNEXURE-B:

### ➤ EVALUATION CRITERIA & COMPARISON OF BIDS:

Bidders who have been qualified on the basis of the preliminary evaluation shall be eligible for a de-evaluation. The purchase will evaluate and compare the bid that have been determined to be substantial responsive. The evaluation will be performed assuming the contract will be awarded to the high evaluated bidder for the entire information system.

The following weights will be used in the evaluation of bids:-

Technical Evaluation: - 70%

Financial Evaluation: - 30%

### **The Technical Bids shall be evaluated on the basis of following parameters**

Sr. No	Evaluation parameters	Total Marks	Brief	Remarks from bidder
<b><u>Company Information:</u></b>				
Required Field	Marks	200	Documentary evidence attached or not	
<b>1.</b>	Registered Name of Bidder	25	25 Marks will be given to bidder who registered in Industries Department, Govt of Sindh	<b>Yes</b> ( ) <b>No</b> ( )
<b>2.</b>	No of Years in Business	25	25 Marks if the firm proves 05-years experience	<b>Yes</b> ( ) <b>No</b> ( )
<b>3.</b>	Bank certificate	25	25 Marks if the Financial position is sound	<b>Yes</b> ( ) <b>No</b> ( )
<b>4.</b>	NTN Registration Certificate	25	25 Marks if firm has NTN Certificate	<b>Yes</b> ( ) <b>No</b> ( )
<b>5.</b>	Sales Tax Registration Certificate	25	25 Marks if Firm is registered with Sales Tax department.	<b>Yes</b> ( ) <b>No</b> ( )
<b>6.</b>	Chamber of commerce or its allied body	15	15 Marks if Firm is a member of any chamber	<b>Yes</b> ( ) <b>No</b> ( )
<b>7.</b>	Affidavit	10	10 Marks will be given to the bidder who provided a affidavit on stamp paper that the firm has not been blacklisted by private, Govt, Semi Govt, and Autonomous Body)	<b>Yes</b> ( ) <b>No</b> ( )
<b>8.</b>	ISO Quality Certifications along with ISO certified Yield Certifications	25	25 Marks will be given to bidder who provided ISO Certificates for quality & Yield	<b>Yes</b> ( ) <b>No</b> ( )
<b>9.</b>	Authorization/dealership certificate from OEM (Original Equipment Manufacturer).	15	15 Marks will be given to bidder who provided Authorization/ dealership Certificates of the principle	<b>Yes</b> ( ) <b>No</b> ( )
<b>10.</b>	Principle presence in Pakistan	10	10 Marks will be given to the bidder whose principle presence in Pakistan.	<b>Yes</b> ( ) <b>No</b> ( )
<b><u>Technical Proposal:</u></b>				
<b>11.</b>	01-year cartridge shelf life warranty backed up the principle	50	50 Marks will be given to the bidder who provided warranty of cartridges (atleast 01-year)	<b>Yes</b> ( ) <b>No</b> ( )
<b>12.</b>	Replacement warranty of faulty		50 Marks will be given to the bidder	<b>Yes</b> ( )

	Cartridges/Toners backed up the Principle	50	<b>100</b>	who provides warranty for replacement of cartridges despite being consumed 25% or even more.	<b>No</b> ( )
<b><u>After-Sale-Support Capabilities:</u></b>					
<b>13.</b>	Catalogue evidence of workshop products and machinery & tools installed	25	<b>100</b>	25 Marks if the firm has established workshop along with list of tools/equipments installed	<b>Yes</b> ( ) <b>No</b> ( )
<b>14.</b>	List of Qualified/Certified support team of Professionals	25		25 Marks if the firm has minimum 03-qualified/certified team or skilled professionals with experience of 05-years	<b>Yes</b> ( ) <b>No</b> ( )
<b>15.</b>	Customer feedback certificate	25		25 Marks if the firm has customer feedback certificate from customer	<b>Yes</b> ( ) <b>No</b> ( )
<b><u>Financial Capabilities:</u></b>					
<b>16.</b>	Bank Credit Certificate	20	<b>20</b>	20 Marks on production of Bank Credit Certificate	<b>Yes</b> ( ) <b>No</b> ( )
<b><u>Relevant Experience:</u></b>					
<b>17.</b>	Experience in field	100	<b>100</b>	100 Marks if the firm has attached proofs/work orders or completion certificates of similar projects. Minimum 10 proofs required.	<b>Yes</b> ( ) <b>No</b> ( )

**Note:** The required field at **Sr # 04, Sr # 05, Sr # 08, Sr # 09, Sr # 10, Sr # 11 & Sr # 12** should be provided by each & every interested firm and must get **350 Marks (out of 520)** in Technical Proposals for qualifying as per above mentioned criteria.



# DESCRIPTION

Sr. No	Printer Type	Type of Toner/Cartridge	Quantity Required
1.	HP-1200	PR-Q7115A	40 Nos
2.	HP-1320	PR-Q5949A	60 Nos
3.	HP-2400/2410	PR-Q6511A	02 Nos
4.	HP-3015	PR-CE255A	05 Nos
5.	HP-3005	PR-Q7551A	15 Nos
6.	HP-1102	PR-CE285A	100 Nos
7.	HP-1505	PR-CB436A	06 Nos
8.	HP-2015	PR-Q7553A	60 Nos
9.	HP-1020/1018	PR-Q2612A	40 Nos
10.	HP-1300	PR-Q2613A	30 Nos
11.	HP-2100/2200	PR-C4096A	02 Nos
12.	HP-2055	PR-CE505A	150 Nos
13.	HP-2035	PR-CE505A	40 Nos
14.	HP-1006	PR-CB435A	06 Nos
15.	HP-5200	PR-Q7516A	06 Nos
16.	HP-400	PR-CF280A	08 Nos
17.	HP-2600 Color	PR-Q6000AB PR-Q6001AC PR-Q6002AY PR-Q6003AM	01 Set

**Note:** No counterfeit or Refilled Cartridges/ Toners shall be acceptable at any reason.

# **UNDERTAKING**

We guarantee to supply the Genuine Cartridges/Toners exactly in accordance with the requirement specified in the invitation to tender, schedule (**Annexure-C**). We do undertake that the certified copies of the different certificates as required by the purchaser are enclosed herewith. We also undertake that the supply of Cartridges will be made immediately or on specific date mentioned in Purchase order issued against successful bid.

**Signatures:**

**Firm Name and Stamp / Seal:**

# FINANCIAL PROPOSAL

Name of the Firm and Address .....

.....

.....

2. The rates for provision of Cartridges/Toners are mentioned below:-

Sr. No	Printer Type	Type of Toner/Cartridge	Quantity Required	Cost per unit offer (Including all Taxes)	Total Amount (Qty x unit)
1.	HP-1200	PR-Q7115A	40 Nos		
2.	HP-1320	PR-Q5949A	60 Nos		
3.	HP-2400/2410	PR-Q6511A	02 Nos		
4.	HP-3015	PR-CE255A	05 Nos		
5.	HP-3005	PR-Q7551A	15 Nos		
6.	HP-1102	PR-CE285A	100 Nos		
7.	HP-1505	PR-CB436A	06 Nos		
8.	HP-2015	PR-Q7553A	60 Nos		
9.	HP-1020/1018	PR-Q2612A	40 Nos		
10.	HP-1300	PR-Q2613A	30 Nos		
11.	HP-2100/2200	PR-C4096A	02 Nos		
12.	HP-2055	PR-CE505A	150 Nos		
13.	HP-2035	PR-CE505A	40 Nos		
14.	HP-1006	PR-CB435A	06 Nos		
15.	HP-5200	PR-Q7516A	06 Nos		
16.	HP-400	PR-CF280A	08 Nos		
17.	HP-2600 Color	PR-Q6000AB PR-Q6001AC PR-Q6002AY PR-Q6003AM	01 Set		
<b>Grand Total :</b>					

\_\_\_\_\_  
Authorized Signature with Stamp

Name: \_\_\_\_\_

Date: ( \_\_\_\_\_ )

