

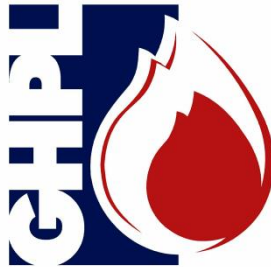


GOVERNMENT HOLDINGS (PRIVATE) LIMITED

Invitation to Bid

for

Supply of Printers Consumables



**GOVERNMENT HOLDINGS
(PRIVATE) LIMITED**

ITB Document No: GHPL/IT/02/09-24
Bid Closing Date: September 26, 2024 at 03:00 PM
Bid Opening Date: September 26, 2024 at 03:30 PM

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GOVERNMENT HOLDINGS (PRIVATE) LIMITED
SUPPLY OF PRINTERS CONSUMABLES

INVITATION TO BID

1. *Government Holdings (Private) Limited* (hereinafter referred to as ‘GHPL’ or the ‘Company’) hereby invites e-bids for “Supply of Printers Consumables” at GHPL’s Office 5th floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.

Lot No.	Description
Lot-1	Miscellaneous consumables for Xerox Printers
Lot-II	Miscellaneous consumables for HP Printers

(Note: Bidder may submit a bid for complete package or lot-wise, however, technical and financial evaluations will be done on Lot basis.)

2. A single-stage one-envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bid Document.
3. The bidders may download the tender document from the Company’s website i.e. www.ghpl.com.pk or from EPADS i.e. <https://eprocure.gov.pk>.
4. The Bids shall be uploaded in PDF format on EPADS portal i.e. <https://eprocure.gov.pk> on or before **September 26, 2024** (‘Closing Date’) at 03:00 pm. Bids will be opened at 03:30 pm on the same day at GHPL’s office and bidders’ authorized representative(s) will be allowed to attend the bid opening.
5. Bidders are requested to go through the “Bid Data Sheet” to acquaint themselves with the details of the bidding process including the Company’s correspondence details, bid submission deadline, bid opening date, bid validity, deviations, and technical and financial bid submission details. Bids are to be submitted in accordance with the procedure as set out in the Bid Document.
6. The Bidder must be registered with FBR for the GST and Income tax, if applicable.
7. GHPL reserves the right to accept/reject any or all bids or to annul the bidding process in its entirety without assigning any reason and without assuming any liability as per Rule 33(1) of PPRA Rules.
8. The Bidder must provide the information of its postal address, telephone number, fax number, NTN number, sales tax registration number, email address, and names of the key person(s) in their organization.
9. This letter is not to be construed in any way as an offer of contract. In case of award of contract, this bid may, however, form the basis for a contract between Bidder and GHPL.

Sincerely,

Dy. General Manager (HR & Administration),
Government Holdings (Private) Limited,
E-mail: procurement@ghpl.com.pk

SECTION 1: INSTRUCTIONS TO BIDDERS

A. INTRODUCTION

- 1) **General:** The Company invites sealed bids for Supply of Printers Consumables.
- 2) **Eligible Bidders:** Bidders should not be associated, directly or indirectly, with a firm or any of its affiliates that have been engaged by the Company to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods to be purchased under this Bid Documents.
- 3) **Cost of Bid:** The Bidder shall bear all costs associated with the preparation and submission of the Bid and GHPL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

B. BID DOCUMENTS

- 4) **Examination of Bid Documents:** The Bidder is expected to examine all corresponding instructions, forms, terms, and specifications contained in the Bid Documents. Failure to comply with these documents will be at the Bidder's risk and may affect the result of evaluation of its Bid.
- 5) **Clarification of Bid Documents:** A prospective bidder seeking clarification on the bid documents should seek such clarification in writing via EPADS at least one week prior to the bid submission deadline. Responses to such requests for clarification will be provided in writing through EPADS.
- 6) **Amendments of Bid Documents:** The Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bid Documents. In order to afford prospective Bidders reasonable time in which to take the amendments into account in preparing their offers, the Company may, at its discretion, extend the deadline for the Submission of Bids. All communication related to amendments will be shared at EPADS portal.

C. PREPARATION OF BIDS

- 7) **Language of the Bid:** The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the Company shall be written in the English language.
- 8) **Documents Comprising the Bid:** The Bid must provide the following documents establishing Bidder's eligibility and qualification:
 - **SECTION 2: Bid Data Sheet**
 - **SECTION 3: Bid Submission Form**
 - **SECTION 4: Technical Compliance Sheet**
 - **SECTION 5: Financial Compliance Sheet**
 - **SECTION 6: General Terms and Conditions**
 - **Attachments required:**
 - **Annex – A (Organization Information)**
 - **Annex – B (Eligibility Response Check List)**
 - **Annex – C (Technical Evaluation Criteria Sheet)**
 - **Annex – D (Scope of Work)**
 - **Annex – E (Integrity Pact)**

- 9) Bid Currencies/Bid Prices:** All prices shall be quoted in Pak Rupees/USD. The bidder shall indicate on the appropriate Price Schedule the unit price (where applicable) and total Bid Price (inclusive & exclusive of all taxes) of the goods and services it proposes to supply under the contract. The bidder may quote in other currencies and for evaluation purposes the rate of exchange shall be the selling rate of the State Bank of Pakistan, prevailing on the date of opening of financial bids. It may, however, be clarified that all payments for the goods and services shall be made in Pak Rupees (including all applicable taxes) at the exchange rate prevailing on the date of payment.
- 10) Period of Validity of Bids:** Bids shall remain valid for 45 days after the date of bid submission described herein. A bid valid for a shorter period may be treated as non-responsive and thus will be rejected. In exceptional circumstances, GHPL may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Bidders granting the request will not be required nor permitted to modify their Bids.

D. SUBMISSION OF BIDS

- a. Bidders must submit their technical and financial bids in PDF format on EPADS on or before the bid closing deadline i.e. September 26, 2024 at 03:00 pm.
- b. For sake of clarity it may be noted that single stage one envelope procedure will be adopted. Each bid shall comprise one single envelope containing financial and technical proposals and same shall be uploaded on EPADS before closing deadline.
- c. Bids shall be properly sequenced, signed on each page, and prominently labeled “**Supply of Printers Consumables**” and marked for the attention of the “DGM (HR & Administration)”. Any Bid that does not fulfill the requirements mentioned in the Bid Documents will be considered non-responsive and will be rejected.
- d. BIDDERS will not be permitted to withdraw or amend/revise their bids after submission to the GHPL.
- e. Technical Bid must be accompanied by a Bid Bond in form of a demand draft/pay order/bank guarantee equivalent to PKR 100,000/- for Lot-I and PKR 25,000/- for Lot II drawn in favor of “Government Holdings (Private) Limited” otherwise bid will be rejected. The Bid Bond of unsuccessful BIDDERS will be returned in thirty (30) days after bid opening date. The Bid Bond of successful BIDDER will be replaced by a performance bond equivalent to 05% of the contract price which will be provided prior to issuance of the purchase order. The successful bidder will be required to submit the performance bond within ten (10) working days after intimation by GHPL to the successful bidder, failing which, the Company shall have the right to announce the second lowest bidder as the successful bidder. The bid bond will be forfeited in case the SUCCESSFUL BIDDER fails or delays to accept the fully termed purchase order or fails to submit performance bond within the stipulated time.
- f. GHPL may, at any time prior to the time specified for submission of bids, issue modification(s) in this Bid Document or any of its annexes in the form of an addendum, either in response to a clarification and/or amendment requested by BIDDERS or whenever the GHPL considers it appropriate to issue such clarification and/or amendment to BIDDERS. Clarifications and/or amendments shall be shared at EPADS portal.

11) Deadline for Submission of Bids/Late Bids:

- 11.1 Bids must be uploaded on EPADS on or before the Bid Closing Date and Time specified in Bid Data Sheet Section-2.
- 11.2 The Company may, at its discretion, extend this deadline for the submission of the bids by amending the Bidding Documents in accordance with clause 6 (Amendments of Bid Documents) of Instructions to Bidders, in which case all rights and obligations of the Company and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
- 11.3 Any Bid received by the Company after the deadline and the bids which are not uploaded on the EPADS shall be rejected and returned unopened to the Bidder. It is the Bidder's responsibility to ensure that bids are received in the office of GHPL well within the specified time.
- 11.4 Any bids sent by other means will not be entertained.

E. OPENING AND EVALUATION OF BIDS

12) Opening of Bids:

- 12.1 The Company will open all Bids, at the time, on the date, and at the place specified in Section-2 of this Bid Document, in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified in Section-2 of this Bid Document. The Bidders' Representatives who are present shall sign an attendance sheet evidencing their attendance.
- 12.2 The Bidders' names, bid modifications (if any) or withdrawals, and the presence or absence of requisite bid bond and such other details as the Company, at its discretion, may consider appropriate, will be announced at the opening. Non-responsive bids shall only be rejected after bid opening with reasons to be recorded in writing by the Company.

13) Clarification of Bids: To assist in the examination, evaluation, and comparison of bids, GHPL may at its discretion ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing through EPADS.

14) Evaluation of Bids:

- 14.1 Prior to the detailed evaluation, GHPL will determine the substantial responsiveness of each bid. A substantially responsive bid is one which conforms to all the terms and conditions (as provided in Annex-B). Any bidder failing to provide the documents as mentioned in Annex-B shall be technically disqualified from the bidding process.
- 14.2 GHPL will carry out a detailed technical evaluation (As per Annex-C) of the bids to confirm that a bid is complete in all respects whether it conforms to the requirements as set out in the Bid Documents and bidder is technically qualified.
- 14.3 Arithmetical errors may be rectified subject to the condition that it will not change the financial quotation of the Bids. It may be clarified that in case of any discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail. If the Bidder does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.

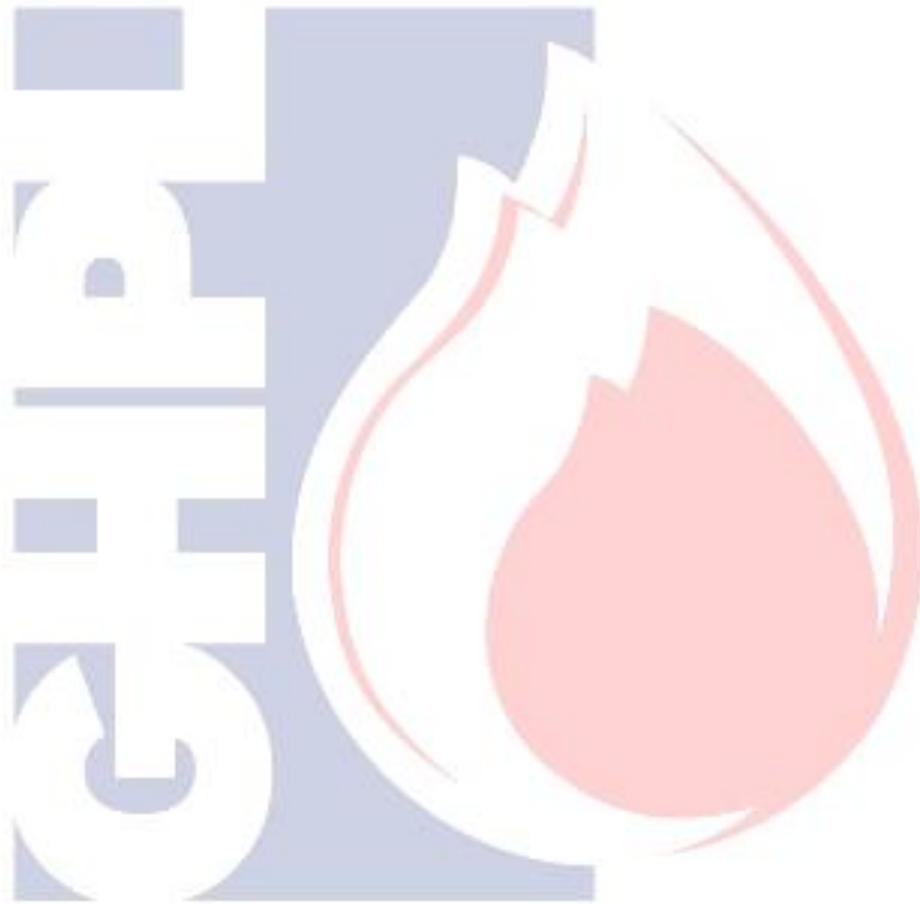
14.4 Technical Evaluation Criteria: The Technical Proposal of eligible bidders will be evaluated using the required specification mentioned in Scope of Work. Technical qualification shall be decided on the basis of criteria as provided with this Bidding Document and enclosed as Annex-C. The bidders securing at least 65 marks shall be declared technically qualified.

14.5 Financial Evaluation: The financial bids of only the technically qualified bidders will be considered for financial evaluation. Financial evaluation will be based on the total prices inclusive of all applicable taxes. The purchase order will be awarded to the bidder whose bid found most advantageous i.e. technically qualified and financially lowest.

F. AWARD OF CONTRACT

- 15) Notification of Award:** Prior to the expiration of the period of bid validity and after fifteen working days of the publishing of the bid results on PPRA website, the Company will issue the purchase order to successful bidder. The Bidder may only accept the purchase order and return an acknowledgement copy of purchase order, by timely delivery of the goods in accordance with the terms of the purchase order/bid document, as herein specified. Acceptance of the purchase order shall govern the rights and obligations of the parties.
- 16) Award Criteria:** The Company will issue a purchase order to the successful bidder. The Company reserves the right to accept or reject any bid, to annul the bid process, and reject all Bids at any time prior to award of the Contract/issuance of purchase order, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the Company's action.
- 17) Performance Security:** The successful bidder shall provide the performance bond equivalent to 05% of the purchase order/contract price at the time of receiving the purchase order in the form of a demand draft/pay order in favor of "Government Holdings (Private) Limited". The Performance Bond will be returned after two months of successful delivery of goods/services under the purchase order/contract.
- 18) Signing of Purchase Order:** Within ten (10) working days of receipt of the purchase order the successful bidder shall sign, date, and return it to the Company.
- 19) Schedule of Payment:**
- i. All payments shall be made upon the successful completion of project deliverables as per scope of work (Annex-D). Bidder shall raise an invoice with respect to goods/services supplied to the Company. The invoice must include Goods Delivery Note/Final Acceptance Note (post installation and testing)/Project Completion Certificate (issued by the Company), whichever is applicable.
 - ii. The payment(s) shall be subject to a satisfactory report of completion of work from all concerned. GHPL will pay the invoices after completion of necessary approvals within 30 days after receipt of the invoice.
 - iii. All payments shall be transferred directly to the bidders provided bank account in Pak Rupees (PKR).
 - iv. No payment shall be made to the bidder in advance.
 - v. The payment shall be made to the bidder only when it is on the Active Taxpayers List (ATL) of FBR. If the bidder is not in ATL at the time of processing of invoice, no payment shall be made until the bidder appears in ATL of FBR.
 - vi. The relevant applicable tax laws shall be applied to invoices and payments. Taxes shall be deducted at source as per applicable laws at the time of payment.

20) Confidentiality: The Supplier shall keep all the information pertaining to bidding process especially evaluation of bid, confidential.



**SECTION 2: BID DATA SHEET**

The following specific data for the goods and services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders. Whenever there is a conflict, the provisions herein shall prevail.

Deadline for Submission of Bids:	03:00 PM on September 26, 2024 (Pakistan Standard Time)	
Opening of Bids	03:30 PM on September 26, 2024 (Pakistan Standard Time)	
Bids to be received at:	Government Holdings (Private) Limited (GHPL), 5th Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad	Attention: “DGM (HR & Administration)” Sealed Bid No: <u>GHPL/IT/02/09-24 - Supply of Printers Consumables</u> Deadline: On or before September 26, 2024 at 03:00 pm (Pakistan Standard Time)
Delivery:	7 th Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad.	
Goods for use in (Country):	Pakistan.	
Bid Validity Period:	90 days.	
Language of the Bid:	English.	
Written communication	Through EPADS (https://eprocure.gov.pk)	
Requests for additional information:	Must be received at least seven (07) working days before the deadline for submission of bids. Bidders are encouraged to raise queries as early as possible.	



SECTION 3: BID SUBMISSION FORM

Must be duly completed by the Bidder and returned with the Bid

To:

**DGM (HR & Administration)
Government Holdings (Private) Limited
5th Floor, Petroleum House, Ataturk Avenue G-5/2, Islamabad
+92-51-9211236-37, +92-51-92112 39-40**

Dear Sir/Madam,

Having examined the above-referenced Bidding Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver goods/services.

We undertake, if our Bid is accepted, to deliver the goods/services in accordance with all requirements mentioned in this TOR will be fulfilled and delivered the same to the designated point(s) within the delivery time.

We understand that you are not bound to accept any Bid you may receive.

Name of Bidder		
Address of Bidder		
Authorized Signature		Date:
Name of Representative		
Signature (Representative)		



SECTION 4: TECHNICAL COMPLIANCE SHEET TO BE COMPLETED BY BIDDER

To be filled and attached with the Technical Bid to Qualify		
Sr. No.	Attributes	Status/Response of the Bidder
1	Principal, authorized dealer, reseller	
2	Office Detail / Outlets	
3	Major Cliental list	
4	Goods Declaration Document	
5	Delivery time (in terms of days/weeks)	
6	Replacement timelines (in terms of hours)	

Note: The bidder must provide the supporting documents.

Signature and Stamp by the Bidder: _____

SECTION 5: FINANCIAL COMPLIANCE SHEET

Financial Compliance Sheet (FCS) to be completed by Bidders. Separate Financial Cost including all Taxes and allied charges must be provided.

LOT-I						
Sr. No.	Item Name	Quantity (No.)	Unit Price (without Taxes) Rs.	Total Price (without Taxes) Rs.	Applicable Taxes Rs.	Total Prices (inclusive of all applicable taxes) Rs.
1	Xerox C8155 Toner Cartridges Set (CYMK) Complete (High Capacity)	06				
2	Xerox C8155 Drum Cartridges R1, R2, R3, R4	04				
3	Xerox C8155 Waste Toner Container	06				
4	Xerox B7030 Black Toner (High Capacity)	02				
5	Xerox B7030 Drum Cartridge	01				
6	Xerox Versa link B610 Black Toner (High Capacity)	03				
7	Xerox B610 Drum Cartridge	03				
Total Prices Inclusive of All Applicable Taxes (Rs.)						
LOT-II						
Sr. No.	Item Name	Quantity (No.)	Unit Price (without Taxes) Rs.	Total Price (without Taxes) Rs.	Applicable Taxes Rs.	Total Prices (inclusive of all applicable taxes) Rs.
1	HP Designjet T1300 Plotter Toner Set Complete	02				
2	HP Designjet T1300 Plotter Print Head Set Complete	02				
3	HP LaserJet M404dw	04				
4	HP LaserJet MFP 283 fdn Complete Set	02				
5	HP LaserJet Color MFP M177 fw Complete Set	04				



6	HP LaserJet M1536 Toner	01			
Total Prices Inclusive of All Applicable Taxes (Rs.)					

Note:

- i. Bidder may submit a bid for complete package or lot-wise, however, technical and financial evaluations will be done on a lot basis.
- ii. All prices may be quoted in PKR/US Dollars; however, the payment shall be made in Pak Rupees (including all applicable taxes) at the exchange rate prevailing on the date of payment. For comparison of bids quoted in different currencies, the price shall be converted into US Dollars and for evaluation purposes the rate of exchange shall be the selling rate, prevailing on the date of opening of financial bids. Financial evaluation will be made on the basis of total prices inclusive of all applicable taxes.
- iii. Applicable taxes (Sales Tax, Levies, Duties, etc.) shall be on account of the buyer as per prevailing rates.
- iv. Bidders are required to complete the FCS and provide all the data as listed below:

Please confirm hereafter:

Payment terms: _____

Offer Validity: _____

Name of the Supplier: _____

Address of Supplier: _____

Name of authorised Representative: _____

Phone number: _____

Email address: _____

Date: _____

Signature and Stamp: _____

SECTION 6: GENERAL TERMS AND CONDITIONS

The terms and conditions applicable to the work/purchase order will be considered.

1. GOODS AND SERVICES DEFINED: Goods/Services are hereinafter deemed to include, without limitation, as specified above, which the Bidder is, required to supply under the work/purchase order. Services are hereinafter deemed to include services ancillary to the supply of the Goods/services including, without limitation, transportation and such other obligations as required under the work/purchase order.

2. ACCEPTANCE OF THE WORK/PURCHASE ORDER: The work/purchase order may only be accepted by the bidder's signing and returning an acknowledgment copy of it or by timely delivery of the goods/services in accordance with the terms of the work/purchase order, as herein specified. Acceptance of the work/purchase order shall form a contract between the parties under which the rights and obligations of the parties shall be governed, including these general conditions. No additional or inconsistent provisions proposed by the bidder shall bind GHPL unless agreed to in writing by a duly authorized official of GHPL.

3. INVOICE AND PAYMENT:

- i. All payments shall be made upon the successful completion of project deliverables as per scope of work (Annex-D). Bidder shall raise an invoice with respect to goods/services supplied to the Company. The invoice must include Goods Delivery Note/Final Acceptance Note (post installation and testing)/Project Completion Certificate (issued by the Company), whichever is applicable.
- ii. The payment(s) shall be subject to a satisfactory report of completion of work from all concerned. GHPL will pay the invoices after completion of necessary approvals within 30 days after receipt of the invoice.
- iii. All payments shall be transferred directly to the bidders provided bank account in Pak Rupees (PKR).
- iv. No payment shall be made to the bidder in advance.
- v. The payment shall be made to the bidder only when it is on the Active Taxpayers List (ATL) of FBR. If the bidder is not in ATL at the time of processing of invoice, no payment shall be made until the bidder appears in ATL of FBR.
- vi. The relevant applicable tax laws shall be applied to invoices and payments. Taxes shall be deducted at source as per applicable laws at the time of payment.

4. INSPECTION AND ACCEPTANCE: All Goods/Services shall be subject to inspection and testing by GHPL or its designated representatives, to the extent practicable, at all times and places, including the period of manufacture and, in any event, prior to final acceptance by GHPL.

If any inspection or test is made on the premises of the Bidder or its Supplier with the consent of GHPL, the Bidder, without additional charge, shall provide all reasonable facilities and assistance for the safety and convenience of the inspectors in the performance of their duties. All inspections and tests on the premises of the Bidder or its supplier shall be performed in such a manner as not to unduly delay or disrupt the ordinary business activities of the Bidder. Final acceptance or rejection of the goods/services shall be made as soon as practicable after delivery, but failure to inspect and accept or reject Goods/Services shall neither relieve the Bidder from responsibility for non-conforming Goods/Services nor impose liabilities on GHPL therefor. The Bidder shall provide and maintain an inspection, quality, and control system covering the Goods/Services which is acceptable to GHPL. Records of all inspection work by the Bidder shall be kept complete and made available to GHPL during the performance pursuant to this Order and for twenty-four (24) months thereafter or for such other period as may be specified in this Order. Copies of all material certifications and test results shall be submitted to GHPL upon request.



5. FITNESS OF GOODS & SERVICES INCLUDING PACKAGING: Bidder warrants that the Goods/services conform to the specifications and are fit for the purposes for which the Goods/services are specifically used, as well as for purposes, in locations and under circumstances made known to the Bidder by GHPL. Bidder warrants that the Goods/services are new, of current manufacture, and free from defects.

The Bidder also warrants that the Goods are securely contained, packaged, and marked, taking into consideration the mode(s) of shipment, in a manner to protect the Goods during delivery to their ultimate destination. Any deviation from the agreed specification will not be accepted. Immediate replacement would be made if the products will not be found original and as per specification document.

6. WARRANTY: The bidder warrants and certifies that it will repair or replace without expense to GHPL, any Goods/Services or components that prove to be defective in Quality/Functionality, within the warranty period, from the date such Goods/Services are delivered to and accepted at the final destination indicated in the work/purchase order.

7. INDEMNIFICATION: The Bidder shall indemnify, hold and save harmless and defend at its own expense GHPL, its personnel, agents, representatives, and its affiliates from and against all suits, claims, demands, and liability of any nature or kind, including costs and expenses arising out of acts or omissions of the Bidder or its personnel or others responsible to the Bidder in the performance pursuant to this Order.

8. INTEGRITY PACT: The Bidder will be required to sign and stamp Integrity Pact as per PPRA Rules, attached in Annex-E.

9. VARIATION IN QUANTITIES: The quantities specified in this Order must not be exceeded or decreased without the prior written authorization of GHPL.

10. CHANGES: GHPL may at any time by written instruction make changes within the general scope of the work/purchase order. If any such change causes an increase or decrease in the price of or the time required for performance pursuant to the work/purchase order, an equitable adjustment shall be made in the work/purchase order price, or delivery schedule, or both, and the work/purchase order shall either be amended or terminated or reissued accordingly.

Any claim for adjustment under this paragraph must be asserted within thirty (30) days from the date of receipt by the Bidder of the notification of change: providing, however, that GHPL may, at its sole discretion, receive and act upon any such claim asserted at any time prior to final payment under the work/purchase order. Failure to agree to any adjustments shall be a controversy within the meaning of Clause 21. However, nothing in this Clause shall excuse the Bidder from proceeding with the work/purchase order as changed.

No modification of or change in the terms of the work/purchase order shall be valid or enforceable against GHPL unless it is in writing and signed by a duly authorized representative of GHPL.

11. TERMINATION FOR CONVENIENCE: GHPL may terminate the work/purchase order, in whole or in part, upon notice to the Bidder. Upon receipt of notice of termination, the Bidder shall take immediate steps to bring the work and services to a close in a prompt and orderly manner and shall not undertake any forward commitment from the date of receipt of notice of termination.



In the event of Termination for Convenience, no payment shall be due from GHPL to the Bidder except for Goods/Services already delivered prior to termination and for the cost of such necessary work as GHPL may request the Bidder to complete.

12. REMEDIES FOR DEFAULT: In case of failure by the Bidder to perform according to the work/purchase order, including but not limited to failure to obtain necessary licenses or to make delivery of all of the Goods/Services by the agreed delivery date, GHPL may, after giving the Bidder reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- i. Procure all or part of the Goods/Services from other sources, in which event GHPL may hold Bidder responsible for any excess costs occasioned thereby;
- ii. Refuse to accept delivery of all or part of the Goods/Services;
- iii. Terminate the work/purchase order;
- iv. Require Bidder to ship via premium means, at Bidder's expense, to meet the delivery schedule;
- v. Impose liquidated damages pursuant to para 13 (ii).

13. LIQUIDATED DAMAGES FOR DELAY:

- i. In the event the Bidder fails to deliver any or all of the Goods/Services within the period agreed in the work/purchase order, the Company either shall allow an extension in the delivery period pursuant to a written request by the Contractor with justifications or deduct the amount as per para 13 (ii).
- ii. If the Bidder fails to deliver any or all of the Goods/Services or perform any of the services within the time period specified in the work/purchase order, GHPL may, without prejudice to any other rights and remedies deduct from the total price stipulated in the work/purchase order, an amount of 1.25% per week for 8 weeks (with a cap of 10%). Thereafter GHPL shall have the right to terminate the work/purchase order and recover the damages by way of forfeiting the Performance Security.

14. FORCE MAJEURE: The Bidder shall not be liable for default or liquidated damages, if and to the extent that its failure to perform its obligations under this order is the result of an event of Force Majeure. For purposes of this Order, Force Majeure is defined as an event beyond the control of the Bidder, not involving the Bidder's fault or negligence and not foreseeable and includes acts of God, natural disasters, war (whether or not declared), and other events of a similar nature or force. Force Majeure shall not include Bidder's inability to procure materials, equipment, etc. to pay its Bidders, vendors or workers, etc., or any other event involving Bidder's financial disability or inconvenience.

15. SOURCE OF INSTRUCTION: The Bidder shall neither seek nor accept instructions from any authority external to GHPL in connection with the performance pursuant to the work/purchase order. The Bidder shall refrain from any action which may adversely affect GHPL.

16. OFFICIALS NOT TO BENEFIT: The Bidder warrants that no official of GHPL has received or will be offered by the Bidder any direct or indirect benefit of any kind, or any gift, payment, or other consideration in connection with or arising from the Contract or the award thereof. The Bidder agrees that a breach of this provision is a breach of an essential term of the work/purchase order.

17. USE OF NAME, EMBLEM, OR OFFICIAL SEAL OF GHPL: Unless authorized in writing, the Bidder shall not advertise or otherwise make public the fact that it is performing, or has performed, services for GHPL or use the name (or any abbreviation thereof), emblem or official seal of GHPL for advertising

or any other purpose.

18. ASSIGNMENT AND INSOLVENCY: The Bidder shall not, except after obtaining the prior written approval of GHPL, assign, transfer, pledge, or make other disposition of the work/purchase order or any part hereof or any of the Bidder's rights or obligations under the work/purchase order to any third party.

Should the Bidder become insolvent or should control of the Bidder change by virtue of insolvency, GHPL may, without prejudice to any other right or remedy, terminate the work/purchase order by giving the Bidder written notice of such termination.

19. PRIVILEGES AND IMMUNITIES: Nothing in or relating to the work/purchase order shall be deemed a waiver of any of the privileges and immunities of GHPL.

20. OBSERVANCE OF THE LAW: The Bidder shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of the work/purchase order.

21. AUTHORITY TO MODIFY: Only the GHPL's Authorized Official possesses the authority to agree on behalf of GHPL to any modification of or change in the work/purchase order, to a waiver of any of its provisions or any additional contractual relationship of any kind with the Bidder. Accordingly, no modification or change in the work/purchase order shall be valid and enforceable against GHPL unless provided by an amendment to the work/purchase order signed jointly by the Bidder and the GHPL's Authorized Official.

22. GOVERNING LAW: The work/purchase order shall be governed and interpreted in accordance with the laws of Pakistan. Any dispute or confusion arising out of the work/purchase order shall be resolved amicably. Failing an amicable settlement, the dispute shall be resolved through arbitration by sole arbitrator under the *Arbitration Act 1940*.

ANNEX – A**ORGANIZATION INFORMATION**

Organization Information		
Sr.No.	Required Information	Response
1	Legal name of the organization	
2	Year of Registration / Establishment of the Organization	
3	National Tax Number	
4	General /Sales Tax Number	
5	Status of Organization (whether company, partnership, or otherwise)	
6	Name and designation of 'Head of Organization'	
7	Mobile:	
	Phone/s:	
	Email:	
	Fax:	
	Address of organization:	
	Website address:	
8	Name and designation of 'Contact Person':	
	Phone/s:	
	Email:	
	Fax:	
	Mobile:	

ANNEX – B**ELIGIBILITY RESPONSE CHECKLIST**

Eligibility Response Checklist			
Sr. No.	Necessary Eligibility Information	Attach the documents (YES /NO)	
1	Technical Compliance as mentioned in Scope of Work (Annex-D)		
2	The bidder must provide previous supply records of Consumables (i.e. PO's)		
3	Bidder must be OEM (Original Equipment Manufacturer) authorized reseller for the quoted items. (authorization letter copy required)		
4	Evidence of company/Firm/Sole Proprietorship Incorporation Certificate/Chamber Registration (Copy required)		
5	Affidavit on stamp paper, declaring that company is not blacklisted by any government agency/authority. (Original required)		
6	Proof of NTN/GST (if applicable)		
7	Integrity Pact		

Note: The bidder must provide the supporting documents.

ANNEX – C

TECHNICAL EVALUATION

Technical specifications as provided in Annex-D should be fully complied with to proceed further with the technical evaluation criteria. Relevant evidence in each case is mandatory. In case of non-compliance, no mark will be awarded.

Technical Evaluation Criteria				
Sr. No.	Descriptions	Points	Maximum Points	(Attachments)
1	Compliance with Annex – D (<i>Technical Specifications Sheet</i>)		30	Attach specification/data sheets
	As per specification (Annex- D)	30		
	Otherwise	0		
2	Last 5-Year Supply Record of Consumables		20	Attach Valid Supply Record (i.e. PO's / Contract)
	More than 50 units for each lot	20		
	30 to 50 units for each lot	10		
3	Company Existence		10	Attach Valid Proof (Evidence of Company Registration)
	More than 5 years	10		
	3 – 5 years	05		
	Below 3 years	0		
4	Clientele List (In Pakistan)		10	Attach Client list and Contract/PO for provided Consumables
	Above 10 clients	10		
	5 to 10 clients	05		
5	Replacement Timelines		15	(Attach signed/stamped company letter Head)
	Within 12 to 24 hours	15		
	Within 24 to 48 hours	10		
6	Delivery Time		15	Mention Delivery Timelines in Technical Bid Documents
	Ex-stock	15		
	Within 2 to 4 weeks	10		
	Within 5 to 8 weeks	05		
	Total Marks Awarded		100	
	Passing Criteria			65 Marks

Note: The bidder must provide the supporting documents.

ANNEX – D**SCOPE OF WORK**
TERMS AND CONDITIONS AND TECHNICAL SPECIFICATIONS**1. Terms and Conditions:**

- i. Supply of printer consumables required as per below mentioned technical specifications.
- ii. Consumables must be genuine with OEM (Original Equipment Manufacturer) chip and must not be refilled or locally assembled.
- iii. Bidder must provide an installation and testing warranty for the quoted items. In case of any defect, bidder will be responsible for replacing the same at no additional cost to GHPL. Bidder is responsible for providing replacement of defective consumables within 24 Hours.
- iv. Bidder will be responsible for delivering the Consumables. Bidder shall ensure the proper packaging. Package should contain the manufacturer's seal with product complete name, serial number, etc. No package shall be accepted if any wear & tear in packaging.
- v. Successful bidder shall be responsible for safely delivering the supplies to the office. The bidder shall bear any type of damage/loss that occurred during the delivery.
- vi. Post-manufacturer alteration is strictly not allowed. If such alteration will be found, the delivered item will be returned immediately.

2. Technical Specifications**LOT - I**

Sr. No.	Description	Part Number	Compliance (Yes/No)
1.	Xerox C8155 Toner Cartridges Set Complete (High Capacity)	(006R01758, 006R01759, 006R01760, 006R01761)	
2.	Xerox C8155 Drum Cartridges R1, R2, R3, R4	(013R00681)	
3.	Xerox C8155 Waste Toner Container	(008R08101)	
4.	Xerox B7030 Black Toner (High Capacity)	(106R03396)	
5.	Xerox B7030 Drum Cartridge	(113R00779)	
6.	Xerox Versa link B610 Black Toner (High Capacity)	(106R03945)	
7.	Xerox B610 Drum Cartridge	(101R00582)	

LOT - II

Sr. No.	Description	Part Number	Compliance (Yes/No)
1.	HP DesignJet T1300 Plotter Toner Set Complete	N/A	
2.	HP DesignJet T1300 Plotter Print Head Set Complete	N/A	
3.	HP LaserJet M404dw	HP 76 A (CF276A)	
4.	HP LaserJet MFP 283 fdn Complete Set	207A	
5.	HP LaserJet Color MFP M177 fw Complete Set	(CF350A, CF351A, CF352A, CF353A)	
6.	HP LaserJet M1536 Toner	HP 78A	



ANNEX-E

INTEGRITY PACT

Dated: _____

We, M/s _____ hereby declare that it has not obtained or induced the procurement of any contract, right, interest, privilege, or other obligation or benefit from Government Holdings (Private) Limited (GHPL) or any of its officers and employees or any other entity owned or controlled by GHPL through any corrupt business practice.

Without limiting the generality of the foregoing, M/s _____ represents and warrants that it has fully declared the fees, etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GHPL, except that which has been expressly declared pursuant hereto.

M/s _____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GHPL and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

M/s _____ accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts, or taking any action likely to defeat the purpose of this declaration, representation, and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other rights and remedies available to GHPL under any law, contract, or other instrument, be voidable at the option of GHPL.

Notwithstanding any rights and remedies exercised by GHPL in this regard, M/s _____ agrees to indemnify GHPL for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GHPL in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by M/s _____ as aforesaid to obtain or induce the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GHPL.

Name of Seller/Bidder: _____

Signature: _____