

No. F. 1(13)S-1/2013-14

Government of Pakistan

Finance Division

(Services-I)

Tender Notice

Finance Division invites sealed tenders from reputed firms based at Islamabad/Rawalpindi for supply of two (02) heavy duty Digital Photocopiers.

2 Detail specification's of equipment and the Terms and Conditions for participating in Tender can be obtained from the undersigned on any working day or may be downloaded from the website of PPRA (www.ppra.org.pk) and Ministry of Finance (www.finance.gov.pk.)

3. Interested parties may send their bids in sealed cover at the following address latest by 21-01-2015 at 11 a.m. which will be opened the same day at 11.30 a.m. in the office of Deputy Secretary (HR) Room No.501 5th Floor, Block "Q" Pak Secretariat, Islamabad. The bidders or their authorized representatives may attend the meeting if they wish to be present.



(Altaf Hussain)

Section Officer (Services-I)

Room No. 506, Block "Q"

Pak Secretariat

Islamabad.

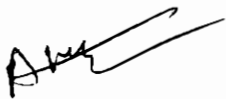
Phone: 9208101

SPECIFICATIONS FOR PURCHASE OF PHOTOCOPIER MACHINE

| S.NO. | PARTICULARS | SPECIFICATIONS |
|-------|---------------------------|--|
| 01 | Copy Speed | 55 CPM minimum |
| 02 | Display | Multi touch color display panel |
| 03 | Resolution | 600dpi x 600dpi |
| 04 | Memory | RAM: 2 GB <u>or</u> higher HDD: 160 GB <u>or</u> higher |
| 05 | Duplexing | Built in |
| 06 | Paper Tray | 03 <u>or</u> higher |
| 07 | By pass Tray Capacity | 150 sheets <u>or</u> higher |
| 08 | Paper Capacity | 1100 sheets minimum |
| 09 | Multiple Copy | 950 minimum |
| 10 | Copy Size | A-3, A-4 & A5 |
| 11 | warm up time (OFF-ON) | Up to 23 seconds |
| 12 | 1 st Copy Time | 04 seconds <u>or</u> less |


(Adnan Muazzam)

Assistant Network Administrator




25/12/2014

Technical Evaluation Criteria:

1- Preliminary evaluation (Initial Screening) of bids will be conducted on the basis of the following parameters:

- i. Respondent organization must have nationwide presence with a branch office in Islamabad.
- ii. Respondent organization must provide valid company registration certificate in order to prove that the company has been in business/operations for at least last five (5) years.
- iii. The respondent organization must be an Authorized Partner/distributor/Manufacturer for the equipment.

2- Detailed evaluation will be conducted for firms who qualify the preliminary evaluation mentioned above.

- i. In-depth analysis including the quality & performance evaluation of equipment.
- ii. Award Committee will examine and verify the compliance with required specifications in demonstration session.


(Adnan Muazzam)

Assistant Network Administrator



Government of Pakistan
Finance Division
(Services-I Section)

**Allied Terms & Conditions of Tender Notice for Purchase of two heavy duty
Digital Photocopiers**

- The firm must have Income Tax registration, National Tax and GST Number.
- Price must be quoted in Pak Rupees and including GST.
- Firms are required to offer one year warranty (with parts) after sale.
- Delivery period shall be two week after issuance of supply order
- Earnest Money in the shape of Pay order / demand draft equal to 2% of total worth of bid has to be attached with the bid. The pay order / demand draft shall be in favor of Finance Division, Islamabad which will be released after satisfactory completion of warranty period in case of successful bidder. However Security deposit of the non-successful bidders will be returned after approval of the case by the Competent Authority.
- The method of single stage- Two Envelops will be followed. The bidders must furnish their technical proposals and financial proposals in two different envelops. The envelops shall be clearly be marked as "Technical Proposals" and "Financial Proposals.
- The admissible taxes shall be deducted at source.
- An affidavit that firm has neither been involved in any litigation with any party nor has been blacklisted by any government organization.
- The procurement is subject to successful demonstration by the bidder.
- The purchase will be made strictly in accordance with PPRA Rules, 2004.
- The equipments to be offered must be as per the enclosed specifications.
- The Finance Division reserves the right to reject any or all bids conveying the reason therefore.
- Preference will be given to machine with minimum copy cost. The venders must give the additional information in technical proposal as below:
 - a. Drum life
 - b. Developer life
 - c. Price of toner
 - d. Toner life
 - e. Per copy cost

Signature _____

Name of firm/company _____

Address/Contact No. _____

