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 <b>Government of Pakistan</b> <b>PAKISTAN TELECOMMUNICATION AUTHORITY</b> <a href="http://www.pta.gov.pk">http:// www.pta.gov.pk</a>
Tender No.2/2018-19/Admin-I/PTA
<b>Invitation to Bids for Supply of Photocopiers</b>
<p>Pakistan Telecommunication Authority a Government Telecom Regulator invites sealed bids from reputable companies, firms, contractors &amp; supplier from Islamabad/Rawalpindi, registered with Income Tax and Sales Tax Departments and who are on active taxpayers list of the Federal Board of Revenue, for Supply of Photocopiers.</p> <p>Bidding documents which are containing detailed terms &amp; conditions, method of procurement, procedure for submission of bids, bid security, bid validity opening of bid etc. are available at the office of the undersigned. Price of the bidding documents is Rs.200/- (Cash – non-refundable). Bidding documents can also be downloaded from PPRA &amp; PTA websites (<a href="http://www.ppra.org.pk">www.ppra.org.pk</a> and <a href="http://www.pta.gov.pk">www.pta.gov.pk</a>) free of cost.</p> <p>The bids, prepared in accordance with the instructions in the bidding documents must reach at the office of the undersigned on or before <b>6<sup>th</sup> November, 2018</b> up till <b>1100 hours</b>. Only Technical Proposal will be opened on the same date at <b>1130 hrs</b>. This advertisement is also available on PPRA website at <a href="http://www.ppra.org.pk">www.ppra.org.pk</a>.</p>
<b>Muhammad Muneer</b> Assistant Director (Administration) PTA Headquarters, F-5/1, Islamabad Tel: 051-9214037, Fax: 051-2878149 <a href="mailto:munir@pta.gov.pk">munir@pta.gov.pk</a>
DONATE FOR DIAMER BASHA AND MOHMAND DAMS

**Bidding Documents**  
**For**  
**Supply of Photocopiers**

**PAKISTAN TELECOMMUNICATION AUTHORITY**  
**HEADQUARTER, F-5/1**  
**ISLAMABAD**  
**Ph: 051-9225329-31**  
**<http://www.pta.gov.pk>**

## **Bidding Documents**

The bids will be received on or before **6<sup>th</sup> November, 2018 at 1100 hours** in the office of the undersigned at PTA Headquarters, Islamabad, and only technical bids will be **opened on the same day at 1130 hours in PTA Auditorium.**

### **1. Technical Proposal (Annexure-A).**

#### **Mandatory Requirements**

- a. Name of Supplier /Firm/Bidder with address & Contact Person
- b. Company/Supplier/Firm Name in the Active Tax Payer list of FBR and business name must be entered in the NTN/STRN certificate.
- c. Bid Security Certificate attached with Technical Proposal that pay order is attached with Financial Bid.
- d. Meet all technical specification as mentioned in Form-A of Annexure-A and Broacher of photocopier must be provided.
- e. Undertaking on Stamp paper (original) that the supplier /firm/Bidder / company is not blacklisted and stamp paper issuance date not before the tender notice date.
- f. Supplier / Bidder / Firm/ Company should be having an Office/Workshop in Islamabad/ Rawalpindi (Municipal Area).

**Note:** Non submission of any of the above requirements will result into disqualification/rejection of bid

### **2. Financial Bid (Fill Annexure-B).**

- a. Financial Bid must be quoted in Annexure-B.
- b. Earnest money equal to 2% of total bid price (Refundable) in shape of pay order / Bank draft in favour of Pakistan Telecommunication Authority, Islamabad, should be attached with the financial bid (Cheque will not be accepted). Bid without earnest money will be rejected forthwith.
- c. The quoted price should be inclusive with local trolley or any other item required for fixation/installation and functionality of the system.

### **3. Terms & Conditions**

- i. Tender Notice issued in the PPRA/PTA Websites is part of Bidding Document.
- ii. Bids should be addressed to the Director (Administration), Pakistan Telecommunication Authority, F-5/1, Islamabad.
- iii. The supply of photocopiers will be according to PPRA Single stage – two envelope procedure.

- iv. Bid shall be submitted in a single package containing two separate envelopes clearly marked as "TECHNICAL Proposal" and "FINANCIAL Proposal".
  - v. Initially, only the envelope marked "TECHNICAL Proposal" shall be opened.
  - vi. The envelope marked as "FINANCIAL" shall be retained in the custody of the PTA without being opened.
  - vii. PTA shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not meet the mandatory requirements.
  - viii. During the technical evaluation no amendments in the technical proposal shall be permitted.
  - ix. Financial bids of only technically qualified bidders shall be opened on the time, date and venue communicated to successful bidders. Financial Bids of technically disqualified bidders shall be returned without opened.
  - x. The bidder should quote rates clearly in the financial bid. Cutting & over writing will not be accepted and bid will be rejected.
  - xi. Work order will be issued to the technically qualified bidder who has quoted the lowest financial bid.
  - xii. Earnest money equal to 2% of total bid price (Refundable) in shape of pay order / Bank draft in favour of Pakistan Telecommunication Authority, Islamabad, should be attached with the financial bid (Cheque will not be accepted). Bid without earnest money will be rejected forthwith.
  - xiii. Earnest Money of unsuccessful bidder will be returned on issuing of supply order.
  - xiv. Retention money is limited to 6% of the total bid price. Earnest money of successful bidder will be retained and balance 4% shall be deducted at the time of payment. Retention money will be released within 2 months after completion of warranty period on the submission of request by the vendor.
  - xv. Bid validity period will be 120 days after bid opening date.
  - xvi. Bid submitted shall be inclusive of GST.
  - xvii. Taxes and duties will be deducted as per Government rules.
  - xviii. GST&NTN registration date must be before of tendering date
  - xix. Successful bidder will supply of photocopiers at PTA H/Q Islamabad and no transportations charges will be paid by PTA.
  - xx. Pakistan Telecommunication Authority, Islamabad reserves the right to accept or reject any or all bides as per PPRA Rules.
- For any further clarification, companies may contact the undersigned on Tel: 0519214037.

**(Muhammad Muneer)**

Assistant Director (Admin)

051-9214037

**Technical Proposal (Mandatory Requirements)**

1. Name of Company / Supplier /Firm/Bidder \_\_\_\_\_
2. Office Address with telephone & Fax \_\_\_\_\_  
\_\_\_\_\_
3. Contact Person with Cell No. \_\_\_\_\_
4. Company/Supplier/Firm Name in the Active Tax Payer list of FBR and business name must be entered.
  - a. NTN No. \_\_\_\_\_ (Yes / No)
  - b. GST No. \_\_\_\_\_ (Yes / No)
5. Bid Security Certificate that pay order is attached with Financial Bid (Yes / No).
5. Technical Specification as mentioned at "Form-A" are met and Broacher of photocopier must be provided (Yes / No).
6. Undertaking on Stamp paper (original) that the supplier /firm/Bidder / company is not blacklisted and stamp paper issuance date not before the tender notice date (Yes / No).

**Technical Specification**

Name of Photocopier: \_\_\_\_\_

Model: \_\_\_\_\_

Make: \_\_\_\_\_

**Specification:**

S.No.	Technical Specifications	Yes	No
1	Digital Processing		
2	Copy Print Speed : Minimum 35 ppm/cpm		
3	Zoom : 25-200 %		
4	Printing resolution : 600 x 600 Dpi		
5	Scanning Resolution: 600 x 600 dpi.		
6	Paper Trays 02 (Minimum).		
7	By Pass Tray 01		
8	Print Area A-3 to A-5		
9	Duplex Built-In		
10	USB Support & ID Card Copy		
11	Laser Dry Electrostatic		
12	Min RAM 256 MB		
13	Multiple copies 1-999		
14	Network Printer Built-in 10/100 Mbps, support for IPv4 / IPv6, SNMP, printing upto (A-3) Size /UFR II LT		
15	RADF/DADF		
16.	Operating System Support: Windows 2000/ XP/ Server 2003/ Vista/ Server 2008/ Server 2012/ Windows 7, Windows 8, Mac OS X (10 or later), Linux		

Note: Broacher of quoted photocopier must be attached.

Name of Company/ Supplier/ Firm/Bidder \_\_\_\_\_

Signature \_\_\_\_\_

Authorized Name \_\_\_\_\_

**Annexure-B**

**Financial Bid**

**Financial Bid for Supply and Fixing/Installation of Photocopiers**

Name of Photocopier	Qty	Unit Price (Inclusive GST)	Total Amount (Inclusive GST)
	10		

Note: The above quoted price should be inclusive with local trolley or any other item required for fixation/installation and functionality of the system.

Name of Company/ Supplier/ Firm/ Bidder \_\_\_\_\_

Signature \_\_\_\_\_

Authorized Name \_\_\_\_\_