

QTY.	DESCRIPTION	TENDER FEE	DATE & TIME OF OPENING
02.No	Light Duty Photocopier Machine Alongwith Copier, Scanner, Printer and FAX	Rs. 3000/-	27.02.2025 3:00 p.m

Copying Process:	<b>COPIER</b>		
Copy speed:	Twin laser beam scanning & electro photographic printing.		
Resolution:	50/40 copies per minute		
Multiply copy:	600dpi		
Memory:	Up to 999		
	Standard:		
	128MB		
	Maximum:		1GB
Paper size:	sheets		
Weight:	Legal, letter, Executive, A4, A5, A6, B3, B4, B5 (US), B5 (SO) & 8.5x13.		
Power source:	Less than 62 Kg		
Power consumption:	220-240V, 50/60 Hz		
	Operation:		Maximum
	1.32KW		
	Energy saver mode:		Less
	then 120W		

**PRINTER / SCANNER (OPTIONAL)**

Printer speed:	<b>PRINTER</b>		
Printer language:	25/30 copies per minute		
Memory:	Standard:	PCL5, PCL5E, PCL6, RPCL5™	
Resolution:	Option:	ADOBE® PostScript® 3™	
	384 MB + 4GB Hard Disk Drive		
Resolution:	Maximum 600 x 600 dpi		
Scan speed:	<b>SCANNER</b>		
Resolution:	Maximum 52 originals per minute (MF, A4/LEF)		
Original size:	Maximum 600 dpi (Twain: 1,200 dpi)		
Destination:	A5 - A3		
	Maximum 50 folders per job.		

**FAX (OPTIONAL)**

Circuit:	PSTN, PBX		
Modem speed:	Maximum 33.6 Kbps.		
Resolution:	Standard / Detail:	200 x 100/200 dpi	
Memory:	Maximum:	400 x 400 dpi (option)	
	Standard / Maximum:	12/44 MB	
Scanning speed:	Less than	0.56 seconds (200 x 200 dpi, A4/SEF)	
Memory backup:	YES		

## **2. Specification criteria:**

All bidders must be mentioned the specification in data sheets with unit price rate as per item wise.

## **3. Delivery times:**

- i. Maximum delivery/installation time for the supply of tender items will be one week from the date of supply order.
- ii. Validity period of the bid shall be 90 days from the date of opening of bids.
- iii. The successful bidders will be bound to supply the items on the quoted rates within one week from the issuance of purchase order.
- iv. In case the supplier fails to supply & install the agreed material in time, the competent authority reserves the right to reject his offer and confiscate the bid security.

## **4. Procedure of open competitive bidding:**

The "Single Stage One Envelope" method will be used for competitive bidding.

## **5. Bidevaluation criteria:**

- The bids shall be evaluated on the basis of required specification and competitive price for each item.
- The Departmental Purchase Committee will open the bids on **27.02.2025 at 3:00 pm** in the presence of the bidders or their authorized representatives, who may like to be present. Bids not accompanied by the documents shall be declared as Non-responsive.
- The price must be quoted against each item for each of the category with cumulative total at the end.
- The description of the items in Tender Document must be supported with brochure.
- Relevant experience upto 2-3 years having purchase of order not less 5 Nos from Govt. Semi Govt. and other institutions.
- Turn over of 03 years at least upto 1.0 million.
- **Performance Security:** 5% of quoted amount from successful bidder.

## **6. Quality of items:**

All item(s) supplied by successful bidder should be wholesome and include all the basic Criteria. The offered item(s) should not be of substandard nature.

## **7. Warranty:**

Please mention the specification against each item.

## **8. Installation:**

The installation of goods should be provided free of cost at the locations of Energy Department, Government of Sindh.

## DATA SHEET OF ITEM

S.NO	ITEMS	PARTICULAR / ITEM
1.	Photocopier Machine with Copier, Scanner, Printer & Fax	Light duty Photocopier Machine with Scanner, Printer & Fax (specification enclosed)

Bidders are requested to mention the specifications and specify the sample / standard size of the product with literature/ brochures proposal, if any.

## TERMS AND CONDITIONS

### **Instruction to Bidders:**

- i. **General:** Sealed bids are invited for the purchase of Photocopier Machine with Copier, scanner, printer & Fax from the authorized dealers / sole distributors / suppliers / firms on free delivery basis, with warranty. The supplies are to be delivered Energy Department at Karachi.
- ii. **Bill of quantities:** The price must be quoted against each item for each of the category with cumulative total at the end.
- iii. **Date & time of submission of tenders:** The interested bidders shall submit their bids on the prescribed form, available on written request on the firm/company letter pad available from the office of **Section Officer-II/DDO, EM&RC, Energy Department** along with a **Pay Order/ demand draft** amounting to **Rs.3000/-(Non-refundable)** in favor of **Section Officer-II /DDO EM&RC, Energy Department** on any working day upto **2:00 p.m.** on or before **27.02.2025** which will be opened publicly on **27.02.2025** at **3:00 pm** in the presence of bidders or their representatives, who may care to be present.
- iv. **Bid Security:** The tenders without or containing less than 2% Bid Security of the total quoted amount in shape of Pay Order/Bank Draft or Bank Guarantee in favor of **Section Officer-II/DDO EM&RC, Energy Department**, otherwise it will not be accepted.
- v. **Change in Quantities:** Energy Department reserves the right to increase/decrease quantities as per provision of SPPRA Rules and it will be the responsibility of the supplier/contractor to deliver the item on time, at the stipulated site.
- vi. **NTN/GST Certificate:** Bidders must be registered with GST and NTN. Contractor/ suppliers must mention their National Tax Registration Number (NTN) or General Sales Tax (GST) number and furnish a copy of NTN and GST certificate alongwith tender.
- vii. **Tax deductions:** Taxes will be deducted from the amount as per rules enforced at that time.
- viii. **Acceptance/Rejection:** Procuring Agency may reject all or any bids / proposals subject to relevant provision of PPRRA Rules.

**ENERGY DEPARTMENT**  
**GOVERNMENT OF SINDH, KARACHI**

3<sup>rd</sup> floor State Life Insurance Corporation of Pakistan  
Building No.3, Dr. Ziauddin Ahmed Road, Opposite C.M  
House Karachi.

**SCHEDULE TO INVITATION TO TENDER NO.-----**

1. Date of Opening of Tender -----
2. Time of Receipt of Tender -----
3. Time of Opening Tender -----

As per above mentioned schedule tenders shall be opened in the presence of bidders before the Department Purchase Committee, Energy Department, Government of Sindh, 3<sup>rd</sup> floor State Life Insurance Corporation of Pakistan Building No.3, Dr. Ziauddin Ahmed Road, Opposite C.M House Karachi.

The offer shall remain open for **15 days** from the date publication of tender notice. Tender should quote their price clearly on the basis of free delivery to consignee at Karachi, inclusive all taxes.

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3<sup>rd</sup> floor State Life Insurance Corporation of Pakistan  
Building No.3, Dr. Ziauddin Ahmed Road, Opposite C.M  
House Karachi.

Dated: \_\_\_\_\_

To,

M/S. \_\_\_\_\_

Invitation to Tender No. \_\_\_\_\_

Dear Sir,

You are invited to submit tender for supply of Photo Copier, subject to the condition as laid down in the instructions, contained in tender notice. The tender quoting against this invitation shall be deemed to have read and understood the conditions and specifications for this assignment.

2. The tender shall quote on the prescribed schedule attached with this invitation on the basis of specifications indicated therein and shall sign the certificate given therein to the effect that the stores shall be supplied exactly in accordance with the requirements specified in the schedule. In case there is any deviation, the same should be clearly stated by tender, otherwise it shall be presumed that the offer is strictly in accordance with the requirements of the tender notice.

3. The Energy Department requires the delivery as stated in the schedule. This Purchase shall be governed by the Sindh Public Procurement Regulatory Authority Rules 2010 a copy of which may be obtained from the URL <http://pprasindh.gov.pk>.

4. The procuring agency may reject all or any bid or proposals at any time prior to the acceptance of a bid or proposal, subject to the relevant provision of SPPRA Rules, without assigning the reasons.

Yours Faithfully,

(MOAZAM ALI MEMON)  
SECTION OFFICER-II/DDO



**Rs.3000/-**

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**GOVERNMENT OF SINDH, KARACHI**

3<sup>rd</sup> floor State Life Insurance Corporation of Pakistan  
Building No.3, Dr. Ziauddin Ahmed Road, Opposite  
C.M House Karachi.

**TENDER DOCUMENT**

**FOR**

**PHOTOCOPIER MACHINE ALONGWITH  
COPIER, SCANNER, PRINTER & FAX**