

No. F.04 (23)/2021-22-AGP
Government of Pakistan
Office of the
ATTORNEY GENERAL FOR PAKISTAN
Supreme Court Building

TENDER DOCUMENT

With reference to this Office Tender Notice dated 24th May, 2022 will be Published on PPRA's Website and in newspapers regarding procurement of the following item as detail mentioned below: -

| Sr. No. | Items |
|---------|--------------------------------|
| 1 | Photocopier machine heavy duty |

TERMS & CONDITIONS OF THE PROCUREMENT WILL BE AS FOLLOWS:

1. **MANDATORY REQUIREMENTS**
 - (i) Rates should be offered clearly indicating make/model.
 - (ii) Rates should be quoted in Rupees and shall remain valid for minimum 90 days w.e.f. the date of opening of bids.
2. **BID SECURITY**

Bank draft/pay order equal to 2% of the total bid must be accompanied with the bids as bid security in favour of Accounts Officer, Attorney General Office, Islamabad for Bid without security shall not be entertained. Bid security of the un-successful bidders will be released within 10 days from the award of contract to the successful bidders.
3. **DATE AND TIME OF RECEIPT AND OPENING OF BIDS**

Bids must reach this Office on or before **10.6.2022 at 10.30 am.** The bids will be opened on the same day **at 11:30 a.m.** in the presence of vendors or their representatives.
4. **SALES TAX AND OTHER GOVERNMENT DUTIES**

All taxes levied by the Federal Government shall be the responsibility of the supplier. Active Tax Payer List of the current month issued by FBR must be accompanied with the bids.
5. **EVALUATION**
 - (i) **Bids will be evaluated item wise. Price of said machine given will be evaluated according to specification and subject to approval of purchase committee.** All the bids received will be evaluated by a **Technical Evaluation Committee** constituted by the competent authority. The committee will conduct detailed technical evaluation, compliance to given specifications and terms and conditions. Bids with major deviation and technical deficiencies and allied absence of required information will be rejected.
 - (ii) The decision of the Purchase of Committee/ Competent Authority shall be final subject to approval of specifications / samples.

6. **PERFORMANCE GUARANTEE**
The Successful bidder will have to deposit 10% of the whole procurement as performance guarantee in the form of bank guarantee /Bank Draft /pay order and the same will be retained till the expiry of warranty period of the supplied items. After submission of the said performance guarantee, earnest money will be released.
7. **DELIVERY PERIOD**
Delivery / installation of the equipment in 100% operational condition along with necessary training (if any) must have to complete in all respect by the vendor within 2 weeks after the issuance of supply order, at the Office of the Attorney General, Islamabad according to quantity given in the supply order(s).
8. **RESPONSIBILITY FOR EXECUTING THE CONTRACT**
The supplier shall be entirely responsible for the successful execution of the contract in all respects including installation, configuration etc. and minor civil work where necessary/applicable.
9. **TRANSPORTATION**
The equipment shall require delivering and installing at office of the Attorney General for Pakistan, 3rd Floor, Room No.341, Supreme Court Building, Islamabad. No extra charges will be paid for the transportation/dispatch of items supplied. Any other charges whatsoever incurred to deliver the equipments will be paid by the vendor.
10. **FAILURE AND TERMINATION**
In case the vendor fails to deliver the items thereof within the specified delivery period, the Office of the Attorney General, Islamabad, shall be entitled for the option either:-
(i) To recover from vendor liquidated damages levied at the rate of 2% per week.
(ii) To purchase from elsewhere without notice to the vendor at vendor's risk and cost of items not delivered without cancelling the contract; or
(iii) To cancel the contract at vendor's risk and cost along with forfeiture of bid security and the equipment delivered.
In case of action taken under (ii) or (iii) above, vendor shall be liable for any loss which the Office of the Attorney General, Islamabad may suffer on that account, but vendor shall not be entitled to any gain on purchase made against the supply order placed to the other vendor.
If during the course of execution of contract, vendor is blacklisted by any other Govt./Semi Govt. Department, may proceed as follows:-
(i) Allow the contract to run its course till its completion in accordance with the terms and conditions; or
(ii) Suspend further supplies with or without financial repercussions; or
(iii) Cancel the contract with or without reservation of rights.
11. **DEMURRAGE**
In case of any demurrage charges incurred due to any of the reasons mentioned below, the same shall be deducted from vendor's bills or recovered as a separate item (the decision of the competent authority regarding fixation of responsibility in this regard shall be binding on the vendor): -
(i) Owing to delay in forwarding/delivery of relevant items , bills documents etc;
(ii) Defective marking, packing or installations of the items ordered;
(iii) Due to reason not specified above but for the vendor is responsible.

12. **INSPECTION AND REJECTION**

- (i) The Purchase Committee may reject a part or whole of the consignment tendered during inspection, if it felt that the items/consignment is not as per specifications and sample given in the Purchase Order;
- (ii) The decision of the Committee shall be binding on the vendor;
- (iii) If the items are rejected as aforesaid then without prejudice to the right of the purchaser the vendor will supply the items in replacement within the original delivery period without seeking any extension;
- (iv) On failure to replace the items/consignment, the Office of the Attorney General, Islamabad shall have the following rights:-
 - a. purchase the rejected goods at vendors cost and expense; or
 - b. terminate the contract and recover the loss thereby incurred, from the vendor.

13. In case of non supply of requisite items, Office of the Attorney General, Islamabad will either purchase these items from open market at the risk and cost of the supplier and difference (if any) will be charged to the supplier concerned OR contract will be cancelled and bid security will be forfeited.

14. **PACKING OF ITEMS**

Each consignment/items shall be supplied in a proper box/container clearly indicating its serial numbers and items contained therein, failing which the loss (if any) due to defective or inappropriate packing / marking shall be at vendor's account.

15. **PAYMENTS**

Payments will be made on 100% delivery, completion of the assignment and final testing of the equipment.

16. **RIGHTS RESERVED**

The Office of the Attorney General, Islamabad of reserves the right to change the quantity of any items and reject any or all the bids or proposals at any time in accordance with Rule 33 of Public Procurement Rules, 2004.

17. **CLARIFICATION**

For any query or further information, the bidder may contact on telephone Numbers. 051-9220653 & 051-9205419.

ITEM NO.1

PHOTO COPIER MACHINE

Quantity =01

| Items | Description | Whether bidder's specifications are as per given specifications. Please reply (YES or NO). In case of higher specifications, please mention against each |
|---|------------------------|---|
| Brand Name/ Manufacturer | Cannon 8705 | |
| Copy Per Minute (CPM) | 105CPM | |
| Scanning resolution | 600x600dpi | |
| Printing resolution | 1200x1200dpi | |
| Paper Capacity | 42000 Sheets or higher | |
| Duplex(Automatic Document feeder) | Built-in | |
| Memory | 3GB Ram | |
| Hard Disk | 250 GB HDD | |
| Processor | 1.7 GHZ dual core | |
| Copy sided | Double | |
| Continuous copying | 9999 | |
| Panel size | 10.1" color TFT Flat | |
| Max Original size | A-3 | |
| Unit Price | | |
| GST (if any) | | |
| Unit price inclusive GST | | |
| Price of total Quantity inclusive GST | | |
| Warranty | | |
| Life of Toner Cartridge | | |
| Life of Drum | | |
| Cost of Toner Cartridge | | |
| Cost of Drum Unit | | |
| Availability of Drum/ Toner Cartridges / Consumables | | |
| Annual Contract charges after expiry of Warranty | | |
| Visit Charges after expiry of Warranty | | |
| Authorised Dealer | | |
| Delivery Period | | |
| Brochures attached | | |
| Validity Period of bids | | |

Note: Prices of the item given above will be evaluated collectively.

Signature

Company Seal