



## Central Power Purchasing Agency (Guarantee) Limited

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**Supply of Toners Items to CPPA-G on Running Rate Contract basis**

### **T E N D E R N O T I C E**

Central Power Purchasing Agency (Guarantee) Limited (CPPA-G), is a company established by Government of Pakistan under Ministry of Energy Power Division

1. Central Power Purchasing Agency (Guarantee) Limited (CPPA-G) invites sealed tenders from HP authorized toners supplier/firm/company registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for supply of HP original toners on running rate contract basis till 30-06-2023.
2. The tender Documents containing detailed information, terms and conditions etc. are available on the websites of PPRA ([www.ppra.org.pk](http://www.ppra.org.pk)) and CPPA ([www.cppa.gov.pk](http://www.cppa.gov.pk)). Tender document can also be obtained from CPPA-G's office, during working day from 9:00 am to 5:00 pm. Tender Document Fee is Rs. 1000/- Rupees.
3. The bidders will be required to submit a bid security 5% of bid value in shape of Bank Draft in favor of CPPA-G.
4. Sealed tenders will be received latest by September, 07<sup>th</sup> 2022 by 11:00 am, and will be opened on the same day at 11:30 am, at CPPA Office.
5. CPPA-G reserves the right to accept or reject any or all the Bids, as per PPRA Rules, 2004.

**Manager (HR & Admin)**  
**Central Power Purchasing Agency (Guarantee) Limited**  
**Shaheen Plaza, 73-West Blue Area, Islamabad**  
**Ph: 051-9216917 Fax: 051-9213617**

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**Central Power Purchasing Agency (Guarantee) Limited**  
**Shaheen Plaza, 73-West Blue Area, Islamabad**

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**Supply of Toners Items to CPPA**

The Central Power Purchasing Agency (Guarantee) Limited (CPPA) invites sealed tenders for HP Original toners, for supply of toners items as per **Annex-II**.

**General Terms & Conditions:**

- 1) The bidder should submit a single envelop (Annex-I) and Financial Proposal (Annex-II) of company's letter head,
- 2) The Company/Firm should be registered in Pakistan since at least three years with valid Income Tax and Sales Tax Departments (Registration Numbers should be mentioned clearly, and valid documentary evidence be attached).
- 3) The Company should have a minimum of three (03) year experience in supply of HP Original toners and should have a proper office and warehouse at Islamabad/Rawalpindi.
- 4) Company Should be authorize partner of HP
- 5) The bidder will be required to submit Bid Security Deposit of 5% of the bid amount in the shape of Bank Draft payable at Islamabad, in favor of CPPA-G.
- 6) Bid Security of Successful Bidder/Bidders will be retained in CPPA-G's account till the validity of the rate contract i.e till June, 30<sup>th</sup> 2023.
- 7) The sealed bids of quoted items are required to be delivered to the office of the undersigned by 11:00 am on dated September, 07<sup>th</sup> 2022.
- 8) The bidding documents can be downloaded from [www.cppa.gov.pk](http://www.cppa.gov.pk); however, cost of tender document is PKR 1,000/- (non-refundable) that will be deposited by potential bidders in CPPA Imprest, Bank A/C Title: 'Central Power Purchasing Agency (Guarantee) Limited' Bank, No. 3057606195, National Bank of Pakistan, Super Market, Corporate Branch, F-6, Islamabad. The bidders will present original receipt of tender document fee, deposited, along with sealed technical and financial bids.
- 9) The Bid Opening Committee will open the Bid (Annex-I) for evaluation per criteria given at Annex-III, on September, 07<sup>th</sup> 2022 at 11:30 am in the presence of the bidders or their authorized representatives, who may like to be present. Bids, which are not accompanied by the documents at serial No. 2 to 4, above, shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 10) The Bid Opening Committee will open the financial proposals (Annex-II) of the bidders whose pre-qualification/technical proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives, who may like to be present.
- 11) The bid validity period shall be till 30<sup>th</sup> June 2023

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- 12) Toners Delivery period after issuance of first Purchase Order is Thirty (30) Days and consequent Purchase orders is Fifteen (15) Days.
- 13) The proposals especially financial proposal shall not have any over writings or cutting. CPPA-G reserves the right not to consider the proposal having aforementioned deficiencies.
- 14) The rate contract will be awarded to the bidder having toner wise lowest price(s).
- 15) Payment of the bills will be subject to the deduction of applicable taxes.
- 16) An original and latest undertaking on judicial paper that the Company/Firm has never been blacklisted by any Government, Semi Government, Autonomous or State owned organization.
- 17) An original and latest undertaking on judicial paper that the Company/Firm has read and CPPA-G's black listing SOP document and in case of breach of contract will have no objection being trialed as per procedure.
- 18) The firms are required to quote for 100% of the listed items (Annex-II) otherwise the financial bid shall not be considered for evaluation.
- 19) CPPA-G reserves the right to extend the opening date of the bids, cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules.
- 20) CPPA-G has the right to award rate contract partially (Toner wise) to the lowest price Companies/Firm
- 21) CPPA-G has the right to issue Purchase Order partially (Toner wise) to the lowest price Companies/Firm
- 22) Supplied toners should have warranty (Shelf life) of one year from the date of delivery i.e if toner have not been installed into printer. However warranty will be claimed on fault of toner within ten days of installation and less than 25% of toners utilized.



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**Pre-qualification Proposal**  
**Running Rate Contract for**  
**Supply of Toners Items to CPPA**

Name of the Company	
Address (Telephone, Fax & E-mail)	
Year of Establishment	
Company/Firm Registration Certificate in Pakistan (Attach documentary evidence)	
Sales Tax Registration No. (attach documentary evidence)	
National Tax No. (attach documentary evidence)	
Banker's Name & Contact Details	
<b>Experience related to supply items (certificates/purchase order may be attached)</b>	
Tender Document Fee attached with technical proposal	Yes: _____ No : _____
Annual Turnover supported by documentary proof of the business (Income tax return of F.Y 2018-19 ,2019-20 and 2020-2021)	
Clientage (Attach separate Annexure)	
Enlistment Certificate (if any) (copy of certificate enlisted with Government/ Semi Govt. organizations)	
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)	
Affidavit (that the firm has read CPPA-G's blacklisting SOP and have no objection being trailed in case of breach of contract)	
<b>Contact Person</b>	_____
<b>Date:</b> _____	<b>Name &amp; Designation</b>
	_____
	<b>Authorized Signature</b>
	<b>Cell Number:</b> _____

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**Must be printed on Bidder's Letter head**

**FINANCIAL PROPOSAL**

**Detail of Toners Items to be supplied to CPPA**

Sr.No.	Description	Estimated Quantity	Unit Price	Unit Price Inclusive of Taxes	Total
1	HP Black Toner Cartridge 87A (CF287A) for LJ MFP 527z	90			
2	HP Black Toner Cartridge 83A (CF283A) for LJ MFP 127dn	15			
3	HP Black Toner Cartridge 26A (CF226A) for LJ 402dn	08			
4	HP Black Toner Cartridge 17A(CF217A) for LJ MFP 130fn	02			
5	HP Black Toner Cartridge (CF540A)	04			
6	HP Black Toner Cartridge (CF400A)	04			
7	HP Black Toner Cartridge (CF410A)	08			
8	HP Black Toner Cartridge (W2020A)	02			
9	HP Color Toner Set 201A for HP Color Laserjet M252dw	04			
10	HP Color Toner Set 202A for HP Color Laserjet M254dw	02			
11	HP Color Toner Set 203A for MFP 281 FDW	03			
12	HP Color Toner Set 410A for HP Color Laserjet M452	04			
13	HP Color Toner Set 414A for HP Color Laserjet M454dn	02			

**Note:**

- (i) Bidders are advised in their best interest to maintain the required quality and not to quote for counterfeited or sub-standard items, as the authority will ensure the quality of products at the time of supply of items.

\_\_\_\_\_  
Name of the Company/Firm  
Stamp

\_\_\_\_\_  
Signature with

**Annex-III**

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**ASSESSMENT CRITERIA**

**Supply of Toners Items to CPPA**

The pre-qualification proposals will be evaluated as per the following criteria: -

<b>Grading</b>	<b>Marks</b>
Profile of Firm & Experience in relevant business (Between Three and Four Years 20 Marks, Between Four and Six Years 30 Marks, above Six Years 40 Marks)	40
Annual Turnover Between Five and Six Million 20 Marks, Between Six and Seven million Rs. 30 Marks, Above Six Million 40 marks (attach copies as evidence)	40
Clientage Per Client in last Three Years (3 marks)	20

**Note:** Minimum score required to pass for Pre-qualification is 80%.

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