ٹریڈنگ کارپوریشن آف پاکستان (پرائیویٹ) لمیٹڈ
Trading Corporation of Pakistan (Pvt) Limited

Phones : 9202947-49 (3 Lines)
Fax : (92-21) 9202722, 9202731 & 9202595
E-mail : tcp@tcp.gov.pk

4th & 5th Floor.
Finance & Trade Centre.
Sharea Faisal.
Karachi. 75530 (Pakistan)

No. TCP/Admin/Toners/(1)/2021 Dated: 21-06-2021

TENDER NOTICE

TENDER FOR SUPPLY OF TONERS FOR PHOTOCOPIER, FAX MACHINES, PRINTERS TONNER AND REFILLING/RECYCLING OF PRINTERS TONNERS

Trading Corporation of Pakistan (Pvt.) Limited, (TCP) Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites sealed bids from the reputable companies/individual for one year whose deals in genuine/original tonner.

2. Interested parties may submit their bids in the tender box placed at the Reception Counter of TCP's Principal Office, 4th Floor, Block –B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi up to 1100 hours on 08-07-2021 which will be opened on the same day at 1130 hours in the TCP's Board Room in presence of Bidders or their authorized representatives who may wish to be present.

3. Bids must be accompanied with the bid security not less than 2% of the quoted value in the form of Bank pay order/Demand draft in favour of Trading Corporation of Pakistan (Pvt.) Limited, (TCP). Bid without bid security will not be considered. Taxes will be applicable as per law.

4. Tender documents containing detailed Terms and Conditions, can be purchased from the under mentioned office on payment of Rs.500/- (Rupees five hundred only) on all working days (Monday to Friday from 10:00am to 05:00 pm till the date of opening of the tender.

TCP Cash Office, Karachi, Trading Corporation of Pakistan (Pvt.) Limited, 4th Floor, Block–B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi, (Ph:02199202947-49 Ext-235); OR

5. The tender notice and documents (Terms and Conditions) can also be downloaded from official website of TCP www.tcp.gov.pk and PPRA www.ppra.org.pk. However, the receipt of purchase of tender documents can be obtained from Cash Section of TCP against the payment of PKR.500/- (Rupees Five Hundred only) prior to dropping the bid envelop in the tender box within the specified time.

6. TCP reserves the right to reject any or all bid(s) at any time prior to acceptance.

Farman Ali Chohan
General Manager
(Admin & Coordination)

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Tender Notice No.TCP/Admin/Tonners/(1)/2021 **Dated: 21-06-2021**

TENDER FOR SUPPLY OF PHOTOCOPIER, FAX MACHINE, PRINTERS TONNER AND REFILLING/RECYCLING OF PRINTERS TONNERS

TENDER DOCUMENTS

Issue Date: 21-06-2021

Receiving Date: 08-07-2021 at 1100 Hours.

Opening Time at 1130 Hours on 08-07-2021

ISSUED BY

General Manager (Admin & Coordination)
Trading Corporation of Pakistan (Pvt.) Limited, Karachi

Tender fee: Rs. 500/-

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Karachi. 75530 (Pakistan)

Tender Notice No.TCP/Admin/Tonners/(1)/2021 **Dated: 21-06-2021**

TERMS & CONDITIONS

Trading Corporation of Pakistan (Pvt.) Limited, Karachi, a state owned commercial organization working under the administrative control of Ministry of Commerce, Government of Pakistan, invites sealed bids from authorized distributors or the reputable companies/individual for one year who deals in genuine/original tonner. The rates quoted must remain valid for at least 45 days from the date of opening of bids as per following terms & conditions:-

1. GENERAL

a) Only professional companies/authorized dealers whose deals in original toners are eligible to submit tender in TCP for their services.

b) Tender shall be prepared and submitted to the TCP strictly in accordance with the instructions set forth herein.

c) All entries in the tender are to be in ENGLISH LANGUAGE. Corrections, etc, shall be signed by the authorized persons.

d) The bidder must be registered with Sale Tax and Income Tax Authorities and must be in Active Tax Payers list.

e) The delivery must be made by the suppliers at TCP's Principal Office, 4th & 5th Floor, Finance & Trade Centre, Shahrah-e-Faisal Karachi within 7 days of receipt of the supply order. If the supplier fails to supply within stipulated period, as mentioned in the supply order issued by TCP Rs.500/-per day will be deducted from their bill or security deposit of the supplier will be forfeited.

f) The bills will be paid on monthly basis after deduction of applicable taxes as per Rules.

g) The contract can be terminated on one month notice during the period of contract if the performance is not found satisfactory.

h) Bidder must read terms and conditions of this tender document, tender notice and applicable laws carefully prior to submission of bids/offer.

2. INSTRUCTIONS TO BIDDERS

a. The Tender Documents duly signed on each page (each of the corrections also duly signed and stamped without any over writing) alongwith the prescribed Bid Security shall be sealed and clearly marked in an envelope and delivered in person by dropping in the Tender Box placed at the Reception Counter of TCP's Principal Office, 4th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi up-to 11:00 hours on Thursday 08-07-2021, which will be opened on the same day at 11:30 hours in TCP's Board room in presence of bidders or their authorized representative who may wish to be present.

b. Bid should be sealed and accompanied with the following documents (all documents should be in the name of bidder).

c. Original receipt of payment for purchase of tender documents.

d. Attested copy of valid CNIC and attested copy of NTN/GST registration Certificate.

e. Name, Designation, CNIC number with CNIC copy, Office phone number and cell number.

f. Original tender document, each page of the tender document shall be signed/stamped by the bidder, as acceptance of terms & conditions.

g. If the tender document is downloaded from TCP or PPRA's websites, the Pay Order amounting to Rs.500/- must be enclosed in favour of "Trading Corporation of Pakistan (Pvt.) Limited";

h. Affidavit on judicial stamp paper of Rs.100/- to be effect that the bidder has never been black listed by TCP or any other Government/semi Govt. Department.

i. Bids received through fax, email or any other means, except as prescribed above, shall not be considered.

j. The company must be registered with all Tax Authorities, applicable to courier service. Copies of Tax Registration Certificates must be attached with the bid.

k. TCP does not bind it self to award the contract to the lowest but will take into consideration all aspects as are deemed relevant and applicable. Once the TCP has arrived at the decision, a written letter of Award to the Successful bidder will be issued. Thereafter, the successful Company will be required to execute a formal agreement on the terms which are attached herewith at Annex-I.



3. **ELIGIBILITY CRITERIA:-**

i) Companies which are black listed by TCP or any other Government/semi Government entity, are not eligible to participate in the tender

ii) Companies which have not fulfilled their contractual obligation with TCP shall also not be eligible.

iii) Companies which are not registered with Sale Tax and Income Tax authorities and not in Active Tax Payer list shall not be eligible to participate in the tender.

iv) Bids not complying with the instructions in this tender or submitted conditionally or without requisite documents or without Bid Security/earnest money will be liable to rejection.

v) Conditional bids or partial bids or incomplete bids by the bidders will be subject to rejection.

4. **BID SECURITY:-**

i) An **earnest money of 2%** of bid amount/quoted bid price in shape of Pay Order or Demand Draft through scheduled Bank, in favor of Trading Corporation of Pakistan (Pvt.) Ltd., Karachi must be enclosed with the bid otherwise bid without earnest money or containing less earnest money will not be accepted/entertained. The conditional bids or any quotation/bid received after expiry of time given in the tender notice will not be accepted/entertained. The rates should be quoted in Pak Rupees. Incomplete bid will not be entertained.

ii) TCP reserves the rights to reject all or any bid / proposal as per provision given in PPRA rules.

5. **PERFORMANCE SECURITY:-**

The successful bidder, after acceptance of bid by TCP shall be required to furnish performance Security equivalent to 5% of the tendered value in the form of Pay order/Demand Draft issued by a scheduled Bank in favour of Trading Corporation of Pakistan (Pvt.) Ltd., Karachi within **seven (7) days of issuance of award letter by TCP** for satisfactory performance within given time period. TCP shall have the right to forfeit the performance security without any notice, in case of breach of any terms and condition of this tender. The performance security of the successful bidder will be retained after satisfactory performance during the contract period as per tender terms & conditions.

6. **VALIDITY OF BID**

The bid shall remain valid for acceptance for 45 days with effect of the date of opening of tender.



FORM OF AGREEMENT

CONTRACT AGREEMENT FOR SUPPLY OF PHOTOCOPIER, FAX MACHINE, PRINTER TONNERS AND REFILLING/RECYCLING OF PRINTERS TONNERS

THIS AGREEMENT MADE AT Karachi on this _____ day of _____ 2021

BETWEEN

TRADING CORPORATION OF PAKISTAN (PVT) LTD. ("**The TCP**"), having its principle office at 4th & 5th Floor, Block-B, Finance & Trade Centre, Shahra-e-Faisal, Karachi-75530, Pakistan (which expression shall include its successions in interest and assigns) **of the first part.**

AND

M/s. _____ ("**The Supplier**"), National Tax No. _____ having its Registered Office at _____ (which terms shall include its successor-in-interest permitted assigns) **of the second part.**

WHEREAS

i. The TCP needs supply of _____ for delivery as per order basis for the period of one year from _____ at its principle office at 4th & 5th Floor, Block-B, Finance & Trade Centre, Shahrah-e-Faisal, Karachi-75530, Pakistan as per details provided in the Tender Document being integral part of this agreement.

ii. The Supplier has represented to TCP that they shall supply the requisite _____ items at the rates offered in the said Tender as submitted to the TCP.

NOW THEREFORE, THIS AGREEMENT WITNESSETH AS FOLLOW:

1. The Tender Document as well as the Letter of Award issued by the TCP, stating the contract price as Rs_____(Rupees_____only), shall be deemed to form and be read and constructed as part of this agreement:

2. In consideration of the convenience and agreement to be kept and performed by the Supplier, and for then faithful performance of this contract and the completion of the works embraced therein, according to the specifications and conditions herein contained and referred to or agreed to in the course of subsequent negotiations and in accordance with the "Tender Documents", the TCP shall pay and the Supplier shall receive full compensation of everything supplied under this agreement, the contract price stipulated in the Bill of Quantities, and rates quoted against each item of work and agreed to and accepted by the parties and at the times in the manner prescribed by the conditions of contract.

3. The Supplier, at his own proper cost and expense, shall do all work of supply of the items as required through as per supply order by the TCP.

4. The delivery of the items required by the TCP through order basis as per contracted specification and within specified time, is an essential feature of this contract agreement and the Supplier agrees to proceed with all due diligence and care at all times and take all precautions to ensure supply of the items as per required specification and within specified delivery period, being deemed to be the essence of the contract agreement on the part of the Supplier.

5. All applicable taxes at the time of payment shall be borne by the supplier.

6. This agreement shall be effective from _____ and concluded as on _____.

IN WITNESS WHEREOF, the TCP and the Supplier have executed this agreement on the day and year mentioned above.

FOR AND ON BEHALF OF **THE SUPPLIER**	FOR AND ON BEHALF OF **THE TCP**
(SEAL)	(SEAL)
Signed and delivered by **the Supplier** above named in the presence of:	Signed and delivered by **the TCP** above named in the presence of:
WITNESSES:	**WITNESSES:**
1. _____	1. _____
2. _____	2. _____

TENDER FOR SUPPLY OF TONERS FOR PHOTOCOPIER, FAX MACHINE, PRINTER TONERS AND REFILLING/RECYCLING OF PRINTERS TONERS

BILL OF QUANTITIES

S. No.	Description	Approx. monthly Requirement	Approx. yearly requirement Quantity	Rate (Rs.) Per Unit	GST (if applicable)	Amount (Rs.) Per Unit (Inclusive all taxes)	Total yearly amount (Rs.) (Inclusive all taxes)
01.	Photocopier Toshiba Model: E-Studio 3518A Toner- T-5018P (43,900 Yield)	01	12				
02.	Photocopier Toshiba Model: E-Studio 3508A Toner- T-3008P (43,900 Yield)	01	12				
03.	Photocopier: Kyocera ECOSYS Model: No. M4124idn Ecosys toner (TK-6110)	01 Quarterly	4				
04.	Fax Machine: Panasonic KX-FL422 Toner & Drum (KX-FAT88 Toner Cartridge) (KX-FAD89 Drum Unit)	01 Quarterly	4				
05.	HP Laser Jet printer Model M402N	4	48				
06.	HP Laser Jet printer Model 102A	2	24				
07.	HP Laser Jet printer Model P2015	4	48				
08.	HP Laser Jet printer Model P1020	2	24				
09.	HP Laser Jet printer Model P2035	1	12				
10.	HP Laser Jet printer Model P1102	3	36				
11.	HP Laser Jet printer Model P1320	2	24				
12.	HP Laser Jet printer Model M26A	1	12				
13.	HP Laser Jet printer Model M404N	1	12				
14.	HP Laser Jet printer Model P1015	1	12				
15.	HP Laser Jet printer Model P1300	1	12				
16.	HP Laser Jet printer Model M12W	1	12				
17.	HP Laser Jet printer Model CP1025	01 Half Yearly	2				
18.	HP Laser Jet printer Model CP1215	01 Half Yearly	2				

S. No.	Description	Approx. monthly Requirement	Approx. yearly requirement Quantity	Rate (Rs.) Per Unit	GST (if applicable)	Amount (Rs.) Per Unit (Inclusive all taxes)	Total yearly amount (Rs.) (Inclusive all taxes)
01.	Refilling/Recycling of Laser Jet printer toner of following models	40	480				
	HP Laser Jet printer Model M402N						
	HP Laser Jet printer Model 102A						
	HP Laser Jet printer Model P2015						
	HP Laser Jet printer Model P1020						
	HP Laser Jet printer Model P2035						
	HP Laser Jet printer Model P1102						
	HP Laser Jet printer Model P1320						
	HP Laser Jet printer Model M26A						
	HP Laser Jet printer Model M404N						
	HP Laser Jet printer Model P1015						
	HP Laser Jet printer Model P1300						
	HP Laser Jet printer Model M12W						
02.	Keyboard & Mouse original (A4 Tech)	10	120				
03.	Printers cables	5	60				
04.	VGA Cable	5	60				
05.	Network Cable Coil Cat-6 (Copper)	01 Quarterly	4				
06.	RJ-45 Connector Box	01 Quarterly	4				
07.	HDMI Cable	5	60				

