

Government of Pakistan
Ministry of Commerce

Tender for Purchase of Digital Photocopier


Sealed tenders are invited from authorized dealers having offices at Rawalpindi/Islamabad, for supply of following items as per specification mentioned for the Ministry of Commerce:-

Lot No.	Items	Quantity
01	Digital Photocopier	01 No.

Tender Document containing detailed specifications can be collected from the office of the undersigned or downloaded from website of MoC www.commerce.gov.pk and website of PPRA www.ppra.org.pk

Terms and Conditions:

- 1) Firms having GST and NTN numbers are eligible for bidding. Firms will provide copies of certificates of these numbers along with their bids.
- 2) Each bidding firm will provide an undertaking that it is not involved in any case of litigation etc.
- 3) Rates quoted must include all taxes and ancillary charges etc.
- 4) Bids should be valid for a minimum period of 90 days.
- 5) Earnest money @ 2% of total quoted amount must be attached with the bid in the form of a Pay Order / Bank Draft drawn at a bank in Islamabad, in favor of Ministry of Commerce.
- 6) "Tender for Supply of Digital Photocopier Ricoh" should be clearly written on the envelope containing the bid.
- 7) Submission of any false statement/documents including concealing of any information is likely to disqualify the bidder.
- 8) Sealed bids must reach the office of the undersigned by 1130 hours on 8th September, 2010. Bids shall be opened on the same day at 1200 hours in the Committee Room of MoC in the presence of the representative of the bidders (who may choose to be present).
- 9) MoC reserves the right to accept or reject any or all the tender.



Maj(R) Muhammad Rashid
Section Officer (A.IV)

Room No. 427, Block 'A', Pakistan Secretariat,
Islamabad. Ph: 051-9205745

**TENDER DOCUMENT FOR SUPPLY OF DIGITAL PHOTOCOPIER
FOR MINISTRY OF COMMERCE**

(To be printed on letterhead of the bidding firm)

Tender for Supply of Digital Photocopier

Reference advertisement posted PPRA's website on dated..... inviting tenders for the purchase of computers for the Ministry of Commerce. I (Name & Designation) on behalf of (Name of Company) shall supply Digital Photocopier as per following specifications at the rates quoted therein:-

S. No.	Specifications	Qty.	Price	Taxes	Total
01	<u>DIGITAL PHOTOCOPIER RICOH or Equal</u> Copying Process: Twin laser beam scanning Copy Speed 40 CPM or above Resolution: 600 dpi Multiple copy: Up to 999 Warm-up time: 13 seconds First out speed: 4.1 / 3.4 seconds Zoom: 25 – 400% (in 1% steps) Memory standard: 256 MB Hard Disk : 40 GB Duplex Electronic Rotate Sorting RADF (Automatic Document Feeder) with all accessories and trolley Consumables parts will also mention with their prices and life i.e. Drum, Fixing Unit, Toner, etc.	01 No.			
Price Quoted for Lot No. 1					

We undertake and declare that: -

- a) The prices quoted should includes all taxes, transportation and cost of installation etc.
- b) The prices are valid for 90 days
- c) All of the products are under warranty for a period of one year from the date of supply / installation and in case of any defect and malfunction we shall be responsible for repair and / or replacement as per guarantee / warranty.

We understand that: -

- a) Ministry of Commerce reserves the right to accept or reject our bid and we undertake not to question the decision of Ministry of Commerce in this regard.
- b) The earnest money amounting to Rs.....submitted by us is liable to forfeiture in case our firm fails to abide by the terms and conditions given in the advertisement referred to above.

Signature & Stamp

Contd. P/2....

Documents attached: -

1. Certificate of authorized dealership.
2. Company profile with list of its recent clients.
3. Copy of NTN Certificate of the firm.
4. Copy of Sales Tax Registration Certificate of the firm.
5. Earnest money in the shape of Bank Draft / Pay Order bearing No.dated.....,
 - a. drawn at (banks name & address) for Rs.....
6. Product Brochures.