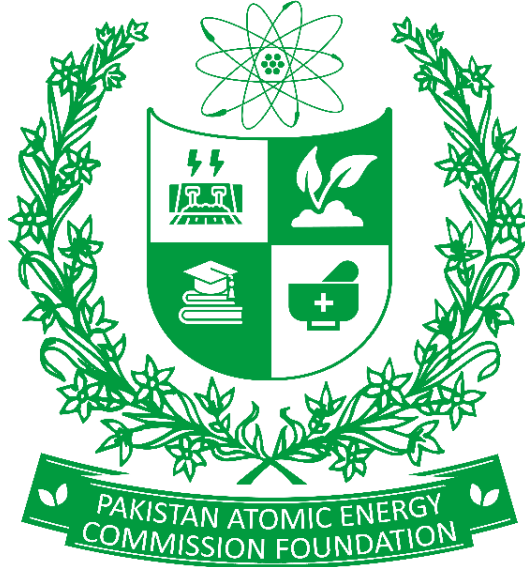


**PAKISTAN ATOMIC ENERGY COMMISSION**  
**FOUNDATION**



**BIDDING DOCUMENT**  
**FOR**

**PROCUREMENT OF**  
**PHOTOCOPIER MACHINE**

ISSUED TO M/S:

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SIGNATURE OF ISSUING AUTHORITY

**Assistant Manager (Projects & Procurement)**  
**PAEC Foundation Head Office**  
**Adjacent to NORI Hospital, Hanna Road G-8/3 Islamabad**  
**Phone: 051-9263295, Extension: 208**

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# **INVITATION FOR BIDS**

1. Pakistan Atomic Energy Commission Foundation, invites sealed bids under Single stage two envelop procedures from eligible bidders for the supply of **Photocopier Machine**.
2. Interested eligible bidders may obtain further information from the Procurement Cell, PAEC Foundation Head Office Islamabad.
3. Bidding documents can be obtained from Procurement Cell of PAEC Foundation Head Office Islamabad during office hours on payment of Rs.1000/- (Non-Refundable) and can be downloaded from organization website i.e. <http://www.paecf.org.pk> and Public Procurement Regulatory Authority website <http://www.ppra.org.pk>
4. Tenders / bids addressed to Assistant Manager (Projects & Proc.) should reach the office of Assistant Manager (Projects & Procurement) till 11:00 A.M on or before **24-03-2025** on the following address:

**PAEC Foundation Head Office  
Adjacent to NORI Hospital, Hanna Road G-8/3 Islamabad**

5. Received tenders / bids will be opened at 11:30 A.M on **the same date** i.e. 24-03-2025 in the Conference room of PAEC Foundation in the presence of bidders or their representatives who choose to attend.
6. The bidders are requested to give their best and final prices as no negotiations are expected.
7. A pre bid meeting of the intended bidders will be held on 17-03-2025 at 11:00 A.M in the Procurement Cell of PAEC Foundation at following address:

**PAEC Foundation Head Office  
Adjacent to NORI Hospital, Hanna Road G-8/3 Islamabad**

## **INSTRUCTIONS TO BIDDERS**

1. The bidder/ proponent must submit the proposals in sealed envelopes as specified in clause b of Rule 36 of PPRA Rules 2004 (as amended) i.e. ***Single stage, two envelop procedure.***
2. The proposal shall be typed in English with legible font type and size. Any hand written part or full proposal shall be rejected.
3. The proposals must be on the bidder's letterhead, duly stamped by authorized representative (as per prescribed specimen in alphabetical order).
4. The envelopes should be on the name **(Assistant Manager (Projects & Proc.) PAEC Foundation Islamabad.**
5. The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document
6. The bidder shall specify validity in days; the procuring entity may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
7. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project / government, will be blacklisted and debarred.
8. The proposals should be in accordance with enclosed specifications.
9. **Response time:** All bidders shall submit proposals as per these instructions on or before **24-03-2025** at 11:00 A.M. Technical bids will be opened at 11:30 A.M by the Organizational Purchase Committee on the same day.
10. Submission of undertaking on legal valid and attested stamp paper that:-
  - a). the quoted Goods are genuine, brand new, non- refurbished, unaltered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials;
  - b). the firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization, autonomous body or Private Sector Organization anywhere in Pakistan.
  - c). the firm will fully compliance execution schedule and Delivery Period mentioned in tender document
11. **Tender Price**
  - 11.1 The quoted price for each model shall be in Pak Rupees only; best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
  - 11.2 Inclusive of all taxes, duties, levies, insurance, freight, etc.
  - 11.3 Including all charges up to the delivery point i.e. Islamabad.
  - 11.4 If not specifically mentioned in the Tender(s), it shall be presumed that the quoted price is as per the above requirements.

## **12. Earnest Money**

12.1 The Tenderer shall furnish the Earnest Money as under:

12.1.1) for a sum equivalent to 2% of the total price;

12.1.2) Denominated in Pak Rupees;

12.1.3) As part of financial bid envelope, failing which will cause rejection of bid.

12.1.4) in the Form of CDR, Pay Oder, Banker Cheque and Demand Draft.

12.1.5) Have a minimum validity period of ninety (90) days from the last date for submission of the Tender or until furnishing of the Performance Security, whichever is later.

12.2 The Earnest Money shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:

12.2.1) if the Tenderer withdraws the Tender during the period of the Tender validity;

12.2.2) If the Tenderer does not accept the corrections of his Total Tender Price; or

12.2.3) If the Tenderer, having been notified of the acceptance of the Tender by the Purchaser during the period of the Tender validity, fails or refuses to furnish the Performance Security, in accordance with the Tender Document.

13. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these instructions. The rejection reason will be communicated to the respective bidder.

14. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.

15. Arbitration as per law will be in case of disagreement arising out of contract execution, which cannot be settled, between the two parties (procuring entity and supplier/vendor/bidder).

16. If the bidding document is downloaded from the institutional web site and PPRA website the fee has to be deposited in the Accounts Branch and the original receipt must be attached with the bidding document.

17. No tenders/bids shall be accepted without original fee receipt.

18. Action against the contractors will be taken as per Blacklisting Manual who is found to be involved in corrupt practices.

19. Rejection / Acceptance of the Bid

19.1 The Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid or proposal.

19.2 The Tender shall be rejected if it is:

19.2.1 Submitted in other than prescribed forms, annexes, schedules, charts, drawings, documents / by other than specified mode; or

19.2.2 Incomplete, partial, conditional, alternative, late; or

19.2.3 Earnest money is not submitted; or

19.2.4 Subjected to interlineations / cuttings / corrections / erasures / overwriting; or

- 19.2.5 The Tenderer refuses to accept the corrected Total Tender Price;  
or
- 19.2.6 The Tenderer has conflict of interest with the Purchaser; or
- 19.2.7 The Tenderer tries to influence the Tender evaluation / Contract award; or
- 19.2.8 The Tenderer engages in corrupt or fraudulent practices in competing for the Contract award;
- 19.2.9 The Tenderer has been blacklisted by any public or private sector organization;
- 19.2.10 The Tenderer has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
- 19.2.11 The Tenderer has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
- 19.2.12 The Tenderer submits any financial conditions as part of its bid which are not in conformity with tender document.
- 19.2.13 Non-submission of verifiable proofs against the mandatory as well as general documentary, qualification and eligibility related requirements.

## **20. Performance Security**

20.1 The successful Tenderer shall furnish Performance Security within fourteen (14) days of the receipt of the Purchase Order, in the form of a Bank Guarantee or Banker Cheque, issued by a scheduled bank operating in Pakistan, as per the format provided in the Tender Document; for a sum equivalent to 10% of the contract value; denominated in Pak Rupees; have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.

20.2 The Performance Security shall be payable to the PAEC Foundation, if the Contractor commits a default under the Contract; fails to fulfill the obligations under the Contract or if violates any of the terms and conditions of the Contract.

20.3 No interest on the amount of performance guaranty / Banker Cheque shall be charged by Bidders.

### **20.4 Forfeiture of Performance Security**

The Performance Security shall be forfeited by the PAEC Foundation, on occurrence of any / all of the following conditions:

- i). If the Contractor commits a default under the Contract;
- ii). If the Contractor fails to fulfill any of the obligations under the Contract;
- iii). If the Contractor violates any of the terms and conditions of the Contract;
- iv). Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future tenders as well.

**21. Liquidated Damages**

If the Contractor fails / delays in supply / performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the PAEC Foundation may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @1% of the total Contract Price which is attributable to such part of the Goods / the Services, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 20% of the Contract Price.

**22. Training include in Goods & Services**

The Contractor shall arrange and undertake a comprehensive training program for the staff nominated by the PAEC Foundation to ensure that they shall acquire a good working knowledge.

**23. Documentation**

The Contractor shall furnish the user documentation, the operation manuals, and service manuals of the supplied Goods and other information pertaining to the performance of the Goods, in hard/ soft copy format, before the Goods are taken over by the PAEC Foundation.

**24. Payment**

The Supplier shall submit an application for payment. The application for payment shall be accompanied by such invoices, receipts or other documentary evidence; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Goods supplied, the Services provided and the Works done, up to the date of the application for payment. Payment shall not be made in advance and against partial deliveries. The PAEC Foundation shall make payment for the Goods supplied, the Services provided and the Works done as per, to the Contractor, as per Government policy, in Pak Rupees, through cheque. Payment shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Acceptance Letter till termination of the signed contract in this regard.

**25. Warranty**

The Warranty Period shall start from the date of installation / configuration / deployment of the Goods on site. The Contractor shall warrant that the supplied Goods, under the Contract are genuine, brand new, non- refurbished, un-altered in any way, of the most recent or current model, imported through proper channel, shall have no defect. The Contractor shall also provide standard Manufacturer's warranty (hereinafter referred as Warranty Period), which will include free, on site repair (within 48 hours of intimation) / replacement of defective / damaged parts and labor, within two weeks.

**26. Installation and Implementation**

The Contractor shall install and configure the supplied equipment as per requirement of PAEC Foundation. A document stating step-by-step procedures for installation along-with all the recent patches and updates for Firmware/Hardware, on a reliable media, with proper labeling will also be provided by the Contractor to the Purchaser.

**27. Inspection and Testing**

PAEC Foundation may reject the Goods if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, or make all alterations necessary to meet the Technical Specifications, within three working days, free of cost.

**Price Schedule in Pak. Rupees**

1	2	3	4	5	6	7
Item	Description	Country of Origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required

Signature of Bidder \_\_\_\_\_

- i. In cases of discrepancy between the cost / price quoted in Words and in Figures, the lower of the two will be considered.
- ii. In case of discrepancy between unit price and total amount, the lower of the two will be considered.
- iii. If unit price is not mentioned, then the same will be calculated by dividing the total amount with required quantity, if grand total is wrongly calculated the same will be calculated by multiplying unit price with the required quantity
- iv. In case evaluation of the price of an imported item, the price will be determined and considered inclusive of the customs and other import duties etc.;
- v. In evaluation of the price of goods which are subject to excise duty, sales tax, income tax or any other tax or duty levied by the Government, the price will be determined and considered inclusive of such duties and taxes.



- vi. The purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes. All differences arising out as above shall be fully borne by the Successful Bidder.
- vii. In case of unintentional calculation error, arithmetic error/typographic mistake in technical/financial proposal of a participating firm, the decision of the Purchase Committee shall be considered final.

# GENERAL TERMS AND CONDITIONS

Following are the details regarding request for quotation for Photocopier Machine Items

Sr. No.	Description / Specification	Qty.	Unit Rate (Rs.)	GST	Delivery Period	Total
1.	Photocopier Machine	01				
2.	Drum Cost	01				
3.	Tonner Cost	01				
4.	Developer Cost	01				

Matrix to be filled by the bidder as per the instructions laid down here.

## **General Terms and Conditions**

- The Authorized Dealers/Sole Agents/Authorized Distributors/Registered Firms who are registered with Federal Board of Revenue for Income Tax and Sales Tax and are active Tax payers are eligible to participate in the bidding.
- Bidding documents can be obtained from Procurement Cell of PAEC Foundation during office hours on payment of Rs.1000/- for each item. (Non-Refundable).
- **CDR, Payorder, Banker Cheque and Demand** amount is 2% as Bid Security. It must be in favour of **PAEC Foundation** and must be attached with the Financial Bid.
- The rates quoted by the Authorized Dealers/Sole Agents/Authorized Distributors/ Registered Firms shall be valid up to 90 days.
- The bidding procedure shall be Single stage, two envelop as per PPRA rules 2004.
- No conditional bid shall be acceptable.
- The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document

Yours truly  
For and On behalf of

**General Manager (Projects)**  
**PAEC Foundation**

# TECHNICAL BIDS CRITERIA FOR PHOTOCOPIER MACHINE

The following documents are **MANDATORY** for considering the bid/tender:

1. Authorized Dealership/Distributorship certificate from the **Original Manufacturer**
2. Registration certificate for Income Tax and Sales Tax
3. Active tax payer for NTN and STRN
4. Last three years bank statement
5. Affidavit on Judicial Stamp Paper stating that the Firm/Company of the bidder has never been blacklisted by any Govt. Department/Institution, Autonomous/Semi-autonomous body etc. and the quoted Goods are genuine, brand new, non-refurbished, un-altered in any way, of the most recent / current model, imported through proper channel, and incorporate all recent improvements in design and materials;
6. A certificate on company/firm letter head stating that 2% CDR of quoted amount is attached with the financial bid. The amount of bid security should not be disclosed.
7. A certificate on company / firm letter head mentioning 100% Compliance with Purchaser's Specifications. (Please attach quoted item specifications / brochers etc.)
8. Warranty certificate (Minimum warranty of **ONE YEAR** of the item / product is mandatory)

## EVALUATION CRITERIA

Sr. No.	Parameters	Detail/Supporting Documents	Total Marks	Remarks
1	<b>Company Profile</b>	<b>Similar Completed Projects</b> Number of Govt./ departments/institutions who were provided the same item during the last 10 years 03 marks for each project up to a maximum of 5 projects	15	Please attach list of clients and satisfactory reports along with Agreements / Purchase Order
2	<b>Financial Strength</b>	Bank statement of last 03 years showing credit transactions Up to 05 Million = 04 Marks 06 to 10 Million = 04 Marks	08	Please attach last 03 years bank statements
3	<b>Consumables Yield</b>	<b>Drum Life</b> 0.4 Million to 01 Million = 04 Marks More than 01Million = 04 Marks	08	Please Attach quoted item brochers. It should be as per OEM.
		<b>Tonner Life</b> 40,000 to 60,000 = 03 Marks 61000 to 100,000 = 04 Marks More than 100,000= 08 Marks	08	Please Attach quoted item Broachers. It should be as per OEM
4	<b>Warranty</b>	A minimum warranty of ONE year is mandatory 2 to 3 years warranty =10 Marks (Excluding Mandatory Warranty) More Than 03 Years = 15 Marks	15	Please attach an undertaking on Company/Firm letter head clearly mentioning years of warranty

5	<b>After Sale Service</b>	100% free service (except for spare parts) for one or more years <b>after expiry of warranty period.</b> 02 marks for each year of post warranty free service/ replacement of spare parts up to maximum of 04 years.	08	Please attach an undertaking on Company/Firm letter head clearly mentioning about After Sale Service
06	<b>Availability of Spare Parts</b>	Ensuring 100% availability of spare parts after expiry of warranty period. 02 Mark for each year up to maximum of 04 years.	08	Please attach an undertaking on Company/Firm letter head clearly mentioning about availability of spare parts

**Total marks: 70**

**Qualifying marks:** Bids scoring 70% **(49) or more out of 70** shall be declared as **Technically Responsive Bids**. The financial bids of technically responsive bids will be opened publicly at a time to be announced by the Procuring Agency and the financial bids of the technically nonresponsive shall be returned un-opened to the respective Bidders.

**Marks for Financial Bid: 30**

**Evaluation of the Financial Bid:**

Evaluation of the Financial Bid of Technically Responsive Bids shall be done as per following formula:

Bid quoting lowest price will get full marks i.e. 30 Formula:

$$\text{Formula: } \frac{\text{Lowest Price}}{\text{Price of the bid under consideration.}} \times 30$$

Merit Point Evaluation = Technical Evaluation Marks + Financial Evaluation Marks

Bid scoring highest marks on Merit Point Evaluation shall be considered as the Best Evaluated Bid.

## SPEICIFICATIONS OF HEAVY DUTY PHOTOCOPIER

Sr. No	ITEM DESCRIPTION	Compliance (Yes/No)
1.	Copy/Print Speed 55 CPM A4, 29 CPM A3	
2.	Color Display	
3.	Single Pass DADF with Multi Feed Detection	
4.	Continuous Copy 1 – 9999 copies or equivalent	
5.	Warm up time 6 sec or less	
6.	Standard Paper Capacity 1200 Sheet or above	
7.	4 GB RAM or Higher	
8.	256 GB SSD	
9.	Print Copy Scan A – 3 size, duplexing built in	
10.	Standard Scan and Send Feature	
11.	Processor 1.8 Ghz Dual Core or above	
12.	USB 3.0 connectivity	
13.	Secure Print, Encrypted Secure Print, Forced Hold Printing	
14.	Encrypted PDF, Device Signature PDF/XPS, User Signature PDF/XPS, Adobe LiveCycle	
15.	Device & Functional Level Login	
16.	Protecting SSD Data ( SSD Data Encryption (FIPS140-2 Validated), HDD Data Overwrite Erase, HD D Lock),Standard SSD Initialize, Trusted Platform Module (TPM),	
17	Standard Trolley	

Signature of authorized person \_\_\_\_\_

Name \_\_\_\_\_

Seal \_\_\_\_\_

Date \_\_\_\_\_

**Note:**

- (i) Only Original Equipment Manufacturer (OEM) Specification and life of consumables will be considered. If there is any discrepancy found between the quoted specification and OEM specification then bid will be considered as non-responsive.
- (ii) Literature / Manual highlighting equivalence to specification must be attached.
- (iii) The contractor shall arrange a comprehensive training programme for the staff nominated by Senate Secretariat for relevant training to operate and maintain the Goods supplied to the PAEC Foundation.

**Note: The bidders are directed to quote the consumables cost i.e. Tonner, Drum and Developer.**

**The successful is bound to supply the consumables at quoted price during the warranty period.**

**No bid will be considered for comparison without quoting the cost of the consumables.**