

TERMS & CONDITIONS OF TENDER

1. Tender should accompany a Pay Order/Bank Draft as Earnest Money at 2% of the quoted bid amount in favor of DDO of Planning, Development and Special Initiatives Division. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till **30-06-2027**.
2. Rates quoted should be inclusive of GST and all Taxes and will be valid up **30-06-2027** However, the procuring agency may extend contract period beyond **30-06-2027** till finalization of next tender.
3. The firms shall be liable to supply the requisite items at "P" Block, Pak Secretariat, Islamabad at their own expenses and even at short notice if needed, failing which the earnest money/security deposit of the firm may be forfeited, the firm will be black listed and appropriate legal action shall be taken against the delinquent firm.
4. The bids of all toners will be evaluated based on the specifications, quality requirements and performance of samples provided by the bidders. Bids that do not meet the above requirements shall be rejected.
5. If during the supply year (2026-27) supplied items are found counterfeit or not meeting the specified requirements, the contract will be cancelled, Security Deposit will be forfeited and the firm will be blacklisted.
6. The Firms must have Sales Tax Registration Certificate, National Tax Number and Vendor Number as well as facilities of telephone lines, etc. for urgent & immediate contact.
7. Samples of the any item (where demanded) should be presented without which the offer will not be entertained.
8. Samples of items can be seen at our store before filling-out the bidding document.
9. An affidavit to the effect that the firm has never been indulged in any litigation and has never been black-listed by any Ministry/Division/ Department/Organization of the Government(s) must be attached with the bids.
10. Submission of any false statement/ documents or concealing of information may result in the disqualification of the bidder.
11. The firms having office located in Islamabad/ Rawalpindi will be eligible for the bidding.
12. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
13. Tenders should be addressed to Section Officer (Admin-II) Ministry of Planning, Development and Special Initiatives, Islamabad. Tenders will be opened on the same day in the presence of bidders or their representatives.
14. Evaluation criteria for **Original Toners**.
 - Specifications: The toners must be Original, and manufactured by the Original Equipment Manufacturer (OEM), specifically designed for the specified printer models.
 - The toners should meet the quality standards, including print quality, yield, and reliability.

- Authenticity and Verification: The bidder should be Authorized OEM Partner/ Re-seller, supplies should be manufactured for this region and imported through legal channels.
- Product Warranty: The bidder should offer a minimum warranty period of 01 year for the supplied toners.
- Penalties for Non-Compliance: If the supplied toners are found to be counterfeit or not meeting the specified requirements, the bidder may be subject to penalties as per the Terms and Conditions.

15. Evaluation criteria for **Compatible Toners**.

- Compatibility: The toners must be compatible with the specified brand printer/ photocopier models.
- Quality Standards: The toners should meet the ISO quality standards, including print quality, yield, and reliability (*ASTA or equivalent*).
- Product Warranty: The bidder should offer a minimum warranty period of 01 year for the supplied toners.
- Sample Testing: The bidder should provide samples for testing and verification of quality before supply.
- Penalties for Non-Compliance: If the supplied toners are found to be counterfeit or not meeting the specified requirements, the bidder may be subject to penalties as per the Terms and Conditions.

16. In case, any technical error is encountered while filling up tender in EPADS 2.0, the firms may quote the rates manually as per attached Annex-II.