GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION
***

INSTRUCTIONS TO BIDDERS

This Tender document shall be used for submission of Competitive Bidding for the purchase of various items, stock and services for Cabinet Division, Islamabad. Interested bidders (manufactures/ suppliers/authorized dealers) may download tender documents from E-Pad/PPRA and Cabinet Division's official websites. The most advantageous bid will be awarded purchase contract. The detail evaluation criteria have been prepared and attached with these instructions.

2. This document contains following:
   a. Terms and conditions for each tender.
   b. Evaluation Criteria.
   c. Detail of the items' quantity and specifications.

TERMS & CONDITIONS FOR TENDER SUBMISSION.

i) Tender to be filled in carefully, (preferably typed). Any correction/alteration is not allowed after opening of the bids. Each page must be signed and stamped, incomplete forms will not be accepted.

ii) **Single stage-two envelope** bidding procedure specified in the Public Procurement Rules, 2004 shall be followed for receiving and processing the bids. **Bid Security 5%** of quoted price (according to Rule-26 of PPRA Rules-2004) as mentioned in Tender Documents in the shape of pay order/bank draft is required in the name of Section Officer (General-I), Cabinet Division, Islamabad. The tenders which are found deficient of the earnest money will not be considered.

iii) No personal cheque will be acceptable at any cost. In case the tender is accepted by the competent authority, the earnest money will be retained till delivery of all items within the stipulated period. The earnest money of the un-successful bidders will be returned on receipt of a written request after finalization of tender process.

iv) For each item the manufacturers/company name/brand name or equivalent must be quoted. Firms should offer rates for more than 25% of items procured during the FY 2026-27. The firms should have sufficient stock of each item, the physical inspection may be conducted.

v) The firm should clearly indicate as to whether GST is included or not in the offered rates.

vi) The bid must have financial capability and provide a bank statement as evidence which qualify them to supply order.

vii) The experience of the bidder in relevant field will be considered.

viii) National Tax No. (Active), GST Registration Number, Vendor Number and bank account number must be indicated by each bidder.

ix) Bid validity period till 30-06-2027 must be clearly mentioned in the bid.

x) The bidder will have to submit an affidavit on stamp paper of Rs. 100/- that the firm has not been blacklisted in the past on account of inefficiency to any public sector organization. The affidavit should be attested by the Notary Public. On account of submission of false statement, the firm shall be blacklisted and debarred from bidding process.

xi) If any item is found substandard, defective and not meeting the prescribed specifications, the same will not be accepted in any circumstance and action will be taken against the supplier. This may range from forfeiting of bid security to blacklisting of firm for future participation in the procurement process.

xii) Any lapse in fulfilling requirements or any other stipulated condition(s) in the tender shall render the bid liable to rejection.

xiii) The contract award will be given to the most advantageous bid. The bids shall be evaluated by the Purchase/Tender Committee whose decision will be treated as final.

xiv) The Result of the bid evaluation, in the form of a report will be announced ten days prior to the award of contract to the successful bidder. In case of any complaint of bidder, a Grievances Redressal Committee already constituted in the Cabinet Division will address grievance(s).

xv) Bidders are requested to quote the best and final price and negotiations on the prices once quoted/offered are not permissible under the Rules. The procuring Agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The Procuring Agency shall upon request communicate to the bidder, the grounds for its rejection, but is not required to justify those grounds

xvi) The interested manufacturer/authorized dealers/suppliers must give full address of Head Office & Branch Offices with Telephone/Fax Numbers and contact persons as the case may be.

xvii) Income Tax/any other tax if leviable will be deducted at source on the prescribed rate for onward payment to the Income Tax Department/Government of Pakistan.

xviii) The Successful manufacturer/authorized dealer/suppliers shall have to complete the supply within 03 days of receipt of the Supply/work Order. In case of emergency firm will bound to provide the items on time/date as prescribed. In case supply/work is not carried out within stipulated period a penalty to the maximum of 0.5% per day of the amount of pending items of supply order shall be imposed and amount will be deducted from the bills of supplier.

xix) Receipt of incomplete supplies or delay in services will render the supply order liable to be cancelled and may action will be taken against them as per laid down procedure.

xx) Earnest money will be forfeited if a bidder is unable to provide items at any time/as per work orders during the financial year and firm would be backlisted for future business with Government Departments.

xxi) No advance payment will be made on any purchase.

xxii) Bidder will supply items in the given address of Cabinet Division.

xxiii) Procurement will be made as per Government Policy.

EVALUATION CRITERIA

Bids will be evaluated as per prescribed criteria given as instructions to bidders and Terms & Conditions for Tender. Results of bidding will be announced in the form of Evaluation Report giving justification for acceptance or rejection of bids in observance of Rule-35 of PP Rules-2004. The bids received within the stipulated time and date will be opened by the Tender/Purchase Committee on the same day in the presence of the bidders or their authorized representatives, who choose to be present on the occasion.

CRITERIA FOR EVALUATION

Sr. No.		Criteria/ Sub-Criteria & Marks	Total Marks	Marks Obtained
1.	**Financial position of the Firm (Maximum 20 Marks)**			
	a.	Balance sheet for last 02 year (Minimum Rs. 25 million) Each year carries 05 marks	10	
	b.	Business annual turnover (Minimum Rs. 10 million) • Less than Rs. 5 million 0 mark • Rs 5 million but up to Rs. 10 million 05 marks • Rs. 10 million to 25 million 7.5 marks • Rs. Above 25 million 10 marks	10	
	c.	Audit Report for last two years (each year carry 05 mark)	10	
	Sub-Total Marks		**30**	
2.	**Company Location & Outreach (Maximum 10 Marks) with Valid Legal Proofs**			
	a.	Geographically based in: • Islamabad / Rawalpindi 10 marks • Other Cities 05 mark	15	
	b.	Branch Offices in major cities of Pakistan (02 marks for each office upto a maximum of 10 marks)	10	
	c.	Own Office Building (Provide Evidence)	05	
	Sub-Total Marks		**30**	
3.	**Management capabilities of the bidder (Maximum 20 Marks)**			
	a.	Total regular technical staff (Minimum 10 employees) • Up to 10 employees 02 mark • 11 to 15 employees 04 mark • 16 to 20 employees 07 mark • 21 and more employees 10 mark EOBI/Social Security registration will be preferred; further, evidence of child labour will render the frim disqualified)	10	
	b.	Experience of working with more than 10 clients for upto 5 years and more (Rawalpindi/Islamabad based Public and reputable private sector organizations) 01 Mark for each firm	10	
	c.	Delivery time (Maximum 60 days) • Delivery within 07 days 10 mark • Within 08 to 15 days 06 mark • Within 15 to 30 days 04 mark • Within 30 to 60 days 02 mark	10	
	d.	Manufacturing / Direct import / Authorized Dealership (supported by documentary evidence) • Own Manufacturing 10 Marks • Direct Import 07 Marks • Authorized Dealers/Distributors 05 Marks	10	
	Sub-Total Marks		**40**	
TOTAL MARKS			**100**	

Note: i) If information against any of the criteria is not provided or provided information is less than minimum requirement, zero marks will be awarded.
ii) The information shall be supported by documentary evidences in each criteria/sub-criterion.

I. Mandatory Qualification (Pass/Fail)

S#	Requirement	Documentary Evidence
1	**Registration of Firm/Company**	Certificate of Incorporation/Registration from relevant authority (SECP, Registrar of Firms, etc.)
2	**Active Tax Compliance**	NTN Certificate, Active Taxpayer List (ATL) status and Sales Tax Registration (where applicable).
3	**Statutory Compliance**	Affidavit that the firm is not blacklisted/debarred and is compliant with applicable labour laws including EOBI and Social Security registration where applicable.

SPECIFICATIONS FOR ALL TYPE OF TONERS

i. Make, model and No. of copies of each toner (original/branded and non branded) must be mentioned, separately.

ii. Authorized dealership certificate (readable), and brochures of quoted brands of toners for Printers, Copiers and Fax Machines be attached.

iii. Counterfeit /substandard products shall not be accepted at any cost.

iv. Firms must have their proper offices setup, stock and store. The Member(s) of the Tender / Purchase Committee may inspect if required through physical visit.

v. Complete mailing address, landline phone and fax/WhatsApp number must be mentioned in the bid.

vi. Bids non-conforming with the above Terms & Conditions are liable to be rejected without any plausible reason.

vii. The vendor shall provide the toners from the concerned manufacturers of Photocopier machines or by the authorized dealer, within three days.

Signature (Authorized Person/Proprietor): ____________________________________

Name of Authorized Person:____

Name/address of Firm:____

Stamp of Firm:____

TONER FOR COMPUTER PRINTERS ALONG WITH QUANTITY FOR FY 2026-27

S#	Name of Items	Quantity	Number of Copies each toner	Price / Rate of per unit/per piece	GST 18%	Total
1.	H.P 1010/1020	200				
2.	H.P 1320	80				
3.	H.P 2015	60				
4.	H.P 1005-P/1005	50				
5.	H.P 1102	80				
6.	H.P 2035	9				
7.	H.P 3050/3350	10				
8.	Xerox Printer 3020	40				
9.	HP 5200L	05				
10.	HPM402D	60				
11.	HP Pro-277-N Color (Set)	6				
12.	HP Pro-277-N (Only Black)	6				
13.	HP-452 Color (Only Black)	4				
14.	HP-452 Color (Set)	5				
15.	HP-M12 W Pro	25				
16.	HP-102W	40				
17.	HP 15W (48-A)	20				
18.	HP 15W (44-A)	20				
19.	HP 107-A	20				
20.	HP 404	4				
21.	Xerox Printer 3330	30				
22.	HP 3635	4				
23.	HP1536 dnf (78-A)	6				
24.	HP Color Laser Jet Pro M454DN (416 A Color Set)	6				
25.	HP Color Laser Jet Pro M454DN (Only Black)	10				
26.	HP Laser Jet (79A)	15				
27.	Any other toner of similar nature with prior intimation.					

Signature (Authorized *Person*/Proprietor):______________________________
Name of Authorized Person:__________________________________
Name/address of Firm: _____________________________________
Stamp of Firm:__________________________________

TONER FOR FAX MACHINES ALONG WITH QUANTITY FOR FY, 2026-27

S#	Type of Toners	Quantity	Number of Copies each toner	Rate per unit	GST 18%	Total
1.	Panasonic KX- FL612	03				
2.	Panasonic Kx-FAT-92	07				
3.	Canon L-140	07				
4.	Panasonic Kx-FA-83	03				
5.	Canon BX-3	05				
6.	Panasonic KX-FA 136-A	02				
7.	Panasonic KX FL-402	02				
.8.	Ricoh SP311SFN	25				
9.	Panasonic KX-MB 772	03				
10.	Ricoh SP210	20				
11.	KX-FP701	10				
12.	Samsung (2070F)	20				
13.	Panasonic CKX-FAT 88A	06				
14.	Pantum M7200FDW(DL-410)	10				
15.	Any other toner of Fax Machine with prior intimation.					

Signature (Authorized Person/Proprietor): ____________________

Name of Authorized Person:____________________

Name/address of Firm: ____________________

Stamp of Firm: ____________________

TONER FOR PHOTO COPIERS ALONG WITH QUANTITY FOR FY, 2026-27

S#	Type of Toners	Quantity	Number of Copies each toner	Rate per Toner/Unit	GST 18%	Total
1.	Canon IR-2320-N	02				
2.	Canon IR-2525	12				
3.	Panasonic DP-3030	02				
4.	Panasonic DP-8016	02				
5.	Panasonic-8035	20				
6.	Panasonic DP-4510	05				
7.	Kyocera KM-2020	05				
8.	Konica Minolta Bizhub 283	20				
9.	Konica Minolta Bizhub 287	25				
10.	Konica Minolta Bizhub 363	25				
11.	Konica Minolta Bizhub 367	25				
12.	Konica Minolta Bizhub 654-E	30				
13.	Toshiba E- Studio 5015AC(Color Set)	08				
14.	Toshiba E- Studio 5015AC (Only Black)	08				
15.	Toshiba E- Studio 2523A	10				
16.	Any other toner of Photo copier machine with prior intimation.					

Signature (Authorized Person/Proprietor): ______________________________

Name of Authorized Person:______________________________

Name/address of Firm: ______________________________

Stamp of Firm:______________________________