

# Tender Document

## PROCUREMENT OF HP Toners

Bid Submission Date & Time : 1430 Hours , 29<sup>th</sup> Sep 2016

Bid Opening Date & Time: 1500 Hours, 29<sup>th</sup> Sep 2016



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**Faisalabad Industrial Estate Development and Management Company  
(FIEDMC)**

**1<sup>st</sup> Floor , FCCI Complex, East Canal Road , Canal Park,  
Faisalabad**

Ph # 041-9230231-34

UAN : 041-111-343-362

[www.fiedmc.com.pk](http://www.fiedmc.com.pk)



**Faisalabad Industrial Estate Development and  
Management Company (FIEDMC)**

**TORS FOR PROCUREMENT OF “ HP TONERS”**

1. Companies having NTN number and GST registration are eligible to participate in the tender.
2. Bank Draft/Call Deposit 2% of estimated price Rs. 125,000/- as earnest money in favor of “FIEDMC” must be enclosed with the consolidated sealed Tender/Quotation.
3. Only those firms can participate which are working as distributors/authorized dealer of the items and have to attach necessary documentary proof in this regard, otherwise bids will not be entertained.
4. A certificate that the company is never blacklisted by any Government Department.
5. The procurement procedure shall be Single Stage Single Envelope as per Punjab Procurement Rules 2014. This procurement will be governed by the Punjab Procurement Rules, 2014 which may be downloaded from the website [www.ppra.punjab.gov.pk](http://www.ppra.punjab.gov.pk).
6. The bidder should have an office in Pakistan from at least 3 years at the date of submission and local & relevant resources available in the city ( Lhr/fsd) of purchase to cater for all the after-sales support.
7. Firms will have to supply the items as per the specifications attached with TORs.
8. No downward deviation from the required specifications of toners/cartridges is acceptable.
9. Rate quoted in bids must be valid for 45 days.
10. Incomplete tenders will not be accepted and over writing if any on the tender should be certified / verified by the firms.
11. The vender will be responsible to supply the items at FIEDMC office at his own cost and complete in all respect as per specifications of Manufactures
12. The Purchase Committee / Competent Authority can accept or reject any one or all tenders without assigning any reason.
13. The scope of work includes the supply of all the toners/cartridges.
14. The items will be provided ex-stock on immediate basis after the award of Purchase Order.
15. **Warranty must be as per the tender specifications and must be verifiable from the manufacturer’s website.**
16. Bids should be submitted in Pak Rupees only, inclusive of all taxes.
17. Taxes will be deducted as per Government Rules/Policy.
18. Successful bidder will be allowed a maximum of 48 hours’ downtime for all components in warranty claim including replacement of whole unit.
19. Undertaking on letter head (All terms & conditions and qualifications listed anywhere in this tender document have been satisfactorily vetted). (Annexure –D).
20. All pages of tender documents/TOR must be duly signed and stamped by authorized representative.



**Faisalabad Industrial Estate Development and  
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**SPECIFICATIONS OF TONERS/CARTRIDGES: -**

Sr.	Description of Item	Model	Quantity
1	Original/Genuine Toner for Printer HP LaserJet 1320 Black Toner	HP 49 A	01
2	Original/Genuine Toner for Printer HP LaserJet 2015 Black Toner	HP 53A	01
3	Original/Genuine Toner for Printer HP LaserJet 3050 Black Toner	HP 12A	01
4	Original/Genuine Toner for Printer HP LaserJet 2035 Black Toner	HP 05A	01
5	Original/Genuine Color Toners for HP CP5225N Printer		<b>01 Complete Set</b>
	Black Print Toner HP 307A	CE740A	
	Color LaserJet Cyan Print Toner HP 307A	CE741A	
	Color LaserJet Yellow Print Toner HP 307A	CE742A	
	Color LaserJet Magenta Print Toner HP 307A	CE743A	

**Note: -** Replacement warranty from the manufacturer for the above mentioned toners / cartridges during the warranty period.



Faisalabad Industrial Estate Development and  
Management Company (FIEDMC)

Financial Form

Price Schedule/ Financial Cost Sheet

Sr.	Description of Item	Model	Quantity	Total Rate (Inclusive of all taxes)
1	Toner for Printer HP LaserJet 1320 Black Toner	HP 49 A	01	
2	Toner for Printer HP LaserJet 2015 Black Toner	HP 53A	01	
3	Toner for Printer HP LaserJet 3050 Black Toner	HP 12A	01	
4	Toner for Printer HP LaserJet 2035 Black Toner	HP 05A	01	
5	<b>Color Toners for HP CP5225N Printer</b>		<b>01 Complete Set</b>	
	Black Print Toner HP 307A	CE740A		
	Color LaserJet Cyan Print Toner HP 307A	CE741A		
	Color LaserJet Yellow Print Toner HP 307A	CE742A		
	Color LaserJet Magenta Print Toner HP 307A	CE743A		
<b>Total Bid Price</b>				<b>Rs.</b>
<b>Total Cost (in words) Rs. _____</b>				

Notes to Price Table:

1. Prices must be quoted for all items under each item.
2. Amount of Earnest Money Rs: \_\_\_\_\_, DD/Pay Order # \_\_\_\_\_, Bank Name: \_\_\_\_\_  
(Earnest Money is 02% of Estimated Value i.e. Rs. 125,000/-)

Date \_\_\_\_\_

Signature of authorized person

Name:

(Company Seal)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.



**Faisalabad Industrial Estate Development and  
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**Annexure -D**

**Undertaking:**

I the undersigned Mr. \_\_\_\_\_ authorized on behalf of  
Messrs \_\_\_\_\_ declare and confirm that the information provided herein is true,  
accurate and correct. I agree that all terms & conditions and qualifications listed anywhere in this tender  
document have been satisfactorily vetted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Name :- \_\_\_\_\_

Designation \_\_\_\_\_

Note: Required to be submitted on Company/Firm Letter Head Page.