

<b>Organization Name</b>	<b>Khyber Pakhtunkhwa Oil &amp; Gas Company Limited (KPOGCL)</b>
<b>Subject</b>	<b>Provision of Photocopier Machines on Rental Basis</b>
<b>Address</b>	<b>3rd floor Ali Tower, Opposite Customs House University Road Peshawar, Pakistan.</b>
<b>City</b>	<b>Peshawar</b>
<b>Tel No.</b>	<b>+92 91-9216695</b>
<b>Fax No.</b>	<b>+92 91-9216697</b>
<b>Tender No</b>	<b>KPOGCL/Tender/424/2017</b>
<b>Procedure</b>	<b>Single Stage, Single Envelope.</b>
<b>Terms &amp; Conditions</b>	<ol style="list-style-type: none"> <li>1. Quotations must be submitted in single envelope clearly marked on the top in bold COMMERCIAL OFFER beneath that Tender No and subject be written.</li> <li>2. Commercial Offer should indicate price of Rental Items and confirmation to the terms and conditions of our tender inquiry. Original Bank Draft of Rs-40,000/- in the shape of Pay Order in respect of KPOGCL must be attached with commercial offer.</li> <li>3. The firm should be registered with Tax Department having income tax and sales tax certificates. The firm should be on Active Tax Payer List.</li> <li>4. Quoted Rates/Price shall remain valid for a period of two years, it may be extended on mutual consent of both the parties.</li> <li>5. Provision of all accessories, repair/ maintenance, usage of papers, operators of the</li> </ol>

machine will be the vendors responsibilities, KPOGCL will only provide the electricity. Accordingly service provider will quote per page print rate/price for the bid.

6. The firm shall not be allowed to transfer, assign, pledge or sub-contract the assigned photocopiers working/job to any other firm.
7. Delivery of the photocopier machines shall be made immediately after the signing of the contract along with the receipt of purchase order by the best evaluated bidd
8. Since the number of pages for each month can increase or decrease therefore, payment will be made on actual number of prints received by KPOGCL and as per the details provided by the digital counter of the machines.
9. Payment on monthly basis will be made on production of the following documents:
  - i. Bill in Original/Sales Tax Invoice.
  - ii. Monthly report of prints from each photocopier machine, wherein, digital counter will be obtained by the vendor in the presence of KPOGCL IT Rep basing on which invoice will be prepared by the vendor.
10. In case of any fault in the photocopier, the service provider will ensure that the working of the KPOGCL should not be hindered and said fault will be rectified immediately.
11. The quotations must be in original and should reach at KPOGCL Head Office by **1100 hours on 04-05-2017**. No quotation will be accepted in photocopy, through Fax or E-mail and after due date and time.
12. Offers are liable to be rejected if: -
  - a) There is a deviation from any instruction.
  - b) Offers are found conditional or incomplete in any respect.
  - c) Overwriting /Erasing in prices.

- 13.KPOGCL reserves the right to cancel or reject all bids/ proposals at any time prior to its acceptance, as per KPPRA Rule 47 (1).
- 14.Government taxes will be deducted at the time of payment as per Government prescribed rates.
- 15.Payment of rent and acceptance of machines will be made after Inspection & Installation at designated premises.
- 16.All terms and conditions by the supplier must be specified clearly.
- 17.The bidding firm must provide the following:
  - i. NTN & Sales Tax Certificate be attached with the bid
  - ii. Attached Proof that the firm has a set-up is in Peshawar.
  - iii. Proof of minimum 3 years photocopy rental experiences.
  - iv. List of major clients for provision of rental facility and their feedback.
  - v. Affidavit that the bidding firm has not been blacklisted by KPPRA or any other Authority
  - vi. Each Bidder will provide the sample of the Print offered in due course to the KPOGCL Committee and best approved sample as shown will be given preference in awarding the contract. Best evaluated bidder to ensure same quality of the prints in due course of the contract,if the quality deteriorates at any stage, KPOGCL will deduct the amount for the poor quality prints.
18. Technical specifications of tendered items along with details for operators are at **Annex A.**

**Advertisement Date**

19/04/2017

**Closing Date**

04/05/2017

<b>Closing Time</b>	11:00:00 AM
<b>Opening Date</b>	04/05/2017
<b>Opening Time</b>	11:30:00 AM
<b>Bid Security/Pay Order</b>	40,000/-
<b>Document Cost</b>	Free to download from KPOGCL website.
<b>Remarks</b>	For any questions, please send email to: <a href="mailto:muhammad.ikram@kpogcl.com.pk">muhammad.ikram@kpogcl.com.pk</a>

**Technical Specifications**

<b>1. No. of Photocopy Machines required</b>	<b>02 units with all latest features (i.e Konica Minolta, Toshiba, or Equivalent)</b>
<b>2. CPM Per Photocopier Machine</b>	<b>60 pages</b>
<b>3. Page Size</b>	<b>A-4, A-3,Legal</b>
<b>4. RAM</b>	<b>2 GB</b>
<b>5. Paper Bank</b>	<b>Must be available</b>
<b>6. Computer Attachment Feature</b>	<b>Must be available</b>
<b>7. Reduction &amp; Enlargement Feature</b>	<b>Must be available</b>
<b>8. Operators,Operating Timings</b>	<b>8 am to 6 pm,(Only Sunday will be Off)</b>
<b>9. Zoom Facility</b>	<b>25 to 400%</b>
<b>10.No of Trays</b>	<b>2</b>
<b>11.By-Pass Tray</b>	<b>150 to 200 sheets by pass</b>
<b>12. Total Paper Input Capacity</b>	<b>Minimum 500 Sheets Expandable to 1000.</b>
<b>13.Network Facility</b>	<b>Must be available</b>