

**KHYBER PAKHTUNKHWA OIL AND GAS COMPANY LIMITED**

**(KPOGCL)**

**(KP Government Fully Owned & Provincial Holding Company)**

**3rd Floor, Ali Tower, Opposite Custom House, University Road, Peshawar, Pakistan**

**Tele: - +92 91-9216283 Fax: - +92 91-9216295**

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**In relentless pursuit for Energy Security of Pakistan**



# **Tender for Procurement of**

## **“HEAVY DUTY PHOTOCOPIER MACHINE”**



**Tender NO. KPOGCL/TENDER/572/2024**

**Bid Submission Time/Date: 1100hrs, 25 June, 2024**

**Bid Opening Time/Date: 1130hrs, 25 June, 2024**

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## 1. PURPOSE OF TENDER

KPOGCL inviting register firms/companies to participate in the tender for Procurement of Heavy Duty Photocopier Machines. Details about this item are mentioned in **Annexure-A**

## 2. TYPE OF TENDER OPEN COMPETITIVE BIDDING

The interested Bidders shall be engaged following KPPRA Rule 6(2) (a) a Single Stage, One Envelope Procedure for selection.

## 3. TERMS & CONDITIONS

### a. General Condition

- i. Offers are liable to be rejected if: -
  - i. There is any deviation from any instruction.
  - ii. Offers are found conditional or incomplete in any respect.
  - iii. Multiple rates are quoted against one item or overwriting /Erasing in prices.
- ii. Vendor has to provide all the items within 15 days otherwise penalty will be imposed and penalty @ 0.1% per day for each day of the delay up to a maximum of 10% of the contract price.
- iii. Payment would be made upon completion of delivery and Inspection of the Photocopier Machine.
- iv. All due taxes would be deducted from payments, as per applicable Govt. rules.
- v. All suppliers shall mention all applicable taxes in their quotes
- vi. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- vii. 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.
- viii. Installation of Photocopier and training to KPOGCL Rep will be responsibility of the vendor (Free of Cost).
- ix. Item(s) are required within delivery period of 30 calendar days from issuance of Purchase Order.
- x. If bid submission date falls on public holidays, next consecutive day will be considered for bid submission.
- xi. **Bidders should quote all items as per Annex-A otherwise his/her bid will not be accepted.**
- xii. Technical Specifications and basic features of tendered items is at **Annex A.**

- xiii. KPOGCL reserves the right to cancel or reject all bids at any time prior to its acceptance as per KPPRA Rule 47(1).
- xiv. Interested firm should have regular place of business, telephone number, email address and must provide proof of their existence in the particular business, for not less than one year and proof legal business.
- xv. The proposals should be in accordance with enclosed specifications and technical design.
- xvi. KPOGCL does not take any responsibility for delayed arrival of the bid.
- xvii. Any Bid received at KPOGCL's Head Office after the deadline for submission shall be returned unopened and not be part of the competitive bid.
- xviii. Following KPPRA RULE 37(A), the Bidder must be registered with **Khyber Pakhtunkhwa Revenue Authority (KPRA) and Income Tax authorities.**
- xix. 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.
- xx. The bidder/ proponent must submit the proposals in sealed envelopes and as per specified procurement method "Single Stage - Single Envelope."

**b. Response time:**

The sealed bids duly marked as "Bid/Proposal Procurement of Heavy Duty Photocopier Machines must reach the office of the 3rd Floor, Ali Tower, University Road (Opposite Custom's House) Peshawar, Pakistan on or before 11:00AM, on June 25, 2024

Opening of bids:

Bids received shall be opened at 11:30 AM on June 25, 2024 in the Head Office KPOGCL.

All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives.

**c. Evaluation of bids:**

All bids should comply with the eligibility criteria and other terms and conditions mentioned herein above. Contract will be awarded on the basis of item-wise lowest cost to the party which meet specifications given in the bidding preform, instructions mentioned in this tender documents and the advertisement.

**d. Rejection of bids:**

All bids submitted after the time prescribed shall be rejected and returned.

Failure in submission of the above required documents will result the rejection of bid/proposal. Any bid received without earnest money shall be rejected.

KPOGCL reserves the right to reject any/all bid(s)/proposal(s) at any time prior to the acceptance of a bid or proposal.

**e. Award of Tender:**

Tender would be awarded on the basis of lowest quoted rate & fulfillment of other terms & conditions mentioned in the tender document.

#### 4. MANDATORY REQUIREMENTS

**Table 1: Checklist for Bidders**

S.No.	Descriptions	Mandatory
1	Proof of (Sale Tax/withholding) Filer/Tax Payer.	
2	Certificate of Similar Experience (at Least 03 Certificates/Agreements/POs.	
3	Firm in Operation (Certificate of incorporation/registration under the laws of Pakistan – Documentary proof/evidence required).	
4	The bidder shall submit an affidavit that it has never been blacklisted	
5	The supplier or company must have authorized Dealership/Distribution/Partner of the concerned brand (Manufacture Authorization Letter).	
6	Company profiles with details of head office and sub offices across the country and one office in Peshawar	
<p><b>Note-</b> All mandatory documents/evidences MUST be submitted with the Bid. Failure to fulfill any of the above condition will disqualify the bidder. No document will be accepted after Bid submission Date &amp; Time.</p>		

#### 5. BID SECURITY (EARNST MONEY)

The Contractor shall furnish the Bid Security (Earnest Money) as under:

- I. For an amount equivalent to 2% of the Total Bid.
- II. Amount should be in Pak Rupees;
- III. In the form of Pay Order / Call Deposit Receipt,
- IV. In the name of the Khyber Pakhtunkhwa Oil and Gas Company Limited (KPOGCL).

#### 6. FOR ANY CLARIFICATION OR INFORMATION PLEASE CALL OR EMAIL

The last date for submitting queries/ clarifications is 15 June, 2024 and send to below address.

**Mr. Muhammad Fayyaz**

(HOD SCM Department)

Email: [fayyaz.scm@kpogcl.com.pk](mailto:fayyaz.scm@kpogcl.com.pk)

Phone: +92-91-9216283

Fax: +92-91-9216295.

## 7. SUBMISSION OF BIDS

*All Bids must be sent at the following address:*

**Mr. Nasir Khan**

**Acting Chief Executive Officer,**

**Head Office Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL)**

3rd Floor, Ali Towers, Opposite Customs House, University Road, Peshawar, Khyber Pakhtunkhwa, Pakistan.

Phone: +92-91-9216284

Bids are due at above address not later than **11:00 AM, on 25 June, 2024.**

## 8. BID VALIDITY

The Bid shall remain valid for **Ninety (90)** days after the deadline for submission of Bid. If need arises, KPOGCL may request Bidders to extend the validity period of their Bid. Bidders who agree to such extension shall confirm in writing.

## 9. FRAUD & CORRUPTION

KPOGCL's policy requires the Bidder to observe the highest standard of ethics during the procurement and execution of the contract. In pursuit of this policy, KPOGCL follows the instructions contained in Khyber Pakhtunkhwa Public Procurement Regulatory Authority (KPPRA) Rules, 2014.

## ANNEXURE- A

Sr. No.	Item	Quantity	Technical Description	Unit Price with All Taxes
01	<b>Heavy Duty Photocopier Machines</b>	01	<ul style="list-style-type: none"> <li>• <b>Functionality</b> : Print, Copy and Scan (Standard)</li> <li>• <b>Paper size:</b> A4, letter , legal and A3</li> <li>• <b>Copy speed:</b> 45 copies per minute (A4)</li> <li>• <b>Copy resolution:</b> 600 x 600 dpi</li> <li>• <b>Printing Resolution:</b> Up to 1,200 x 1,200</li> <li>• <b>Multiple copy:</b> 1 Up to 9,999</li> <li>• <b>Auto duplex speed A4 :</b> Up to 45 ppm</li> <li>• Operating systems and Mobile printing</li> <li>• <b>Memory and Storage:</b> 8 GB + 256GB (SSD)</li> <li>• <b>Paper input capacity:</b> Standard: 2 x 1,150 -sheet paper tray(s), 2 x 500-sheet paper tray(s), 150-sheet bypass try,</li> <li>• <b>ADF capacity Up to 300 originals;</b> A6-A3; Dual scan ADF (Built-in DSDF)</li> <li>• <b>Scan type:</b> Full Color Scanned</li> <li>• <b>Paper output capacity:</b> Standard: Up to 250 sheets, max up to 3,300sheets</li> <li>• <b>Interface:</b> 10/100/1,000-Base-T Ethernet; USB 2.0 &amp; Wi-Fi 802.11 b/g/n/ac</li> <li>• <b>Processor:</b> min 1.6GHz, Quad Core</li> <li>• <b>Single Drum Print Capacity:</b> min 250,000</li> <li>• <b>Toner life:</b> min 25,000</li> <li>• <b>Power consumption:</b> 220-240 V / 50/60 Hz; Less than 1.58 kW.</li> <li>• <b>Extra Toner:</b> 02 Extra original Tonners with the machine</li> <li>• <b>Wooden Trolley:</b> Machine must have Trolley at the time of installation.</li> <li>• <b>Warranty:</b> Standard warranty one year and Consumable parts warranty as per manufacturing company policy.</li> </ul>	

**Note:**

1. Price should be quoted in PKR only.

2. Installation of Photocopier and training to KPOGCL Rep will be responsibility of the vendor (Free of Cost).
3. All fees / rates quoted are inclusive of all Government applicable taxes
4. All the taxes will be deducted at the time of payment as per government applicable Laws/Rules. Requests for Currency fluctuation adjustments shall not be given.
5. In case of WHT Exemption, provide exemption certificate or Government SRO, as the case may be.
6. No hidden/administrative/services charges will accepted.
7. In case of GST/KPST Exemption/percentage differentiation, Provide Certificate or Government SRO, as the case may be.

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