



KHYBER PAKHTUNKHWA OIL AND GAS COMPANY LIMITED
(KPOGCL)

(KP Government Fully Owned & Provincial Holding Company)
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In relentless pursuit for Energy Security of Pakistan



TENDER FOR PROCUREMENT OF
HEAVY DUTY PHOTOCOPIER
MACHINE

TENDER NO. KPOGCL/TENDER/574/2025

Bid Submission Time/Date: 1100hrs, 14 January, 2025

Bid Opening Time/Date: 1130hrs, 14 January, 2025

PAKISTAN

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2. PURPOSE OF TENDER

KPOGCL inviting register bidders/companies with FBR/Tax Authorities in Pakistan to participate in the tender for Procurement of Heavy Duty Photocopier Machine.

3. TYPE OF TENDER

The interested bidders shall be engaged in open competitive bidding following KPPRA Rule 6(2) (b) a Single Stage, two Envelope Procedure for selection.

4. PROCESS OF PROCUREMENT

The interested Bidders should be engaged following a Single Stage, Two-Envelopes Procedure for Selection method. The submittals shall be evaluated through a separate technical and financial appraisal with 70% and 30% weightage, respectively.

Financial bids of only the Technically Qualified Bidders shall be opened.

Bids submitted through email or Fax shall not be considered.

Submitted bid shall include following information.

- i. Tender title/subject: ***Procurement of Heavy Duty Photocopier Machine***
- ii. Bidder's name: _____
- iii. Name of authorized person: _____
- iv. Bidder E-mail/Cell No. (phone, fax): _____
- v. Name and address of bidder and authorized person _____

Technical proposal are to be submitted in a sealed envelope marked "TECHNICAL BID" with the bidder name and address clearly written.

A fixed price based FINANCIAL PROPOSAL must be submitted in sealed envelope. Bidder must clearly mark outside of the envelope as "FINANCIAL BID" along with the bidder name and seal it properly. Both the envelopes should be then placed in one large envelope clearly marked "**KPOGCL/Tender/574/2024 having subject "Procurement of Heavy Duty Photocopier Machine"**" and dropped in a box kept at KPOGCL Head Office. Alternatively, Proposal may also be sent to

CEO, KPOGCL by means of courier, Pak Registered Post, by hand etc. so that it reaches before the time/date as per Clause 13.

5. INSTRUCTION TO BIDDERS

a. General Condition

- i. All procedure, evaluations shall be according to KPPRA Act & Rules.
- ii. The competing bidders should be listed with Sales Tax and Income Tax Authorities.
- iii. Technical and Financial proposals should be submitted at the following address following **KPPRA Rule 37(4)** by time/date, **11:00am, 14 January, 2025, Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL), 3rd Floor, Ali Towers, Opposite Customs House, University Road, Peshawar, Khyber Pakhtunkhwa, Pakistan.**
- iv. Bids are liable to be rejected if they are not conforming to the terms, conditions and specifications stipulated in the BID Solicitation Documents.
- v. The Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the Financial Proposal shall be placed in a sealed envelope clearly marked “FINANCIAL PROPOSAL”. Both the envelopes should be then placed in one large envelope clearly marked “**KPOGCL/Tender/574/2025 having subject “Procurement of Heavy Duty Photocopier Machine”** and dropped in a box kept at KPOGCL Head Office. Alternatively, Proposal may also be sent to CEO, KPOGCL by means of courier, Pak Registered Post, by hand etc. so that it reaches before the time/date as per Clause 13.
- vi. KPOGCL does not take any responsibility for delayed arrival of the bid.
- vii. The DECLARATION BY AN AUTHORIZED SIGNATORY OF THE BIDDER (ANNEXURE-A) of this Bidding Documents should be duly signed and attached with the Technical Proposal.
- viii. From the time the Proposals are opened till the award of Contract, any effort by Bidders to influence KPOGCL in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Bidder’s Proposal.

- ix. Technical Committee of Technical Proposals shall have no access to the Financial Proposals until the Technical evaluation is concluded.
- x. Offers are liable to be rejected if: -
- There is any deviation from any instruction.
 - Offers are found conditional or incomplete in any respect.
 - Multiple rates/brands are quoted or overwriting /Erasing in prices.
- xi. Item(s) are required within delivery period of 30 working days from issuance of Purchase Order. 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 total price.
- xii. Payment would be made upon completion of delivery and Inspection of the Photocopier Machine.
- xiii. All due taxes would be deducted from payments, as per applicable Govt rules.
- xiv. All suppliers shall mention all applicable taxes in their quotes.
- xv. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
- xvi. The procuring entity may reject one or all such proposals, which are vague or does not adhere to these instructions.
- xvii. Installation of Photocopier and training to KPOGCL staff will be responsibility of the vendor (Free of Cost).
- xviii. If bid submission date falls on public holidays, next consecutive day will be considered for bid submission.
- xix. KPOGCL reserves the right to cancel or reject all bids at any time prior to its acceptance as per KPPRA Rule 47(1).
- xx. Interested Bidder 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.
- xxi. The proposals should be in accordance with enclosed specifications and technical design.
- xxii. Name and contact details of the Principal/Manufacturer's representative who is authorized to verify Vendor's local partnership.**
- xxiii. Copy of the Principal's Certification (along with its validity period), authorizing the Vendor as local partner/representative in Pakistan to Offer Principal's equipment and services.**

- xxiv. **During technical evaluation of the tender, the Bidder will be informed to provide quoted photocopier machine for live demonstration to tender committee at KPOGCL Head office Peshawar at mentioned address in bidding documents.**
- xxv. **Live Demonstration of Photocopier Machine will be conducted by Tender Committee of KPOGCL during technical evaluation process. If photocopier machine failed to perform during live demonstration, the bid will be considered technically non-responsive and rejected.**
- xxvi. **Any cost occurred for live demonstration will be bear by vendor and no claim will be entertained.**
- xxvii. **KPOGCL will not be responsible for any damages of the photocopier machine for live demonstration.**
- xxviii. Following KPPRA RULE 37(A), the Bidder must be registered with **Khyber Pakhtunkhwa Revenue Authority (KPRA) and Income Tax authorities.**
- xxix. Collusion between the Bidders is strictly prohibited. Any bidder / group of bidders found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.

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 **14 January, 2025**

Opening of bids:

Bids received shall be opened at 11:30 AM on **14 January, 2025** in the Head Office KPOGCL.

All bids will 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 best evaluated bid (Combine score of technical and financial proposal) 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 2% bid security 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 best evaluated bid & fulfillment of other terms & conditions mentioned in the tender documents.

6. MANDATORY REQUIREMENTS

Table 1: Checklist for Bidders

S.No.	Descriptions	Attached
1	Proof of (Sale Tax/withholding Tax) Filer/Tax Payer.	
2	Certificate of Similar Experience (at Least 03 Certificates/Agreements/POs).	
3	Certificate of Incorporation/ Registration of firm as company with SECP /partnership firm/ sole-proprietor.	
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>Note- 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 & Time.</p>		

7. 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 Call Deposit Receipt,
- IV. In the name of the Khyber Pakhtunkhwa Oil and Gas Company Limited (KPOGCL).

8. BID EVALUATION

- a) The Technical Proposal envelope shall not include any financial information. A Technical Proposal containing financial information will be declared non responsive. For your response to the Bidding Documents to be considered by KPOGCL, interested bidders must respond to this Bidding Documents in all respects.
- b) A Bid having at least 70% in aggregate in Technical will be considered responsive for opening of the Financial Bid i.e. weighted average 49 marks out of 70.
- c) Affidavit on stamp paper of 02% Bid Security without mentioning amount shall be placed in technical bid. Otherwise his/her bid will be rejected.
- d) Each responsive Proposal will be given a technical score (TS). Proposal(s) shall be rejected at this stage if it does not respond to important aspects of the Bidding Documents or if it fails to achieve the minimum technical score indicated in Technical Table.

9. TECHNICAL EVALUATION CRITERIA (TEC)

Table-1-Technical Evaluation Criteria for photocopier

Sr. No.	Item	Technical Description	Technical Marking
01	Heavy Duty Photocopier Machines Black & White 45 CPM	Tonner Life Time/No of copies: Marks 02	20
		20,000 and Above Marks. 02	
		Below 20,000 Marks. 00	
		Paper input capacity: Marks 02	
		Standard: 2 trays and 01 Bypass Try. Marks 02	
		Print Resolution: Marks 01	
		1200x1200 or above Marks 01	
		Below 1200x1200 Marks 00	
		Multiple copy: Marks 02	
		Up to 9,999 Marks. 02	
		Up to 999 Marks. 01	
		Memory and Storage (Built in): Marks 05	
		6 GB and above Marks 02, 256GB (SSD) and above Marks 03	
		4 to 5 GB Marks 01, 128-255 GB (SSD) Marks 02	
		Below 4 GB Marks 0, Below 128 GB (SSD) Marks 01	
		Duplex Scanning; Marks 02	
		Dual Scan Document Feeder (DSDF) (DADF) Marks. 02	
		Reversing Automatic Document Feeder (RADF) Marks. 01	
		Processor: Marks 03	
		1.6 GHz, Dual/Quad Core and above Marks 03	
		1.3- 1.59 GHz, Dual/Quad Core Marks 01	
		Below 1.3 GHz Marks 00	
		Network Interface: Marks 02	
Wi-Fi 802.11 b/g/n/ac. Marks 02			
Developer Print Capacity: Marks 01			
240,000 Or Developer less Machine. Marks 01			
Below 240,000. Marks 00			
02		Live Demonstration of quoted Photocopier Machine.	20
03		Work Shop Facility in Peshawar	10

04		Free After Sale Service i.e. Overhauling, Services & maintenance after every 04 months. 03 years & above 10 marks 02 Years 07 marks 01 Year 05 marks Below 01 Year 00 marks	10	
05		Relevant Experience of Providing Photocopier Machines (Years) Five & above years 10 marks Four years 05 marks Three years 03 marks Below Three years 00 marks	10	
06		Relationship with Manufacturer Manufacturer 10 marks Authorized Distributor 08 marks Authorized Dealer 05 Marks	10	
07		Product Origin Quoted Products Origin US/Europe/Japan 10 marks China and other Countries 05 marks	10	
08		Warranty/ Guarantee of Machine. 5 and above years 05 marks 4 years 03 marks 1 Year to 3 years 01 marks Below 1 Year 00 marks	05	
09		Complaint Response Time Within 24 hours 05 marks Within 48 hours 04 marks Within 72 hours 03 marks Within 96 hours 02 marks Within 120 hours 01 marks More than 120 hours 00 marks	05	
		Total Marks	100	

10. HARDWARE AND SERVICE REQUIREMENTS

Following are the minimum requirements for the bidder/vendor for the equipment:

- I. The Vendor must install all equipment and components and must ensure that the proposed equipment is fully operational and function properly at all variables.
- II. **The Vendor must Provide 02 Extra Original Tonners and trolley with Photocopier machine.**

- III. Vendor must furnish components, wires, connectors, materials and parts, equipment for the complete installation of the system, in accordance with recommendations of the equipment manufacturer. Installation shall follow standard broadcast wiring and installation practice and shall meet or exceed industry standards for such work.
- IV. Vendor must ensure that all systems are in first class working condition and free of short circuits, ground loops, video noise and excessive system noise or any fault affecting its efficiency/quality/life.
- V. At time of installation, Vendor must provide owner's manuals, manufacturer's data sheets, and a complete equipment list.
- VI. At the time of installation, Vendor must provide comprehensive system schematics, labeling and showing detailed connections to all equipment and also confirm that all parts inside the machine are genuine and new.

11. FINANCIAL EVALUATION CRITERIA (FEC)

Financial Evaluation Criteria/ (FEC)

The prices should be inclusive of all taxes and in Pak Rupees (PKR) only.

Table. 03 Pricing Schedule

Sr. No	Description/Brand Name	Amount in PKR
I.	Heavy Duty Photocopier Machine.	
	Total Price	

- i. All price / rates quoted are inclusive of all Government applicable taxes.
- ii. **Quoted prices must include all taxes, customs and freight charges for delivery at the KPOGCL Head Office Peshawar locations at own risk and cost.**
- iii. All the taxes will be deducted at the time of payment as per government applicable Laws/Rule. Requests for Currency fluctuation adjustments shall not be given.
- iv. In case of GST/KPST/WHT Exemption/percentage differentiation, Provide Certificate or Government SRO, as the case may be.

The lowest evaluated Financial Proposal (FL) will be given the maximum financial score of 100 %. The financial bids will be evaluated as follows for respective bidders.

$$FM = 100 \times FL / F$$

Where:

FM = Financial Marks

FL = Lowest financial bid

F = Cost of the proposal under consideration

12. SELECTION FOR AWARD

The selection for award shall be made to the bidder whose proposal is most advantageous to the KPOGCL, taking into consideration the Technical factors listed above and the total proposed price.

Final Evaluation Criteria:

$$TM \times 0.7 = TTM$$

$$FM \times 0.3 = TFM$$

$$GT = TTM + TFM$$

Where:

TM : Technical Marks

FM : Financial Marks

TTM : Total Technical Marks

TFM : Total Financial Marks

GT : Grand Total

The bidder scoring the highest Grand total will be offered the contract/P.O.

13. FOR ANY CLARIFICATION OR INFORMATION PLEASE CALL OR EMAIL

The last date for submitting queries/ clarifications is **06 January, 2025** and send to below address.

Mr. Muhammad Fayyaz

(HOD Procurement Department)

Email: muhammad.fayyaz@kzogcl.com.pk

Phone: +92-91-9216023 Fax: +92-91-9216295.

14. SUBMISSION OF BIDS

All Bids must be sent at the following address:

Mr. Nasir Khan

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 **14 January, 2025**.

15. 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.

16. PERFORMANCE GURRANTEE

Successful bidder is required to deposit Ten percent 10% of total contract/P.O value as Performance Guarantee in the form of Bank Guarantee issued by a scheduled bank of Pakistan in favor of “**Khyber Pakhtunkhwa Oil & Gas Company Limited**” before the signing of contract agreement/Purchase Order.

17. 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

Declaration by an authorized signatory of the Bidder

I (Name) _____

(Designation) _____

(Bidder's Name) _____

1. I am an authorized signatory of the Bidding Bidder, mentioned in the Technical and Financial proposal and above, I attest that I am competent to sign this declaration and execute this Tender document;
2. I have carefully read and understood all the terms and conditions of the Tender document and undertake to abide to them;
3. The information/documents furnished along with the Technical & Financial Proposals are true and authentic to the best of my knowledge and belief. I/we / are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of this bid at any stage besides liabilities towards prosecution under appropriate law.
4. I/we understand that Khyber Pakhtunkhwa Oil & Gas Company Limited (KPOGCL) may require further information and we will duly provide that information in the time stipulated by KPOGCL, and that any non-supply of such information would lead to rejection of this bid at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Full name: _____

Date: _____

Seal: _____

NOTE: Please attach the above DECLARATION BY AN AUTHORIZED SIGNATORY OF THE BIDDER to the Technical Proposal of this Tender document.