



Central Power Purchasing Agency (Guarantee) Limited

Supply of Toners Items to CPPA-G on Running Rate Contract basis

TENDER NOTICE

Central Power Purchasing Agency (Guarantee) Limited (CPPA-G), is a company established by Government of Pakistan under Ministry of Energy Power Division

1. Central Power Purchasing Agency (Guarantee) Limited (CPPA-G) invites sealed tenders from HP authorized toners supplier/firm/company registered with income tax and sales tax departments, stationed at Islamabad/Rawalpindi, for supply of HP original toners on running rate contract basis till 30-06-2022.

2. The tender Documents containing detailed information, terms and conditions etc. are available on the websites of PPRA (www.ppra.org.pk) and CPPA (www.cppa.gov.pk). Tender document can also be obtained from CPPA-G's office, during working day from 9:00 am to 5:00 pm. Tender Document Fee is Rs. 1000/- Rupees.

3. The bidders will be required to submit a bid security 2% of bid value in shape of Bank Draft in favor of CPPA-G.

4. Sealed tenders will be received latest by 15th September 2021 by 11:00 am, and will be opened on the same day at 11:30 am, at CPPA Office.

5. CPPA-G reserves the right to accept or reject any or all the Bids, as per PPRA Rules, 2004.

Dy. Manager (HR & Admin)
Central Power Purchasing Agency (Guarantee) Limited
Shaheen Plaza, 73-West Blue Area, Islamabad
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Central Power Purchasing Agency (Guarantee) Limited
Shaheen Plaza, 73-West Blue Area, Islamabad

Supply of Toners Items to CPPA

The Central Power Purchasing Agency (Guarantee) Limited (CPPA) invites sealed tenders for HP Original toners, for supply of toners items as per **Annex-II**.

General Terms & Conditions:

- 1) The bidder should submit a single envelop (Annex-I) and Financial Proposal (Annex-II) of company's letter head,
- 2) The Company/Firm should be registered in Pakistan since at least three years with valid Income Tax and Sales Tax Departments (Registration Numbers should be mentioned clearly, and valid documentary evidence be attached).
- 3) The Company should have a minimum of three (03) year experience in supply of HP Original toners and should have a proper office and warehouse at Islamabad/Rawalpindi.
- 4) Company Should be authorize partner of HP
- 5) The bidder will be required to submit Bid Security Deposit of 2% of the bid amount in the shape of Bank Draft payable at Islamabad, in favor of CPPA-G.
- 6) Bid Security of Successful Bidder/Bidders will be retained in CPPA-G's account till the validity of the rate contract as performance Security or Successful bidder may change its Performance Security with Bank Guarantee within Thirty days of award of rate contract i.e till June, 30th 2022.
- 7) The sealed bids of quoted items are required to be delivered to the office of the undersigned by 11:00 am on dated September, 15th 2022.
- 8) The bidding documents can be downloaded from www.cppa.gov.pk; however, cost of tender document is PKR 1,000/- (non-refundable) that will be deposited by potential bidders in CPPA Imprest, Bank A/C Title: 'Central Power Purchasing Agency (Guarantee) Limited' Bank, No. 3057606195, National Bank of Pakistan, Super Market, Corporate Branch, F-6, Islamabad. The bidders will present original receipt of tender document fee, deposited, along with sealed technical and financial bids.
- 9) The Bid Opening Committee will open the Bid (Annex-I) for evaluation per criteria given at Annex-III, on September, 15th 2022 at 11:30 am in the presence of the bidders or their authorized representatives, who may like to be present. Bids, which are not accompanied by the documents at serial No. 2 to 4, above, shall be declared Non-Responsive and their financial proposals will be returned unopened.
- 10) The Bid Opening Committee will open the financial proposals (Annex-II) of the bidders whose pre-qualification/technical proposals are accepted, on a date and time to be communicated to them in advance, in the presence of the bidders or their authorized representatives, who may like to be present.
- 11) The bid validity period shall be till 30th June 2022

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- 12) Toners Delivery period after issuance of first Purchase Order is Fifteen (15) Days and consequent Purchase orders is Seven (7) Days.
- 13) The proposals especially financial proposal shall not have any over writings or cutting. CPPA-G reserves the right not to consider the proposal having aforementioned deficiencies.
- 14) The rate contract will be awarded to the bidder having lowest price(s).
- 15) Payment of the bills will be subject to the deduction of applicable taxes.
- 16) An original and latest undertaking on judicial paper that the Company/Firm has never been blacklisted by any Government, Semi Government, Autonomous or State owned organization.
- 17) An original and latest undertaking on judicial paper that the Company/Firm has read and CPPA-G's black listing SOP document and in case of breach of contract will have no objection being trialed as per procedure.
- 18) The firms are required to quote for 100% of the listed items (Annex-II) otherwise the financial bid shall not be considered for evaluation.
- 19) CPPA-G reserves the right to extend the opening date of the bids, cancel/reject any or all bids or proposals at any time prior to the acceptance of a bid or proposal as per PPRA Rules.
- 20) CPPA-G has the right to award rate contract partially (Toner wise) to the lowest price Companies/Firm
- 21) CPPA-G has the right to issue Purchase Order partially (Toner wise) to the lowest price Companies/Firm
- 22) Supplied toners should have warranty (Shelf life) of one year from the date of delivery i.e if toner have not been installed into printer. However warranty will be claimed on fault of toner within ten days of installation and less than 25% of toners utilized.

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Pre-qualification Proposal
Running Rate Contract for
Supply of Toners Items to CPPA

Name of the Company		
Address (Telephone, Fax & E-mail)		
Year of Establishment		
Company/Firm Registration Certificate in Pakistan (Attach documentary evidence)		
Sales Tax Registration No. in FBR (attach documentary evidence)		
National Tax No. (attach documentary evidence)		
Experience related to supply items (certificates/purchase order may be attached)		
Tender Document Fee attached with technical proposal	Yes: _____ No : _____	
Annual Turnover supported by documentary proof of the business (Income tax return of F.Y 2016-17 ,2017-18 and 2018-2019)		
Clientage (Attach separate Annexure)		
Enlistment Certificate (if any) (copy of certificate enlisted with Government/ Semi Govt. organizations)		
Affidavit (that the firm has not been blacklisted by private, Govt., Semi Govt. and Autonomous Body)		
Affidavit (that the firm has read CPPA-G's blacklisting SOP and have no objection being trailed in case of breach of contract)		
Contact Person	Name & Designation	
Date: _____	Authorized Signature	
	Cell Number: _____	

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FINANCIAL PROPOSAL

Detail of Toners Items to be supplied to CPPA

Sr.No.	Description	Estimated Quantity	Unit Price	Unit Price Inclusive of Taxes	Total
1	HP Black Toner Cartridge for (LJ MFP 527z) 87A (CF287A)	100			
2	HP Black Toner Cartridge for LJ MFP 127dn 83A (CF283A)	20			
3	HP Black Toner Cartridge for LJ 402dn 26A (CF226A)	08			
4	HP Black Toner Cartridge (CF540A)	04			
5	HP Black Toner Cartridge (CF400A)	08			
6	HP Black Toner Cartridge (CF410A)	08			
7	HP Black Toner Cartridge (W2110A)	03			
8	HP Color Toner Set (203A) for MFP 281 FDW	04			
9	HP Color Toner Set 201A for HP Color Laserjet M252dw	08			
10	HP Color Toner Set 410A for HP Color Laserjet M452	03			
11	HP Color Toner Set 202A for HP Color Laserjet M254dw	02			
12	HP Color Toner Set 206 A for HP Color Laserjet M255dw	02			

Note:

- (i) Bidders are advised in their best interest to maintain the required quality and not to quote for counterfeited or sub-standard items, as the authority will ensure the quality of products at the time of supply of items.
- (ii) This Financial Bid form should be printed on Vendor Letter Head

 Name of the Company/Firm
 Stamp

 Signature with

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ASSESSMENT CRITERIA

Supply of Toners Items to CPPA

The pre-qualification proposals will be evaluated as per the following criteria: -

Grading	Marks
Profile of Firm & Experience in relevant business At least Three Year twenty (20) marks, more than three years and less than five years thirty (30) marks, more than five years' experience Forty (40) marks	40
Annual Turnover (attach copies as evidence) between Two and Three million rupees twenty (20) Marks, more than three and less than five million rupees thirty (30) marks, more than five million Rupees Forty (40) marks	40
Clientage (Fore each Client with at least 0.5 million rupees 5 marks)	20

Note: Minimum score required to pass for Pre-qualification is 80%.

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