

QESCO ELECTRIC SUPPLY COMPANY LTD



QESCO COMPUTER CENTRE QUETTA

BIDDING DOCUMENT

FOR

PROCUREMENT OF

OF

HEAVY DUTY LASER PRINTER

TENDER No. T-2028

M/s _____

MANAGER (MM)
QESCO, Quetta

SIGNATURE OF BIDDER

INSTRUCTIONS TO BIDDER

- 1.1 Bidders are directed to apply through E-Pak Acquisition & Disposal System (E-PADS) portal online (<http://www.eprocure.gov.pk>) as per procedures laid down in the regulations of PPRA.
- 1.2 One set of filled hard copy of the same bidding documents shall be submitted to QESCO half an hour before the tender opening time.
- 1.3 Bid Security of fixed amount i.e . **Rs. 30,000.00 (Thirty Thousand Rupees only)** valid for **120 days from the date of Tender Opening** in the form of Bank Guarantee / CDR (**Original Instrument**) must reach to the office of Manager Material Management QESCO Headquarter Zarghoon Road Quetta on or before at **10:00 AM on 11.02.2026 failing which the bid (s) shall be considered non responsive and rejected.**
- 1.4 The firms shall provide all documentary proves for his previous experience to supply of such type of stores to QESCO or any other DISCOs / Computer Centre or Govt Organizations / Departments..
- 1.5 Rate shall be quoted on the basis of delivery FCS QESCO Computer Centre, QECO, Quetta.
- 1.6 **“Tender envelope” shall clearly be marked as:-**

“ Heavy Duty Laser Printer
- 1.7 E-Tender will be opened **at 10:30 AM on 11.02.2026** by the tender opening committee in the presence of bidders or their authorized representative (who choose to attend) in the office of Manager (MM) QESCO Quetta.
- 1.8 The competent authority reserves all the rights to accept or reject any offer or apart thereof, or increase/ decrease quantity upto 15% to may extent without assigning any reason. The offer received incomplete or not in accordance with the conditions/ specifications will not be entertained.
- 1.9 The tenders prepared by the bidders should comprise of the following documents:-
 - i) Covering letter.
 - ii) Bid security Amounting to **Rs. 30,000.00 (Thirty Thousand Rupees only)** in shape of CDR or Bank Guarantee.
 - iii) Bill of quantities (Annex-A).
 - iv) Schedule of Deliveries.
 - vi) Signed all pages of tender documents as proof of accepting all terms and conditions of it.
- 1.10 The quoted price must be firm and final **exclusive sales tax** in Pak Rupees otherwise it will not be entertained.
- 1.11 Bidders are required to provide proof of sales tax registration with Govt. of Pakistan without which Tender shall not be considered.

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- 1.12 Besides all other conditions, PPMC general conditions of contract are applicable.
- 1.13 The offer received in complete or not in accordance with the conditions/ specifications will not be entertained.
- 1.14 Prices quoted should be free from cutting/ alternations/ over writing etc. and duly signed by the authorized representative of the vendors.

2. CONTRACT CONDITIONS

- 2.1 The request for advance payment will not be accepted.
- 2.2 Inspection of the material will be carried out by Manager (MIS) QESCO Computer Centre or his representatives.
- 2.3 The delivery period shall be in accordance with the requirements of the department, which will be mentioned in the LOI & purchase order. Also the delivery will be in any number of suitable consignments.
- 2.4 Shall have satisfactory performance in QESCO / other DISCO or any Govt Organization / Department towards Delivery of Material against the previous consignments.
- 2.5 The supplier will be liable for liquidated damages if the ordered consignment is not supplied within the stipulated delivery period in purchase order.
- 2.6 The supplier shall furnish Bid Security amount Rs. **Rs. 30000.00 (Thirty Thousand Rupees only)** in the form of **CDR / Bank Guarantee** in favor of Finance Director QESCO, Quetta.
- 2.7 The successful bidder will furnish 05% (Performance Guarantee) Including 18% G.S.T which will be intimated in letter of Intent issued to successful/ Substantially Evaluated Responsive bidder in shape of Bank draft or Bank guarantee **valid for 12 months** from date of issue of P.O from any scheduled bank.
- 2.8 The bid should be valid for 120 days.

3. TERMS OF PAYMENT

This purchase order is 100% financed out of budget allocations (Computer Stationary Part-I) for the financial year 2025-2026. Payment will be made by Finance Director QESCO (HQ), Quetta on production of your bill for payment duly supported by:-

- i. Commercial Invoice in triplicate.
- ii. GRN (Goods Receipt Note).
- iii. Inspection Certificate.
- iv. Warranty Certificate.
- v. Sales Tax Invoice.
- vi. Non Payment Certificate.
- vii. Letter of credit bill of entry.
- viii. Bill of lading.
- ix. Custom paid invoice.
- x. Bill of Entry.

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4. PART SUPPLY/ PART PAYMENT ALLOWED

The bid must be accompanied by a bid Guarantee of an amount Rs. i.e . **Rs. 30000.00 (Thirty Thousand Rupees only)** in the form of **CDR / Bank Guarantee** from the schedule bank of Pakistan. With drawl or any modification of the original offers shall entitle the purchaser to forfeit the bid guarantee in favor of the Authority or to take suitable remedial action against the registered bidder, like putting a ban or future enquiry or removal from the list approved suppliers. The bids not accompanied with the requisite bid security/ bid guarantee as mentioned above will be considered non responsive.

- 4.1 Performance Bond in the shape of CDR/ Bank Guarantee. Valid up to 12 months after the delivery of last consignment and equal to 05% performance guarantee shall be furnished with the acceptance of letter of intent/ notification of award and before formal issue of purchase order.
- 4.2 Bid Guarantee & performance bond be furnished on non juridical stamp Paper of value Rs. 100.
- 4.3 The prices shall be filled in on the attached schedule of Prices in local Rupees without any element of Foreign Exchange and Free Delivery to Stores basis.
 - i- Bidders must quote for complete lot, Bids covering only a part of the lot will be rejected.
 - ii- Evaluation/ comparison will be carried out for complete Lot FCS prices including transportation charges, loading/ unloading all types of duties etc and loading on account of late delivery if applicable.
5. The invitation to tender is without engagement and the purchaser before placing the order reserves the rights:-
 - i. To scrape the tender
 - ii. To place order on more than one supplier
 - iii. It is received after the time and date of fixed for its receipt
 - iv. The tender is unsigned
 - v. The offer is ambiguous
 - vi. The offer is from a firm blacklisted by DISCO/PPMC/NTDC.
 - vii. The offer is for stores not conforming to specifications specified in the tender enquiry
 - viii. The offer is unsolicited
6.
 - i. The Bidder shall, as part of its bid documents establishing the Bidder's eligibility to Bid and its qualification to perform the contract if its Bid is accepted.
 - ii. The documentary evidence of the Bidder's eligibility to Bid shall establish to the purchaser's satisfaction that the Bidders at the time of submission of Bid is from an eligible source country as defined under Clause-2.
 - iii. The manufacture / Supplier shall have been engaged in manufacturing/ supplying of material specified in this tender previously and such material shall have successfully operated in the field as per Clause 2.4

Schedule of qualifications duly filled in should be submitted with the Bid and extra sheets may be used to furnish qualifications, experience and supply record (year wise) of the firm.

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7. BIDS LIABLE TO REJECTION

Bids are liable to be rejected forthwith if:-

- i) The bidder does not submit the required documents.
- ii) The bid covers only a part portion of the required equipment.
- iii) The bid is submitted on other than the prescribed form or is incomplete or conditional.
- iv) The bid is illegible in any material, part or contains alterations, addition, deletions, erasers or other irregularities.
- v) Not accompanied with a bid guarantee or with insufficient or un-acceptable tender guarantee.
- vi) Tender is in some way connected with bids submitted under name different from his own.
- vii) The offer is not accompanied with schedule of technical data and schedule of deviation (if any) duly filled in and signed (in duplicate).
- viii) The offered delivery period exceeds the specified delivery period by more than 60 days.

8. INSPECTION

Inspection of the material will be carried out at your works by Manager (MIS) QESCO Computer Centre or his representatives. Notice in writing shall have to be given to the Inspecting Officer by you when the store against the order is ready for Inspection. All the reasonable facilities as provided in the specifications or followed by the Industry or Trade in General shall have to be afforded to Inspecting Officer by you at your expense for carry out inspection.

9. PACKING

You will be responsible for packing the store suitable for transit by Rail/Road so as to ensure their being free from loss or damage on arrival at destination. The packing of the stores shall be done by and at your expense in accordance with the standard specifications governing such packing. In case there are no standard specifications, goods will be packed according to the trade practice to ensure safe receipt at destination.

10. FAILURE AND TERMINATION

- (A) If you fail deliver the stores or any consignment thereof within the specified delivery period, the purchaser shall be entitled at his option either:
 - (I) To recover from you liquidated damages levied at the rate of two percent (02%) per month or a fraction, thereof subject to a maximum of ten percent (10%) of the contract price, except:
 - a) Where un-delivered stores hold up the use of other stores, liquidated damages shall be levied on the total value of the contract.
 - b) The recovery of liquidated damages mentioned above can be effected from any payment due to you from any unit of PPMC / DISCOS.
 - (II) To purchase from elsewhere without notice to you at your risk and cost the stores not delivered, without cancelling the contract in respect of the consignment

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(III) To cancel the contract at your risk and cost.

In the event of action being taken under (ii) or (iii) above, you shall be liable for any loss which the purchaser may suffer on the account, but you shall not be entitled to any gain on repurchase made against the supply order.

(B) If during the course of execution of contract, you are Black-listed by DISCOS, the purchaser proceeds with all or any of the actions detailed below;

- I) To allow the contract to run its course till completed in accordance with the terms and conditions of Contract.
- II) To stop further supplies with or without financial repercussions.
- III) To cancel the contract with or without reservation or rights.

NOTE:-

While determining liquidated damages the purchaser shall not consider any or the following circumstances, i cause under "FORCE MAJEURE" and shall not allow any relaxation in the liquidated damages on the account: -

- I) Delay on the part of the Contractor in the arrangement or raw materials.
- II) Defect or failure occurring to any machinery or equipment installed at the contractor works during the currency of the contract.

11. RESPONSIBILITY FOR EXECUTING THE CONTRACT

You are entirely responsible for the successful execution of the contract in all respect in accordance with the terms and conditions as specified in the contract including the schedule.

12. INDEMNITY

You shall at all times indemnify the purchaser, against all claims which may be made in respect of stores for infringement of any right protected by patent, registration of any Design, or Trade Mark and shall take all risk of accidents or damage which may cause a failure of the supply from whatever Cause arising and take the entire responsibility for the sufficiency of the means used by you for the fulfillment of the contract. PROVIDED ALWAYS what in the event of any claim respect of alleged breach of letter, patent Registered Design or Trade Mark being made against the Purchaser, the Purchaser QESCO shall notify you of the same and you shall be at liberty at your own expense to settle any dispute or to conduct any litigation that may arise there from.

13. TECHNICAL SPECIFICATION

Material Should be supplied in accordance with the specifications mention in item description at schedule A.

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FORM OF BID
LETTER OF OFFER)

Bid Reference No. _____

(Name of Work)

To,

Having examined the Bidding Documents including instructions to bidders, Condition of Contract, Specifications, Drawings, Schedule of Prices and addenda Nos. _____ for the execution of the above-named Works, we, the undersigned, being a company doing business under the name and address _____ and being duly incorporated under the laws of _____ hereby offer to execute and complete such works and remedy any defects therein in conformity with the said Documents including Addenda thereto for the total bid price of Rs. _____ or such other sum as may be ascertained in accordance with the said Documents.

2. We understand that all the schedules attached hereto form part of this Bid.
3. As security for due performance of the undertakings and obligations of this bid, we submit herewith a bid security in the amount of Rs. _____ drawn in your favor or made payable to you and valid for (120) days.
4. We undertake, if our Bid is accepted, to commence the works and to deliver and complete the whole of the works comprised in the Contract within the time stated in the conditions of contract.
5. We agree to abide by this bid for the period of 120 days from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
6. Unless and until a formal Agreement is prepared and executed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.
7. We undertake, if our bid is accepted, to execute the performance security referred to in clause 1(iv) of conditions of contract for the due performance of the contract.
8. We understand that you are not bound to accept the lowest or any bid you may receive.
9. We do hereby declare that the bid is made without any collusion, comparison of figures or arrangements with any other person or persons making a bid for the works.

Dated this _____ day of _____ 20 _____

Signature _____ in the capacity of _____ dully authorized to sign and on behalf of _____

(Name of bidder in Block Capital)

(Seal)

Address _____

Witness:

(Signature) _____

(Name) _____

Address _____

Occupation _____

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Schedule 'A'**BILL OF QUANTITIES**

FCS QESCO Computer Centre, Quetta price in Pak Rs. _____

Sr. No	Description	Unit	Qty	Unit Rate With Out GST (Rs)	Total Amount With Out GST (Rs)
1	RICOH SP 8400 A3 Black and White Heavy Duty MFP Laser Printer Nashuatec or Equivalent Prints up to 60 ppm 2.2-second first print time 1,200 x 1,200 dpi 4,700-sheet max input Maximum Monthly Volume 53000 prints 550-Sheet Paper Tray 1 550-Sheet Paper Tray 2 100-Sheet Bypass Tray (1,200 sheets standard capacity) One Year Warranty with Parts & three Year Maintenance	No	01		
Grand Total Rs.					

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Schedule 'B'
SCHEDULE OF DELIVERIES

Sr. No	Item Description	Unit	Qty	To QESCO Computer Centre QESCO Head Quarter Zarghoon Road Quetta with the following Delivery Schedule
1	RICOH SP 8400 A3 Black and White Heavy Duty MFP Laser Printer Nashuatec or Equivalent Prints up to 60 ppm 2.2-second first print time 1,200 x 1,200 dpi 4,700-sheet max input Maximum Monthly Volume 53000 prints 550-Sheet Paper Tray 1 550-Sheet Paper Tray 2 100-Sheet Bypass Tray (1,200 sheets standard capacity) One Year Warranty with Parts & three Year Maintenance	No	01	100% Supply Within 60 days from the date of issue of Purchase Order

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Schedule 'C'**DEVIATIONS FROM TECHNICAL SPECIFICATION**

It is presumed that the bidder shall not take any deviation. However, if the intents to take deviations to the specified terms, those must be listed in the space provided below:

Sr.	Clause No./ Section No.	Deviations/ Clarification

SIGNATURE OF BIDDER

DEVIATIONS FROM CONTRACTUAL CONDITIONS

It is presumed that the bidder shall not take any deviation. However, if the intents to take deviations to the specified terms, those must be listed in the space provided below:

Sr.	Clause No./ Section No.	Deviations/ Clarification

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