
**NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD**



BIDDING DOCUMENTS

“Purchase of Photocopier machine for NPA”

March, 2026

F. No. NPA/12-11/2023
NATIONAL POLICE ACADEMY
SECTOR H-11, ISLAMABAD

INVITATION TO
E-BID Ref. No.
27/2025-26
(For Goods, Works and Non-Consulting Services)
(Say No to Corruption)
(We stand united against terrorism)

National Police Academy, a premier police training institute of Pakistan, invites electronic bids from the original manufacturers or their authorized dealers/distributors/suppliers/contractors registered with Income Tax and Sales Tax Departments for ***“Purchase of Photocopier machine for NPA”***.

2. E-bidding documents as per regulation, containing detailed terms, specifications and requirements etc. are available for the registered bidders on EPADS at (www.eprocure.gov.pk).

3. The electronic bids, must be submitted by using EPADS on or before 10th April, 2026 at 1100 hours. Manual bids shall not be accepted. Electronic bids will be opened on the same day on the before 10th April, 2026 at 1131 hours. Bid money in original must be delivered at office of the Assistant Director (Procurement) prior to submission date & time else bid shall not be considered.

Note: Notification of the GRC constituted in terms of rules -48 of PPRA rules, 2004 is provided on EPADS at www.eprocure.gov.pk.

-SD-
Muhammad Farooq
Deputy Director (Admn)
Phone Off: 9258183
Fax: 9257414

INSTRUCTIONS TO BIDDERS

- 1.Scope of Bid** *“Purchase of Photocopier machine for NPA”* as per specification enclosed as Annex-A.
- 2. Corrupt and Fraudulent Practices** The bidder will show the highest standards of ethics during carrying out the contract. In pursuance of this policy, the following provisions shall apply:
- (a) *“coercive practice”* means impairing or harming or threatening to impair or harm, directly or indirectly, persons or their property, to influence their participation in tendering process, or affect the execution of a contract;
 - (b) *“collusive practice”* means a scheme or arrangement between two or more parties, with or without the knowledge of NPA, designed to establish prices at artificial, non-competitive levels or to otherwise deprive NPA of the benefit of free and open competition;
 - (c) *“corrupt practice”* means offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the actions of a public official (including purchaser and employees of organization taking or reviewing selection decisions) in the selection process or in contract execution or the making of any payment to any third party, in connection with or in furtherance of a contract, in violation of any applicable law in the country;
 - (d) *“fraudulent practice”* means any act or omission, including any misrepresentation, in order to influence (or attempt to influence) a selection process or the execution of a contract to obtain a financial or other benefit or to avoid (or attempt to avoid) an obligation;
 - (e) *“obstructive practice”* means destroying, falsifying, altering or concealing evidence material or making false statements in order to impede an investigation into allegations of a coercive, collusive, corrupt, fraudulent, or prohibited practice; and threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation and acts intended to impede the exercise of the inspection and audit rights;
 - (f) *“prohibited practice”* means any action that makes disqualification of bidder. NPA will reject a bid if any bidder directly or indirectly is engaged in coercive, collusive, corrupt, fraudulent, obstructive or prohibited practices in competing for contract; and
 - (h) *“inspection of accounts”* means NPA has the right to inspect financial position, records and other documents of the bidder in order to determine that the bidder has firm footing.
- 3.Procedure** Single stage one envelope procedure of the open competitive bidding process shall be adopted. Items shall be evaluated and awarded on item wise basis.
- 4.Language of Bid** Bid as well as all correspondence and documents relating to the bid exchanged by bidder and NPA shall be written in English/Urdu.
- 5.Bidder & his eligibility** A bidder will be original manufacturer or their authorized dealer/distributor besides having following:

- (a) Have at least last 03 consecutive years' experience in relevant field with government departments;
- (b) Be on Active Taxpayer's list of the website of FBR;
- (c) Not declared blacklisted;
- (d) Have good reputation in relevant field.

6.Number of bids

Bidder shall submit only one bid which will be processed and evaluated as per specifications and criteria defined in bidding documents. In case of submission of 2nd bid, only 1st bid shall be considered.

7.Bid Price

- (a) Bid price must be quoted in Pak rupees inclusive of all prevalent taxes;
- (b) Overwriting of figures and use of fluid will not be permitted and the bid will be rejected in that case;
- (c) Only one price of an item shall be mentioned.

**8. Documents
Comprising the
Bid**

Bid shall comprise the following:

- (a) Rates as per pattern at Annex-A.
- (b) Written consent as per Annex- B.
- (c) Price inclusive of all prevalent taxes. The quoted price will be deemed to be inclusive of all taxes.
- (d) Call deposit in shape of demand draft/pay order/CDR in favour of "*Academy Fund Account*" @ 350,000/- (three hundred and fifty thousand rupees).
- (e) Documents showing at least last 03 years' experience in relevant field to the government departments.
- (f) Copies of NTN/GST certificates which ever applicable.
- (g) Addresses of retail outlets & warehouses which ever applicable.
- (h) Certificate as per Annex-C:
 - i. Certificate of ownership of firm;
 - ii. Not declared black listed;
 - iii. Having read & accepted all clauses of biding documents;
 - iv. Authorized person, if any, to deal with NPA.
- (i) Valid Address, Telephone, Fax & Mobile Nos.
- (j) Valid CNIC copies of owner and representative, if any.
- (k) Contract on judicial paper along with its bid which should not be less than Rs.50/- as per Annex-D.
- (l) Broacher/pamphlet having complete details of the item/services/work to be supplied/carried out, if applicable.
- (m) Any other document that the bidder may feel to add in support of its bid and has plus point.
- (n) Certificate/proof of HR Resources/Logistics Supports The firm must have employees that include Engineers, Project Management personnel, logistical management team and training imparting faculty (registered with the EOBI Certificate serving as proof of employment)
- (o) Certificate/proof of Assets: The firm must have its own fleet of vehicles and drivers for delivery.
- (p) Certificate/proof of Dealership: Master distributor of manufacturer in Pakistan.

- (q) Certificate/proof of Financial Capacity: Yearly turnover 20 billion or higher in last fiscal year.
 - (r) Certificate/proof of Manpower: Technical/Skilled Personnel forty (40) or higher.
 - (s) Certificate/proof of Site Offices: In all major cities of Pakistan including Multan.
 - (t) In case of same price for the supply/work/services, selection will be made on the basis of experience of the firm and warranty period.
- 9. Dead line for submission of bids** Bids must be received electronically in PDF format on date and time as given in invitation to bid.
- 10. Post-dated bid** Bids received after given date and time shall be considered as post-dated bid and shall be returned unopened.
- 11. Bid Security**
- (a) Bid security shall be in shape of demand draft/pay order in favour of “**Academy Fund Account**” @ 350,000/- (three hundred and fifty thousand rupees).
 - (b) Bid security must reach physically in office of the Assistant Director, Procurement, NPA before closing time else bid shall be rejected;
 - (c) Bid security of unsuccessful bidders shall be returned after publishing evaluation report.
- 12. Performance Guarantee**
- (a) Bid security of lowest evaluated bidder(s) shall stand converted as performance guarantee and shall be retained till warranty or extended period(s).
 - (b) The period of warranty shall start from the date of supply/work; and
 - (c) Performance guarantee shall be forfeited in case of refusal to carry out supply or carrying out partial, substandard or deviated supply/work/services and not completing the supply/work/services within agreed timeframe.
- 13. Period of Validity of Bids** Bids shall remain valid for one hundred twenty (120) days. Period can be extended after consultation with the bidders.
- 14. Submission, Sealing and Marking of Bids**
- (a) Bids shall be submit at online on E-PADS as physical bids shall not be accepted.
 - (b) Bids shall be submitted electronically in PDF format in a file.
- 15. Bid Opening Session**
- (a) Bids shall be opened on the prescribed date & time, as given in invitation to bid, by the Departmental Purchase & Inspection Committee of NPA.
 - (b) In case of strike, public/local holiday, insurgency or any other reason of closure of office next working day shall be considered as bid opening session.
 - (c) The official shall read aloud: name of bidder; presence of bid security; price quoted and any other detail as deemed appropriate.
- 16. Incomplete bid** Bids not accompanying the mentioned documents/information shall be construed as incomplete bid and may be rejected.
- 17. Deviations, Reservations, and Omissions** During the evaluation of bids, the following definitions apply:
- (a) “*deviation*” is a departure from the requirements specified in bidding documents;
 - (b) “*reservation*” is setting of limitation or conditions or withholding from complete acceptance of requirements specified in bidding documents; and

18.Evaluation of Bids

- (c) “omission” is the failure to submit part or all of the information or documentation required in the Bidding Documents.
- (d) Bids may be rejected in case of deviation, reservation & omission.
Evaluation of bids shall be made by the Departmental Purchase & Inspection Committee of NPA, report of which shall be published electronically. Lowest evaluated bid shall be accepted. Following shall be the Evaluation Criteria:
 - (a) Availability of written consent as per specimen at Annex-B;
 - (b) Copies of NTN/GST certificates which ever applicable;
 - (c) Call deposit at the rate and shape as specified;
 - (d) Certificate for availability of stock.
 - (e) Certificate as per Annex-C:
 - i. Ownership of firm;
 - ii. Firm not declared blacked listed;
 - iii. Having read & accepted all clauses of bidding documents;
 - iv. Authorize person, if any, to deal with NPA;
 - (f) Copies of valid CNIC/Passport of owner/representative;
 - (g) Availability of brochure/pamphlet of the item/work/services to be supplied/carried out;
 - (h) Selection of bidders will be made on lowest evaluated rates;
 - (i) Online verification of bidder on Active Taxpayer’s list of FBR;
 - (j) Valid Address, Telephone & Mobile No. of the bidder;
 - (k) Original manufacturer or valid authorized dealership/distributorship certificate;
 - (l) Copies of last 03 consecutive years supply/work/services orders in the relevant field to government departments;
 - (m) Contract on judicial paper not less than Rs. 50/- as per specimen of contract at Annex-D;
 - (n) Integrity Pact as per sample at Annex-E;
 - (o) Inspection of retail Outlet/Warehouse of the bidder;
 - (p) Selection of Departmental Purchase & Inspection Committee which shall be considered as key factor for which demonstration will have to be passed by the firms;
 - (q) Bidder may add additional documents in support of its bid.
 - (r) Clarification of the documents could be made.
 - (s) Rate on the enclosed list as at Annex-A;
 - (t) Price inclusive of all prevalent taxes;
 - (u) HR Resources/Logistics Supports The firm must have employees that include Engineers, Project Management personnel, logistical management team and training imparting faculty (registered with the EOBI Certificate serving as proof of employment)
 - (v) Assets: The firm must have its own fleet of vehicles and drivers for delivery.
 - (w) Dealership: Master distributor of manufacturer in Pakistan.
 - (x) Financial Capacity: Yearly turnover 20 billion or higher in last fiscal year.
 - (y) Manpower: Technical/Skilled Personnel forty (40) or higher.

- (z) Site Offices: In all major cities of Pakistan including Multan.
- (v) In case of same price for the supply/work/services, selection will be made on the basis of experience of the firm and warranty period.

| | |
|--|---|
| 19.Samples of products | The Departmental Purchase & Inspection Committee (DP&IC) shall conduct a physical visit to inspect the items. Decision for selection of products by the DP&IC will be final. |
| 20.Acceptance of Bid | <ul style="list-style-type: none"> a) Selection of bidders will be made on lowest quoted rates of item. b) The most advantageous bid shall be accepted. |
| 21.Grievances Committee | National Police Academy has constituted a grievances committee which can be approached through a written complain addressed to the “National Police Academy Grievances Committee”. |
| 22.Right of acceptance or rejection | <ul style="list-style-type: none"> (a) Departmental Purchase & Inspection Committee of NPA reserves the right to accept or reject bids or annul bidding process at any stage prior to issuance of supply/work order. (b) In case of rejection or annulment, bidders shall telephonically be conveyed. Collection of bid security and evaluation report shall be responsibility of bidders. (c) Bidders shall collect their bid securities on written request on letter head duly authorized to their representative. |
| 23.Warranty Period | All items shall have standard warranty for a period of 01 year. Performance guarantee shall be released after the warranty period. In case of extended warranty period offered by the bidder, extended period shall be considered as warranty period. |
| 24.Validity of rates | Rates quoted in bid shall be valid for the period as stated in the Contract at Annex-D or extended period with mutual consensus of NPA and the bidder. |
| 25.Debaring or Blacklisting | National Police Academy reserves the right to debar any bidder for a specific period or blacklist bidder for future bids. |
| 26.Contract | The successful bidder after issuance of work/supply order shall carry out work/supply as per contractual period mentioned in the contract at Annex-D. |
| 27.Integrity Pact | The bidders will have to furnish Integrity Pact on their letter head as per sample at Annex-E. |
| 28.Subletting of work | Subletting of the supply/services/work to anyone else shall not be allowed and the contract would be cancelled in that case and performance guarantee will be forfeited. |
| 29.Award of work | Lowest evaluated bidder(s) as per evaluation criteria shall be issued supply/work order for the items which shall carry out supply as per samples or any modification suggested by the Departmental Purchase & Inspection Committee. |
| 30.Increase or decrease work/supply | National Police Academy reserves the right to increase or decrease quantity of item/work/services. In that case, rate per item/work/services shall be charged by the bidder. |

- 31.Extension of Contract** Period of contract can be extended with mutual consent of both the parties.
- 32.Supply/work** The supply/work shall be carried out/accepted as per scope of work at Annex-A.
i. The bidders shall be responsible to provide the *Supply of Photocopier machine at NPA*” on timeframe specified and mentioned in the supply order(s) issued after awarding of contract.
- 33.Validity of rates** Rates quoted in the bid shall be valid till completion/execution of the work.
- 34.Advance** No advance amount will be released by the NPA.
- 35.Physical Inspection** National Police Academy reserves the right to carry out physical inspection of the items/work/services during the process or prior to acceptance.
- 36.Payments** Payments shall be released after satisfactory completion of supply/work/services, submission of bills and signed physical inspection report by the Departmental Purchase & Inspection Committee and sanction of competent authority of NPA.
- 37.Release of bid security** Representative may collect the bid security on furnishing a written request on letter head and proving identity. Bid security/performance guarantee of successful bidders shall be released on completion of agreed or extended warranty period. Unsuccessful bidders shall be obtaining bid security after publication of evaluation report.
- 38.Notices** Notices may be served to the bidder in case of supplying/carrying out damaged, dysfunctional, defective, used, repaired, altered, deviated or refusal to supply/services/work. Upon serving third notice, supply/work awarded shall be cancelled and the performance guarantee shall be forfeited.
- 39.Public Procurement Rules, 2004** Procurement process shall be made in accordance with Public Procurement Rules, 2004, as amended from time to time. Any clause of the bidding document in contravention of the Public Procurement Rules shall stand frozen.

SCOPE OF WORK

| Sr. | Item Required | Quantity | Price per Unit | Total Price incl. Tax | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----|--|---|----------------|-----------------------|----|------------------------|--|----|--------|---------|----|------------------|-----|----|---------------------|-------------------------|----|---------------------|---------------------------|----|---------------|--|----|--------------------------------|------------|----|----------------|------------------|----|-------|--------------------------------|-----|-----------------|----------|-----|----------------|----------|-----|-------------------------------|-----|-----|------------|------------|-----|------------|--|-----|----------------|-----|-----|---------------------|------|-----|-----------------------|----------|-----|----------------------------|-----|-----|---------------------|-----|-----|-----------|-------------------------|-----|----------------|-----------------------|-----|-------------------|----------------------------|-----|--------------------|------------------------------------|-----|-----------------|--|-----|-------------------------------|---|---|--|--|
| 1. | <p>Heavy Duty Photocopier Machine</p> <p>Specifications: -</p> <table border="1" data-bbox="185 436 1081 1877"> <thead> <tr> <th data-bbox="185 436 250 470">Sr.</th> <th data-bbox="250 436 581 470">Parameter</th> <th data-bbox="581 436 1081 470">Specifications</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Paper per minute (PPM)</td> <td>Single side (A4) 85 PPM 2 sided 65 PPM</td> </tr> <tr> <td>2.</td> <td>Design</td> <td>Console</td> </tr> <tr> <td>3.</td> <td>Motion Detection</td> <td>Yes</td> </tr> <tr> <td>4.</td> <td>Scanning Resolution</td> <td>600 x 600 dpi or higher</td> </tr> <tr> <td>5.</td> <td>Printing resolution</td> <td>1200 x 1200 dpi or higher</td> </tr> <tr> <td>6.</td> <td>RAM & storage</td> <td>4 GB RAM & 256 GB SSD or higher plus able to upgrade</td> </tr> <tr> <td>7.</td> <td>Document feeder paper capacity</td> <td>200 sheets</td> </tr> <tr> <td>8.</td> <td>Paper Capacity</td> <td>3000-3500 sheets</td> </tr> <tr> <td>9.</td> <td>Panel</td> <td>HCF CL, 10.1" colour TFT panel</td> </tr> <tr> <td>10.</td> <td>Network Printer</td> <td>Built-in</td> </tr> <tr> <td>11.</td> <td>Colour scanner</td> <td>Built-in</td> </tr> <tr> <td>12.</td> <td>Document preview/edit feature</td> <td>Yes</td> </tr> <tr> <td>13.</td> <td>Zoom range</td> <td>25% - 400%</td> </tr> <tr> <td>14.</td> <td>Paper size</td> <td>A3, A4, legal SRA3, A3, A4, A4R, A5, A5R, A6R, B4,</td> </tr> <tr> <td>15.</td> <td>Two-sided copy</td> <td>Yes</td> </tr> <tr> <td>16.</td> <td>Continuous printing</td> <td>9999</td> </tr> <tr> <td>17.</td> <td>Single pass duplexing</td> <td>Built-in</td> </tr> <tr> <td>18.</td> <td>Multi sheet feed detection</td> <td>Yes</td> </tr> <tr> <td>19.</td> <td>Force Hold printing</td> <td>Yes</td> </tr> <tr> <td>20.</td> <td>Drum life</td> <td>400000 to 500000 copies</td> </tr> <tr> <td>21.</td> <td>Toner capacity</td> <td>50000 to 70000 copies</td> </tr> <tr> <td>22.</td> <td>Year of launching</td> <td>Model Maximum one year old</td> </tr> <tr> <td>23.</td> <td>Technical Training</td> <td>02 staff members from manufacturer</td> </tr> <tr> <td>24.</td> <td>Firm experience</td> <td>Must be manufacturer/authorized dealer/sole distributor and have 30 years' experience of handling relevant machine</td> </tr> <tr> <td>25.</td> <td>Warranty with service & parts</td> <td>W/G 05 years with parts & service except Drum & Toner, repairing time 24 hours otherwise replacement with new one immediately and availability of parts after warranty 05 years. Note: machine must be brand new if found otherwise machine will be confiscated and legal action will be</td> </tr> </tbody> </table> | Sr. | Parameter | Specifications | 1. | Paper per minute (PPM) | Single side (A4) 85 PPM 2 sided 65 PPM | 2. | Design | Console | 3. | Motion Detection | Yes | 4. | Scanning Resolution | 600 x 600 dpi or higher | 5. | Printing resolution | 1200 x 1200 dpi or higher | 6. | RAM & storage | 4 GB RAM & 256 GB SSD or higher plus able to upgrade | 7. | Document feeder paper capacity | 200 sheets | 8. | Paper Capacity | 3000-3500 sheets | 9. | Panel | HCF CL, 10.1" colour TFT panel | 10. | Network Printer | Built-in | 11. | Colour scanner | Built-in | 12. | Document preview/edit feature | Yes | 13. | Zoom range | 25% - 400% | 14. | Paper size | A3, A4, legal SRA3, A3, A4, A4R, A5, A5R, A6R, B4, | 15. | Two-sided copy | Yes | 16. | Continuous printing | 9999 | 17. | Single pass duplexing | Built-in | 18. | Multi sheet feed detection | Yes | 19. | Force Hold printing | Yes | 20. | Drum life | 400000 to 500000 copies | 21. | Toner capacity | 50000 to 70000 copies | 22. | Year of launching | Model Maximum one year old | 23. | Technical Training | 02 staff members from manufacturer | 24. | Firm experience | Must be manufacturer/authorized dealer/sole distributor and have 30 years' experience of handling relevant machine | 25. | Warranty with service & parts | W/G 05 years with parts & service except Drum & Toner, repairing time 24 hours otherwise replacement with new one immediately and availability of parts after warranty 05 years. Note: machine must be brand new if found otherwise machine will be confiscated and legal action will be | 1 | | |
| Sr. | Parameter | Specifications | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. | Paper per minute (PPM) | Single side (A4) 85 PPM 2 sided 65 PPM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | Design | Console | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Motion Detection | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Scanning Resolution | 600 x 600 dpi or higher | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Printing resolution | 1200 x 1200 dpi or higher | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | RAM & storage | 4 GB RAM & 256 GB SSD or higher plus able to upgrade | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Document feeder paper capacity | 200 sheets | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Paper Capacity | 3000-3500 sheets | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Panel | HCF CL, 10.1" colour TFT panel | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | Network Printer | Built-in | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. | Colour scanner | Built-in | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12. | Document preview/edit feature | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. | Zoom range | 25% - 400% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. | Paper size | A3, A4, legal SRA3, A3, A4, A4R, A5, A5R, A6R, B4, | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. | Two-sided copy | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. | Continuous printing | 9999 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. | Single pass duplexing | Built-in | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. | Multi sheet feed detection | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. | Force Hold printing | Yes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. | Drum life | 400000 to 500000 copies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. | Toner capacity | 50000 to 70000 copies | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. | Year of launching | Model Maximum one year old | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. | Technical Training | 02 staff members from manufacturer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24. | Firm experience | Must be manufacturer/authorized dealer/sole distributor and have 30 years' experience of handling relevant machine | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25. | Warranty with service & parts | W/G 05 years with parts & service except Drum & Toner, repairing time 24 hours otherwise replacement with new one immediately and availability of parts after warranty 05 years. Note: machine must be brand new if found otherwise machine will be confiscated and legal action will be | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | | | | | | |
|--------------------|-----|-----------|--|--|--|--|
| | | | initiated against the provider. Warranty must be in written format | | | |
| | 26. | Finishing | Stapling Options Mobile App for photocopier operations | | | |
| Grand Total | | | | | | |

Eligibility Criteria for Bidder must be as following failing to meet any criteria the firm shall not be considered for further evaluation:

TORs:

- (a) **HR Resources/Logistics Supports** The firm must have employees that include Engineers, Project Management personnel, logistical management team and training imparting faculty (registered with the EOBI Certificate serving as proof of employment)
- (b) **Assets:** The firm must have its own fleet of vehicles and drivers for delivery.
- (c) **Dealership:** Master distributor of manufacturer in Pakistan.
- (d) **Financial Capacity:** Yearly turnover 20 billion or higher in last fiscal year.
- (e) **Manpower:** Technical/Skilled Personnel forty (40) or higher.
- (f) **Site Offices:** In all major cities of Pakistan including Multan.

(To be reproduced on the letter head of firm/contractor/proprietorship)

Islamabad, _____ day of _____ month of _____

The Deputy Director (Admn)
National Police Academy
Sector H-11, Islamabad.

Subject: **PURCHASE OF PHOTOCOPIER MACHINE FOR NPA**

Reference: Invitation to Bid No. 15/2025-26 of National Police Academy for
“Purchase of Photocopier machine for NPA”, M/s _____
hereby submit its bid for ***“Purchase of Photocopier machine for NPA”***. Necessary documents as
have been asked for are also enclosed.

Signatures of bidder _____

Name of bidder _____

Status of Bidder (owner/representative) _____

Name of firm _____

Address of firm _____

Stamp of firm _____

(To be reproduced on the letter head of firm/contractor/proprietorship by the owner)

CERTIFICATE

This is to certify that I, _____ am the legal owner of firm M/s _____ with its address at _____. I have read and accepted all the clauses of bidding document for Bid for ***“Purchase of Photocopier machine for NPA”***. I hereby certify that my firm has not been declared blacklisted by any government agency. I hereby appoint/authorize Mr. _____ (mention “self” if not authorized anyone) as my representative to deal with National Police Academy for the purpose of this bid.

Signatures of owner of firm _____

Name of bidder (owner of firm) _____

Stamp of firm _____

SPECIMEN OF CONTRACT

This agreement has been made on _____ day of _____ 20 between National Police Academy (hereinafter called the “Employer”) and M/s _____ (hereinafter called the “Contractor”) with their corporate status and registered address shall deem to include (in case of individual or proprietorship, firm, heirs, legal representative or if a partnership, the party or survivors, their respective heirs, executive heirs, executors and administrators of, if a company, its successors in business).

2. WHEREAS, the Employer is desirous to procure/carry out items/work/services in the light of clauses enumerated in bidding document for **“Purchase of Photocopier machine for NPA”** already collected by the ~~Contract~~ In response to invitation to bid M/s _____ has agreed to supply/carry out items/works/services at NPA in the light of clauses of bidding document for **“Purchase of Photocopier machine for NPA”** with the performance guarantee of its Pay Order/Demand Draft as security.

NOW this Contract witnesses as follows:

- i. The following documents shall be construed as part of this Contract:
 - (a) Bidding Document for “Purchase of Photocopier machine for NPA”
Specifications of the supply/work as specified in the bidding document.
- ii. In this contract words and expressions shall have the same meanings as are respectively assigned to them in the bidding document for **“Purchase of Photocopier machine for NPA”**.
- iii. In consideration of the payments to be made by Employer to Contractor as hereinafter agreed upon, the Contractor hereby covenants with the Employer to execute and complete the **“Purchase of Photocopier machine for NPA”** in conformity and in all respects within the provisions of the bidding document for **“Purchase of Photocopier machine for NPA”**.
- iv. Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of supply/work/services as per provisions of the bidding document for **“Purchase of Photocopier machine for NPA”**.
- v. Amount to be paid to the Contractor will be as per quoted rates and as per clauses of bidding document for **“Purchase of Photocopier machine for NPA”**.
- vi. All prevalent government taxes will be applicable for deduction from the Contractor.
- vii. The Contractor will have to accomplish the supply keeping into consideration timeframe given in the supply orders and during period agreed upon.
- viii. Notices may be served to the Contractor in case of poor performance or sub-standard supply/work/services or not carrying out the supply/work/services in requisite timeframe as explained in bidding document. Upon serving third notice,

supply/work awarded shall be cancelled and the performance guarantee shall be forfeited.

- ix. The Contractor and the Employer have agreed to execute this contract for the period w.e.f _____ to _____ and for extended period with mutual consensus on the quoted rates.
- x. If any dispute arises relating to terms and conditions/agreement, the decision of the Commandant, National Police Academy shall be final and binding.

3. IN WITNESS WHEREOF the Employer and the Contractor agreed to execute the contract in the light of above terms and the clauses of bidding document for ***“Purchase of Photocopier machine for NPA”***.

Signature of the Contractor

Signature of NPA

(Seal)

(Seal)

Signed, sealed and delivered in the presence of:

Witness 1:

Witness 2:

(Name, CNIC No. and Address)

(Name, CNIC No. and Address)

(To be reproduced on the letter head of firm/contractor/proprietorship)

Integrity Pact

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC. PAYABLE BY THE SUPPLIERS OF GOODS, SERVICES & WORKS IN CONTRACTS WITH RS. 10.00 MILLION OR MORE

Contract Number: _____ Dated: _____
Contract Value: _____
Contract Title: _____

_____ (name of supplier) hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practices.

Without limiting the generality of the foregoing _____ (name of supplier) represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

_____ (name of supplier) certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ (name of supplier) accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, misrepresentation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard (name of supplier) _____ agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by (name of supplier) as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

(Buyer)

(Seller/Supplier)