

TERMS & CONDITIONS OF TENDER

1. Tender should accompany a Pay Order/Bank Draft as Earnest Money at 2% of the bid amount in favor of DDO of Planning, Development and Special Initiatives. The earnest money will be returned to the unsuccessful bidders immediately after finalization of the tender and in case of successful bidder(s), it will be converted into Security Deposit which will be retained till **30-06-2026**.
2. Rates quoted should be inclusive of GST and all Taxes and will be valid up **30-06-2026**. However, the procuring agency may extend contract period beyond **30-06-2026** till finalization of next tender.
3. The firms shall be liable to supply the requisite items at "P" Block, Pak Secretariat, Islamabad at their own expenses and even at short notice if needed, failing which the earnest money/security deposit of the firm may be forfeited, the firm will be black listed and appropriate legal action shall be taken against the delinquent firm.
4. Specifications/ bid evaluation criteria for toners of Newly Purchased Laser Printers/ photocopiers.
 - Specifications: The toners must be Original HP toners, specifically designed for the specified HP printer models.
 - The toners should meet the quality standards of HP, including print quality, yield, and reliability.
 - Authenticity and Verification: The bidder should provide proof of authenticity for the Original HP toners, such as:
 - HP's official documentation or certification.
 - Serial numbers or holograms that can be verified through HP's website.
 - Product Warranty: The bidder should offer a minimum warranty period of 01 year for the supplied toners.
 - Sample Testing: The bidder should provide samples for testing and verification of quality before supply.
 - Penalties for Non-Compliance: If the supplied toners are found to be counterfeit or not meeting the specified requirements, the bidder may be subject to penalties at Sr. No. 03 of the Terms and Conditions.
5. Specifications/ bid evaluation criteria of Compatible toners for old laser printers/ photocopiers.
 - Compatibility: The toners must be compatible with the specified brand printer/ photocopier models.
 - Quality Standards: The toners should meet the quality standards, including print quality, yield, and reliability.
 - ISO Certification: The toners complying ISO 9001 (Quality Management System) or ISO 14001 (Environmental Management System) certification or Environmental Regulations: such as RoHS (Restriction of Hazardous Substances) will be given weightage in the evaluation process.
 - Product Warranty: The bidder should offer a minimum warranty period of 01 year for the supplied toners.
 - Sample Testing: The bidder should provide samples for testing and verification of quality before supply.
 - Penalties for Non-Compliance: If the supplied toners are found to be counterfeit or not meeting the specified requirements, the bidder may be subject to penalties at S.No.03 of the Terms and Conditions.

6. The bids of all toners will be evaluated based on the specifications, quality requirements and performance of samples provided by the bidders. Bids that do not meet the above requirements shall be rejected.
7. The Purchase Committee has sole discretion to recommend the procurement of original or compatible toner for each individual item of “New and Old printer toners” listed for procurement.
8. If during the supply year (2025-26) supplied items are found counterfeit or not meeting the specified requirements, the contract will be cancelled, Security Deposit will be forfeited and the firm will be blacklisted.
9. The Firms must have Sales Tax Registration Certificate, National Tax Number and Vendor Number as well as facilities of telephone lines, etc. for urgent & immediate contact.
10. Samples of the any item (where demanded) should be presented without which the offer will not be entertained.
11. Samples of items can be seen at our store before filling-out the bidding document.
12. An affidavit to the effect that the firm has never been indulged in any litigation and has never been black-listed by any Ministry/Division/ Department/Organization of the Government(s) must be attached with the bids.
13. Submission of any false statement/ documents or concealing of information may result in the disqualification of the bidder.
14. The firms having office located in Islamabad/ Rawalpindi will be eligible for the bidding.
15. Submission of any false statement/documents indulged concealing of information is likely to disqualify the bidder.
16. Tenders should be addressed to Section Officer (Admin-II) Ministry of Planning, Development and Special Initiatives, Islamabad. Tenders will be opened on the same day in the presence of bidders or their representatives.