



**TRADE DEVELOPMENT AUTHORITY OF PAKISTAN
GOVERNMENT OF PAKISTAN
(Management Services Division)**



TENDER NOTICE
TDAP-IT/CE/2015 dated: 15/02/2018

TDAP-IT/CE/2015

Date: 15/02/2018

(FOR PURCHASE OF PHOTOCOPY MACHINES ALONG WITH ACCESORRIES)

Sealed tenders / quotations are invited from the firms registered with the Income Tax & Sales Tax Department for supply of four (04) brand new photocopier machines. The quantity may increase or decrease as per requirement.

2. The tenders from interested firms, complete in all respects should be supported with following documents / information:-
 - i. Name of the firm / company with location of Head Office, Branch Offices; its status, address, telephone number (s), fax number (s)
 - ii. Experience of similar work over last five years with list of major clients.
 - iii. List of key personnel including names and addresses of partners, directors and managers.
 - iv. Details of Technical staff and their qualifications and experience.
 - v. Registration / pre-qualification with other departments / organizations (Documentary proof).
 - vi. Affidavit to the effect that the firm is not blacklisted and is not in litigation with any organization / department, private or public.
 - vii. Any other relevant information, which the firm intends to submit.
 - viii. Proof of authorized dealership (with OEM)
3. The bidding will be done on the basis of Single Stage, Two Envelope Procedure (Technical & Financial Bids).
4. The tender documents will be issued during office hours against a written request on company letterhead. Tender document containing the specification can be received from the office of the undersigned on payment of tender fee (Rs. 1000/- Rupees One Thousand **Non-refundable**) in shape of pay order in favor of Accounts Officer TDAP, Karachi. The bids will be submitted by 05 March 2018 till 11:00 AM and will be opened at 11:30 AM in the office of the undersigned on the same day in the presence of bidders or their authorized agents who intend to be present.
5. The Earnest money equivalent to 2% of the estimated cost shall be furnished with the tenders in the shape of pay order from the scheduled bank in favor of Accounts Officer TDAP, Karachi.
6. No tender will be valid without earnest money equal to 2% of total bid amount.
7. In case of supply of sub-standard equipment, item supplied and the earnest money will be confiscated. All the equipment supplied must have minimum 12 months comprehensive warranty starting from the date of supply.
8. Trade Development Authority of Pakistan reserves the right to reject any or all the bids and to annul the bidding process at any time, however, reasons for rejection or annulling the bid process will be communicated to the concerned bidder(s) in accordance with PPRA rules.
9. For any further information contact the undersigned during office hours.

ASADULLAH QURESHI

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