

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

**TENDER FOR IT STATIONERY ITEMS/TONERS AND  
CARTRIDGES**

## **PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

### **TENDER NOTICE FOR**

### **IT STATIONARY/TONERS AND CARTRIDGES**

Sealed tenders are invited for supply of Original/Genuine IT Stationary Items i.e. HP, Xerox, Ricoh, Epson or Gestetner Toners and Cartridges for the Pakistan Institute for Parliamentary Services (PIPS) to be uploaded on E-PADS on **15<sup>th</sup> September, 2025 at 11:00 a.m.** The tenders shall be opened on same day at **11:30 a.m.**

### **CONDITIONS FOR TENDER:**

1. The procuring agency may ask for the shipping documents confirming the authenticity of the product, if required.
2. Security deposit amounting to Rs. 100,000/- (Refundable) in the form of Bank Draft/pay order for supply of IT Stationary i.e. HP, Xerox, Ricoh, Epson or Gestetner toners and cartridges must be submitted to Pakistan Institute for Parliamentary Services, which in case of unsuccessful tenders will be returned.
3. The delivered cartridges and toners will be marked and if found faulty during installation or at any stage of usage, the same will be replaced immediately without additional charges and/or the firm will be blacklisted.
4. Firms will be bound to supply/deliver the goods to PIPS office even on a short notice using their own transport.
5. Samples of toners and cartridges may be seen/ examined at office of the undersigned during office hours.
6. Tender will be evaluated on item basis. Suppliers are advised to quote competitive prices for all or any item.
7. **Only original/genuine Toners and cartridges** of best quality will be accepted. In case of fake item (s) the firm will be blacklisted.
8. This tender documents are also available on PPRA website [www.ppra.org.pk](http://www.ppra.org.pk) and PIPS website [www.pips.gov.pk](http://www.pips.gov.pk).
9. Samples should be provided and all the items will be verified online.

(Habib Khan)  
Assistant Director (Admn)  
Phone: 051-909360/111

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

[Admn Wing]

**Part A:**

Subject: **INVITATION TO BID AND GENERAL INSTRUCTIONS**

Dear Sir,

You are hereby invited to submit the tender from the firms for provision of original/ genuine toners and cartridges of **HP, Xerox, Ricoh, Epson or Gestetner** in accordance with the description of items at Appendix "A".

**1. Prospective Bidders Should Particularly Note That:**

- a. Authorized representative may attend the tender opening, if desired. Letter for nominating Representative must be submitted along with bid.
- b. The Purchaser reserves the right to increase or decrease the quantities and accept or reject any or all bids or cancel any or all items at any time without assigning any reason thereof in accordance with PPRA Rules.
- c. **The bidders must bring the samples of all quoted items at Technical Evaluation Stage.** The acceptance of the stores will be subject to the inspection by the PIPS authorities.
- d. Bids against this tender are invited on **Single Stage -Two Envelope Procedure,**
- e. Signed Copy of bidding documents must be uploaded along with Bid.
- f. Tender may be evaluated on item-wise basis and be awarded to the most advantageous bidder in each case.

Assistant Director (Admn)  
**PIPS, Islamabad**

Company Seal:

Company Rep's Signature.....

## **Part B:**

### **Instruction To Bidders (ITB):**

**1. Date and Time for Receipt of Bids:**

The bid document must be uploaded on EPADS until **15<sup>th</sup> September, 2025, 11:00 am.**

**2. Tender Opening:**

Tender will be opened on **15<sup>th</sup> September, 2025 at 11:30 am.**

**3. Validity of Proposal.**

The validity period of bids must be indicated and should invariably be not less than one year from the date of opening.

**4. Prices:**

The prices should be quoted on FOR Islamabad basis. Prices will be mentioned separately both in words and figures.

**5. Taxes:**

All prevalent Government Taxes will be applicable.

**6. Language of Bidding Document:**

The bid must be prepared in English language. If supporting documents and printed literature furnished by the bidder with the bid are not in English language, they must be accompanied by English translation of the relevant passages.

**7. One Bid per Bidder:**

Each bidder shall submit only one bid either by himself, or as a partner in a joint venture. A bidder who submits or participates in more than one bid (other than alternatives pursuant) will be disqualified.

**8. Time Limits:**

Supplier must provide the time limits about delivery which should in no case be more than 15 days from the date of issuance of Purchase Order.

**9. Terms of Payment:**

100% payment will be made within 30 days after the delivery/ acceptance of the supplies.

**10. Withdrawal of Proposal:**

If the supplier withdraws its Proposal within validity period the competent authority may place such supplier under embargo for a period, which may be extended up to one year.

**11. Disqualification:**

Proposals are liable to be rejected if:-

- a. Earnest money is not attached with the Proposal.
- b. Multiple rates are quoted against one item.
- c. If validity of Proposal is not quoted as required.

**12. Earnest Money / Bid Security:**

The bidders should submit an amount of **Rs. 100,000/- (Refundable)** in shape of Bank Draft / Pay Order in favor of PIPS, Islamabad.

**13. Return of Earnest Money:**

Earnest money to the bidders will be returned on acceptance of lowest acceptable bid.

**14. Rights Reserved:**

PIPS reserves full rights to accept or reject any or all Proposals including the lowest, as per PPRA Rules.

**15. Extension in Contract:**

The contract period may be extended subject to the mutual consent of both the parties.

**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES**

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**ASSESSMENT CRITERIA**

**Technical Evaluation Sheet**

S.No	Description	Total Marks	Marks Allocated
1.	Experience in relevant filed (04 marks per year after establishment)	20	
2.	Financial Position (05 Marks for each one Million)	25	
3.	Samples of Toners and Cartridges (03 marks for each sample)	30	
4.	Clientage (05 Marks for each client)	25	
<b>Total</b>		<b>100</b>	

Note: Qualifying Marks is 60%.

Company Seal:

Company Rep's Signature.....

## Appendix A”

<b><u>Pakistan Institute for Parliamentary Services (PIPS)</u></b>					
<b><u>List of Toners for Tender 2025-26</u></b>					
<b>S. No.</b>	<b>Name of Articles</b>	<b>Make</b>	<b>Required Quantity</b>	<b>Unit Price (Rs.) with Tax</b>	<b>Total Price (Rs.) with Tax</b>
1	<b>HP LaserJet Pro M404dn:</b> Toner CF259A/59A	No.	15		
2	<b>HP Laser MFP 135w:</b> Toner 107A/W1107A	No.	03		
3	<b>HP Laser Jet Pro 400m 401dn:</b> Toner CF280A/ 80A	No.	04		
4	<b>HP Laser Jet Pro m402dn:</b> Toner CF226A/ 26A	No.	01		
5	<b>HP LaserJet M3027x MFP:</b> Toner 51A	No.	01		
6	<b>HP Color LaserJet CP 4025:</b> CE260A	No.	01		
7	CE261A	No.	01		
8	CE262A	No.	01		
9	CE263A	No.	01		
10	<b>HP LaserJet Pro2055dn:</b> Toner CE505A/ 05A	No.	10		
11	<b>HP LaserJet M4345 MFP:</b> Toner Q5945A/ 45A	No.	03		
12	<b>Gestetner Photocopier MP4001:</b> Cartridge MP 5002	No.	02		
13	<b>Xerox Work Centre 5230 Photocopier:</b> Xerox Drum and Toner	No.	01		
14	<b>Ricoh MP 3055 Photocopier:</b> Toner MP3055SP	No.	02		
15	<b>Gestetner Photocopier MP3054:</b> Cartridge/Toner MP 3054	No.	02		
16	<b>Epson L1800:</b> Color C673	No.	01		
17	Color M673	No.	01		
18	Color LM673	No.	01		
19	Color LC673	No.	01		
20	Color BK673	No.	01		
21	Color Y673	No.	01		
22	<b>Ricoh Photocopier MP 2014AD:</b> Toner MP2014	No.	04		

Company Seal:

Company Rep's Signature.....