

**AYUB MEDICAL COLLEGE**  
**ABBOTTABAD**

**BIDDING DOCUMENT FOR**  
**PROCUREMENT OF PHOTOCOPIER**  
**MACHINE**

**Medical Teaching Institution, Abbottabad**  
**Ayub Medical College**  
Mansehra Road, Mandian Abbottabad  
Tel. No. Dean office: 0992-637508

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## **INVITATION FOR BIDS**

1. The **Dean Ayub Medical College Abbottabad** now invites sealed bids under Single stage two envelop procedures from eligible bidders for the supply of **Photocopier Machine**.
2. Interested eligible bidders may obtain further information from and inspect the bidding documents at the Account Branch/ Procurement Cell, Ayub Medical College, Mansehra Road Abbottabad
3. Bidding documents can be obtained from Procurement Cell of Ayub Medical College Abbottabad during office hours on payment of Rs.1000/- for each item. (Non-Refundable) and are also available on the institutional website. <http://www.ayubmed.edu.pk>.
4. Tenders/bids should reach the office of the undersigned till 11:00 A.M on or before **10-01-2025** on the following address:

**Dean, Medical Teaching Institution, Ayub Medical College,**

**Main Mansehra Road, Mandian, Abbottabad**

5. Received tenders/bids will be opened at 11:30 A.M on **the same date** i.e. 10/01/2025 in the Conference room of AMC in the presence of bidders or their representatives who choose to attend.
6. The bidders are requested to give their best and final prices as no negotiations are expected.
7. A pre bid meeting of the intended bidders will be held on 27-12-2024 at 11:00 A.M in the Procurement Cell of Ayub Medical College Abbottabad.

**Dean Medical Teaching Institution, Abbottabad**

**Ayub Medical College**

Mansehra Road, Mandian Abbottabad

Tel. No. Dean office: 0992-637508

## **INSTRUCTIONS TO BIDDERS**

1. The bidder/ proponent must submit the proposals in sealed envelopes as specified in clause b) of Section (2) of Rule 6 of KPPRA Rules 2014 i.e. *Single stage, two envelop procedure*.
2. The proposal shall be typed in English with legible font type and size. Any hand written part or full proposal shall be rejected.
3. The proposals must be on the bidder's letterhead, duly stamped by authorized representative (as per prescribed specimen in alphabetical order).
4. The envelopes should be on the name (**Dean, Ayub Medical College, Medical Teaching Institution, Abbottabad**).
5. The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document
6. The bidder shall specify validity in days; the procuring entity may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
7. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project/government, will be blacklisted and debarred.
8. The proposals should be in accordance with enclosed specifications.
1. **Response time:** All bidders shall submit proposals as per these instructions on or before **10-01-2025** at 11:00 A.M. These tenders/bids will be opened at 11:30A.M by the Institutional Purchase Committee on the same day.
9. The bidder shall submit an affidavit that it has never been blacklisted by any Public Sector Organization, Autonomous or Semi-Autonomous Organization.
10. **CDR** amount is 2% as Bid Security. CDR must be in favour of **Dean Ayub Medical College** must be attached with the Financial Bid.
11. The procuring entity may reject one or all such proposals, which are vague (In terms of financial proposal) or does not adhere to these instructions. The rejection reason will be communicated to the respective bidder.
12. The procuring entity may offer for re-bidding in case the proposal does not satisfy its professional requirements.
13. Arbitration as per law will be in case of disagreement arising out of contract execution,

which cannot be settled, between the two parties (procuring entity and supplier/vendor/bidder).

14. If the bidding document is downloaded from the institutional web site, the fee has to be deposited in the Accounts Branch and the original receipt must be attached with the bidding document.
15. No tenders/bids shall be accepted without original fee receipt.
16. Action against the contractors will be taken as per Blacklisting Manual who is found to be involved in corrupt practices.

## Price Schedule in Pak. Rupees

Name of Bidder \_\_\_\_\_ IFB Number \_\_\_\_\_ Page of \_\_\_\_\_

1	2	3	4	5	6	7
Item	Description	Country of Origin	Quantity	Unit price DDP named place	Total DDP per item	Unit price of Delivered duty paid (DDP) to final destination plus price of other incidental services if required <sup>3</sup>

Signature of Bidder \_\_\_\_\_

*Note:* In case of discrepancy between unit price and total, the unit price shall prevail.

## GENERAL TERMS AND CONDITIONS

Following are the details regarding request for quotation for Photocopier Machine Items

S.No	Description / Specification	Qty.	Unit Rate (Rs.)	GST + Income Tax + any other applicable tax	Delivery Period	Total
1.	Photocopier Machine	01				
2.	Drum Cost					
3.	Tonner Cost					
4.	Developer Cost					

Matrix to be filled by the bidder as per the instructions laid down here.

### **General Terms and Conditions**

- The Authorized Dealers/Sole Agents/Authorized Distributors/Registered Firms who are registered with Federal Board of Revenue for Income Tax and Sales Tax and are active Tax payers are eligible to participate in the bidding.
- Bidding documents can be obtained from Accounts Branch Ayub Medical College Abbottabad during office hours on payment of Rs.1000/- for each item. (Non-Refundable).
- **CDR** amount is 2% as Bid Security. CDR must be in favour of **Dean Ayub Medical College** must be attached with the Financial Bid.
- The rates quoted by the Authorized Dealers/Sole Agents/Authorized Distributors/Registered Firms shall be valid up to 90 days.
- The bidding procedure shall be *Single stage, two envelop* as per KPPRA rules 2014.
- No conditional bid shall be acceptable.
- The terms and conditions mentioned in the tender notice are also part and parcel of this bidding document

Yours truly

For and On behalf of

**Dean Medical Teaching Institution, Abbottabad**

**Ayub Medical College**

Mansehra Road, Mandian Abbottabad

## TECHNICAL BIDS CRITERIA FOR PHOTOCOPIER MACHINE

The following documents are **MANDATORY** for considering the bid/tender:

1. Authorized Dealership/Distributorship certificate from the **Original Manufacturer**
2. Registration certificate for Income tax and Sales Tax
3. Active tax payer for NTN and STRN
4. Last three years bank statement
5. Affidavit on Judicial paper stating that the Firm/Company of the bidder has never been blacklisted by any Govt. Department/Institution, Autonomous/Semi-autonomous body etc.
6. A certificate on company/firm letter head stating that 2% CDR of quoted amount is attached with the financial bid.
7. A certificate on company/firm letter head mentioning 100% Compliance with Purchaser's Specifications.( Please Attach Quoted item specifications/broachers etc)
8. Warranty certificate (Minimum warranty of ONE YEAR of the item/product is mandatory)

### EVALUATION CRITERIA

S. No.	Parameters	Detail/Supporting Documents	Total Marks	Remarks
1	Company Profile	<b>Similar Completed Projects</b> Number of Govt./ departments/institutions who were provided the same item during the last 10 years 03 marks for each project up to a maximum of 5 projects	15	Please attach list of clients and satisfactory reports along with agreements
2	Financial Strength	Bank statement of last 03 years showing credit transactions Upto 05 Million = 02 Marks 06 to 10 Million = 04 Marks Above 10 Million = 08 Marks	08	Please attach last 03 years bank statements
3	Consumables Yield	<b>Drum Life</b> 0.5 Million to 01 Million = 02 Marks More than 01Million upto 02 Million = 04 Marks Above 02 Million = 08 Marks	08	Please Attach quoted item broachers
		<b>Tonner Life</b> 50000 to 70000 = 02 Marks 71000 to 100000 = 04 Marks More than 100000 = 08 Marks	08	Please Attach quoted item broachers



4	Warranty	A minimum warranty of ONE year is mandatory 2 to 4 years warranty = 05 Marks (Excluding Mandatory Warranty) 5 to 7 years warranty = 10 Marks More Than 07 Years = 15 Marks	15	Please attach an undertaking on Company/Firm letter head clearly mentioning years of warranty
5	After Sale Service	100% free service (except for spare parts) for one or more years <b>after expiry of warranty period.</b>  02 marks for each year of post warranty free service/ replacement of spare parts up to maximum of 04 years.	08	Please attach an undertaking on Company/Firm letter head clearly mentioning about After Sale Service
06	Availability of Spare Parts	Ensuring 100% availability of spare parts after expiry of warranty period.  02 Mark for each year up to maximum of 04 years.	08	Please attach an undertaking on Company/Firm letter head clearly mentioning about availability of spare parts

**Total marks: 70**

**Qualifying marks:** Bids scoring 70% (49) or more out of 70 shall be declared as **Technically Responsive Bids**. The financial bids of technically responsive bids will be opened publicly at a time to be announced by the Procuring Agency and the financial bids of the technically nonresponsive shall be returned un-opened to the respective Bidders.

**Marks for Financial Bid: 30**

**Evaluation of the Financial Bid:**

Evaluation of the Financial Bid of Technically Responsive Bids shall be done as per following formula:

Bid quoting lowest price will get full marks i.e. 30

Formula:  $\frac{\text{Lowest Price}}{\text{Price of the bid under consideration}} \times 30$

Merit Point Evaluation = Technical Evaluation Marks + Financial Evaluation Marks

Bid scoring highest marks on Merit Point Evaluation shall be considered as the Best Evaluated Bid.

## SUPLY ORDER

The supply order shall carry the following information:

- the name of the supplier;
- the date of issue of the supply Order;
- the delivery address;
- the name of the procuring entity purchasing the items;
- the supply Order Number;
- the quantity of each item required;
- any part or pattern number for each item;
- a brief description of each item;
- the unit cost or rate for each item as per quoted price;
- The delivery period.
- Whether the delivery is to be made in lots.
- Incomplete or defective delivery/ substandard delivery shall be returned on the cost of the contractor.
- In case the supplier / contractor fail to replace the substandard/ defective items with the stipulate time the CDR shall be confiscated in favor of the institution and the process for blacklisting of the respective firm/supplier shall be initiated accordingly.

**QUANTITY AND SPECIFICATIONS OF PHOTOCOPIER  
MACHINE**

S.NO			
	Printing Speed	Minimum 86 PPM ( A 4 ) , Minimum 44 PPM ( A 3 )	01
	Copy Speed	Minimum 86 CMP	
	Resolution	Copy 600 * 600 dpi , Print 1200 * 1200 dpi	
	Functions	Print Copy Scan , Send	
	ADF	Single Pass Duplex Automatic Document Feeder with Multi Feed Detection	
	Scan Size Max	A 4 , legal , A 3	
	Paper capacity	Standard 3500 sheets Minimum	
	Duplex Print	Standard	
	Media Types	Thin , Plain , Recycled , Color , Heavy , Tracing , Bond , Transparency, Labels , Pre- punched , letterhead , Tab	
	Connectivity	1000 Base – T / 100 Base – TX / 10 Base – T , USB 2.0 *1 ( HOST ) , UJSB 3.0 *1 ( HOST ) , USB 2.0 *1 ( Device )	
	Trays	Four Trays , Console Design	
	Memory	4 GB or above	
	Processor	Minimum 1.8 Ghz Dual Core	
	AIO Functions	Secure Print , Encrypted Secure Print , Forced Hold Printing , Encrypted PDF , Device Signature PDF/XPS , User signature PDF/XPS , Adobe LiveCycle	
	Storage	Minimum 128 GB SSD Built in	

**Note: The bidders are directed to quote the consumables cost i.e. Tonner, Drum.**

**The successful is bound to supply the consumables at quoted price during the warranty period.**

**No bid will be considered for comparison without quoting the cost of the consumables.**