



**TENDER DOCUMENTS FOR
PROCUREMENT OF PRINTERS**

July 2021

WSSP/IT/33-7/2021

WATER & SANITATION SERVICES, PESHAWAR

Local Government Complex, Phase-VII, Hayatabad, Peshawar. 091-
5890560

TENDER NOTICE FOR PURCHASE PRINTERS

Sealed tenders / bids are hereby Invited from authorized supplier / dealers, having minimum 03 years of experience in IT Market, and registered with income tax and sales tax department under Single Stage Single Envelop method for Procurement of IT Printers.

General Terms and Conditions

1. The detailed terms & conditions and BOQ can be collected from the office of undersigned on any working day from the date of advertisement up to 16-August-2021 or may be downloaded from WSSP Website <https://wssp.gkp.pk> on payment of document fee of Rs. 1500/- Non-refundable in WSSP BoK Account #: 3000-823995
2. The offer must be in confirmatory or above the specification as mentioned in bidding documents.
3. Two percent (02%) Bid Security of the total bid cost must be accompanied with the sealed proposal in the shape of call deposit from scheduled bank of Khyber Pakhtunkhwa in the name of **Chief Executive Officer WSSP Peshawar.**
4. The submitted proposal must be signed and stamped by the authorized person of the firm.
5. Sealed bids shall reach the office of the undersigned up to **11:00 AM as on 12-08-2021 and will be opened on the same day at 11:30 AM** in the presence of suppliers or their authorized representatives who wishes to attend.
6. All federal and provincial duties/stamp duty/taxes etc. will be recoverable as per directives of the government issued from time to time.
7. Any disfiguring / over writing, manipulation in the proposal shall be liable to rejection. Incomplete / conditional bids shall not be acceptable.
8. Other terms and conditions are available with the bid documents.
9. The Competent Authority reserves the right to reject anyone or all the tenders, the reason for rejection shall be communicated to the Contractor / firm upon request.

General Manager (HR/Admin/ Procurement)

Local Government Complex, Khyber Pakhtunkhwa, Plot # 33, Street No. 13, Sector E-8, Phase-VII, Hayatabad, Peshawar. Office Phone # 091-5890560.

Introduction

Water and Sanitation Services Peshawar (WSSP) has been established by Government of Khyber Pakhtunkhwa and formally registered under Section 42 of Companies Ordinance 1984 to provide integrated and yet improved drinking water, sanitation, and solid waste management services in district Peshawar. WSSP is planning to procure and install the Digital Printers Machine for Head office at Local Govt. Complex Phase-7 Hayatabad.

Details of specifications and quantity are mentioned in *Annexure I*.

TERMS AND CONDITIONS OF TENDER

Bidders are requested to carefully read the following terms and conditions and sign the Tender Form in token of having understood and accepted the same in all respects. Any of the provisions/terms can be altered, initiated, admitted or included in the terms & condition by the procurement committee; however, this can only be done with prior intimation and before the opening of bids.

Tenders which are incomplete, or which do not fulfill the requirements given hereinafter July be rendered disqualified.

Qualification of the Vendor/Firm

The following vendors are eligible to apply for the tender:

1. The firm/company/ Authorized dealer registered & Active on ATL with relevant government tax authorities.
2. The firm/company / authorized dealer who have never been blacklisted by any Government agency or authority.
3. Only registered manufacturer/partner/authorized dealer/distributor can participate in the tender (Proof of authorization is mandatory with proposal).
4. Bidders shall submit profile of the firm and machine specification in the Proposal.
5. The bidder must have at least three years of experience in the relevant business.
6. The Authorized sole proprietor ship may also apply / participate in the bidding process.

Documents Required

The firms eligible to apply are required to submit the following documents with their bidding proposal:

1. Registration documents with Taxation Authorities / KPRA. NTN / FTN etc. (Active on ATL for all applicable taxes.
2. Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the:
3. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities.
4. Firm/Vender is/was not involved in any litigation/arbitration and that no work as rescinded in the past.
5. Technical brochure containing detailed specifications must be provided with the bid. The bidder must mention brand name, model, warranty, and country of origin of the offered product along with documentary evidence. If the product is assembled in a country other than the country of origin, in that case the bidder shall provide

certification from the parent company to the satisfaction of the purchaser that the product is being assembled under license of the principal manufacturer and that the manufacturer stands guaranteed to the quality of the material, workmanship and performance.

6. Full Address and contact numbers of the offices and Contact Person.

Method of Procurement:

Bidding will be conducted through “**Open Competitive Bidding**” process, specified in Rules of the Khyber Pakhtunkhwa Public Procurement Goods, Works and Services Rules. Bidding is open to all eligible bidders as defined in the KPPRA Procurement Rules 2014 that meet the minimum qualification criteria and required documents. It will be a “**Single Stage - Single Envelope**” procedure.

Response time:

Sealed bids duly marked as “**Bid/Proposal for Procurement of Printers**” must reach the office of the Manager Procurement WSSP Local Government Complex (Opp: ETEA Office) Phase,7, Hayatabad, Peshawar. As per date and time mentioned in NIT.

Opening of bids:

Bids received shall be opened on **12-08-2021 at 11:30 am** in the conference room of the WSSP.

All bids shall be opened publicly in the presence of the interested bidders or their authorized representatives. Bidder are requested to submit their bid via Courier Services.

Bid Price:

1. The prices quoted shall be binding on the tenderer for a period of at least 60 days.
2. The prices quoted should be inclusive of all taxes, duties & service/installation charges etc.
3. Taxes will be recovered as per rules and regulations of the Government.

Evaluation of bids:

All bids should comply with the eligibility criteria and other terms and conditions mentioned this document.

Rejection of bids & dispute:

1. **All bids submitted after the prescribed date and time shall not be entertained.**
2. Failure in submission of the required documents will result in the rejection of bid/proposal.
3. Any bid received without bid money of 2% of total quoted cost shall not be entertained.
4. WSSP reserves the right to reject all bids or proposals at any time prior to the acceptance of a bid or proposal with cogent reasons.
5. Any dispute arising during course of completion of supply / installation will be referred to the CEO WSSP and his decision will be final and binding upon the bidder.

Award of Tender:

1. Tender would be awarded on the basis of lowest quoted and responsive bid.
2. Payment of bills will be released after successful supply & installation of units as per terms & conditions of the contract and upon satisfactory report by the end user.

Earnest Money

Earnest Money @ 2% of the total bid price shall be submitted with the financial bid in the form of Call Deposit (CDR) in favor of the “**Chief Executive Office WSSP**” without which bid(s) will not be accepted for consideration.

Warranty

1. The machine(s) must be offered with standard warranty. (Minimum one year)
2. Warranty period for free supply of parts and free after sales service should be clearly mentioned in the quotation. Procedures for getting such services must be very clearly mentioned in the Proposal.
3. In case of non-conformity with the desired specification, the machine shall be replaced by the Supplier free of cost.

Other:

1. The machine should be new, and the vendor will ensure originality of the procurement, Gray channel machines shall be discouraged / rejected by WSSP.
2. The firm must have office in Peshawar (preferably) or Islamabad region, which is able to provide doorstep after sale services to the WSSP.
3. The machines shall be supplied in packed form and shall only be opened in the presence of the WSSP deputed staff. Working manuals and other related literature shall accompany the machine in original at the time of delivery.
4. Successful Supplier shall ensure to complete the supply of the equipment(s) at the earliest but not later than 15 days of purchase/supply order.
5. Payment will be released after successful delivery / installation and commissioning as per the specifications mentioned in this document, and after obtaining **Inspection Report** from the designated committee.
6. Conditional Bids will not be entertained.
7. In Case of Substandard / Sub specification supply is made or sub std. machines supplied after award of Supply Order to lowest successful bidder the penalty July be imposed by the procurement entity for wrongdoing, which July include Blacklisting of the firm and bid security forfeiture.

Note: Tenders, in sealed envelope, addressed to the General Manger (HR/Admin/ Procurement), must be sent through registered post/courier service.

I have read all the terms and conditions and agree to fully comply and abide by them. Any non-conformity on my part would result in the rejection of the bid.

Supplier’s Signature _____

Office Seal _____

PROCUREMENT of PRINTERS

Printer Specifications				
1- All in One Printer Specifications				
S-No	Description	Specifications	Qty	Compliance
1	Function/Multitasking	Print Copy Scan	3	
2	Print Resolution	Black upto 600*600dpi		
3	Print Speed	A4 upto 20ppm		
4	Print technology	Laser		
5	Print Resolution technology	FastRes600; fast Res1200		
6	Print Cartridge	1 Black		
7	Scan type technology	Flatbed ADF/ Contact Image Sensor CIS		
8	Scan Resolution	Hardware upto 1200*1200 dpic Optical upto 1200 dpi		
9	Scan Speed	upto 7ppm (B&W) upto 5ppm (color)		
10	BitDepth/Grayscalelevels	24-bit/256		
11	Digital sending standard features	Scan to E-mailby HPSW; scan to application by HP SW; scan to file by HPSW		
12	Copy Speed	Black a4 upto 20 cpm		
13	Copy Resolution	Black (Text and graphics) upto 600x600dpi		
14	Max Number of Copies	upto 99 Copies		
15	Copier Resize	25 to 400%		
16	Copier Settings	No of Copies lighter/Darker/reduce/enlarge		
17	Standard Connectivity	Hi Speed USB, 2.0 port built-in Fast ethernet 10/100bsae tx network port		
18	Network Ready	Standard built in		
19	wireless Capability	Standard built-in		
20	Processor	600Mhz or higher		
21	Memory	standard 128MB or higher		
2- Wireless Printer Specifications				
S-No	Description	Specifications	Qty	Compliance
1	Input capacity	Up to 150 sheets	7	
2	Standard input capacity (envelopes)	Up to 15		
3	Output capacity	Up to 100 sheets		
4	Network protocols, supported	Via built-in Wi-Fi 802.11b/g/n wireless network: IPv4, IPv6; HP ePrint		
5	Mobile printing services	HP ePrint, Mopria-certified, Mobile Apps		
6	Memory, standard	8 MB		
7	Ports	1 Hi-Speed USB 2.0; 1 Wi-Fi 802.11b/g/n		
8	Wireless capability	Standard (built-in Wi-Fi 802.11b/g/n)		
9	Print technology	Laser		
10	Duplex printing	Manual		

11	Print resolution (best)	Up to 600 x 600	
12	Printer smart software features	HP ePrint, Mopria-certified, Auto-On/Auto-Off technology	
13	Number of print cartridges	1 Black	

WATER AND SANITATION SERVICES Checklist

1	Name of the Firm Address (Telephone, Fax & E-mail)	
2	Year of Establishment	
3	NTN Certificate	
4	STN Certificate	
5	Company Profile / Short Introduction.	
6	Affidavit, on judicial stamp paper & duly attested by the Oath Commissioner, to the effect that the: a. Firm/Vender has neither been blacklisted by any agency nor is involved in any subversive activities. b. Firm/Vender is/was not involved in any Litigation / arbitration and that no work as rescinded in the past.	
7	Called deposit @ 2% of total bid cost.	
8	Manufacturer/Partner/Authorized dealer's distribution certificate.	
9	Confirmation of Technical Specification of the quoted brand. (Annex-I)	
10	Minimum Standard Warranty Period.	
12	Contact Person Name & Designation_____	_____ Authorized Signature & Stamp

Note: This checklist duly filled and signed by authorized person, shall be submitted with the covering letter.

WATER AND SANITATION SERVICES, PESHAWAR.
Financial Proposal
PROCUREMENT / INSTALLATION AND COMMISSIONING OF
PRINTERS UNITS

Name of the Firm: _____

Address: _____

Name / Contact No. _____

S.No	Description of Machine	Brand Name	Qty	Per Unit Cost (Rs.)	Total Cost.
1	All in One Printer		03No		
2	Wireless Printer		07NO		
<p>Total Cost in Rs. (All taxes and other relevant cost included) _____</p> <p>Amount in Words _____</p>					

Name & Designation

Authorized Signature & Stamp

Disclaimer

Though adequate care has been taken while preparing this document and information provided therein, but it is advised that the bidder must satisfy himself for the corrections and sufficiency of the Data. Information on any discrepancy should be intimated to this office immediately. If no information is received from any of the bidders within the time of submission date, it shall be presumed that this document is correct and complete in all respects. If considered necessary in the interest of work / public, Water & Sanitation Services Peshawar (WSSP) reserves the rights to modify, amend or supplement this document as and when required.

STANDARD FORM OF BIDDING DOCUMENTS FOR PROCUREMENT OF GOODS Notified vide Notification No. KPPRA/M&E/SBDs/1-1/2015, Dated Peshawar the July 03, 2016. Shall be Considered as part of these Bidding documents.