



# Pakistan Petroleum Limited

00:35 Pakistan Time

Date & Time Of Print: 11/04/2022 00:35:10 - Time Zone: Pakistan Time  
Buyer Organisation: Pakistan Petroleum Limited

## OVERVIEW

Code	rfq_20516
Title	PD/GEN/PT/20516/22 – Supply of Multifunction Printers for Sui Field (PRESS)
Description	PD/GEN/PT/20516/22 – Supply of Multifunction Printers for Sui Field  Please refer attachments for detailed T&Cs.
Status	PR No. 10182396 Running

## RFQ SETTINGS

Online Response Required:	Yes
Event Currency	PKR
Allow Bidding Group Response	No
Publication	28/01/2022 23:54:57
Closing	18/04/2022 15:00:00
Time Limit for Expressing Interest	18/04/2022 15:00:00
Awarding Strategy	Best Price

## ATTACHMENTS

Path	Description	Folder Size		
root (5)		22,179 KB		
Filename	Downloadable	Last Modification Date	Description	File Size
Guidlines for Visitors.pdf	Yes	24/01/2022		18,958 KB
Instructions, T&Cs for Procurement of Materials.pdf	Yes	24/01/2022		392 KB
Instructions, T&Cs for Procurement of Services.pdf	Yes	24/01/2022		953 KB
Supplier User Guide – Responding to Online Tenders_1.pdf	Yes	24/01/2022		1,220 KB
Supplier User Guide – Using the Messaging Tool_1.pdf	Yes	24/01/2022		658 KB

## ENVELOPES

Qualification Envelope	No
Technical Envelope	Yes
Commercial Envelope	Yes

## TECHNICAL ENVELOPE

General Attachments  
Allowed

## QUESTIONS RELATED TO ITEM SPECIFICATIONS:

Question	Description
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- NOTE
- 01) The available attachments in attachment section constitute an integral part of this Tender/RFP, which include mandatory requirement for online bid submission through Tejari and all other requirements
- 02) For the purposes of comparison of bids quoted in different currencies, the price shall be converted into a single currency selected by PPL. The rate of exchange shall be fixed of selling (exchange) rate, prevailing on the date of opening of bids, as notified by the State Bank of Pakistan on that day.
- 03) The rates submitted by bidder will be final & no change / rate escalation will be acceptable.
- 04) By submission of online tendering documents. Bidders are hereby agrees to and accept all the terms and conditions governing this tender / RFP.
- 05) Conditional tenders will not be accepted
- 06) Any query done one day before/on bid closing date will not be entertained.

Below is the list of required items. Respond if you are quoting for same specs or a variant.

Question	Description	Question Type
0010182396-99-00010	<p>Supply of Centralized Printing Enabled Printers</p> <p>Printer Specification -----</p> <p>Brand: Vendor to quote            Model: Vendor to quote            Type: Laser Multifunction Printer            Function: Print / Copy / Scan            Print Features:            - Print Speed: Up to 37 ppm            - Print Resolution: 1200 x 1200 dpi            - Duty Cycle: Up to 80,000 pages per month            - Processor: At least 667 MHz            - Memory: At least 512 MB            Scan Features:            - Scan Speed: Up to 26 ppm/45 ipm            - Scan Resolution: 600 dpi            - Max Scan Size: 8.5 x 14 in            - Scan to: E-mail, Folder, USB            Copy Features:            - Copy Speed: Up to 35 cpm            - Document Scanner: Duplex Automatic Document Feeder            - Copy Resolution: Up to 600 x 600 dpi            Media Types Supported: Plain Paper, Envelopes, Labels, Transparencies            Media Sizes Supported: A4, A5, A6, B5, Custom Size 216 x 356 mm            Connectivity            - Gigabit Ethernet 10/100/1000T            - Hi-Speed USB 2            - Wireless 802.11b/g/n            Accessories            - Extended High Capacity Toner Cartridge: At least 7000 pages with supplied toner kit            - Cable: Appropriate USB Cable            Follow You/Me Print            - Printer Should be able to run on "Streamline NX" OR Equivalent Managed Printing Solution. Machine license for the same is to be provided by the vendor along with each printer.            Driver Software: Appropriate driver for all ver of Win (Win Server 2012/R2, Win Server 2016, Win 10 Pro &amp; Win 11 Pro)            Remote Management S/W:            - Printer Setup and Configuration            - SNP alerts including supplies            - -Security Enabled features to restrict users to change printer settings</p>	Option List
T1	Supply of Toners for First year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)	Option List
D1	Supply of Drum Units for First year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)	Option List
T2	Supply of Toners for Second year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)	Option List
D2	Supply of Drum Units for Second year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)	Option List
T3	Supply of Toners for Third year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)	Option List
D3	Supply of Drum Units for Third year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)	Option List
Brand	Please provide brand name of quoted printers	Text
Model	Please provide model of quoted printers	Text
Warranty	Comprehensive - 3 years parts and labor.	Text

Installation	Vendor should provide installation services for the printers at our Sui Field site. The printers should seamlessly fit in our network where Streamline NX Software is already functional. Vendor will be required to sync all provided printers on our Streamline NX server.	Text
Authorized Distributor/Dealer	Vendor should be tier 1 partner of principal of the quoted brand	Text
Authorization Letter Question	Please attach copy of Authorized Dealership / Distributorship certificate.	Attachment
NOTE	<p>1. The Purchase Order and a 3-year Contract, on Call-out basis, for the supply of Toners &amp; Drum Units will be awarded to vendor whose overall price will be lowest based on the attached financial model.</p> <p>2. The quantity of Toners &amp; Drum Units is to be provided by vendor depending upon the yield of each item. For calculation purpose, please consider 420,000 prints per year in total and accordingly provide number of toners &amp; drum unit required.</p> <p>3. Print volume mentioned above is for evaluation purpose only. Payment for toners and drum units will be made as per actual orders placed, which may vary.</p>	

### OTHER MANDATORY REQUIREMENTS

Question	Description	Question Type
Bid Validity	Please provide validity of your bid which should not be less than 90 days	Date
Delivery Period	Please provide earliest possible delivery period	Text
Payment Terms	Please provide payment terms.	Text
Supporting Document	Please attach supporting documents (if required)	Attachment
Bid Bond Requirement	Please confirm if total bid value is more than Rs.2.0 Million, if yes, your bid should be accompanied with a Bid Bond / Pay-Order of 2% of your bid amount, otherwise your bid will not be considered. Original bid bond shall be submitted separately on day of opening of technical bid.	Yes/No Value
Un-priced copy of Bid Bond	Please attached un-priced copy of bid bond / pay order (if applicable)	Attachment
How To Submit Bid	Please note that only online bidding (Technical + Commercial) is acceptable and no hard copies are required except Bid Bond in original as earnest money by Hand or Courier to the below address:  Tender Ref: _____ Title: _____  General Manager Procurement  Attn: Mr. Ajmal Khan [DCPO], Procurement Department, 4th Floor, P.I.D.C. House, Doctor Ziauddin Ahmed Road, Karachi - Pakistan  Direct Lines: 92-21-35232551 / 35232578	Yes/No Value
Performance Guarantee (PG) - 10%	The Seller is required to provide at his own cost, a Performance Guarantee (text draft will be provided with purchase order) in the form of a Bank Guarantee issued by a PPL's approved bank operating in Pakistan equivalent to 10% of the total CFR Value of the Purchase Order, within ten (10) days of receipt of the Purchase Order (PO). The Seller shall extend the validity of the Bid Bond accordingly as required till submission of Performance Guarantee. This will serve to guarantee that the material is delivered as per schedule of requirement and the performance of the equipment ordered. The Performance Guarantee must remain valid for at least 18 months after the date of last shipment or 12 months after the commissioning of the equipment whichever is earlier. If Seller is unable to meet its obligations as per the tender / RFQ / Purchase Order, the Performance Guarantee may be required to be extended or otherwise encashed as per Company's discretion.	Yes/No Value
Liquidated Damages	The Seller is required to undertake to effect shipment of the equipment as specified in order and otherwise in conformity with the provisions of the contract resulting from this order. Should the Seller fail to effect shipment by the quoted delivery period, due to any reason other than force majeure, the buyer (Pakistan Petroleum Limited) shall be entitled to recover 1% of C&F Value of the delayed shipment for each week of delay by way of liquidated damages subject to a maximum of 5% of the total value of order. A part of a week shall be treated as whole week for the purpose of determining the number of weeks under the above clause.	Yes/No Value
Standard Terms & Conditions and other attachments	By selecting "Yes" it will be assumed that you have read and reviewed all attached documents and accept our all terms & conditions, which are available in "Attachments => Visible to Supplier" or attached anywhere else in Technical / Commercial response forms.	Yes/No Value
Deviation Remarks	Provide clear details / list down deviation comments / remarks / notes against corresponding requirement / point(s) of our technical / commercial response form or write "No Deviation" otherwise.	Text
PPL's Discretion	<p>1. Company reserves the right to accept or reject any or all the Tenders / Applications or cancel the tender. However, may be re-floated, if requirement persists.</p> <p>2. It's PPL discretion to revise quantities, which may either be increased or decreased at the time of pre or post award of contract.</p>	Yes/No Value

**COMMERCIAL ENVELOPE**

General Attachments  
Allowed

**LIST OF MATERIALS**

Code	Description	Last PO No / Date / Item Remarks	Unit of Measurement	Quantity
0010182396-99-00010	Supply of Multifunction Printers (Detailed Technical Specification as per Technical Envelops)		EA	10
Sales / Services Tax %	Total (Inclusive Sales Tax)			
Section total included in total?				Yes

**LIST OF MATERIALS**

Code	Description	Last PO No / Date / Item Remarks	Unit of Measurement	Quantity
0010182396-99-00010	Supply of Centralized Printing Enabled Printers (Details as per technical envelope		EA	10
T1	Supply of Toners for First year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)		EA	-
D1	Supply of Drum Units for First year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)		EA	-
T2	Supply of Toners for Second year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)		EA	-
D2	Supply of Drum Units for Second year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)		EA	-
T3	Supply of Toners for Third year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)		EA	-
D3	Supply of Drum Units for Third year for the above quoted Multifunction Printers (Estimated Qty. to be proposed by the bidders)		EA	-
Sales / Services Tax %	Total (Inclusive Sales Tax)			
Section total included in total?				Yes

**OTHER TERMS**

Question	Description	Question Type
2% Bid Money	Attach scanned copy of Bid Bond / Pay order equivalent to 2% of total bid value.	Attachment