

WORKERS WELFARE FUND

TENDER DOCUMENTS FOR SUPPLY OF PHOTOCOPIER MACHINES.



GOVERNMENT OF PAKISTAN

Tender document for	Supply of Photocopiers Machines.
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WORKERS WELFARE FUND
Secretariat Building No 2, Street 39, G-10/4 Islamabad.
Tel 051-9106325-26 Fax 051-9106321
Web: www.wwf.gov.pk .Email: info@wwf.gov.pk

INVITATION TO BIDS

Workers Welfare Fund (WWF), M/o OP & HRD Government of Pakistan, invites bids from the sole distributor firms / companies registered with Income Tax and Sales Tax Departments and are on FBR's Active Taxpayer's List (ATL) for supply of Photocopiers Machines.

2. Bidders are required to submit their bids through PPRA EPADS System (www.eprocure.gov.pk) however the original Bid Security/Earnest money of 5% of the total bid value in the shape of Bank draft/Pay order /call deposit drawn in favor of Workers Welfare Fund may reach office of the undersigned must be delivered Workers Welfare Fund on below mentioned address before bid submission closing date & time. Bids must be submitted online through EPADS as per the following schedule: -

Bid Submission Date & Time	11-08-2026 on 11:00 AM
Bid Opening Date & Time	11-08-2026 on 11:30 AM

3. The bidding documents can also be downloaded free of cost from the Workers Welfare Fund website and PPRA EPADS System, Further, the tender documents may also be obtained from the bidders in a hard form other than EPADS, so if bids are not able to download on bid opening day, then the tender process may be carried out smoothly without any delay.

4. The Workers Welfare Fund reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.

5. Bidders are recommended to get registered on Public Procurement Regulatory Authority (PPRA) EPAD System to participate in Workers Welfare Fund current and future bidding processes.

**Assistant Director (General Admn)
Workers Welfare Fund (WWF)
Building No 2, Street 39, G-10/4,
Mauve Area Islamabad**

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS FOR SUPPLY OF PHOTOCOPIERS MACHINES.	
1.	Tender will be Single Stage, single envelope Procedure. The Last date of uploaded the tender documents is 11-08-2026 by 11:00 AM. The tender must be uploaded on PPRA EPADS System (www.eprocure.gov.pk) the specified date and time
2.	The tender documents may also be submitted in the office in hard form other than on EPADS, so if bids are not able to download on bid opening day, then the tender process may be carried out smoothly without any delay.
3.	All taxes (if applicable) will be deducted while making payment as per Government instructions / notifications' income tax, GST etc.
4.	The bidding documents can also be downloaded free of cost from the Workers Welfare Fund website and PPRA EPADS System.
5.	The quoted rates will be firm and final for the whole period of contract w.e.f. the date of signing of the agreement. The bids will be evaluated on complete package basis and the bidder must bid for each and every item in the financial bid for items. Any item if missed will be considered as incomplete bid and will be rejected.
6.	The Workers Welfare Fund reserves the right to accept or reject the bids as prescribed under PPRA Rules, 2004.
7.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN). A certificate may be attached to verify that your firm is an active tax payer.
8.	Bidder(s) must have sound financial position details of bank statement/turnover for the last five year. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of items in time and on the spot.
9.	The earnest money i.e., 5% of the Successful Bidder will be retained as Performance Guarantee payable by the bidder. The same will be returned on completion of the period of an agreement signed.
10.	Firm(s) must certify that it has not been blacklisted from any Government organization on stamp paper duly attested.
11.	Only those Bid(s) will be considered which would be uploaded on EPADS tender documents.
12.	The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
13.	Successful bidders should make sure for in time supply according to the approved quality/standards/specifications for the tender period as mentioned in the tender notice.
14.	The interested bidders may visit the site if they want, in order to arrange the fixture and fitting.
15.	Submission of any false statement/Documents or concealing of information will disqualify the bidder.
16.	The quantity of the item(s) can vary as per the requirement / budget allocation of the WWF.
17.	The delivery shall be completed within 02 weeks from the date of issuance of purchase/Supply order or as desired.
18.	All item(s) shall be delivered at the office of WORKERS WELFARE FUND Building No 2, Street 39,G-10/4 Mauve area Islamabad.
19.	Item(s) which will not be found according to required specifications/standard shall not be accepted.
20.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
21.	The employer will open the tenders including submission made in the presence of the tenderers or their representatives who choose to attend on date, time and venue mentioned in tender notice.
22.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderer, in which case such correction shall be initialed by the person or persons signing the contract.

23.	All software-based items contain installation and configuration and end user orientation which is responsibility of the supplier. The equipment/software/renewals supplied must be duty paid in respect of all applied duties and taxes.
24.	The successful bidder must submit Performance Guarantee of 5% of total quoted amount in favor of WWF in the shape of CDR from any scheduled Bank otherwise tender award will be rejected.
25.	Bids not accompanied by bid security or with less amount of bid security will not be entertained.
26.	The bid security of successful bidder will be retained till delivery, installation, commissioning and guarantee period of complete equipment/services/ and that of other bidders will be returned after award of contract to successful bidder.
27.	If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit will be forfeited and supply order of specific items will be issue to next lowest bidder. Action for blacklisting of the firm will also be initiated.
28.	It will be the responsibility of the successful bidder to supply and fix all the goods within the stipulated time at the Workers Welfare Fund Building No 2, Street 39, G-10/4 Mauve area Islamabad. The Procuring Agency will not bear any type of transportation cost.
29.	In case applicable taxes have neither been included in the quoted price nor mentioned whether quoted amount is inclusive or exclusive of such taxes, then quoted amount will be considered inclusive of all taxes and selected service provider will have to provide the required services/equipment, if selected and declared as lowest evaluated bid. In case selected bidder is not willing to supply on quoted amount then bid security submitted with the bid will be forfeited in favor of the WWF.
30.	If the bid is withdrawn before the expiry of its validity or the supply/services are not made/provided within due date, the bid security will be forfeited in favor of the WWF.
31.	No advance payment will be made for any kind of invoice. WWF will arrange expeditious payments on submission of invoices. Payment shall be made after delivery, installation and commissioning of complete equipment/services/renewals.
32.	A separate agreement shall be executed with successful bidder as per attached form in the tender documents.
33.	Tenders will be opened at the WORKERS WELFARE FUND Building No 2, Street 39, G-10/4 Mauve area Islamabad.

Cover Letter for the Submission of Technical Proposal

A cover letter as specified in *annexure D* shall be submitted with the proposal.

Note: Please provide the required information/Response to all Annexure mentioned in this document and mark them while submitting the bid.

Every page of the bid proposal must be stamp and signed by the bidder.

(SIGNATURE & SEAL OF BIDDER)

ANNEXURES

Annex – A

Annex – A (Firm/Company Information)

Firm/Company Information		
S #	Required Information	Response
1	Legal Name of the Firm/Company	
2	Year of Registration / Establishment of the Organization/Firm/Company etc.	
3	National Tax Number	
4	General / Sales Tax Number	
5	Name and designation of 'Head of Firm/Company	
Mobile:		
Phone/s:		
Email:		
Fax:		
Address of Firm/Company		
Website address:		
6	Name and designation of 'Contact Person)/Representative	
Phone/s:		
Mobile:		
Email:		
Fax:		

(SIGNATURE & SEAL OF BIDDER)

(Eligibility Response Check List)

Eligibility Check List				
S.No	Eligibility Criteria Details	Evidence/Proof Required	Attached Supporting Documents/Proof and mark Yes/No	
			Yes	No
1	Evidence of bidding firms/company's Registration / Incorporation	Evidence of certificate of incorporation is required	☐	☐
2	Provide National Tax Number (NTN) and General / Provincial Sales Tax, (if applicable) in the name of Firm/Company and provide a copy of registration	Registration Copy required	☐	☐
3	Active Tax payer copy of last year tax return is required.	(2023-24) tax returns copy required)	☐	☐
4	Pay Order/ Bank Draft of 5% Bid Security attached with the Financial Proposal in separate sealed envelope.		☐	☐
5	Affidavit on stamp paper, declaring that company is not blacklisted by any Government agency/authority. (Original required)	We solemnly declare that our organization or any member of consortium has never been suspended/debarred or blacklisted.		

(SIGNATURE & SEAL OF BIDDER)

(Technical Evaluation Criteria)

S#	Evaluation Criteria (Eligibility & Qualification)	Requirement
1	Bid Security (as mentioned in invitation for bids or BDS)	Mandatory
2	Sales Tax Registration with Active Taxpayer profile status	Mandatory
3	Income Tax Registration with Active Taxpayer profile status	Mandatory
4	Authorized Dealer (Manufacturer Authorization letter)	Mandatory
5	Affidavit on the stamp paper of Rs. 100/- that Bidder is not currently blacklisted by the Procuring Agency.	Mandatory
6	Copy of CNIC of Owner/Authority Person along with Authority Letter from the Bidder Company authorizing the relevant person to represent the company.	Mandatory
Technical Evaluation of quoted items		Category Marks
As per technical specifications of quoted items		60
Country of Manufacture		15
Delivery schedule as per need		5
List of clients / where such items delivered		10
Guarantee / Warranty (2-years)		10
Total Qualifying Marks Min		100

Minimum qualifying score for technical qualification is 70. Please mark/flag the supporting documents shared for technical qualification scoring.

The firm will be selected on the basis of the lowest quoted price of the technically qualified bidders.

(Cover Letter for the Submission of Technical and Financial Proposal)

(Declaration on company letterhead)

I, _____ hereby declare that:

All the information provided in the technical proposal is correct in all manners and respects and I am duly authorized by the Management to submit this proposal on behalf of "[Name of the Firm /Company]"

Name: -

Designation: -

Signatures: -

Date and

Place:

(SIGNATURE & SEAL OF BIDDER)

(Contract Agreement to be signed with the successful bidder)

CONTRACT AGREEMENT

This Contract Agreement is (hereinafter called the “Agreement”) made on the day of----- between **Workers Welfare Fund (WWF)**, Building No 2, Street 39, G-10/4 Mauve Area Islamabad hereinafter refer to as the Purchaser of the second part and M/s _____ refer to as supplier/contractor of the first part.

WHEREAS the purchaser/procuring authority is desirous for the purchase of Photocopier machines for Workers Welfare Fund.

NOW this agreement witnesses the Terms & Conditions as follow:

In this agreement word and expressions shall have the same meaning as are respectively assigned to them in the condition of contract. The terms and conditions of the agreement is as under: -

Claus 1 Delivery: The supplier shall deliver the items as per work order/letter of award/supply order in the office of **Workers Welfare Fund (WWF)**, Building No 2, Street 39, G-10/4 Mauve area Islamabad **within (15) days from the date of issuance of Purchase Order/Supply Order.**

Claus 2 Inspection: Purchase Committee shall examine and inspect the items at above mentioned address.

Claus 3 Supplier's Guarantee: Supplier clearly undertakes that the items being supplied by them would be absolutely free from material and manufacturing defects and is in accordance with the specifications/approved sample and quality. Items not found according to required specifications/standard/ Sample provided shall not be accepted. The installation/operations where required as per tender documents shall be responsibility of the supplier. Performance guarantee @5% will be returned after the completion of warranty period of the item/equipment.

Claus 4 Rates: - Rates offered in the bid shall be valid for **180 days** from the date of opening of the bid. This shall be extendable for another period of 120 days with the mutual consent of the supplier and procuring Authority.

Claus 5 Warranty/Guarantee: Warranty/Guarantee of the items shall be as specified in the tender documents from the date of supply. Malfunctioning of item(s) within warranty period shall be replaced by the firm free of cost.

Claus 6 Payment: Payment will be made within one month after the receipt of invoices. No advance payment will be made for any kind of invoice. However, WWF will arrange expeditious payments on submission of invoices.

Claus 7 Liquidated Damages: If the supplier fails to deliver the items of specified standard within the specified time period, a penalty, without prejudice to other remedies under the contract, liquidated damages i.e. @ 0.5% per week and maximum up to 20% on the total value of the contract, shall be charged.

Claus 8 Penalty for failure of Supply: If the firm fails to supply any or all the items as per specification the security amount will be forfeited. Incomplete -supplied items will be purchased on the risk and cost of the supplier, including blacklisting of the firm.

Claus 9 The Contractor will give immediate notice in writing to the employer of any situation arising from force majeure which makes it impracticable to carry out any of the agreed.

Clause 10 The following documents shall be deemed to form, and be read and construed as part of this Agreement: -

- i. Letter of Award/Supply order
- ii. Tender Documents

IN WITNESS WHEREOF the parties here to have caused this Agreement to executed the day and the year first before written in accordance with their respective Laws.

Signature of the Supplier/contractor

Signature of Purchaser/Employer

Name: - _____

CNIC: - _____

M/s _____

Witness No. 1

Witness No. 2

Signature: - _____

Name: - _____

CNIC: - _____

Signature: - _____

Name: - _____

CNIC: _____

TECHNICAL PROPOSAL FOR SUPPLY OF PHOTOCOPIER MACHINES.

NAME OF FIRM	
COMPLETE ADDRESS	
Telephone & Fax No.	National Tax Number (NTN)
Sales Tax Registration No.	

S. #	Name of Equipment	Specification	Qty.	Item Quoted Yes / No X
1	Photocopier Machine	Machine Type: A3 Size multifunction Speed: 45 Copies Per Minute Built in: Network Printer, Network Scanner Paper Capacity: 1100-1200 Sheets (2 CASSETTS) Multiple Copies: 1-9999 Memory: 2 GB or Higher Duplex: Automatic Duplex/Document Feeder	05	
2	Photocopier Machine (Colour)	Machine Type: A3 Size multifunction Speed: 26 Copies Per Minute (Colour) Built in: Network Printer, Network Scanner Paper Capacity: 1100-1200 Sheets (2 CASSETTS) Multiple Copies: 1-9999 Memory: 2 GB or Higher Duplex: Automatic Duplex/Document Feeder	01	

The bidder will submit only one model/make for the tender, alternative bids will not be allowed. The quoted model/make must be accompanied with complete detail/specifications/model number including brochures in the column against each item.

(SIGNATURE & SEAL OF BIDDER)

FINANCIAL PROPOSAL FOR SUPPLY OF PHOTOCOPIER MACHINES

NAME OF FIRM:-

S. #	Name of Equipment	Specification	Qty.	Unit Price	Total Price	GST	Total price including GST
1	Photocopier Machine	Machine Type: A3 Size multifunction Speed: 45 Copies Per Minute Built in: Network Printer, Network Scanner Paper Capacity: 1100-1200 Sheets(2 CASSETTS) Multiple Copies: 1-9999 Memory: 2 GB or Higher Duplex: Automatic Duplex/Document Feeder	05				
2	Photocopier Machine (Colour)	Machine Type: A3 Size multifunction Speed: 26 Copies Per Minute (Colour) Built in: Network Printer, Network Scanner Paper Capacity: 1100-1200 Sheets (2 CASSETTS) Multiple Copies: 1-9999 Memory: 2 GB or Higher Duplex: Automatic Duplex/Document Feeder	01				
3		Photocopier Drum unit with yields and price.					
4		Photocopier Toner with yields and price.					
Grand Total: -							

The evaluation shall be on accumulative cost basis so the bidders are advised to quote for all the items. Submission of bids in piece meal of the above items shall not be accepted.