

Tender Fee: Free of Cost

Bidding Document

**Tender for Procurement of Printers &
Scanners for HBFC Branches & Regional
Offices Nationwide**

Bid No. HBFC/HOK/GSD/2022/0012

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Bid No. HBFC/HOK/GSD/2022/0012

January 07, 2022

Invitation for Bids (IFB)

Tender of Procurement of Printers and Scanners for HBFC Branches & Regional Office Nationwide

House Building Finance Company (HBFC) is country's premier housing finance institution, providing affordable housing finance solutions preferably to the low and middle income groups of the population. HBFC invites sealed bids from renowned companies / vendors to provide required printers and scanners to its Branches & Regional offices nationwide.

Bids will be evaluated in terms of Rule 36 (b) of Public Procurement Rules-2004 i.e., "Single stage- two envelope procedure". Bidding documents containing detailed scope of work and evaluation criteria etc. can be downloaded free of cost (FOC) from HBFC website i.e., www.hbfc.com.pk. This IFB is also available at PPRA website www.ppra.org.pk

Bids prepared in accordance with the instructions in the bidding documents containing Technical and Financial Proposals, must reach at address given below on or before **January 24, 2022 at 11:00 am**. Technical Proposals will be opened on same day at **11:30 am** in the presence of bidders, representatives (who choose to attend) at the address given below. Bidders will be required to submit 05% Bid Security along with their bid in shape of Pay Order / Demand Draft in favor of HBFC. Late/ incomplete/ conditional bids will not be entertained.

HBFC reserves the right to accept or reject any or all bids in accordance with relevant clause of Public Procurement Rules (PPR-2004).

Head - General Services Department
House Building Finance Company Limited
3rd Floor, FTC Building, Shahrāh-e-Faisal, Karachi
Tel: 021-35641739/52

General

1. Scope of Bid

House Building Finance Company Limited (HBFC), Country's premier housing finance institution having its principal place of business at 3rd Floor, FTC Building, Shahrah-e-Faisal, Karachi, hereinafter called "Company", invites sealed bids from tax registered eligible bidders to provide printers and scanners to its Branches & Regional offices nationwide. The bidding process is open to all competitive bidders who meet the eligibility criteria cited at **Annexure - C**. BoQ / Specification is attached at **Annexure - B**.

Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.

2. Cost of Bidding

The Bidder will bear all costs associated with the preparation and submission of its bid and HBFC will in no case be responsible or liable for those costs.

Bidding Documents

3. Contents of Bidding Documents

Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the bidding documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

4. Amendment of Bidding Documents

- i. At any time prior to the deadline for submission of bids, HBFC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, amend the Bidding Documents.
- ii. Amendments will be provided in the form of Addenda to the bidding documents, which will be sent in writing to all prospective Bidders that received the bidding documents from the Company. Addenda will be binding on Bidders. Bidders are required to immediately acknowledge receipt of any such Addenda. It will be assumed that the Bidder in its bid will have taken the amendments contained in such Addenda into account.
- iii. In order to offer prospective Bidders reasonable time in which to consider the amendment in preparing their bids, the Company may, at its discretion, extend the deadline for the submission of bids consistent with provision of Rule 27 of PPRA-2004.

Preparation of Bids

5. Bid Prices

The contract will be for the supply of printers and scanners and deliver the same to designated HBFC branches nationwide as described in Financial Proposal. Bidder will fill in rates and prices for all items, accordingly. All bids will be quoted in Pak Rupee. Bids in any other currency will be rejected. The price quoted would be inclusive of all taxes levied by the local Authority/ Provincial Government/ Federal Government at the time of submission of bids. Any subsequent change in applicable direct/ indirect taxes/ duties levied by the government will accordingly be adjusted.

Submission of Bids

6. Deadline for Submission of Bids

- i. Bids must be received at the address specified in Bid Data Sheet not later than the time and date specified in the Bid Data Sheet.
- ii. HBFC may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the Company and the bidders pertaining to the original deadline will then be subject to the new deadline.

7. Late Bid

Any Bid received by the Company after the deadline will be returned unopened to the Bidder.

Bids Opening and Evaluation

8. Bid Opening

HBFC will open all bids in public, in the presence of bidders' representatives who choose to attend at the time, date and place specified in the Bid Data Sheet. Bidders' representatives will sign an attendance sheet as proof of their attendance.

9. Correction of Errors

HBFC for any arithmetic errors will check bids determined to be substantially responsive. HBFC, on the following basis will rectify arithmetical errors:

If there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price will prevail, and the total price will be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail. The amount stated in the Bid will be adjusted by the Company in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, will be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited.

10. Evaluation and Selection of Bids

The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per **Annexure - C of Technical Proposal**. Bidders must ensure to comply all the fields given in **Annexure - C**. If a bidder is unable to comply in any of the given field, their proposal will be disqualified for further processing. The Financial Proposal of technically compliant firm will only be opened.

11. Client References

The bidder must mention the names and contact details of at least two (2) client references on prescribed format at **Annexure-D** who shall be able to provide information about services rendered by the firm.

12. Bid Security

All bidders are required to submit an amount of bid security with their financial proposals @5% of Grand Total Amount of financial proposal (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.

Award Criteria

13. Award Criteria

- (i) The contract will be awarded to the most advantageous bidder whose bid has been found technically compliant and financially lowest as per PPRA rules.
- (ii) HBFC reserves the right to award Purchase Order either on overall or itemized lowest basis.
- (iii) HBFC reserves the right to enhance or reduce the quantity before the award of Purchase Order to the successful vendor.
- (iv) Lowest cost for the quoted printer will be determined in conjunction with Printer and Toner / Cartridge / consumable per unit cost.

14. Company's Right to Reject All the Bids

The Company reserves the right to annul the bidding process and reject bids at any time prior to award of contract as per PPRA Rules.

15. Presentations and Demo Sessions

The bidder(s) may be called for detailed demo sessions. Each bidder shall be able to demonstrate their capabilities on technical and functional requirements. For these sessions, Bidders shall be required to setup the environment in HBFC premises on given date and time.

16. Payment

Payments will be made by HBFC against the invoice/s raised along with performance/satisfactory certificate by the bidder by following the procedure in vogue.

1. Ninety percent (90%) payment will be made upon completion of the entire work / delivery of required items / services etc.
2. Remaining Ten percent (10%) payment will be retained as Retention Money / Defect Liability Period which will be released after completion of one (01) year of warranty period for printers and scanners which will start from the date of delivery.
3. Applicable sales tax (GST or any provincial taxes) must be indicated in the Financial Proposal and will be deducted from the invoice(s).

17. Code of Conduct

It is the Company's policy to require that Consultant/ Service Providers, Suppliers, and Contractor under Company-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. Under Rule 19 of PPRA-2004, the Company can blacklist bidders found to be indulging in corrupt or fraudulent practices. Such barring action will be duly publicized and communicated to the PPRA.

18. Integrity Pact

Pursuant to Rule 7 of PPRA-2004, bidders will be required to sign an Integrity Pact in accordance with prescribed format attached at **Annexure - E**.

19. Overriding Effect of PPRA-2004

Wherever, in conflict with these documents the stipulation of PPRA-2004 will prevail.

Bid Data Sheet

The following specific data for services to be acquired will complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein will prevail over ITB.

Instructions to Bidders (ITB)	
S#	Details
1.	Tender of Procurement of Printers and Scanners for HBFC Branches & Regional Office Nationwide Ref No. HBFC/HOK/GSD/2022/0012
2.	<p><u>Contact Information and Communication</u> The contact detail for all correspondence in relation to this bid is as follows:</p> <p>Name: Asad Baber Khan Designation: Manager Procurement - GSD Email: asad.baber@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641752</p> <p><u>Technical Contact:</u> Name: Muhammad Asif Khan Designation: AVP - IT Email: asif.khan@hbfc.com.pk Address: House Building Finance Company Limited, Head Office, 3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal, Karachi. Phone: +92 21 35641741</p>
3.	Bidder/Firm, who is black listed by any government organization will not be eligible to participate in the bidding/procurement process.
4.	The bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure. Bids will be evaluated in detail as per Annexure – C of Technical Proposal . Bidders must ensure to comply all the fields given in Annexure – C . If a Bidder is unable to comply in any of the given field, the proposal will be disqualified for further processing. The financial proposal of technically compliant firm will only be opened.
5.	The period of Bid validity will be 120 days after opening of the Bids.
6.	All bidders are required to submit an amount of bid security with their financial proposals @5% of Grand Total of financial proposal (inclusive of all applicable taxes, options etc.), as per the given financial proposal format, in the form of bank draft/ pay order in favor of HBFC. No bid will be considered as valid unless the Bid Security accompanies it. No interest will be payable by the HBFC on this deposit. Bid Security will be refundable on completion of bidding process or the award of contract to the successful bidder.
7.	<p>The Company's address for the purpose of bid submission is:</p> <p style="text-align: center;">Head - General Services Department, House Building Finance Company Limited, 3rd Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi, Pakistan Telephone No: 021-35641752/39</p>



House Building Finance Company

8	<p>The deadline for submission of bids will be January 24, 2022 at 11:00 am. Technical Proposals will be opened on same day at 11:30 am at the following address:</p> <p style="text-align: center;">House Building Finance Company Limited, 3rd. Floor, Finance and Trade Centre, Shahrah-e-Faisal, Karachi -Pakistan.</p>
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BoQ / Specifications of Laser Jet Printers

Required Quantity = 32 Units

Item Description (Minimum specification)		Quoted Item (s) (Make & Model)	Offered Specification(s)
Connectivity	Hi-Speed USB 2.0 or 3.0		
Memory	Minimum 8 MB		
Input capacity	Up to 150 sheets		
Output capacity	Up to 100 sheets		
Media sizes supported	Letter; Legal, A4; A5; A6; B5; postcards; envelopes (C5, DL, B5)		
Print resolution (best)	Up to 600 x 600 dpi		
Monthly duty cycle	Up to 5,000 pages		
Compatible OS	Windows, Linux and Mac		
Processor	266 MHz		
Print Speed	Upto 18 ppm		
First page out	Within 10 sec		
Warranty	One (01) Years Comprehensive Warranty (Labor, Parts, Onsite Support)		
Bidder must also provide the specifications / details of Toner Cartridge and related consumables such as Drum etc. with the quoted make and model.			

Note:

- i. Bidder must meet all the minimum specifications given above in order to qualify for further processing.
- ii. Lowest cost for the quoted printer will be determined in conjunction with Printer and Toner / Cartridge / consumable per unit cost.
- iii. Failure to meet the minimum specifications may lead to disqualification.
- iv. HBFC reserves the right to enhance or reduce the quantity before the award of Purchase Order to the successful vendor.
- v. Successful supplier / vendor will be required to deliver the required equipment to the designated HBFC Branches and Regional Office nationwide



BoQ / Specifications of Automatic Document Feeder (ADF) Scanner

Required Quantity = 20 Units

Item Description (Minimum specification)	Quoted Item (s) (Make & Model)	Offered Specification(s)
Image Processing Function	Deskew, Cropping, Image emphasis, Error diffusion, Dither, Black & White Method, Dynamic threshold (iDTC), Static threshold, Advanced DTC, SDTC, De-Screen, Dropout color (Red / Green / Blue / White / None / Saturation / Custom), Automatic color detection, Multi image output, Blank page detection, sRGB output, Split image, Front/Back Merging	
Image Sensor Type	Color CIS (Contact Image Sensor) x 2 (front x 1, back x 1)	
Light Source	3 Color LED (Red / Green / Blue) x 2 (front x 1, back x 1)	
Optical Resolution	600 dpi	
Scanning Speed with ADF (A4, Portrait)	Simplex: 25 ppm ((200 dpi / 300 dpi)) Duplex: 50 ppm	
Warranty	One (01) Years Comprehensive Warranty (Labor, Parts, Onsite Support)	

Note:

- i. Bidder must meet all the minimum specifications given above in order to qualify for further processing.
- ii. Failure to meet the minimum specifications may lead to disqualification.
- iii. HBFC reserves the right to enhance or reduce the quantity before the award of Purchase Order to the successful vendor.
- iv. Successful supplier / vendor will be required to deliver the required equipment to the designated HBFC Branches and Regional Office nationwide



Technical Proposal

**Tender of Procurement of Printers and
Scanners for HBFC Branches & Regional Office
Nationwide.**

Bid No. HBFC/HOK/GSD/2022/0012

Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal,
Karachi, Pakistan.

Technical Proposal

Tender of Procurement of Printers and Scanners for HBFC Branches & Regional Office Nationwide

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 (One Hundred Twenty Days) from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2022

[Seal & signature] [In the capacity of]
Duly authorized to sign Bid for and on behalf of _____

Compliance Based Eligibility Criteria

S. No.	Criteria	Compliance		Evidence Provided		Attach Evidences as Under
		Yes	No	Yes	No	
1	Bidder must be a registered Tax Payer for at least last 05 years and must appear in the Active Taxpayer List.					Appendix - A
2	The quoted product must be of a reputable, well-known international brand. Please, attach valid Original Equipment Manufacturer (OEM) Authorization's Letter addressing HBFC against this tender.					Appendix - B
3	Bidder must have successfully completed at least three (03) projects of similar nature in last three (03) years. Please, attach completed list of projects and clients contact details for verification purpose.					Appendix - C
4	Bidder must be a Level 1, Level 2 or equivalent partnership with the Original Equipment Manufacturer (OEM) for the last 05 years. Please, attach verifiable proof.					Appendix - D
5	Bidder must attach list of offices/branches in major cities i.e. Karachi, Islamabad, Lahore to provide country wide warranty & on-site support.					Appendix - E
6	Bidder must have two (02) satisfied corporate client with respect to the supplied equipment / hardware operations, troubleshooting and warranty support. Please, provide certificate of the respective customers addressing HBFC for verification purpose.					Appendix - F
7	Bidder must submit an affidavit on a Rs.200/- Stamp Paper that they have not been blacklisted or debarred by any Law Enforcement Agency / Public Sector or any Private organization.					Appendix - G

Note:

- i. Bids will be evaluated in terms of Rule 36-(b) of PPRA Rules. i.e., Single Stage - Two Envelope procedure.
- ii. Bidder must ensure to comply all the fields given here above.
- iii. If a bidder is unable to comply in any of the given field, the proposal will not be considered for further processing.
- iv. The financial proposal of only technically compliant firm will only be opened.
- v. Bidders must place their provided evidences as Appendix (clearly marked).

- vi. Contract will be awarded to the successful bidder(s) whose bid has been found technically and financially compliant and emerges as the most advantageous bid.
- vii. During the evaluation, no amendments by the bidder in the proposal will be permitted; however, HBFC may seek clarification.
- viii. The bid security of bids of unsuccessful bidders will be returned.
- ix. Deliverables items will be delivered to HBFC Branches (Across the Country).
- x. Relevant Documents/Evidences are required.

Client References

Reference One (1)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	
Reference Two (2)	
Client Name	
Contact Person with email	
Address and Contact Number	
Industry	
Any Comments	

Integrity Pact

Tender of Procurement of Printers and Scanners for HBFC Branches & Regional Office Nationwide

[Bidder Name] hereby declares that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan (GoP) or any administrative subdivision or agency thereof or any other entity owned or controlled by it (GoP) through any corrupt business practice.

Without limiting the generality of the foregoing, [Bidder Name] represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

[Bidder Name] certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with GoP and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty. [Bidder Name] accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to GoP under any law, contract or other instrument, be voidable at the option of GoP.

Notwithstanding any rights and remedies exercised by GoP in this regard, [Bidder Name] agrees to indemnify GoP for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to GoP in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by [the Bidder] as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever form from GoP.

For and On Behalf Of

Signature: _____

Name: _____

Non-Disclosure Agreement

Tender of Procurement of Printers and Scanners for HBFC Branches & Regional Office Nationwide

1. This Non-Disclosure Agreement exists between [Bidder] (hereinafter referred to as "RECIPIENT") and House Building Finance Company (HBFC).
2. This agreement serves to protect confidential information develop and owned by HBFC which will be used by the bidder from the Work order till during the contract/SLA period under the following terms.
3. "Confidential Information" means any information directly or indirectly concerning, or related to the: Information about the activities of the HBFC.
4. Information about the above mentioned categories in Project by HBFC, including but not limited to: Policies, Procedures, Business, Rules, Validation, Checks, all project related information Process followed etc.
5. Information about HBFC, above-mentioned categories in project as per RFP.
6. Any other information the recipient having obtained from HBFC deliberately or otherwise during the course if this exercise.
7. Confidential Information and Intellectual Property may be Oral, written, electronic or other machine-readable form.
8. Translated from the original, modified, updated, or altered Originated or obtained by HBFC.
9. Recipient shall protect the disclosed Confidential Information by using the same degree of care to prevent the unauthorized use, dissemination or publication of the Confidential Information as the recipient uses to protect its own Confidential Information of a similar nature.
10. Recipient must ensure the secure custody of the Confidential Information and must take all reasonable precautions to prevent the access, use or disclosure of this information by third parties.
11. Recipient shall not disclose or attempt to disclose any Confidential Information to any person or entity other than its consultants and legal advisors who need access to such Confidential Information, and shall assure that all such persons treat the Confidential Information in accordance with all of the terms hereof.
12. Recipient shall not make or take any copies of Confidential Information, unless previously approved by Disclosure.
13. Recipient shall not use or attempt to use any of the Confidential Information for his/her own benefit or for the benefit if any other person or entity.
14. Recipient shall not be authorized to use or process the Confidential Information upon the date that his/her services to HBFC are completed or terminated.
15. Recipient shall promptly return the Confidential Information, or certify in writing to the complete destruction thereof, as directed by HBFC in writing.
16. The laws of Pakistan shall govern the interpretation and enforcement of this Agreement.
17. Recipient shall be bound by conditions until released in writing by HBFC.

Agreed to and Accepted by

House Building Finance Company

(Signature of "Authorized Representative")

(Signature of HBFC Authorized Official)

Financial Proposal

**Tender of Procurement of Printers and
Scanners for HBFC Branches & Regional Office
Nationwide**

Bid No. HBFC/HOK/GSD/2022/0012

Bid Form

(To be printed on bidder's letterhead)

To:

Dated:

The Head, General Services Department,
House Building Finance Company Limited,
3rd Floor, Finance & Trade Centre, Shahrah-e-Faisal,
Karachi, Pakistan.

Financial Proposal

Tender of Procurement of Printers and Scanners for HBFC Branches & Regional Office Nationwide

Dear Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver the required item or services in conformity with the said bidding documents as may be ascertained in accordance with the Technical Proposal and Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the services in accordance with the schedule specified in the Technical Requirements and Specifications.

We agree to abide by this Bid for a period of 120 (One Hundred Twenty Days) from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

If the Bid is accepted then until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2022

[Seal & signature]

[In the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Financial Proposal for Printer

S. No.	Item Description	Qty.	Rate (Rs.)	Amount (Rs.)
			<i>(Inclusive of all applicable taxes)</i>	
1	Printer <i>(as per quoted make and model and specifications)</i>	32	a. Rs. _____	c. Rs. _____
2	Toner / Cartridge or any other consumables such as Drum: (For calculating the Whole Life Cost, please provide Page Yield per Toner) Note: Lowest cost for the quoted printer i.e., Total Amount Alpha will be determined in conjunction with Printer and Toner / Cartridge / consumable per unit cost.		b. Rs. _____ <i>Per Unit Cost</i>	
Total Amount Apha ($c = a + b \times 32$) <i>(Inclusive of all applicable taxes)</i>			Rs. _____/-	

Total Amount Alpha in Words: _____

Financial Proposal for ADF Scanner

S. No.	Item Description	Qty.	Rate (Rs.)	Rate (Rs.)
			<i>(Inclusive of all applicable taxes)</i>	
1	ADF Scanner <i>(mention quoted make and model and specifications)</i>	20	Rs. _____	Rs. _____
Total Amount Bravo <i>(Inclusive of all applicable taxes)</i>			Rs. _____/-	

Total Amount Bravo in Words: _____

Grand Total (Alpha + Bravo):	Rs. _____/-
Grand Total (Alpha + Bravo) in Words:	Rupees _____
Bid Security @5% of Grand Total:	Rs. _____/-

Terms & Conditions:

- Contract will be awarded to the firm / company who emerged as technically compliant and offering lowest cost for printers and scanners as per given criteria cited above.
- HBFC reserve the right to award Purchase Order either on overall or itemized lowest basis (as the case maybe).
- HBFC reserves the right to enhance or reduce the quantity before the award of Purchase Order to the successful vendor.
- Quoted rates should be inclusive of all applicable taxes either Federal & Provincial Govt. or local bodies and will be deducted from the invoice accordingly.
- Bidder shall not claim or charge transportation, loading / unloading, labor or any other charges related to or in the name of logistics, accidents, insurance, freight, etc.
- Successful supplier / vendor will be required to deliver the required items as cited above to the designated HBFC Branches/offices across the Country. List will be provided along with the Purchase Order.



House Building Finance Company

7. Required equipment must be delivered with proper installation and training with a brief guide to HBFC IT Team.
8. Successful supplier shall submit the invoices / bills after successful delivery of required printers and scanners showing tax break-up, accordingly.
9. Invoice / Bills must have valid NTN and Sales Tax Number clearly written.





Contact Form

(Must be filled in by the bidder)

Company / Bidder Name: M/s _____

Name of CEO / Managing Director / Manager Operations: _____
(As mentioned in the CNIC)

CNIC No. of CEO / MD / MO:

						-									-	
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(Please provide a clear copy of CNIC)

Head Office Address: _____

Official Email Address: _____

Contact Info. _____

Company Stamp and Authorized Signature

