

**Request for Quotation  
For  
Supply & Operating Training of  
Photocopier for PIU  
Disaster and Climate Resilience  
Improvement Project  
(DCRIP) AJ&K**

**April, 2017**



PIU-DCRIP

**OFFICE OF THE PROJECT DIRECTOR,  
DISASTER & CLIMATE RESILIENCE IMPROVEMENT PROJECT (DCRIP)  
NEAR OFFICE OF CHIEF ENGINEER ELECTRICITY  
GHARI PAN, JALALABAD ROAD MUZAFFARABAD AJ&K**

**Ph#: 05822-920868, Fax #: 05822-920878**

**Email: [piu.dcripajk@gmail.com](mailto:piu.dcripajk@gmail.com)**

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## **Section 1**

### **Request for Quotation**

**To:**

M/S \_\_\_\_\_,  
\_\_\_\_\_

**Date : 07-04-2017**

**Procurement Reference : PK-PIU AJK-6695-GO-RFQ**

**(Contract Identification No)**

**Subject: REQUEST FOR QUOTATION FOR PURCHASE OF PHOTOCOPIER WITH ITS OPERATING TRAINING FOR PROJECT IMPLEMENTATION UNIT, DISASTER AND CLIMATE RESILIENCE IMPROVEMENT PROJECT.**

1. The Project Implementing Entity has received a Credit from the World Bank, and intends to apply the part of proceeds of this Credit to eligible payments under the contract for which this Request for Quotations is issued. The procurement process will be conducted in accordance with the shopping procurement method contained in the World Bank Guidelines Procurement of Goods, Works and Non-consulting Services under IBRD Loans and IDA Credits and Grants by World Bank Borrowers, dated January 2011, revised in July 2014.
2. The Implementing Agency indicated above invites your quotation for the supplying of Photocopier described in section III of the RFQ. For the purposes of any resulting Contract the Implementing Agency or their named representative shall be the Employer.

**3. Contents of quotation Documents:**

The set of proposal shall comprised the documents listed below:

- |             |   |
|-------------|---|
| Section I   | Request/Invitation to Quote                       |
| Section II  | Instruction for Preparing Quotations              |
| Section III | Specifications                                    |
| Section IV  | Form of Quotation                                 |
| Section V   | Statement of Requirement                          |
| Section VI  | Sample of Purchase Order & Conditions of Contract |

4. You are invited to submit your price quotation(s) for the supply of Photocopier for PIU, Disaster and Climate Resilience Improvement Project as per specifications mentioned in Section III. You must quote for all the items under this Invitation and delivery/transportation charges at Project Director DCRIP Office Muzaffarabad AJK.
5. Quoted Price will be evaluated for all the items together and contract will be awarded to the responsive bidder offering the lowest evaluated total cost.
6. Quotation(s) must be marked “Quotation for Supply of Photocopier” and addressed to the:  
**Project Director, Disaster and Climate Resilience Improvement Project**  
**Address:** Near office of the Chief Engineer Electricity, Ghari Pan, Jalalabad Road, Muzaffarabad AJK.
7. Quotation should be accompanied by adequate technical documentation and catalogue(s) and other printed material or pertinent information for each item quoted, including names and addresses of supplier providing after sales service facilities in Government of the State of Azad Jammu & Kashmir.
8. The deadline for receipt of quotation at the address indicated in Paragraph 6 is 24<sup>th</sup> April, 2017 by 04:00 Pm.
9. Quotation(s) should be submitted as per the instructions contained in the Section II of this Quotation Document.
10. **Prices:** The prices should be quoted in Pak Rupees and should be inclusive of all supply charges and admissible taxes prevailing in Azad State of Jammu & Kashmir. No price increase will be allowed after the submission of Quotations.
11. **Evaluation And Award of Purchase Order:**
  - a. Offers determined to be substantially responsive to the specifications will be evaluated by comparison of their prices, in addition to the eligibility and qualification requirements outlined in the Section-II of Quotation Documents.
  - b. The award will be made to the firm offering the lowest evaluated price and that meets the required standards of technical and financial capabilities.
12. **Validity of the Offer:**
  - a. Quotation should be valid for a period of **90 days** from the date for receipt of quotation(s) indicated in Paragraph 8 above.

## **Section II**

### **Instructions for Preparing Quotations**

#### **1. Scope of Procurement:**

Invites price quotations for procurement of Photocopier as described in the Specifications Section III attached. The successful supplier will be expected to complete the delivery of Photocopier within due time.

#### **2. Eligibility to Quote:**

National Suppliers duly registered with tax authorities may be eligible to participate only if they also:

- a. Submit Proof of registration with the Income Tax Department and Sales Tax Department with the quotation. (Failure to enclose these documents would result in rejection of quotation)
- b. Submit only one Quotation, either individually, or as a partner in a joint venture. All Quotations submitted in violation of this rule shall be rejected. Partners in a joint venture shall be jointly and severally liable for the execution of the Contract.

#### **3. Qualification of the Supplier:**

To qualify for award of the Contract, a Supplier shall meet the following minimum qualifying criteria:

- a. A Manufacturer/Supplier/Authorize Representative must have at least five years of experience in manufacturing/Supplying of Photocopier similar to the Photocopier mentioned herein. (Proof of same will be provided)
- b. A Supplier must have at least Five years of experience in supplying, installing and providing after sales services of Photocopier similar to the goods mentioned herein. Documentary evidence, *inter alia*, Authorized Dealership Certificate must be provided with the quotation.
- c. Import License, where applicable.

#### **4. Documents Comprising the quotation:**

The Proposal submitted by the Supplier must be comprise the following documents:

- (i) Form of Quotation (As per sample attached "Section IV")
- (ii) Statement of Requirement (As per sample attached "Section V")
- (iii) Qualification and Experience Information and other relevant documents.
- (iv) Copies of taxation documents
- (v) Manufacturer's Authorization/dealership/ Firm Profile (currently valid)
- (vi) Copies of Certification.
- (vii) Unit Price of Photocopier
- (vii) Training Arrangement

#### **5. Price of Quotations:**

- a) The Contract shall be for the whole supplies and shall be based on the unit and total price for fixed unit rate contract.
- b) Prices shall be quoted entirely in Pak Rupees. The Supplier shall fill in the rates and prices for all items of the Supplies described in the specifications.

- c) All duties, prevailing taxes in the AJK and other levies payable by the Supplier under the Contract, shall be included in the rates, prices, and total price of Quotation submitted by the Supplier.
- d) The rates and prices quoted by the Supplier shall be fixed for the duration of the Contract and shall not be subject to any adjustment on any account.

**6. Validity of Quotations.**

Should not be less than 90 days

**7. Purchaser's Right to Increase or Decrease the Quantities:**

The Purchaser, reserves the right to increase or decrease quantities of supplies by 15%.

## Section III

### 1. Specifications:

This part of the proposal should contain complete information relating specifications as mentioned in technical Performance & Specifications.

#### 1.1 Technical Specifications

S.#	Specification	
1-	Printing:-	<ul style="list-style-type: none"><li>• 75 PPM</li><li>• B6 to A3 /SRA3 i.e., Wide Copy Capability</li><li>• Booklet Printing</li><li>• Banner Printing/ Android Devices Compatibility</li><li>• Zoom Reduction/Enlargement</li><li>• Direct Print USB</li><li>• Automatic Duplex Unit Standard(Duplex Printing)</li><li>• Continues copying Min 9999</li><li>• Printing Resolution (Min 1200x1200 dpi)</li></ul>
2-	Memory:-	<ul style="list-style-type: none"><li>• Standard Min 2GB Memory</li><li>• Min 250 GB HDD</li></ul>
3-	Network Connectivity:	<ul style="list-style-type: none"><li>• Network Interface Standard 10BaseT/100BaseTX(IPv4, IPv6)</li><li>• Network Duplex Printer</li><li>• Network Color Duplex Scanner</li></ul>
4-	Scanner:	<ul style="list-style-type: none"><li>• Dual Scanner Document Feeder</li><li>• Scan to Email, Scan to USB, Scan to HDD, Scan to SMB, Scan to PC</li></ul>
5-	Paper Feed:	<ul style="list-style-type: none"><li>• 3500+ Sheets</li></ul>
6-	Additional Features:	<ul style="list-style-type: none"><li>• Paper Feed Cabinet</li><li>• Finisher (Stapling)</li></ul>

#### 1.2 Additional Requirement:

7	Training	<ul style="list-style-type: none"><li>• Operating Training and information about different functions of Photocopier to DCRIP Staff.</li></ul>
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## 2. SCHEDULE OF DELIVERY:

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date, which is the date of delivery required.

S #	Description	Required Delivery Schedule from the Date of Notification of Award	Location
01	Photocopier	Within 12 weeks after issuance of Purchase Order.	Project Director Office, PIU-DCRIP. Near office of the Chief Engineer Electricity, Ghari Pan, Jalalabad road, Muzaffarabad AJK.

## 3. PAYMENT CRITERIA

- a) The provision of advance payment will be available against the submission of Bank guarantee/Pay Order or any other option acceptable to the purchaser.
- b) Bank Guarantee will be release after delivery and Good inspection report of the fitness from relevant department. (If applicable)

## 4. WARRANTY

- ii. One Year will be required.
- iii. The Offeror shall guarantee a cost free repair and maintenance including prompt replacement of defective parts during warranty period on items where applicable from the date of delivery of Photocopier to the satisfaction of the purchaser.

## Section IV Form of Quotation

(Date)\_\_\_\_\_

To:-

**Project Director  
Disaster & Climate Resilience Improvement Project (DCRIP),  
Near Office of Chief Engineer Electricity,  
Jalalabad Road Muzaffarabad Azad Kashmir.**

We offer to execute the supply for the contract of **PURCHASE OF PHOTOCOPIER FOR PIU-DCRIP AJ&K** in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of RS:\_\_\_\_\_ (amount in words and numbers) (RS:\_\_\_\_\_ ). We propose to complete the Supplies described in the Contract within a period of \_\_\_\_\_ (days/weeks in words and number) \_\_\_\_\_ calendar days/weeks from the Start Date.

This Quotation and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Quotation you receive.

We hereby confirm that this Quotation complies with the Validity of the Quotation required by the proposal documents.

Authorized Signature : \_\_\_\_\_

Name and Title of Signatory : \_\_\_\_\_

Date : \_\_\_\_\_

Name of Supplier : \_\_\_\_\_

Address : \_\_\_\_\_

Phone Number : \_\_\_\_\_

Cell Number : \_\_\_\_\_

Fax Number, if any : \_\_\_\_\_

Email : \_\_\_\_\_

Website (If any) : \_\_\_\_\_



**Section V**  
**Statement of Requirements.**

**Procurement Reference Number:** PK-PIU AJK-6695-GO-RFQ

**Brief Description of Goods:** SUPPLY OF PHOTOCOPIER FOR PIU-DCRIP OFFICE  
MUZAFFARABAD AJK

**Location (Site) of Goods:** **OFFICE OF THE PROJECT DIRECTOR,**  
**“DISASTER AND CLIMATE RESILIENCE IMPROVEMENT PROJECT”**  
**NEAR OFFICE OF THE CHIEF ENGINEER ELECTRICITY, GHARI PAN,**  
**JALALABAD ROAD, MUZAFFARABAD AJK.**

**Commencement and completion periods required:** 12 Weeks

**Activity Schedule:**

[Complete the unit and total prices for each item listed below. Authorize the prices quoted in the signature block below.]

**Currency of Quotation:** PK RUPEES.

S. No	Description	Unit	Qty.	Unit Price	Total
1.	Photocopier	No	01		
<b>TOTAL</b>					

In Words (Total): \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title of Signatory \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number, if any \_\_\_\_\_

## Section VI

### SAMPLE Purchase Order

OFFICE OF THE PROJECT DIRECTOR DISASTER AND CLIMATE  
RESILIENCE IMPROVEMENT PROJECT NEAR OFFICE OF CHIEF  
ENGINEER ELECTRICITY, JALALABAD ROAD MUZAFFARABAD AZAD  
KASHMIR

A.K Ph:092(0)5822-920868

#### PURCHASE ORDER

To:		RFQ/RFP Ref No: PK-PIU AJK- 6695-GO-RFQ  ORDER NO:  DATE :		
Sr#	Description of Work	Qty.	Unit Rate	Total Amount
			<b>Total</b>	-
			<b>G-Total</b>	
<b>Delivery Address:-</b>		Project Director Disaster & Climate Resilience Improvement (DCRIP) Near Office of Chief Engineer Electricity, Jalalabad Road Muzaffarabad Azad Kashmir <b>Ph:092(0)5822-920868</b>		
<b>Delivery Date up to:-</b>				

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**Terms & Conditions:**

1. All Prices for the above items are inclusive of all kind of govt. taxes.
2. Prices are inclusive of Delivered Duty Paid (DDP) at the office of Project Director DCRIP AJ&K.
3. Any damage, loss, theft and demurrages outside the premises of office of the Project, shall be the responsibility of supplier / agent.
4. All applicable Taxes as per Government rates will be deducted at the time of payment.
5. Payment will be made within 15 days after submission of unconditional Bank guarantee/Pay Order in the favor of the Project Director, or any other option acceptable to the employer. Bank guarantee will be release after full delivery and quality check.
6. All other Conditions of the **RFQ** will be remain same and no Variation will be allow in the Quoted Specifications (Copy of specifications and Quotation of Your Firms is attached)
7. DCRIP reserves the right to cancel any order at any time, if supplier fails to deliver required quantity within specific period or not according to specifications
8. The Offeror shall guarantee a cost free repair and maintenance including prompt replacement of defective parts for warranty period (i.e One Year) on items where applicable from the date of delivery of Photocopier to the satisfaction of the employer.
9. The Offeror will provide operating training and information about different functions of photocopier to DCRIP Staff.
10. Penalty @ 1% of total cost per day may be imposed according to the decision of Purchase Committee, if
  - a) Delivery is not made within specific time period

**Accepted by**

**Approved by**

**Supplier**

**Project Director**

Disaster and Climate resilience Improvement  
Project (DCRIP)- AJ&K