

TENDER/ BIDDING DOCUMENT

PROCUREMENT OF COLOUR PRINTER HP LASERJET ENTERPRISE MFP M725 FOR EXAM DTE - (BUHO) ISLAMABAD



Note-1: Bids are to be furnished on the Bid Form and Schedule of prices given in Section C & D of this document. The bidder must fulfill the criteria mentioned in Section `B`. Any bid not following the format will be considered non-responsive and will be rejected.

Note-2: Any error, discrepancy or omission in the tender documents may be brought to the notice of Bahria University, which shall be rectified/ corrected at the earliest. University shall not be responsible, directly or indirectly, for any consequences, damage or loss of action consequential or incidental, to anyone, of any kind, in any manner, resulting from typographical errors or omissions. All technical /general queries are to be addressed to concerned office.

Note-3: Name of brand or Part No. mentioned in this document are for reference to quality. Brand/make etc of better/higher quality with lowest price may also be accepted.

Note-4: Bidder is to provide a copy of this bidding document duly stamped & signed on every page with technical bid.

INVITATION TO BIDS/ PROPOSAL

BU-HO/Exams/2026/589

Dated: **07 July 2026**

PROCUREMENT OF COLOUR PRINTER HP LASERJET ENTERPRISE MFP M725 FOR EXAM DTE - (BUHO) ISLAMABAD

1. Sealed bids are invited **on EPADs only** for procurement of New Colour Printer Hp Laserjet Enterprise MFP M725 for Degree Section, Exams Directorate (BUHO), E-8 Islamabad, from GST registered firms/ Suppliers as under:

DESCRIPTION	QTY
New Colour Printer Hp Laserjet Enterprise MFP M725	01

2. Details of specifications New Colour Printer HP Laserjet Enterprise MFP M725 or similar are given in the bidding documents, which can be **Downloaded from PPRA Website** or can be received on submission of a written application on firm's letter head (with mentioned NTN No. Payment of **Rs.5,000/- (Rupees Five Thousand Only)**, Non Refundable Fee must be deposit in the shape of **Pay Order/ DD** in favour of **Bahria University Islamabad**, from the 'Office of DD Procurement, Room No. 15, Basement Quaid Block, Bahria University Head Office, Sector E-8, Islamabad between **0900 to 1330** hrs except Saturdays, Sundays and Public holidays.

3. Single Stage - Two Envelope bidding procedure shall apply. Sealed bids in accordance with instructions given in the bidding documents must reach on/ or before **27 July 2026 by 1100 hrs**, at the Office of DD Procurement, Room No.15, Bahria University Head Office, Sector E-8, Islamabad. **Hard copy of uploaded document and bid security (in original) be deposited before 27 July 2026. Technical bids will be opened on the same day at 1130 hours** in the presence of the bidders/ their authorized representatives, who may choose to be present. Conditional/ incomplete bids will be considered **non-responsive**. **Rs 165,000/- bid security** must be submitted in shape of Pay Order/DD in favour of "**Bahria University Islamabad**". NTN No. of BU is **2132767-0**.

4. The bidders are requested to give their best and final prices inclusive of all applicable taxes, transportation and installation etc. Bahria University may reject all bids/ proposals at any time prior to the acceptance by invoking Rule 33 of PPRA-2004.

5. For any Technical information, please contact AD IT (S&N), **BUHO 051-9260002 Extn. 1277** from Monday till Friday between **0930 to 1330 hrs, except holidays**.

DD (Procurement)
Bahria University Head Office Sector E-8,
Shangrila Road, Islamabad
Tele:051-9264072
E-mail ddp@bahria.edu.pk

B. INSTRUCTIONS TO BIDDERS

The following data for **New Colour Printer Hp Laserjet Enterprise MFP M725**, Exams Directorate (BUHO), Bahria University Islamabad, E- 8, is applicable:

S#	Attribute	Details
1.	Name of Project	New Colour Printer Hp Laserjet Enterprise MFP M725 Exams Directorate (BUHO), Bahria University, E- 8 Islamabad
2.	Tender Published on	09 July 2026 on PPRA/EPADS, 02 x Newspapers and BU websites
3.	Medium of Publication	PPRA/EPAD, 02 x Newspapers and BU website
4.	Source of Funds	Bahria University
5.	Name of Purchaser	BUHO, Bahria University Islamabad, E-8
6.	Purchaser's Address	Shangrila Road, Sector E-8, Islamabad
7.	Collection of Bidding Documents From	Office of the DD (Procurement) Basement Room No.15, Quaid Block, BUHO, Islamabad or Download E-PADs
8.	Price of Bidding Documents	Rs.5,000/- (Rupees Five Thousand Only) in shape of Pay Order/DD in favour of Bahria University Islamabad (NTN No.2132767-0), non-refundable. Receipt will be provided .
9.	Bid Submission Format	The bids and prices must be submitted on the format set out in this document. The bids submitted in different formats will be considered non-responsive and will be rejected.
10.	Submission of Bids Personally	Bids are to be dropped in a Bid/ Tender Box placed outside the office of Deputy Director Procurement's, Basement Quaid Block before the given closing deadline.
11.	Submission of Bids by post	In case a bidder prefers to submit a bid through courier, he must ensure that it is dispatched timely enough to reach procurement office before the date and time specified in Tender Notice/Invitation to Bid. The bids so dispatched must be addressed as below: DD (Procurement) Bahria University Head Office, Basement, Room No. 15, Sector E-8, Shangrila Road, Islamabad
12.	Deadline for proposal Submission	<u>27 July 2026 at 1100 hours</u>
13.	Time, Date and Place for Technical Proposal Opening	<u>27 July 2026 at 1130 hours</u> at Bahria University Head Office, Sector E-8, Islamabad. Only technical proposals will be opened, and the financial bid will be opened for technically qualified firms only. Date and time will be intimated by letter/ phone/ e-mail.
14.	Bidding Procedure	Single Stage Two Envelope Bidding Procedure shall apply as per PPRA Rules 2004.
15.	Qualification of Bidders/ Eligibility	The bidder must fulfill the following criteria to qualify for the work. Proof/ Documentary evidence be attached in support of each condition: a. Must be GST registered with FBR. b. Must have at least 03 years' experience of similar or high-level projects in Pakistan.

		c. Must have supplied reasonable number of quantities of equipment in Pakistan. d. List of satisfactory customers with contact No. & Address. e. Must possess National Tax No. f. Must possess a Tax Registration certificate. g. Audit balance sheet of last 03 years. h. Income tax return of last 03 years. j. Should have Head/ Main Office in Islamabad/ Rawalpindi. k. The bidder submit leaflets, brochures & catalogues of quoted products if any where applicable. l. The bidder must submit an affidavit on stamp paper of Rs.100/- to the fact that the bidder has not been blacklisted by any organization of the Federal/ provincial Government. m. Any bidder supplying additional item(s)/ accessories, enhanced warranty, superior specs within same cost will be preferred.
16.	Non-Eligible Bidders	This Invitation for Bids is open to all eligible bidders, except as provided hereinafter. Bidders must not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the BU to provide consulting services for the preparation of the design, specifications, and other documents to be used under this Invitation for Bids. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices.
17.	Amount of Bid Security	Rs. 165,000/- (Rupees One Hundred Sixty Five Thousand only).
18.	Bid Security	a. The bid security Rs. 165,000/- amount must be in the form of irrevocable, en-cashable Call-Deposit/ Bank Draft/ Pay Order in name of Bahria University Islamabad. b. No personal cheque will be acceptable at any cost. c. The bid security of non-qualified bidder will be returned after issuance of Purchase Order to the successful bidder. d. Bid security of finally accepted bidder will be returned upon delivery and inspection of Items at site. e. In case the finally accepted bidder is unable to undertake the work, the bid security will be confiscated. BU will then have the right to award the contract to the next lowest qualified bidder or re-tender. f. The previous bid security (if any) will not be considered or carried forward for this tender. g. The tenders found deficient of the amount as bid security compared to total bid price will not be considered.

19.	Bid Validity Period	The bid must remain valid for 90 days from the date of the financial bid opening.
20.	Criteria for Commercial Bid	a. The price quoted must be in Pak Rupees, inclusive of all applicable taxes, Laboring & transportation charges, if any. If there is no mention of taxes, the offered/ quoted price(s) will be considered as inclusive of all prevailing taxes/ duties etc. b. Work will only be awarded based on best/ lowest price quoted for best quality, separately for each equipment or collectively if more than one piece of equipment has been quoted lowest by single firm. c. Comprehensive warranty as per tender conditions along with the next business day replacement to faulty equipment or provision of backup equipment of same specification to be provided by the vendor.
21.	Execution	The firm must quote for complete package as a turnkey solution and offers for partial qty/ equipment shall be considered non-compliant.
22.	General Terms and Conditions of Purchase Order, Delivery and Payment Terms	Bidders much go through Section-E for acceptance.

C. Form of Financial Bid

To: Bahria University Head Office, Purchaser)

1. Having examined the bidding documents, the receipt of which is hereby acknowledged, we, the undersigned, offer to supply and deliver said items/ equipment's in conformity with the said bidding documents for the sum of Rs.5000/- as may be ascertained in accordance with the schedule of prices attached herewith and made part of this Bid.

2. We undertake that, if our bid is accepted, we shall deliver the said items/ equipment's in accordance with the delivery specified in the schedule of requirements. Our bid security as being provided herewith this "Bid Form" will remain with the BU.

3. We also agree to abide by this bid for a period of 90 days from the date of the financial bid opening, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. This bid, together with your Work/ Purchase Order shall constitute a binding contract between us.

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

Dated this _____ day of _____ 2026 _____.

(Signature)

(in the capacity of)

Duly authorized to sign Bid for and on behalf of _____

D. Price Schedule in Pak Rupees

NOTE:

1. Prices to be entered into pen for each item inclusive of all types of taxes.
2. Each item quoted must be initialed by the firm/supplier's authorized person.
3. Each page to be stamped and signed by an authorized person.
4. Taxes if added at the end in the total price of the quoted items will not be considered when placing purchase/ work order.
5. No column to be left blank.
6. Technical specs and format must not be changed.

Name of Bidder _____ Page _____ of _____

COLOUR PRINTER HP LASERJET ENTERPRISE MFP M725

S #	Item/ Description	Qty	Unit Rate (with all applicable Taxes & Tpt & Installation Charges etc)	Amount of Total Quantity
		1		
	Colour Printer HP Laserjet Enterprise MFP M725, Specification are as under:			
	1. Print Specifications Print Resolution: Up to 1200 × 1200 dpi Duty Cycle: Up to 200,000 pages/month Recommended Monthly Volume: 5,000 – 20,000 pages Duplex Printing: Automatic	2. Paper Handling Supported Sizes: A3, A4, A5, B4, B5 ADF Capacity: 100 sheets Media Types: Plain paper, Cardstock, Labels, Envelopes, Transparencies, Recycled paper		
	3. Scanner Specifications Scanner Type: Flatbed + ADF Scan Resolution: Up to 600 dpi Scan Speed: 50 ppm Black & White 30 ppm Color Duplex Scanning: Yes Scan Formats: PDF, JPEG, TIFF, XPS, PDF/A	4. Copy Specifications Copy Speed: Up to 41 cpm Maximum Copies: 9,999 Zoom Range: 25% – 400% 5. Fax Features Fax Speed: 33.6 kbps Fax Memory: Up to 100 pages		
	6. Hardware & Connectivity Processor: 800 MHz Memory: 1 GB (expandable to 1.5 GB) Internal Storage: 500 GB Secure Hard Disk Connectivity: Gigabit Ethernet	7. Display 8-inch Color Touchscreen LCD 8. Power Power Consumption: 890W printing 39W ready		

	USB 2.0 Optional Wi-Fi Mobile Printing: Apple Air Print Mopria HP ePrint	6.5W sleep 9. Best Use Heavy-duty office printing Degree/certificate printing High-volume monochrome A3 printing Enterprise scanning & copying
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Name of Bidder / Firm

Signature_____

Date_____

Seal:

E. Work Order/ Purchase Order



Copy No. _____ of 04

Bahria University
Discovering Knowledge
Head Office

Purchase Order Proc No. _____ of 2026 (BU-HO/Exams/2026/589

M/s _____

PROCUREMENT OF COLOUR PRINTER HP LASERJET ENTERPRISE MFP M725 FOR EXAM DTE - (BUHO) ISLAMABAD

Reference:

A. Your quotation No. _____ dated _____ 2026.

1. We are pleased to inform you that your quotation at Ref, has been accepted for under mentioned item(s) with specifications and prices given therein:

S #	Item/ Description	Qty	Unit Rate (with all applicable Taxes & Tpt & Installation Charges etc)	Amount of Total Quantity
		1		
	Colour Printer HP Laserjet Enterprise MFP M725, Specification are as under:			
	1. Print Specifications Print Resolution: Up to 1200 × 1200 dpi Duty Cycle: Up to 200,000 pages/month Recommended Monthly Volume: 5,000 – 20,000 pages Duplex Printing: Automatic	2. Paper Handling Supported Sizes: A3, A4, A5, B4, B5 ADF Capacity: 100 sheets Media Types: Plain paper, Cardstock, Labels, Envelopes, Transparencies, Recycled paper		
	3. Scanner Specifications Scanner Type: Flatbed + ADF Scan Resolution: Up to 600 dpi Scan Speed: 50 ppm Black & White 30 ppm Color Duplex Scanning: Yes Scan Formats: PDF, JPEG, TIFF, XPS, PDF/A	4. Copy Specifications Copy Speed: Up to 41 cpm Maximum Copies: 9,999 Zoom Range: 25% – 400% 5. Fax Features Fax Speed: 33.6 kbps Fax Memory: Up to 100 pages		
	6. Hardware & Connectivity Processor: 800 MHz	7. Display 8-inch Color Touchscreen LCD		

	Memory: 1 GB (expandable to 1.5 GB) Internal Storage: 500 GB Secure Hard Disk Connectivity: Gigabit Ethernet USB 2.0 Optional Wi-Fi Mobile Printing: Apple AirPrint Mopria HP ePrint	8. Power Power Consumption: 890W printing 39W ready 6.5W sleep 9. Best Use Heavy-duty office printing Degree/certificate printing High-volume monochrome A3 printing Enterprise scanning & copying
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(Rupees in words_____)

2. Terms & Conditions are as under:

a. Rate: Rate quoted is firm, final, inclusive of all taxes and irrevocable, thus no escalation whatsoever will be allowed.

b. Delivery:

- (1) The Equipment/ items are to be delivered/ installed within 08 x weeks and delivery challan/invoice duly signed/verified from the Acceptance Committee be handed over to P&D Dte for processing of payment.
- (2) Delivery, Unpacking, testing and trials of the equipment will be the responsibility of the firm.
- (3) Packing material will be the University's property.

c. Liquidated Damages. 1% of the cost of the entire order of such items remained not supplied, every day up to a maximum of 10 days. If supply is not made even after penalty for 10 consecutive days, the university has the right to cancel Purchase/Work order and purchase it from next lowest bidder or re-tender on risk and expense of the bidder.

d. Specifications: All items are to be supplied in accordance with specifications listed in the Purchased Order. Items supplied should, genuine and should not be repaired or overhauled.

e. Warranty/Guarantee:

- (1) The Supplier warrants that the Goods supplied under this order are New and genuine (as per specifications). The Supplier further warrants that all goods supplied under this purchase order shall have no defect, arising from design/ solution, materials, or workmanship or from any act or omission of the Supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of destination.
- (2) Upon receipt of notice from vendors, the Supplier shall, within minimum possible time and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the BU.

f. Defect Liability During Warranty

- (1) 03 years defect liability warranty period with window sport, working days/ 7.
- (2). Rep of BU shall promptly notify the firm/supplier on telephone followed by E-Mail/ in writing of any claims arising during the defect liability period.
- (3) Upon receipt of such notice, the firm/ supplier shall, within the minimum possible period and with all reasonable speed, repair the defective parts thereof without costs to BU.
- (4) If the firm/ supplier, having been notified, fails to remedy the defect(s), within 10 days. BU may proceed to take such remedial action as may be necessary, at the firm/supplier risk and expense and without prejudice to any other rights which the BU may have against the firm/ supplier under the Contract/ Work Order.

g. Payment: 90% Payment will be made within 30 days after completion of Purchase/ Work Order of all equipment after delivery and acceptance certificate.

h. Retention Money: 10% Retention money will be released on completion of defect liability period from the date of commissioning and acceptance of items by end user.

j. Tax Deduction: All taxes will be applicable as per Government Rules.

k. Arbitration: The Purchase Order/ contract shall be construed according to the laws of Pakistan. Any difference of opinion or dispute arising between the parties in relation to this purchase order shall be settled amicably by both the parties. In case of any difference/ dispute arising between the parties the matter shall be referred to Honorable Rector Bahria University Islamabad as sole arbitrator whose decision shall be final and binding upon both the parties. No dispute once decided by the arbitrator shall be agitated in any Court of law. The place of arbitration shall be BU Head Office Islamabad.

l. Force Majeure:

- (1) Neither the BU nor the Supplier shall be responsible to each other in any manner whatsoever in the event of the performance of the contract being delayed by causes beyond his or its control like strikes, act of God, Civil commotions, earth quick, restraints of government, flood, riots, fire, storms, war or similar occurrence. As soon as the party starts suffering a disruption of work or any delay, due to Force Majeure, it shall forthwith notify the other party in writing of the cause of the delay and take possible steps to curtail it.
- (2) The party shall provide the other party with all the necessary proof of the occurrence of the events and its effects on the contract performance within 10 days from the start to the Force Majeure event.
- (3) Other party shall be entitled to conduct investigation into the cause of delay.

(4) Where the delay is due to genuine Force Majeure event it shall extend the delivery for a period equal to the period in which such Force Majeure remains operative.

(5) Such an extension in delivery period, due to Force Majeure, shall not entitle the supplier to claim any extra cost from the BU.

(6) Such extension in delivery/defect rectification claimed by supplier during warranty, will extend the warranty period by equivalent time.

m. None of the terms and conditions set forth in the vender's quotation should conflict with the above condition.

n. Safety & Security. Safety and security of men and material (both of university and firm/ supplier) within the area of work from the time work is awarded, till acceptance, will be the sole responsibilities of the firm/supplier. BU staff may stop the work in case any lapse is noticed.

3. Following documents are annexed and considered as part and parcel of the Work/ Purchase Order and will be binding on supplier:

- a. Terms and Conditions (Section 'F' of Bidding Documents).
- b. Technical specs of equipment para-1 (a & f) of BD).

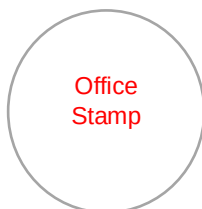
4. Bid security will be released upon delivery and inspection of equipment with complete accessories at site.

5. Bid security will be forfeited if:

- a. Bidder fails to accept Work Order/ Letter of Intent and/ or fails to sign contract.
- b. Unable to deliver the equipment as per time schedule.

6. If the contents of this work/purchase order are acceptable to you, then kindly return the copy duly signed and stamped on every page as a token of your acceptance within 03 days of receipt.

7. Prompt delivery & work will be appreciated.



Signature: _____

Director P & D

Seer Distributions:

P & D Dte

Treasurer

Exam Dte - To keep close liaison with firm/supplier for early delivery as per Specs.

Copy No. 02 of 04

Copy No. 03 of 04

Copy No. 04 of 04

F. Special Terms & Conditions

1. Low quality brands will not be accepted. Bidder must have qualified in every Technical Specification. In case of Deviation in technical specifications or given terms & Conditions, bidder will be considered as disqualified.
2. Technical scrutiny will be based on user requirement.
3. The equipment shall be delivered, installed, commissioned/ made ready for use by the vendor. Quoted prices are inclusive of these services and all taxes.
4. Installation and Testing (where required) is the responsibility of the supplier. The supplier shall provide end-user training to BU staff at no additional cost.
5. Services will be provided to the BU between 9:00 a.m. and 1330 p.m., Monday to Friday. In case the maintenance staff are required to work during off hours or on holidays, same to be notified to BU officials in writing, two days in advance. Only fully trained and qualified technicians shall perform the maintenance.
6. The payment would be made after complete supply and installation with the entire satisfaction of end user.
7. Make and brand specified into the bidding document or its substitute with same quality/ specs must be ensured by bidder.

G. Bid Rejections Criteria

Technically eligible bidder, based on conditions listed in this document, not meeting will be rejected in Technical Evaluation, and its sealed/ unopened Financial Proposal will be returned. All bidders complying will be accepted in technical proposal, and their financial bids will be opened. The technical proposals shall be evaluated by the technical evaluation committee in the light of terms and conditions given in the Bidding Documents.

H. Format of Bid Security Required

1. Rs.165,000/- **Bid Security (Re-fundable)** in the form of pay order/ demand draft in favour of Bahria University Islamabad is required.
2. The Bid Security shall be in Pak. Rupees and shall be irrevocable, bank draft/ pay order in the favour of the Bahria University Islamabad.
3. Bid security of unsuccessful bidder will be returned within thirty (30) days of financial bid opening.
4. The successful Bidder's bid security will be discharged upon the Bidder's successful supply and inspection of equipment at site.
5. The bid security may be forfeited:
 - (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder in the Bid Form.
 - OR**
 - (b) In the case of a successful Bidder if the Bidder fails:

- (i) To accept the work order in accordance with ITB.
- (ii) Fails to deliver the Goods within stipulated period as per schedule of requirements.

J. Details of standards (if any) that are to be used in assessing the quality of services specified

N.A

K. Any other details not consistent with these rules that the procuring agency may deem necessary

Nil

RECEIPT

PROCUREMENT OF COLOUR PRINTER HP LASERJET ENTERPRISE MFP M725 FOR EXAM DTE - (BUHO) ISLAMABAD

Received Pay Order of Rs.5,000/- (Rupees Five Thousand Only) as non-refundable payment from Mr. _____, Mobile No. _____ on account of Tender Documents Supplied to M/s _____ Address _____, in response to Bahria University Tender Notice.

Signed: _____
For President Purchase Committee
Bahria University Head Office
Shangrila Road, Islamabad
Tele No.051-9264072

Dated: _____ 2026

ISSUE NOTE

PROCUREMENT OF COLOUR PRINTER HP LASERJET ENTERPRISE MFP M725 FOR EXAM DTE - (BUHO) ISLAMABAD

Tender Document No. BUHO/EXAMS/2026/589 dated 07 July 2026, issued to M/s _____, Address _____ received Pay Order of Rs.5,000/- (Rupees Five Thousand Only) as non-refundable payment from Mr. _____, Mobile No. _____ E-Mail Address _____

Signed: _____
For President Purchase Committee
Bahria University Head Office
Shangrila Road, Islamabad
Tele No.051-9264072

Dated: _____ 2026

