

SUPPLY OF FOLLOWING ITEMS FOR THE YEAR 2026 – 2027 ON AS AND WHEN REQUIRED BASIS

1. Items for copy printer (RISOGRAPH Model “EZ-221” Rates inclusive all taxes

S. #.	Description	A/U	Approx. Yearly Purchased	Each at rate (Including All Taxes)	Remarks
a.	EZ master roll A-4 (250 sheets) original (Japan) or equivalent	Roll	65		
b.	EZ Ink Black (1,000 ml) original oil based (Japan) or equivalent	Bottle	65		

2. Items for Photocopier toners Rates inclusive all taxes

S. #.	Description	A/U	Approx. Yearly Purchased	Each at rate (Including All Taxes)	Remarks
a.	Panasonic DP 8060 photocopier toner Cartridge	Nos	18		
b.	Panasonic DP 8020 photocopier toner Cartridge	Nos	18		
c.	Kyocera TA-5002i photocopier toner Cartridge	Nos	18		
d.	Konica Minolta Bizhub 363 (A202030) TN-414 Black Toner Cartridge	Nos	18		
e.	Konica Minolta Bizhub 458e AAJ7030 (TN-516) Black toner cartridge	Nos	18		
f.	Konica Minolta Colour photocopier Bizhub C558 TN-514K (A9E8130) Black Toner Cartridge	Nos	18		
g.	Konica Minolta Colour photocopier Bizhub C558 TN-514C (A9E8430) Cyan Toner Cartridge	Nos	18		
h.	Konica Minolta Colour photocopier Bizhub C558 TN-514M (A9E8330) Magenta Toner Cartridge	Nos	18		
i.	Konica Minolta Colour photocopier Bizhub C558 TN-514Y (A9E8230) Yellow Toner Cartridge	Nos	18		
j.	Photocopier Konica/Minolta BIZHUB552	Nos	18		
k.	Photocopier machine Konica Minolta Bizhub 554e A33K031 (TN-513) Black Toner Cartridge	Nos	18		
l.	Photocopier machine Konica Minolta Bizhub 368e (TN-326) Black Toner Cartridge	Nos	05		

3. TERMS & CONDITIONS

- a. All the potential bidders are advised to read carefully all the terms and conditions prior to submission of their bids. The bids must accompany a covering letter indicating acceptance of all clauses of the terms and conditions of this tender document.
- b. Bids must be submitted electronically through EPADSV2.0, whereas, prospective bidders may contact PPRA (1st floor, FBC building sector G-5/2, Islamabad. (Contact number 051-111-137-237) for registration, training and technical assistance. Proposals sent to NUML by fax, email or any other electronic mode other than EPADSV2.0 shall not be accepted. Soft copy of the proposal and supporting documents must also be uploaded on EPADSV2.0.
- c. The bidders are also required to submit bids in sealed envelope to the office of Director Administration, Jinnah Block, on **27th August 2026 at 1100 Hrs**, which will be opened on the same day at **1130 Hrs** in the presence of available bidders through EPADSV2.0. Moreover, timely submission of sealed envelope is the sole responsibility of the bidder. **It is the responsibility of firm to provide requisite documents for Technical evaluation as per clause 4.**
- d. Only GST and income tax registered, and reputed firms are eligible to participate in the bidding.

- e. Copy of Sales Tax, Income tax, Professional Tax and fresh Active Tax Payer (ATL) must be attached with the tender document the firm, failing which besides rejection of the bid.
- f. The quantity given in the BOQ are estimated based on requirement & past year experience. The quantity may vary / increase, decrease from BOQ during F/Y 2026-27.
- g. The contract shall be awarded on the basis of technically qualified and financial lowest, subject to the approval of samples by the Committee.
- h. Earnest money shall be furnished as per following Items in shape of bank draft/pay order in favour of Rector, NUML must accompany with the bid and must be enclosed to the bidding document. Payment of non-refundable tender fee, amounting Rs. **15,000/-** in shape of Bank Draft/Pay Order must also be submitted to office of the undersigned with the bid.

i. Copy Printer (RISOGRAPH) = Rs: 80,000/-

ii. Photocopier Toners = Rs: 20,000/-

- i. The Contractor shall be engaged for a period of one (01) year under a Framework Agreement in accordance with PPRA Rule 16A.
- j. The items/toners will be delivered to main campus of the University within two weeks (from the date of placing supply order) and quantity/quality of the same shall be checked/verified by the Purchase/Inspection Committee. In case, the supply found substandard/not in accordance with the make & type, besides imposition of 5% penalty, the same will also be purchased at the risk & cost of the bidder and blacklisting of the firm and the earnest money may also be forfeited.
- k. Payment against the delivery will be processed after one week of utilization of the supply.
- l. NUML will **NOT** allow any compensation to the Selected Bidder for any variations in the rate of exchange of rupee against dollar or any other currency. No additional claim arising out of change in legislation, exchange rate variation or any sort of taxes will be entertained.
- m. Rector NUML or person nominated by him has the right to accept/reject part or full quotation at any time prior to acceptance of a bid or proposal.
- n. In case of dispute, Rector NUML will act as the Arbitrator whose decision will be binding on both sides and will in no case be challengeable at any court of law.
- o. Pre-conditions set by the bidder in addition to the above-mentioned terms & conditions will **NOT** be accepted, and will lead to rejection of the bid.

4. **Technical Evaluation Criteria**

S. #.	Particulars	Page No of the attached Documents	Remarks
a.	NTN/STN/Professional Tax /ATL		Attach Documentary proof alongwith page No.
b.	Bid Security Money for Lot-1 Rs.80,000/- Bid Security Money for Lot-2 Rs:20,000		
c.	An affidavit (on stamp paper worth Rs.100/-) Not blacklisted by any Government/Semi Government Organization		
d.	Payment of non-refundable tender fee, Rs. 15,000/-		
e.	Financial Health: attached Bank statement for the last one year.		
f.	Income tax return for last two years		
g.	Submission of Tender document that includes Percentage of Tax, Unit Rate inclusive of all taxes.		
h.	2 years firms experienced in the relevant field.		

We, the under-mentioned firm, hereby undertake to abide by the aforementioned terms & conditions.

Name of Firm & Address_____

Tele Phone No. _____ GST No. _____ (Please attach a copy of GST Certificate)

Draft/Pay order No. _____ Date _____ Amount _____

Issued by:

Authorised person’s name with Signature & firms Seal

Dated_____