

Government Holdings (Private) Limited

Bid for Toner, Drum Cartridges and Waste Container

Invitation to Bid

1. *Government Holdings (Private) Limited* (hereinafter referred to as ‘**GHPL**’ or the ‘**Company**’) hereby invites bids for supply of Toner, Drum Cartridges and Waste Container for Xerox at GHPL Office 7th floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad with following description:

S.No	Description
1	Toner Cartridges, Drum Cartridge and Waste Container for Xerox Copier
2	Toner Cartridges for Xerox Printer

2. Single stage two envelope process will be adopted where the bidders are required to submit their bids in accordance with this Bid Document.
3. The bidder may purchase the Bid Document from GHPL Office, Administration Department, 7th Floor, Petroleum House, Ataturk Avenue, G-5/2, Islamabad, by paying amount of Rs. 500 in the form of pay order/ demand draft in favor of “*Government Holdings (Private) Limited*”.
4. The Bids must reach on or before **November 20, 2019** (‘**Closing Date**’) at 3:00PM at GHPL’s office, Administration Department. Technical Bids will be opened at 03:30 PM on same day at GHPL’s office and bidders’ authorized representative(s) will be allowed to attend the bid opening.
5. Financial Bids of only technically qualified bidders will be opened in the presence of authorized representatives based on Technical bid evaluation, who may choose to attend the bidding at GHPL’s office. Financial proposals of disqualified bidders will be returned unopened. The Financial Bid opening date will be announced with two days prior notice.
6. Bidders are requested to go through “Bid Data Sheet” to acquaint themselves with the details on the bidding process including company’s correspondence details, bid submission deadline, bid opening date, bid validity, deviations, technical and financial bid submission details. Bids will be submitted in accordance with the procedure as set out in the Bid Document.
7. The Bidder must be registered with FBR for the GST and Income tax, if applicable.
8. The Bidder must provide the information of its postal address, telephone numbers, fax number, NTN number, sales tax registration number, email address and names of the key person(s) in their organization.
9. This letter is not to be construed in any way as an offer of contract. Your bid could, however, form the basis for a contract between Bidder and GHPL.

10. Bidders are requested to acknowledge receipt of these BID DOCUMENTS by E-mail to procurement@ghpl.com.pk and confirm their intent to bid. This will allow GHPL to send technical clarifications if needed.

Sincerely,

DGM (HR & Administration)
GHPL Pakistan
procurement@ghpl.com.pk