



20th April, 2015

Chairman,
Ministry of Interior,
National Database and Registration Authority (NADRA),
Islamabad.

Sub: Violation of Public Procurement Rules 2004, NADRA, Ministry of Interior, Islamabad's
Tender Notice for Purchase of Different Types of Toners for HP, Xerox & Panasonic.

Dear Sir,

This is with reference to NADRA, Ministry of Interior, Islamabad's Tender Notice published in daily "Dawn" on 15th April, 2015. It is observed that the advertisement is in violation of the Public Procurement Rules 2004.

As per advertisement it is stated that "NADRA reserves the right to increase or decrease the quantity of mentioned items." Any change in tender conditions, specifications and quantity after bid opening by procuring agency is not allowed under Rules and Supreme Court orders. However according to Public Procurement Rules 2004, Rule No. 42 (c) (iv), repeat orders cannot exceed more than 15% of the original quantity. The Rule is quoted below for your reference;

42. Alternative methods of procurements.- A procuring agency may utilize the following alternative methods of procurement of goods, services and works, namely:-

(c) direct contracting: a procuring agency shall only engage in direct contracting if any of the following conditions exist:

(iv) repeat orders not exceeding fifteen per cent of the original procurement;

The above information is forwarded for the purpose of avoiding the mis-procurement charge under Rule No 50, and with request to re-invite the tender under the prescribed procedures or issue a corrigendum and extend date accordingly.

Transparency International Pakistan is striving for across the board application of Rule of Law, which is the only way to stop corruption.

With Regards,

Sohail Muzaffar
Chairman

Copies forwarded for the information with request to take action under their mandate to:

1. Secretary to Prime Minister, Islamabad.
2. Director General, NAB, Islamabad.
3. Chairman, Prime Minister's Inspection Commission, Islamabad.
4. Registrar, Supreme Court of Pakistan, Islamabad.
5. Managing Director, PPRA, Islamabad.



GOVERNMENT OF PAKISTAN
Ministry of Interior
NATIONAL DATABASE AND
REGISTRATION AUTHORITY (NADRA)
STATE BANK OF PAKISTAN BUILDING,
SHAHRAH-E-JAMHURIAT G-5/2 Islamabad

TENDER NOTICE
FOR PURCHASE OF DIFFERENT TYPES
OF TONERS FOR HP, XEROX & PANASONIC

Headquarter NADRA intends to purchase different types of Toners for HP, Xerox & Panasonic. Detail is as under:-

S.#	Items	Qty
01.	Toners Cartg for Fax Machine BR-2820	04 Nos
02.	Toners Cartg for HP 1160/1320 Q5949A	16 Nos
03.	Toners Cartg for HP 1215/1312/1515/1518 (Set of 04) (CMYK)	10 sets
04.	Toners Cartg for HP CP 2025 (Set of 04) (CMYK)	08 sets
05.	Toners Cartg for HP 2015	43 Nos
06.	Toners Cartg for HP 2035	55 Nos
07.	Toners Cartg for Xerox Printer 3160	19 Nos
08.	Toners Cartg for Printer HP Pro400/401/425	57 Nos
09.	Toners Cartg for Printer HP-601D	06 Nos
10.	Toners Cartg for Photocopier DP-1820 (Panasonic)	02 Nos
11.	Toners Cartg for Printer HP-3015	06 Nos
12.	Ink Cartg Black HP-840C	06 Nos
13.	Ink Cartg Color HP-840C	06 Nos
14.	Toners Cartg for 4250	05 Nos
15.	Toners Cartg for HP-1132	03 Nos

TERMS & CONDITIONS:-

- The firm should be registered with Sales Tax and Income tax Department.
- All the prices shall be quoted in Pak Rupees.
- Prices quoted should be inclusive of GST and all other applicable taxes.
- Government taxes will be deducted at the time of payment as per Government prescribed rates.
- List of toners and detailed terms & conditions can be collected from the office of procurement department at a cost of Rs. 2000/- in cash (non-refundable) between 0900 to 1600 hours except Saturdays, Sundays & Holidays.
- The tender will be accepted by **11:00 hours on 30th April, 2015** using the single stage ~~one~~ envelope method. The same will be opened at **11:30 hours** on same day in the presence of available vendors.
- Earnest money @ 2% of total quoted amount including taxes will be deposited in the shape of a Bank Guarantee issued by a scheduled Bank in Pakistan in favour of HQ NADRA Islamabad.
- NADRA reserves the right to reject all bids as per rule 33 of PPRA 2004.
- NADRA reserve the right to increase or decrease the quantity of above mentioned items.
- Quoted rates / price shall remain valid for a period of 3 months.
- Delivery Time:-** All the items shall be delivered to NADRA within 4 weeks. The delivered toners shall be in their original packing and from fresh stock.
- Liquidity Damages:** Late Delivery charges @ 1% per day subject to a maximum of 15% of the total order.
- After the expiry of above mentioned LD period "NADRA reserve the right to cancel the purchase order and confiscate the earnest money of the vendor / supplier"
- All terms and conditions must be specified clearly.
- Queries in regards to the tender will only be entertained one week prior to the deadline mentioned at serial No. 06.

National Data Base and Registration Authority,
Ministry of Interior
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