
TERMS OF REFERENCE(S) (TOR)
FOR SELECTION/EVALUATION OF
VENDORS OF CANON PHOTOCOPIER

Table of Contents

1	Overview & background	3
2	Purpose of this Document	3
3	Scope of Work	4
4	Selection Criteria	5
5	Other Terms and Conditions	6
6	Undertaking	6
7	Proposal	7
8	Contact Information	7



1 Overview & Background

The United States Educational Foundation in Pakistan (USEFP) was established in 1950 by the governments of Pakistan and the United States. USEFP is a binational commission composed of an equal number of Pakistanis and Americans, with the Chair alternating between a Pakistani and an American. USEFP is one of 51 'Fulbright Commissions' located throughout the world. Since 1951 when the first group of Pakistani grantees travelled to America and in 1952 when the first American grantees visited Pakistan, the USEFP has fostered mutual understanding between the people of Pakistan and the United States through educational and cultural exchange. Nearly 4,000 Pakistanis and more than 800 Americans have participated in USEFP administered exchange programs.

The Foundation receives support and counsel from both the Pakistan and U.S. Governments, but it is not an agency of either. The Foundation supervises a variety of programs that send Pakistani students and scholars to American campuses while bringing American scholars to universities in Pakistan. The goal of all USEFP programs is to help Pakistanis learn more about the U.S. and to help Americans learn more about Pakistan and its people.

2 Purpose of this Document

The purpose of this document is to specify the approach that USEFP will use to select the **Vendor** interested in providing Canon Photocopier to the United States Educational Foundation in Pakistan.

This document also describes the requirements that the Vendor has to fulfill in order to be selected.

3 Scope of Work

Supply of the Following Photocopier Machine to the USEFP Islamabad Office:

CANON imageRUNNER ADVANCE DX 6780i with STAPLE FINISHER AC1

- **Warranty: One year Warranty along with replacement of defective parts**
- **6 Million Drum Life**
- **80 CPM**
- **Scanning Resolution 600 x 600 dpi**
- **Printing Resolution 1200 x 1200 dpi**
- **3 GB RAM, 320 GB HDD**
- **Document Feeder Capacity 200 Sheets**
- **Paper Capacity 4200 Sheets**
- **10.1" Color TFT Panel**
- **Built in Network Printer/Color Scanner**
- **Zoom Range 25%-400%**
- **First Copy Out Time 3.3 sec**
- **Max Original Size A-3**
- **Two Sided Copying 9999**
- **Built-in Single Pass Duplexing Automatic Document Feeder**
- **Force Hold Printing**
- **Multi Sheet Feed Detection**
- **Toner Life 56,000**

4 Selection Criteria

The agency will be selected on the basis of following criteria:

Criteria		Marks
1	Company Information	10
1.1	Legal structure of company (Proprietorship, Private Ltd, Public Ltd)	
1.2	Geographical Coverage – Islamabad	
2	Technical Services	30
2.1	Partnerships status with Vendor (Canon)	
2.2	After Sales Support and Services	
2.3	Affiliated Services / One Window Services	
3	Pricing	50
3.1	Product Pricing	
3.2	Volume discounts and other incentives to USEFP	
4	Delivery Time	10

5 Other Terms and Conditions

Pricing and Currency: PKR prices will be preferred. USEFP reserves the rights to negotiate separate preferential rates with the third party supplier etc.

Registration & Taxes: The applicant firms must be registered companies having complete postal address, telephone, fax, National Tax Number (attach copy).

General Conditions: USEFP reserves the right to reject all or a part of this (TOR) WITHOUT NOTICE. Any changes to the proposal requirements will be made by written addendum. USEFP is under no obligation to select any of bidder(s) submitting the proposal and has right to cancel the assignment without any cause.

Liability of Costs and Responsibility: USEFP shall not be liable for any costs incurred in preparing response to this TOR. Respondent hereby indemnifies to hold USEFP harmless from all liability(ies), claim(s) or expense(s) incurred in any manner whatsoever by or on its behalf of that person or organization in connection with or relative to this process.

Validity: All responses must be valid for at least 90 days commencing on the Due Date, during which USEFP may request clarification or elaboration of the response for the purpose of evaluation. Such clarifications or elaborations shall not affect the remainder of the response except for the portion so amended or clarified.

Information Only: The information provided within this TOR is intended to help prospective respondents in creating a viable proposal. However, it shall be the sole and absolute responsibility of those responding to this TOR to complete it on their own with due diligence

6 Undertaking

I/We declare that the information provided in the “Proposal for Photocopier Machine” is accurate and can be proved whenever required. I/We further declare that if in case the information provided by me/us in this “Expression of Interest” proved to be incorrect at any point, USEFP reserves the right to take any action deemed feasible by the USEFP authorities against me/us. I/We further declare that our company (***** Company Name here *****) is not black listed by any division, department or organization of Government of Pakistan. The decision of USEFP regarding the acceptance or rejection of the bid shall be final and binding and will not be challenged in the court of law.

Signature and Seal



7 Proposal

The Proposal should clearly detail all the required information against the selection criteria mentioned above.

The sealed proposals in marked envelope “**Proposal for Photocopier Machine**” complete in all respects should reach latest by 4:30 pm on **September 05, 2022** to

Director Alumni Affairs

United States Educational Foundation in Pakistan (USEFP)

Phone # 051- 8431 504

Fax # 051- 8431 555

An e-mail must be given to zafar@usefp.org informing that proposal has been submitted to USEFP.

8 Contact Information

Assistant Manager IT

United States Educational Foundation in Pakistan (USEFP)

Phone # 051- 8431 306

Fax # 051- 8431 555

Email: talha@usefp.org

URL: www.usefp.org