

GENERAL INSTRUCTIONS & CONDITIONS FOR THE BIDDERS FOR STATIONERY/ COMPUTER STATIONERY TONERS /MISCELLANEOUS ITEMS

1.	Only those firms are allowed to participate in the tender who are General Sales Tax (GST) registered and have National Tax Number (NTN). A certificate may be attached to verify that your firm is an active tax payer.
2.	Bidder(s) must have sound financial position details of annual turnover for the last three years. The bidder shall have sufficient experience, well reputation and have the facility of telephone and transport for the supply of store in time and on the spot to this Division.
3.	Bidder(s) must attach separate Bank Draft/Pay Order / Call Deposit amounting to Rs 50,000/- for each category in favour of D.D.O National Heritage & Culture Division which will be refundable in case of non-acceptance of tender. Bid(s) found without this will not be considered and turned down. Cheques shall not be accepted.
4.	Firm(s) must certify that it has not been blacklisted from any Government organization.
5.	Samples of selected items are available in General Section which can be viewed before closing date of tender.
6.	Only those Bid(s) will be considered which would be submitted on the National Heritage & Culture Division tender documents.
7.	The offered price in Pak Rupees of item(s) should be inclusive of all Government Taxes. Income Tax will be deducted at the time of payment according to the Income Tax Laws/Regulations and shall be valid for the tender period.
8.	Details of Stationary items, Computer Stationery (Tonner) and Misc. Useable items can be obtained from the General Section during working hours (except weekends) free of cost and also available on EPADS website. <u>Interested firms may apply only through EPADS. Manual and hard copies submission is not allowed</u>
9.	BID OPENING PROCEDURE.
9.A	<u>Single Stage One Envelop Basis</u> procedure will be adopted for Stationery, Computer Stationary (Tonners) and Misc. Useable items to evaluate the offer(s) in terms of Rule 36(a) of PPRA rules 2004.
	The bid shall comprise a single package. All Bids received will be opened and be evaluated in the light of quality standards/Specification and required criteria. The firm/agency who submits overall lowest financial bid will be selected for provision of Stationery, Computer Stationary (Tonners) and Misc. Useable items as per detailed in Tender document.
10.	Successful bidders should make sure for in time supply according to the approved quality/standards/specifications for the tender period as mentioned in the tender notice.
11.	Submission of any false statement/Documents or concealing of information will disqualify the bidder.
12.	The quantity of the item(s) can vary as per the requirement / budget allocation of the Division
13.	The delivery shall be completed within 05 days from the date of issuance of purchase/Supply order are as desired.
14.	All item(s) shall be delivered at the office of National Heritage & Culture Division situated at 4th floor, New Secretariat ,Kohsar Block, Islamabad and will be inspected there.
15.	Item(s) found not according to required specifications/standard/sample, shall not be accepted.
16.	In case any of the terms and conditions of the agreement is violated, the responsibility for any loss or damage will be borne by the supplier.
17.	If the firm fails to supply any or all the items in time as per quality/specifications and required standards, security deposit will be forfeited and supply order of specific items will be issue to next lowest bidder. Action for blacklisting of the firm will also be initiated.
18.	The employer will open the tenders including submission made in the presence of the tenderers or their representatives who choose to attend at on date, time and venue mentioned in tender notice.
19.	The complete tender shall be without alterations, interactions or erasures, except those to accord with instructions issued by the employer, or a necessary to correct errors made by the tenderers, in which case such correction shall have initialed by the person or persons signing the contract.
20.	No advance payment will be made for any kind of invoice. However National Heritage & Culture Division will arrange expeditious payments on submission of invoices.
21.	A separate agreement shall be executed with successful bidder.
22.	The firm/agency shall provide prescribed items till 30-06-2024 as per contract awarded.
23.	Tenders will be opened in Committee Room of National Heritage & Culture Division situated at 4 th Floor, Kohsar Block, Pak Secretariat, Islamabad.
