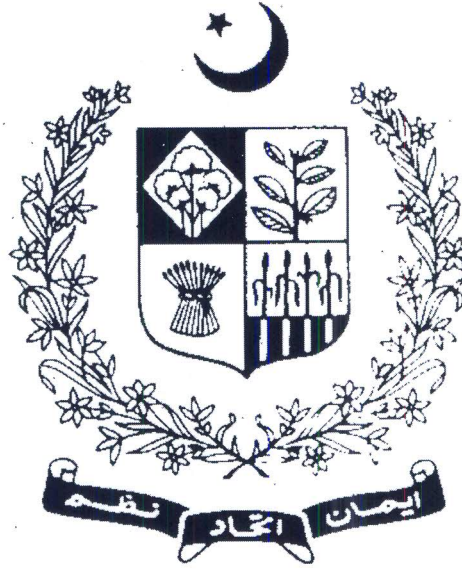


Government of Pakistan
Office of the Controller General of Accounts
Islamabad



BIDDING DOCUMENTS
FOR PURCHASE OF STATIONERY/TONERS FOR
PHOTOCOPIER/FAX/PRINTERS AND MISC. ITEMS

08. DISQUALIFICATION.

Offers are liable to be rejected if any deviation is found from any of the instruction given in the bid documents i.e.

- a) Tender submitted without call deposit.
- b) Offers received after specified date & time.
- c) Offers received without Income Tax certificate duly endorsed with current NTN and copy of Sale Tax Registration.

09. EVALUATION.

All the bids submitted would be evaluated by a committee constituted by the Competent Authority. Criteria of evaluation will be assessed from bidder's experience, reputation and compliance to the specifications, commitment and comprehensive statement of expenditure for current year 2017-18 based on approximated quantities mentioned in the attached list of bids documents.

10. SUPPLY.

- a) Supply will have to be made within one week of supply order at Office of the CGA Islamabad. However emergent demands, if any, will be fulfilled with in a day or next day positively.
- b) All defective / sub standard items will be replaced immediately at supplier's risk and cost.

11. TERMS OF PAYMENT.

- a) The payment will be made in full through cross cheque after satisfactory delivery and inspection of items against invoices/ demands.
- b) Income Tax will be deducted as per existing rules / orders issued from time to time by the Govt. of Pakistan.

12. MISCELLANEOUS TERMS AND CONDITION TO BE PROVIDED BY THE FIRMS/VENDERS.

- a) Company & proprietor name and address.
- b) Year of Establishment (experience).
- c) List of departments / firms to whom supply of items have been made during the last financial year 2016-17 and current financial year 2017-18.
- d) Stationery and Miscellaneous Items will be procured from local supplier/contrator will also be encouraged only.
- e) Toners will be procured from local **Manufacture/Authorized Firms/Dealers**
- f) Tender of those firms will not be accepted against which legal proceeding are under process.
- g) Contact numbers i.e telephone of office/ mobile of proprietor etc.
- h) Certificate of Income Tax and, Sales Tax Registration
- i) Certificate or undertaking/affidavit of not being black listed.
- j) The firms/vendors may submit their quotation /bids separately (category wise) on the letter head duly computer typed & ensure no cutting/amendment in the rates will be accepted.
- k) The contract can be extended for further one financial year on satisfactory supply by the firm/supplier.

