

TERMS OF REFERENCE (TORs)

National Engineering Services Pakistan (Pvt.) Limited – NESPAK Islamabad intends to hire a supplier of Stationery Items with the following requirements:

Mandatory Requirements:

- i. The supplier should have a minimum relevant experience of 5 years in Govt. /Corporate Office(s) supplies.
- ii. The supplier should be on active tax payer list and provide evidence.
- iii. The supplier should be GST registered and must be on active tax payer list of FBR.
- iv. The supplier has to submit a bid security of Rs. 25,000/- (Pak Rupees twenty five thousand only) along with their bid which will be returned upon signing of agreement with the successful bidders. Bid security shall be in the form of Deposit at Call or Pay Order or Bankers Cheque in favour of NESPAK Islamabad; Non submission of Bid Security shall render the bid non-responsive.

Terms and Conditions:

- i. The agreement and prices shall remain valid for a period of One (01) year which can be further extendable with mutual understanding of both the parties.
- ii. Supplier bonds to provide genuine products only, No substitute brands/ copies or repacked products are acceptable.
- iii. The supplies must be brand new and strictly conforming with the given specifications. The offered items(s) should not be of substandard nature. If any item found defective sub-standard or having manufacturing fault, it must be replaced immediately without any cost.
- iv. Free delivery of items will be made by the supplier at NESPAK Islamabad Office.
- v. Successful bidder must ensure the delivery of the required items within 24 hours.
- vi. The bidders must quote rate for each/all items showing description and specification at "Annex-A". Non provision of rate for any item may result in non-responsiveness of bid.
- vii. The contract will be awarded to the bidder fulfilling the mandatory requirements & having lowest total cost.
- viii. Quotation provided of each item shall be marked with the price inclusive of delivery cost & all taxes (i.e. IT & ST).
- ix. Quantities mentioned at "Annex-A" are tentative and are only for bid evaluation purpose, actual quantity to be purchased may vary as per requirement.
- x. Rates must remain valid upto June 30, 2023.
- xi. Upon submission of invoices(s) by the Supplier, payments(s) will be released through cross cheque in the name of the supplier.
- xii. Tax deduction will be made as per Government rules.
- xiii. Sealed bids complete in all respects must be submitted at the address given below on or before **July 04, 2022** up to **1500hrs**. The bids will be opened on the same day at **1530hrs**.

Opening, evaluation and rejection of bids will be carried out as per relevant clauses of PPRA rules.

UMER FAROOQ, Office Manager
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