

## **Purchase of A4 & A3 Paper Reams**

**NESPAK DM&R Division Islamabad** intends to purchase A4 & A3 paper reams with the following terms and conditions:

### **Terms and Conditions:**

- I. Quotations must remain valid up to **Sep 30, 2023**.
- II. Quoted rates would be subject to revision from the date of Bid Opening if Pak rupee depreciate/appreciate against the USD by more than 3%. Rates will be revised accordingly i.e. equal to exchange rate variation.
- III. The supplies must be brand new and strictly conforming with the given specifications. The offered item(s) should not be of substandard nature. If any item found defective, it must be replaced immediately without any cost.
- IV. Free delivery of items will be made by the supplier at our premises.
- V. The bidders must quote for all items showing description and specification given in Annex-B.
- VI. Quantities mentioned in "Annex-B" are tentative and are only for bid evaluation purpose, actual quantity to be purchased may vary as per requirement. Work will be awarded to the lowest bidder of aggregate given in Annex-B.
- VII. Upon submission of invoice by the supplier, payment will be released through cross cheque in the name of the supplier.
- VIII. Purchase order shall be issued according to the requirement during contract validity; successful bidder must ensure the delivery is made within 03 days.
- IX. Rates must be inclusive of all admissible taxes and delivery costs.
- X. Tax deduction will be made as per government rules.
- XI. The bidders shall specifically indicate Income Tax & General Sales Tax numbers and shall provide copies of certificates issued by the authorities.
- XII. Opening, evaluation and rejection of bids will be carried out as per relevant clauses of PPRA rules.
- XIII. Envelopes must be clearly marked as "**Bid - to be opened by authorized person(s) only**".
- XIV. Sealed bids complete in all respects must be delivered at the address given below on or before **July 07, 2023** up to **1400 hours**. The bids will be opened on the same day at **1430 hours**.

**Administration (Procurement), NESPAK DM&R Division**  
**NESPAK HOUSE, 3<sup>rd</sup> Floor, Sector G-5/2, Islamabad**  
**Ph: 051-2874018, 2874021 ext. 337**

**Annex-B**

<b>Sr.</b>	<b>Item Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Unit Rate (Incl. GST)</b>	<b>Amount (Incl. GST)</b>
1.	Paper Ream A4, Double A or equivalent 80 gsm paper	175	Ream (500 sheets)		
2.	Paper Ream A3, Double A or equivalent 80 gsm paper	25	Ream (500 sheets)		
3.	Paper Ream A4, Double A or equivalent 70 gsm paper	175	Ream (500 sheets)		
4.	Paper Ream A3, Double A or equivalent 70 gsm paper	25	Ream (500 sheets)		
				<b>TOTAL</b>	