



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN
(Administration Department)

TERMS & CONDITIONS FOR SUPPLY OF STATIONERY & MISCELLANEOUS ITEMS

1. The Bidders should be registered with the Sales Tax Department for General Sales Tax (GST+NTN) and the Registration numbers must be mentioned in the quotation and copy of the Sales Tax Registration Certificate/NTN be provided with the tender.
2. Rates of the Stationery & Miscellaneous items (Exclusive of GST) shall remain valid throughout the contract period i.e. (July 2011 to June 2012). Bid validity will not be less than 90 days from the bid date. However the rates for imported paper A4 80 gms, USB Mouse & Flash Drive may be revised on quarterly basis (if needed) keeping in view the then market situation. Payments will be made after the receipt of supplies.
3. Preference will be given to the Firms/Dealers/Suppliers which are able to supply Stationery items at Lahore, Peshawar, and Islamabad, already working with government, semi government and multinationals organizations.
4. Payment to the firm will be subject to the deduction of income tax at the rate as prescribed by the Government from time to time and on production of Sales Tax Invoice by supplier at the time of supply of goods. A certificate for the tax amount deducted will be provided to the supplier.
5. Order for supply of Stationery items shall be placed as per monthly requirement/s which can vary from time to time.
6. The Stationery items shall be supplied strictly in accordance with the approved specifications i.e. quality, brand and measurement etc. If the successful Bidders fail to maintain the specification (Quality/Quantity) of the supplies during the contract period, the security deposit shall stand forfeited and its tender shall stand cancelled forthwith on such default.
7. Samples of all these items are to be provided along with tender, failing which party may be disqualified.
8. Maximum supply time will be **three days** after the receipt of purchase order.
9. The Bidders will furnish a pay order/bank draft/bank guarantee of Rs.70, 000/- as a security. The security of unsuccessful Bidders will be returned after finalization of the tender. The security of successful Bidders shall be retained and be refunded only on expiry of the contract.
10. The interested parties/firms should have a regular place of business and telephone numbers. Bidders must provide proof of their existence in the particular business, for not less than 5 years and proof of company as legal entity.
11. The commission reserves the right to accept or reject, partly or wholly, any or all of the tenders
12. The last date for receipt of tenders is **27-06-2011** till 11.00 A.M and these will be opened the same day at 11.30 in the presence of Bidders who may wish to be present.

Joint Director (Admin)