



SECURITIES AND EXCHANGE COMMISSION OF PAKISTAN

(Administration Department)

TERMS & CONDITIONS FOR SUPPLY OF TONERS

1. The bidders should be registered with the Sales Tax Department for General Sales Tax (GST) and the Registration number must be mentioned in the quotation and copy of the Sales Tax Registration Certificate must be provided with the tender. The Bidders should be an Income Tax Payer and the National Tax Number is to be provided with the tender document.
2. In view of changing US\$ parity, suppliers will be allowed to revise their quoted rates if the Rupee/USD\$ parity changes by 7% or more during the contract period. For the purpose of this Clause, USD\$ rate prevailing on 30th day preceding the date of order will be considered. Subsequently if the USD rate decreases more than 7% from the declared exchange rate at the time of Bid the bidder will pass on the relief to the SECP.
3. Bidders have to declare the US \$ rupee parity required for conversion of the quoted rates in the bid.
4. Rates of the Toners (inclusive of GST) shall remain valid throughout the contract period subject to Clause 2&3 above.
5. Preference will be given to the Dealers/agents willing to supply toners at all locations i.e. Islamabad, Lahore, Karachi & Peshawar.
6. Payment to the firm will be subject to the deduction of income tax & sales tax at the rate 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.
7. The bidders will furnish a pay order/bank draft/bank guarantee of Rs.70, 000/- as a Bid Money (BM). The BM of unsuccessful bidders will be returned after finalization of the tender. The BM of successful bidders shall be retained and converted into earnest money and refunded only on expiry of the contract. Bids without earnest money will not be entertained and rejected straight away.
8. The bidders must furnish with their bids an undertaking that their company is not blacklisted by any government/semi government or private organization in past and list of clients and their references must be provided with the bid.
9. Bidders must present valid authorization letter/distribution certificate from the manufacturer/principal for marketing the specific product in Pakistan along with the consumables. Incase of HP, the ESP partners will be preferred.

10. Order for supply of Toners shall be placed as per monthly requirement/s which can vary from time to time.
11. The Toners shall be supplied strictly in accordance with the approved specifications i.e. quality and brand. If the successful bidder fails to maintain the specification (Quality/Quantity) of the supplies during the contract period, the security deposit shall stand forfeited and his tender shall stand cancelled forthwith on such default.
12. Maximum supply time will be **three days** after the receipt of purchase order.
13. The interested parties/firms should have a regular place of business and telephone numbers.
14. The last date for receipt of tenders is **27-06-2011** till 11.00 am and these will be opened the Same day at 11.30 am in the presence of bidders.
15. The commission reserves the right to accept or reject, partly or wholly, any or all of the tenders.

(Joint Director Admin)