



**NATIONAL TELECOMMUNICATION  
CORPORATION**

**HEADQUARTERS G-5/2, ISLAMABAD**

**e-Bidding documents**

**FOR**

**Supply of Stationery and Miscellaneous Items to NTC on Rate  
Running Frame Agreement Basis**

**Through EPADS ([www.eprocure.gov.pk](http://www.eprocure.gov.pk))**

**e-Tender Notice # HQ/ADV-44/2025-26**

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## SECTION-I

### **INSTRUCTIONS TO THE BIDDERS**

#### 1 INVITATION TO e-BIDS

##### **Tender Notice No. HQ/ADV-44/ 2025-26**

National Telecommunication Corporation (NTC), invites electronic bids from the contractor's / service providers, registered with Income Tax and Sales Tax Department having relevant experience for supply of following goods:

Tender No.	Description of Service	Last Date & Time of Bid Submission	Bid Opening Date & Time
45	Supply of Stationery and Miscellaneous Items to NTC on Rate Running Frame Agreement Basis	11-06-2026 @ 1100 Hrs	11-06-2026 @ 1130 Hrs

Bidding documents as per regulations, containing detailed terms and conditions, specifications and requirements etc. are available for the registered bidders on EPADS at ([www.eprocure.gov.pk](http://www.eprocure.gov.pk)).

Electronic bids must be submitted through EPADS on or before the bid closing date and time, as specified in the table. Manual bids will not be accepted. Electronic bids will be opened on the same day, at least 30 minutes after the bid closing time, as indicated in the table.

Note: Notification of the GRC constituted in terms of Rule-48 of PPRA rules, 2004 is provided on EPADS at [www.eprocure.gov.pk](http://www.eprocure.gov.pk) and on [www.ntc.net.pk](http://www.ntc.net.pk).

#### **Director (Procurement)**

Room # 05, Ground Floor, NTC HQs, Sector G-5/2 Islamabad

Phone: 051-9245833, 9245975 Fax: 051-9245719

[www.ntc.net.pk](http://www.ntc.net.pk)

## 2 INTRODUCTION

National Telecommunication Corporation (NTC) was established on 1st January 1996 through Pakistan Telecommunication (re-organization) Act 1996 Under section 41 (Chapter V) of the subject Act. NTC provides Telecommunication Services to its designated customers in accordance with the rights and privileges granted to the Corporation vide Pakistan Telecommunication (re-organization) Act 1996 and the license issued by the Pakistan Telecommunication Authority (PTA). NTC is registered with Federal and all Provincial Sales Tax Authorities like Punjab Revenue Authority, Sindh Revenue Board, Baluchistan Revenue Authority and Khyber Pakhtunkhwa Revenue Authority.

## 3 SCOPE OF WORK

- 3.1 The objective of this Request for Tender (RFT) is to invite bids from qualified vendors for the Supply of Stationery and Miscellaneous items to be delivered to NTC HQs, NTC Islamabad, NTC Rawalpindi and Development North Directorates on rate running frame agreement basis for a period of one year.
- 3.2 All the items to be procured and their tentative annual quantities are attached as BoQ at [Annex-A](#).

## 4 QUALIFICATION CRITERION OF BIDDERS

This invitation for bids is open to all reputed firms in Pakistan meeting following conditions:

- 4.1 The bidder must be registered with FBR and the status of firm for Income Tax must be “active” and for Sales Tax as “operative”.
- 4.2 The bidder must have an office in Islamabad or in Rawalpindi.
- 4.3 The bidder must have relevant experience of supplying stationery items. The bidder shall provide detail of previous supply record.
- 4.4 The bidder must provide an undertaking on at-least PKR 200/- Judicial Paper of the following:
  - a) The firm is not black listed from any government organization or PPRA.
  - b) The firm does not have any linkage with India and/or Israel regarding ownership, sponsoring, IT support and operations.
- 4.5 The bidder must submit samples of the quoted items for quality assurance.
- 4.6 The bidder must fully comply to the tender clauses as per [Annex-B](#).

**Note:** *Prospective Bidder Must Provide Valid Documentary Proof against serial # (4.1 to 4.6) along with the bid. Non-Submission of any of above document will lead to Consideration of a firm as NON-RESPONSIVE & Sub-sequent NON-CONSIDERATION for the evaluation.*

## 5 COST OF TENDERING

The bidder shall bear all costs associated with the preparation and submission of its bid and the NTC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

## 6 CLARIFICATIONS OF TENDER DOCUMENTS

- 6.1 A prospective bidder requiring any clarification (s) regarding technical and commercial aspects of the tender document may notify to NTC on EPADS platform

only, however, in case of further clarification/understanding are required, the bidder may contact following NTC Officers:

Divisional Engineer (Procurement)-I	Director (Procurement)
Tel: 051-9245864, Fax: 051-9245977	Tel: 051-9245833, Fax: 051-9245977
Email: shaukat.ali@ntc.org.pk	Email: kashif.nawaz@ntc.org.pk

- 6.2 The concerned NTC officer will respond to any request for clarification on EPADS, which receives well before (approximate 05 working days or more) to the deadline for the submission of bids.

## 7 AMENDMENT OF TENDER DOCUMENTS

- 7.1 At any time prior to the deadline for submission of bids, the NTC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify or amend the tender documents by issuing an amendment on EPADS.
- 7.2 Any amendment thus issued shall be part of the tender documents. To afford bidders reasonable time in which to take an amendment into account in preparing their bids, the NTC may at its discretion, extend the deadline for submission of bids if deemed necessary.

## 8 SAMPLES

The bidder shall be responsible to provide at least one non-refundable sample of all inexpensive quoted items, especially papers, envelopes, Pen Pencils, Erasers, Ball point, which shall be as per specifications mentioned in BoQ. For expensive quoted items (i.e. toners), samples shall be provided within 01 x week upon requisition by NTC. The samples must reach the office of Director (Procurement) Room # 05, Ground Floor, NTC HQ, G-5/2 Islamabad on or before bid submission deadline. Any online bid for which requisite samples does not reach before the deadline of the bid shall be rejected by as non-responsive.

## 9 PREPARATION OF BID

- 9.1 Bid should be prepared in accordance with “Single Stage-One Envelope” procedure.
- Bid documents and all correspondence will be in English language.
  - The scanned copy (PDF) of the bid along with bid security shall only be submitted online on EPADS. No hard copies of the bid shall be entertained.
  - All pages of the bid must be sequentially numbered and the bidder is required to create a clear table of contents referencing the relevant page numbers and mark each supporting document with corresponding page numbers.
  - All pages of the bid shall be initialed/signed and official seal be affixed by the person(s) authorized to sign. This shall be indicated by submitting a written Power of Attorney authorizing the signatory of the bid to act for and on behalf of the bidder.
- 9.2 Following documents shall be submitted with the bid:
- Duly filled Bill of Quantity as per [Annex-A](#);
  - Duly filled Commercial compliance statement as per [Annex-B](#);
  - Valid Bid Security;

- d. Documentary evidence and certificates as per Qualification Criteria; and
- e. Company Profile.
- a. Submission of Samples of quoted items as per [clause 8](#).

**NOTE: Every participant bidder shall submit all above mentioned documents and samples. Non-submission of any of above documents or samples at the time of bid opening will lead to declaration of bidder as non-responsive & non-consideration for further evaluation.**

## 10 PRICE

- 10.1 Prices should be quoted in Pak Rupees on DDP basis as per [Annex-A](#).
- 10.2 The price quoted should be firm, final, and clearly written/typed without any ambiguity. Any overwriting will lead to cancellation of bid at the time of opening.
- 10.3 The quoted price should include all the applicable government taxes, custom duties, in-land transportation, & any other applicable charges.
- 10.4 It is mandatory that the rates / prices shall be entered against each item in the Bill of Quantity (BOQ) at [Annex-A](#).
- 10.5 The bidder shall be deemed to have obtained all information as to all the requirements thereto which may affect the bid price.
- 10.6 Price of any or all items quoted in a currency other than PKR shall be converted into PKR and for calculation purpose conversion rate (i.e. selling) prevailing on the date of tender opening shall be applied.

## 11 BID SECURITY

- 11.1 The bidder shall furnish bid security / earnest money amounting to **PKR. 200,000/- (Pak Rupees Two Hundred Thousand Only)** in the form of Pay Order or Deposit at Call or a Bank guarantee as per [Annex-C](#) issued by a scheduled bank of Pakistan in favor of Managing Director NTC valid for a period 28 x days beyond the bid validity date.
- 11.2 The Original Bid Security shall be delivered in person or sent by the registered mail which should reach the office of Director (Procurement) Room # 05, Ground Floor, NTC HQ, G-5/2 Islamabad on or before **1100 Hours on June 11, 2026**. Any online bid for which original bid security does not reach before deadline of the bid shall be rejected by the NTC as non-responsive.
- 11.3 Scanned Copy of bid security shall be uploaded by the bidder on EPADS before deadline of bid submission. Any bid not accompanied by bid security shall be rejected by the NTC as non-responsive.
- 11.4 The bid security / earnest money of the unsuccessful bidders will be returned upon award of contract to the successful bidder or on expiry of validity of tender security whichever is earlier. The bid securities of bidders, who are not in competition, can be returned earlier at NTC discretion upon receiving a request.
- 11.5 The tender security of the successful bidder will be returned when the bidder has furnished the required Performance Security and signed contract agreement.
- 11.6 All correspondence regarding release/extension of bid security shall be made with Director (Procurement) NTC HQ.
- 11.7 The bid security may be forfeited:
  - a. If a bidder withdraws his bid during the period of bid validity.
  - b. If the bidder does not accept the correction of their bid price.

- c. In the case of successful bidder, if bidder fails to furnish the required performance security or sign the contract agreement.
- d. If bidder does not respond timely to the clarifications called by NTC.

## 12 VALIDITY OF BIDS

Bid shall remain valid for a period of 120 days from the date of tender opening.

## 13 DEADLINE FOR SUBMISSION OF BID

- 13.1 The bid shall be uploaded in PDF format on PPRA EPADS website i.e. [www.eprocure.gov.pk](http://www.eprocure.gov.pk) on or before **1100 Hours on June 11, 2026**.
- 13.2 The bidders are required to follow procedure of EPADS and for any clarification/assistance regarding EPADS they may contact PPRA Helpline UAN: 051-111-137-237.
- 13.3 Bid received other than EPADS i.e. hard/Soft copy delivery in person or through e-mail or fax or registered mail will be not accepted by NTC.

## 14 OPENING OF BID

- 14.1 The NTC tender committee will download the bids at **1130 Hours on June 11, 2026** in the presence of bidders' representatives who choose to attend, at NTC HQ G-5/2 Islamabad.
- 14.2 The bidder's name, bid prices, any discount, the presence or absence of tender security, and such other details as the committee at its discretion may consider appropriate, will be announced at the tender opening.
- 14.3 NTC reserves the right to reject any one or all bids prior acceptance of a bid / proposal.
- 14.4 NTC reserves the right to reject any one or all bids as per Public Procurement Rules, 2004 33(1).

## 15 RESPONSIVENESS OF BIDDERS

- 15.1 The bid is valid till required period.
- 15.2 The bid prices are firm during its validity and inclusive of all taxes, duties & freight charges etc.
- 15.3 The bidder has furnished valid tender security.
- 15.4 The bidder is qualified to tender.
- 15.5 The bid is generally in order.
- 15.6 The bidder promptly responds to queries sought by NTC.
- 15.7 The bidder has submitted requisite samples of the quoted items and provided technical compliance to the specifications.
- 15.8 The bidder has complied to the tender clauses.

**NOTE: "Any bidder found non-compliant in any of above mentioned conditions will be declared as non-responsive and will not be considered for further Evaluation proceedings. A bidder once declared "Non-responsive" shall not subsequently be made responsive by the NTC."**

## 16 EVALUATION CRITERION FOR MOST ADVANTAGEOUS BIDDER

- 16.1 The tender evaluation committee will evaluate and compare only the bids previously determined to be substantially responsive.

- 16.2 Evaluation will be carried out on **qualification, quality and cost basis**.
- 16.3 The **Most advantageous bidder** shall be the one fully compliant to **qualification criteria**, compliant to **quality criteria** and **highest ranked** in cost evaluation criteria as defined below:
- 16.4 **Qualification Evaluation Criteria:**  
In first step, the received bids shall be evaluated on qualification criteria mentioned as per [clause 4](#) above. The bidders fully compliant to qualification criteria shall be declared as qualified. **Any firm found non-compliant in any of these conditions will be declared disqualified and will not be considered for further evaluation proceedings.**
- 16.5 **Quality Evaluation Criteria:**  
It will be examined in detail whether the quoted items by the bidder comply the quality and size/description as enunciated in [Annex-A](#). For this purpose, the bidder's data and samples submitted with the bid will be compared with terms and conditions set forth in the tender documents; supported documents & clarification will be sought in case compliance is not evident from the literature / documents. **Any bidder whose sample are found substandard will be rejected by NTC.**
- 16.6 **Cost evaluation criteria:**  
Cost evaluation of the bids shall be carried out by comparison of bids evaluated prices as per bill of quantity at [Annex-A](#). The bidder with lowest financial price will be declared as **highest ranked** and so on.
- 16.7 Any effort by a bidder to influence NTC in the tender evaluation, bid comparison or order award decision may result in the rejection of his bid.
- 16.8 Bids shall be evaluated on "as-a-whole" basis as per BoQ at [Annex-A](#).
- 16.9 Any minor informality or non-conformity or irregularity in the bid which does not constitute a material deviation may be waived by NTC, provided such waiver does not prejudice or affect the relative ranking of any other bidders.

## 17 CLARIFICATIONS / CORRECTIONS OF BID

- 17.1 To assist in the examination, evaluation and comparison of the bids the committee at its discretion may ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing (i.e. letter or email etc.) and no change in the price or substance of the bid shall be sought, offered or permitted.
- 17.2 Arithmetical errors will be rectified on the following basis:  
"If there is a discrepancy between unit price and total price that is obtained by the multiplying the unit price and quantity, the unit price shall prevail and total price shall be corrected. If there is a discrepancy between the words and figures the amount in words shall prevail. If there is a mistake in addition / totaling that can be corrected."
- 17.3 If the bidder does not accept the corrected amount of bid, their bid will be rejected and their bid security forfeited.

## 18 VARIATION ORDER

NTC reserves the right to place variation order (increase or decrease or annul) in the quantities of BoQ. The bidder shall be bound to accept the variation order by NTC.

## 19 COMMERCIAL COMPLIANCE STATEMENT

The bidder will furnish a compliance certificate with the bid as per enclosed format as per [Annex-B](#) (duly signed along with company seal).

## 20 AWARD CRITERIA & NTC'S RIGHT

- 20.1 The contract will be awarded to Most Advantageous Bidder on as-a-whole basis.
- 20.2 The NTC reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids, at any time prior to award of order, without thereby incurring any liability to the affected bidders or any obligation to inform the affected bidders of the grounds for the NTC's action.

## 21 NOTIFICATION OF AWARD & SIGNING OF CONTRACT AGREEMENT

- 21.1 Prior to expiration of the period of tender validity prescribed by NTC, the NTC will notify the successful bidder in writing "Letter of Intent" through EPADS that their bid has been accepted. The bidder shall accept the LOI through EPADS.
- 21.2 The contract shall be signed with the successful bidder upon furnishing of acceptable performance security.

## SECTION-II

### TERMS & CONDITIONS OF CONTRACT

#### 1 PERFORMANCE SECURITY

- 1.1 The successful bidder shall furnish to the NTC a performance amounting to **PKR.500,000/- (Pak Rupees Five Hundred Thousand Only)** in the shape of Pay order or CDR or bank guarantee valid for a period of 12 months as per [Annex-D](#) after signing of contract.
- 1.2 Failure of the successful bidder to furnish performance security shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security.
- 1.3 All the correspondence regarding release of performance guarantee shall be made with Director (Procurement) NTC HQ.
- 1.4 Performance security shall be released upon successful completion of one-year contract period.

#### 2 CONTRACTORS RESPONSIBILITIES

The contractor shall supply the store in accordance with this contract. Contractors responsibilities include but not limited to:

- 2.1 The contractor shall make every effort to deliver the store at the earliest i.e. within completion time.
- 2.2 The contractor shall ensure packing and labeling for safe transportation and identification of store.
- 2.3 The contractor shall coordinate with ultimate consignee(s) for delivery at site.
- 2.4 The contract shall not subcontract the whole of the works. The contractor shall not subcontract any part of the works without consent of NTC.

#### 3 NTC RESPONSIBILITIES

NTC shall coordinate and facilitate the contractor for smooth supply of store in accordance with this contract:

- 3.1 NTC ultimate consignee(s) shall be responsible to inspect and accept the delivered store by issuing acceptance certificate.
- 3.2 NTC shall be responsible to process invoices for payment.

#### 4 TRANSPORTATION/PACKING

All types of transportation for delivery of store at final destination will be the responsibility of the contractor. Contractor shall ensure proper packing of store to avoid deterioration of store etc.

#### 5 RATE RUNNING FRAME AGREEMENT

Rate Running Frame Agreement for a period of One Year on DDP Site Basis will be signed on the unit rates, which shall remain valid for agreement's duration. During the duration of the Frame Agreement, NTC may place multiple Purchase Order(s) to procure the items on as and when required basis.

#### 6 TIME FOR COMPLETION

- 6.1 The contract shall supply all store within **10 x Days** from the date of issuance of PO.
- 6.2 If any discrepancy is observed in the offered store by NTC, then delay will be attributed towards the contractor till the removal of discrepancies.

## 7 WARRANTY

The contractor will warrant that the store supplied under the contract is brand new, un-used, and incorporates all recent improvements in design and materials and of good quality. **(The contractor shall also furnish an undertaking that the store supplied is not stolen or smuggled).**

## 8 LIQUIDATED DAMAGES

Unless the failure to complete the delivery is caused by force majeure or delay is not on part of NTC, the contractor shall pay to NTC as liquidated damages a sum up equivalent to @ 0.5% per day of the value of delayed store to maximum of 10% of total purchase order value and the same will be recovered from the Contractor at the time of payment. In case of force majeure the LD charges may be waived off by NTC on receipt of request from contractor with documentary evidences. If the delay is on the part of NTC, and agreed by NTC, then for that time no liquidated damages will be paid to NTC. NTC shall have the discretion to impose/waive off LD Charges based on the performance of contractor.

## 9 INSPECTION AND ACCEPTANCE

- 9.1 Ultimate Consignee(s) or their representative(s) will inspect and accept the store after delivery at site. An acceptance Certificate shall be issued by Ultimate Consignee or their representative upon successful inspection.
- 9.2 Any discrepancies found will be intimated to the contractor who will arrange to sort out the discrepancy at the earliest but not later than fourteen working days, from the date when he is informed about the discrepancy.
- 9.3 Shortage of any quantity will also be pointed out and will be intimated to the contractor accordingly.
- 9.4 If any discrepancy is observed in the offered store by NTC, then delay will be attributed towards the contractor till the removal of discrepancies.

## 10 PAYMENT

- 10.1 100% payment of the delivered store will be made by NTC Finance wing through respective ultimate consignee after receipt of following documents duly signed by ultimate consignees or their representative:
  - Delivery Challans
  - Acceptance Certificate
- 10.2 The Contractor will submit the commercial invoice & sales tax invoice in triplicate to respective Ultimate Consignee along with duly verified delivery challan by authorized representative of Ultimate Consignee. The Contractor will clearly mention NTN & GST number of both supplier & purchaser on the invoice (NTC NTN # 1218153-6, NTC GST # 07-01-9802-013-64). Taxes will be deducted as per government rules.
- 10.3 Taxes will be deducted as per government rules at the time of payment.

## 11 DEFAULT BY CONTRACTOR

- 11.1 If the contractor fails to supply the items, refuses or fails to comply with a valid instruction of the NTC, the NTC may give notice and stating the default.

- 11.2 If the contractor has not taken all practicable steps to remedy the default within 14 working days after receipt of NTC notice, the NTC may by a second notice cancel the contract and performance security will be confiscated.

## 12 ARBITRATION AND GOVERNING LAW

- 12.1 This Agreement shall be governed under Pakistani law and the Courts at Islamabad shall have exclusive jurisdiction over any matter that may be referred to a Court under this Agreement.
- 12.2 In the event that any dispute arises between the Parties under this Agreement, one Party shall issue notice to the other Party to mutually negotiate a resolution to the dispute. If the negotiations fail to resolve the dispute within seven (7) days of receipt of the notice, the dispute shall be referred to the Managing Director, National Telecommunication Corporation (“MD”) or his nominee who shall provide a personal hearing to Contractor and render a decision thereon within a period of thirty (30) days. In the personal hearing conducted pursuant to this clause, the Contractor shall not be represented by a legal practitioner within the meaning of the Legal Practitioners and Bar Councils Act, 1973.
- 12.3 If the Contractor is aggrieved of the decision of the MD or his nominee rendered under clause (11.2) hereof, the Contractor may refer the dispute to arbitration within thirty (30) days of the date of the decision of the MD or his nominee under the Arbitration Act, 1940 or any law that the Arbitration Act, 1940 is repealed, amended, or modified by at the time of referral of the dispute to arbitration. The arbitration shall be conducted before a Sole Arbitrator to be appointed by the consent of the Parties. The seat and venue of arbitration shall be at the National Telecommunication Corporation Headquarters, Sector G-5/2, Islamabad. The arbitration and the award thereof shall be conducted in the English language.
- 12.4 The costs and fees of the Sole Arbitrator shall be shared by the Parties equally. A Party shall bear the costs and fees of its legal practitioners and other personnel that a Party engages for the arbitration unless otherwise awarded by the Sole Arbitrator.

## 13 FORCE MAJEURE

- 13.1 The Contractor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
- 13.2 If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure.
- 13.3 The terms “Force Majeure” as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil disturbances, explosion, Governmental Export/Import Restrictions (to be

supported by a letter from the relevant Authority and verified by the Diplomatic Mission in Pakistan), Government actions/restrictions due to economic and financial hardships, change of priorities and any other cause similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome.

- 13.4 The term of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding 12 (twelve) months from performing or accepting performance, the party concerned shall have the right to terminate this contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.
- 13.5 If a Force Majeure situation arises, the Contractor shall promptly notify NTC in writing of such conditions and the cause thereof. Unless otherwise directed by NTC in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

#### **14 TERMINATION FOR INSOLVENCY**

The NTC may at any time terminate the contract by giving written notice to the bidder, without any compensation to bidder. If the bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to action to the NTC.

#### **15 TERMINATION FOR CONVENIENCE**

Without prejudice to the contractor, the NTC may send a written notice to the bidder, terminate the contract in whole or in part any time for its convenience. The notice of termination shall specify that the termination is for the NTC's convenience, the extent to which performance or work under the contract is terminated and the date upon which such termination becomes effective.

#### **16 ULTIMATE CONSIGNEES**

Sr.	Ultimate Consignee	Site Address	Contact Details
(i)	<b>Director Admin NTC HQs, Islamabad</b>	NTC HQs, G-5/2	Ph # 051-9245959 Fax # 051-9245960 Email: <a href="mailto:fatima.khan@ntc.org.pk">fatima.khan@ntc.org.pk</a>
(ii)	<b>Director NTC Islamabad</b>	Old NTC HQs Building, F-5/1 Islamabad	Ph # 051-9262266 Fax # 051-9261721 Email: <a href="mailto:attaullah.khan@ntc.org.pk">attaullah.khan@ntc.org.pk</a>
(iii)	<b>Director NTC Rawalpindi</b>	NTC Microwave Station, Sector I-12, Islamabad,	Ph # 051-9278283 Fax # 051-9278282 Email: <a href="mailto:mushtaq.ahmad@ntc.org.pk">mushtaq.ahmad@ntc.org.pk</a>

Sr.	Ultimate Consignee	Site Address	Contact Details
(iv)	Director Development (North) NTC Islamabad	Old NTC HQs Building, F-5/1 Islamabad	Ph # 051-9209293 Fax # 051-9205526 Email: <a href="mailto:muhammad.rashid@ntc.org.pk">muhammad.rashid@ntc.org.pk</a>

## 17 DEBARMENT / BLACKLISTING OF FIRM

17.1 As per clause-19 of the PPRA rules 2004, NTC reserves the right of debarment 'or' blacklisting of a firm, association, corporation, joint venture, company, partnership or any other legal entity subject to any of the following acts: -

- a. Consistent failure to provide satisfactory performance.
- b. Contractor becomes insolvent.
- c. Existence of judicial decision against a contractor in respect of a corrupt or collusive practice.
- d. Submission of false and spurious documents, making false statements and allegations to gain undue advantage.
- e. Commission of fraud.
- f. Contractor abandons the contract.
- g. Contractor without reasonable excuse fails to commence the work 'or' suspends the progress of work for 14 days.
- h. Contractor is not executing the work in accordance with the contract or is persistently or flagrantly neglecting to carry out his obligations under the contract.
- i. Commission of embezzlement, criminal breach of trust, theft, cheating, forgery, bribery, falsification or destruction of records, receiving stolen property, false use of trademark, securing fraudulent registration with sales tax authorities, Pakistan Engineering council etc, giving false evidence, furnishing of false information of serious nature.

17.2 Managing Director NTC will constitute a committee comprising of three NTC officers and they will investigate the matter in connection with allegation of corrupt, fraudulent, coercive or collusive practices or illegally harassment or threat. Moreover, the committee shall also accord adequate opportunity of being heard to the contractor who is to be debarred / blacklisted. The said committee will forward its clear recommendations for the approval of Managing Director NTC.

17.3 The debarment shall be for a reasonable specified period of time, commensurate with the seriousness of the cause. However, the debarment period shall not exceed from three years. Moreover, NTC also reserves the right of permanent blacklisting of a contractor subject to severity of the corrupt or fraudulent practices.

## 18 INTEGRITY

18.1 The Contractor hereby declares that it has not obtained or induced the procurement of this Contract or a right, interest, privilege or other obligation or benefit under this Contract from Government of Pakistan or any administrative subdivision or agency thereof or any other owned or controlled by it (GoP) through any corrupt business practice.

18.2 Without limiting the generality of the foregoing the Contractor represents and warrants that it has fully declared the brokerage, commission, fees etc, paid or payable to anyone and not given or agreed to give and shall not give or agree to

give to anyone within or outside Pakistan either directly or indirectly through any natural or juridical person, any commission, gratification, bribe, finder's fee or kickback, whether described as consultation fee or otherwise, with the object of obtaining or including the procurement of this Contract or a right, interest, privilege or other obligation or benefit under this Contract in whatsoever form from GoP, except that which has been expressly declared pursuant hereto.

- 18.3 The Contractor accepts full responsibility and strict liability for making any false declaration, not making full disclosure, misrepresenting facts or taking any action likely to defeat the purpose of this clause.

#### **19 DECLARATION OF BENEFICIAL OWNERS' INFORMATION**

The "Declaration of Beneficial Owners' Information of Public Procurement Contract Awarded Regulations, 2022" require that the contractor shall be bound to provide beneficial ownership information as per Performa attached as [Annex-E](#).

**ANNEX-A: BILL OF QUANTITY (BOQ)**

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
<b>GROUP-1 : OFFICE STATIONERY ITEMS:</b>								
1	Attendance Register	2 No.	Tayyaba	Nos	30			
2	Ball Pen	Vision Elite 0.8	Uniball	Pkts	25			
3	Ball Pen	Eye 0.5	Uniball	Pkts	10			
4	Ball Pen	V5 0.5	Pilot	Pkts	10			
5	Ball Pen	V7 0.7	Pilot	Pkts	10			
6	Ball Pen	Xtra 895	Schneider	Pkts	10			
7	Ball Pen	Signo 0.7	Uniball	Pkts	24			
8	Ball Pen	Jetstream 0.5	Uniball	Pkts	12			
9	Ball Pen	G1 Grip	Pilot	Pkts	12			
10	Ball Pen	G3 Grip	Pilot	Pkts	12			
11	Ball Pen	Expert Gel 1.0	M&G	Pkts	36			
12	Ball Pen	1.0	Dollar	Pkts	24			
13	Ball Pen (Pointer)	0.3	Compo	Pkts	24			
14	Ball Pen (Pointer)	0.3	Dollar	Pkts	12			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
15	Ball Point	Simple	Piano	Pkts	60			
16	Ball Point	0.8	Piano	Pkts	120			
17	Ball Point	Simple	Picasso	Pkts	60			
18	Ball Point	Grip	Picasso	Pkts	60			
19	Binder Clips	32 mm	Deli/EG	Pkts	24			
20	Binding Tape	2"	Sensa	Nos	72			
21	Binding Tape	3"	Sensa	Nos	48			
22	Box File	Large	Local	Nos	120			
23	Box File	Large	Imported	Nos	120			
24	Calculator H/D (Original)	CT 9300	Citizen	Nos	15			
25	Calculator Scientific (Original)	991 ES+	Casio	Nos	5			
26	Calculator (Original)	120 D	Casio	Nos	15			
27	Card Album	306 Cards	Cosmo	Nos	5			
28	Card Sheet (A4)	150 g	Imported	Pkts	15			
29	Cash Book	24 No	Tayyaba	Nos	5			
30	Cash Book	16 No	Tayyaba	Nos	5			
31	Cash Book	10 No	Tayyaba	Nos	5			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
32	Clip File (A4)	CS 711	Data Save	Nos	60			
33	Correction Fluid	Original	Pelikan	Set	24			
34	Correction Pen	White Fluid	Uni	Nos	120			
35	Daak Folder	Rexine	Cosmo	Nos	24			
36	Dictionary	E2E	Oxford	Nos	5			
37	Dictionary	E2U	Oxford	Nos	5			
38	Engagement Diary	Fine Quality	Wells	Nos	40			
39	Envelope (SE 5 Khaki/Golden)	80 g		Nos	10000			
40	Envelope (SE 5 White)	80 g		Nos	5000			
41	Envelope (SE 6 Khaki/Golden)	80 g		Nos	10000			
42	Envelope (SE 6 White)	80 g		Nos	5000			
43	Envelope (SE 7 Khaki/Golden)	80 g		Nos	10000			
44	Envelope (SE 7 White)	80 g		Nos	5000			
45	Envelope (SE 8 Khaki/Golden)	100 g		Nos	5000			
46	Envelope (SE 8 Khaki) Inner Cloth	100 g		Nos	6000			
47	Envelope (SE 8 White)	80 g		Nos	2000			
48	Envelope (Window)	80 g		Nos	6000			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
49	Eraser	AL-30	Pelikan	Nos	300			
50	Fax Roll	30 M	Panasonic	Roll	300			
51	File Board	Thick Card	Fine Quality	Nos	1200			
52	File Separator (A4)	Card	-	Set	100			
53	File Separator (A4)	Plastic	-	Pkt	100			
54	File Tray Stand (3 Steps)	Metal/Plastic	-	Nos	6			
55	File Wrapper	3"	Fine Quality	Nos	200			
56	Gum Stick	21 g	UHU	Nos	300			
57	Highlighter	Yellow	Pelikan	Nos	300			
58	Ink		Pelikan	Bottle	10			
59	Lamination Pouch	A4	NID	Pkt	100			
60	Log Book	No 4	Tayyaba	Nos	20			
61	Marker	OHP	Schneider	Pkts	10			
62	Marker	Board	Dollar	Pkts	20			
63	Marker	Permanent	Dollar	Pkts	20			
64	Marker	Tempo	Sayyed	Pkts	10			
65	Masking Tape	2"	Abro	Nos	50			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
66	Meeting Stand	Plastic/ A4	-	Nos	10			
67	Magnifying Glass	E 9098	Deli	Nos	10			
68	Note Sheet Pad	A4	Imported	Nos	50			
69	Packing Tape	2"	Nichiban	Nos	100			
70	Paper Clip	36 mm	Grash	Nos	50			
71	Paper Clip	26 mm	Grash	Nos	50			
72	Paper Cutter	426 / E 2041	SDI / Deli	Nos	50			
73	Paper Cutter	405 / E 2052	SDI / Deli	Nos	50			
74	Paper Pins	50 g	Grash	Nos	50			
75	Pen Holder	Steel Net	Imported	Nos	30			
76	Pen Jar	WWI	Commet	Nos	30			
77	Pen Tray Plastic	Fine Quality	Lotus	Nos	20			
78	Pencil Lead	Autocrat GF-5000	Shah Sons	Pkt	100			
79	Petty Cash Book	No 6	Tayyaba	Nos	5			
80	Petty Cash Book	No 10	Tayyaba	Nos	5			
81	Petty Cash Book	No 20	Tayyaba	Nos	5			
82	Pin Holder	Magnetic	Deli	Nos	20			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
83	Plastic File Cover (TT Files)	A4	Data Save	Nos	5000			
84	Plastic File Tray	Fine Quality	-	Nos	5			
85	Plastic Sheet A4	250 micron	Ibco	Pkt	50			
86	Post It Pad (Yellow Sticky Notes)	2x3	Pronoti	Pkt	50			
87	Punch	Double Hole	KW 988	Nos	20			
88	Punch (Heavy Duty)	Double Hole	KW 9330	Nos	10			
89	Punch	Single Hole	KW 97DO	Nos	60			
90	Punch (Heavy Duty)	Single Hole	KW 9551	Nos	10			
91	Push Pins	Colour	Deli	Pkt	20			
92	Red Paper Seal	1000 Nos	-	Pkt	2			
93	Ring File (A4)	CS 647	Data Save	Nos	100			
94	Ring File (A4)	No. 5387	Deli	Nos	120			
95	Ring Forecement Rings	Fine Quality	-	Pkt	10			
96	Rough Pad (A-3)	50 Sheets	Lucky	Nos	50			
97	Rubber Band	Fine Quality	Q Band	Nos	10			
98	Ruled Register	8 No	Lucky	Nos	60			
99	Ruled Register	10 No	Lucky	Nos	20			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
100	Ruled Register	12 No	Lucky	Nos	20			
101	Ruled Register	16 No	Lucky	Nos	20			
102	Ruled Register	20 No	Lucky	Nos	20			
103	Ruled Register	24 No	Lucky	Nos	60			
104	Scale (Steel)	6"	-	Nos	100			
105	Scale (Steel)	12"	-	Nos	100			
106	Scotch Tape	1" x 72"	Deer	Nos	120			
107	Self-Inking Stamp (Machine with Making)	S-842 (14x38 mm)	Shiny	Nos	100			
108	Self-Inking Stamp (Machine with Making)	S-843 (18x47 mm)	Shiny	Nos	100			
109	Sharpener	Steel Body	-	Nos	200			
110	Short Hand Note Book	80 Pages	Lucky	Nos	5			
111	Slip Books	104	Lucky	Nos	10			
112	Spiral	16 mm	Ibco	Nos	200			
113	Spiral	12 mm	Ibco	Nos	200			
114	Spiral	6 mm	Ibco	Nos	200			
115	Stamp Pad	Large	Lancer	Nos	20			
116	Stamp Pad Ink	-	Quality	Nos	20			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
117	Staple Machine	5558 H / E 0326	KW / Deli	Nos	50			
118	Staple Machine (Heavy Duty)	50LB N	KW	Nos	5			
119	Staple Pins	24/6	Dollar	Nos	300			
120	Staple Remover	5080	KW	Nos	30			
121	Stapler Pins	23/24	Kangro	Nos	30			
122	Stock Register	8 No	Tayyaba	Nos	2			
123	Stock Register	20 No	Tayyaba	Nos	5			
124	Table Diary	-	Friends/Wells	Nos	50			
125	Table Set (Rexine)	Fine Quality	-	Nos	10			
126	Tags (Indexer)	Plastic Neon	Pronoti	Pkt	20			
127	Tags (Threads)	7"	Fine Quality	Nos	100			
128	Transparency Sheets	100 Nos	3M	Pkt	100			
129	Writing Pads (A4)	102	Lucky	Nos	200			
130	Writing Pads (Legal)	101	Lucky	Nos	100			
131	Writing Pads Spiral	A7 x 100	Lucky	Nos	500			
<b>GROUP-2 : COMPUTER STATIONERY ITEMS:</b>								
132	Computer DVD R (Pack of 10)	1-16 x speed	Maxell/Imation	Box	20			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
133	Computer DVD RW (Pack of 10)	1-16 x speed	Maxell/Imation	Box	20			
134	Computer CD R (Pack of 10)	1-16 x speed	Maxell/Imation	Box	20			
135	Computer CD RW (Pack of 10)	1-16 x speed	Maxell/Imation	Box	20			
136	Computer Keyboard (Wired USB)	KR-85	A4 Tech	Nos	20			
137	Computer Mouse (Wired USB)	OP-720	A4 Tech	Nos	30			
138	Computer Mouse (Wireless)	G3-200NS/M 185	A4 Tech / Logitech	Nos	20			
139	Computer Mouse/Key Board (Wireless)	FG-1112S/MK 275	A4 Tech / Logitech	Set	10			
140	Computer Paper (A4)	80 g (500 Sheets)	AA	Ream	500			
141	Computer Paper (A4)	80 g (500 Sheets)	Paper One	Ream	500			
142	Computer Paper (A4)	80 g (500 Sheets)	HP/Paperlines	Ream	500			
143	P/S Paper (Legal)	70 g (500 Sheets)	Paper One	Ream	50			
144	P/S Paper (A4)	70 g (500 Sheets)	Paper One	Ream	50			
145	Computer Paper (Legal)	80 g (500 Sheets)	AA	Ream	50			
146	Computer Paper (Legal)	80 g (500 Sheets)	Paper One	Ream	30			
147	P/S Paper (Legal)	70 g (500 Sheets)	Paper One	Ream	30			
148	Power Extension Cord (Fine Quality)	8 Points	Surge Protectable	Nos	50			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
149	Computer Power Cables (Original)	3 Pins	Branded	Nos	10			
150	HDMI Cables 2.1 (4K/8K Supported)	120 FPS	Branded	Nos	10			
151	USB Memory Stick/OTG	16 GB	Kingston/HP	Nos	20			
152	USB Memory Stick/OTG	32 GB	Kingston/HP	Nos	20			
153	USB Memory Stick/OTG	64 GB	Kingston/HP	Nos	10			
154	USB Memory Stick/OTG	128 GB	Kingston/HP	Nos	10			
155	USB to LAN Convertor/Hub	-	Ugreen /Beseus	Nos	20			
156	USB to Multiport Hub (8 Ports)	-	Ugreen /Beseus	Nos	20			
157	USB to Multiport Hub (13 Ports)	-	Ugreen /Beseus	Nos	20			
158	External Hard Disk	1 TB	WD	Nos	6			
159	External Hard Disk	2 TB	WD	Nos	6			
160	Printer Toner (2035/2055)	05 A	HP (Original)	Nos	5			
161	Printer Toner (1010)	12 A	HP (Original)	Nos	5			
162	Printer Toner (1300)	13 A	HP (Original)	Nos	5			
163	Printer Toner (1200)	15 A	HP (Original)	Nos	5			
164	Printer Toner (MFP M130 NW)	17 A	HP (Original)	Nos	15			
165	Printer Toner (402 DN)	26 A	HP (Original)	Nos	40			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
166	Printer Toner (MFP M227 FDW)	30 A	HP (Original)	Nos	5			
167	Printer Toner (1005)	35 A	HP (Original)	Nos	5			
168	Printer Toner (M15, M16, MFP M28, M29)	44 A	HP (Original)	Nos	5			
169	Printer Toner (1320)	49 A	HP (Original)	Nos	10			
170	Printer Toner (2015)	53 A	HP (Original)	Nos	5			
171	Printer Toner (404/405 DNW)	76 A	HP (Original)	Nos	15			
172	Printer Toner (M12/MFP M26)	79 A	HP (Original)	Nos	10			
173	Printer Toner (400/401 DN)	80 A	HP (Original)	Nos	20			
174	Printer Toner (125/127 FN)	83 A	HP (Original)	Nos	30			
175	Printer Toner (1102)	85 A	HP (Original)	Nos	20			
176	Printer Toner (M 507)	89 A	HP (Original)	Nos	10			
177	Printer Toner (1100)	92 A	HP (Original)	Nos	5			
178	Printer Toner (MFP 135/137)	107 A	HP (Original)	Nos	40			
179	Printer Toner (M610-12/MFP M634-36)	147 A	HP (Original)	Nos	10			
180	Printer Toner (1515 N) Colour	04 Toners	HP (Original)	Set	5			
181	Printer Toner (CP 1025 NW) Colour	04 Toners	HP (Original)	Set	5			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
182	Printer Toner (4500) Office Jet Colour/Black	02 Cartridges	HP (Original)	Set	5			
183	Drum Unit for Printer HP-1515N	1515 N	HP (Original)	Nos	5			
184	Drum Unit for Printer (MFP M227 FDW)	32 A	HP (Original)	Nos	2			
185	Drum Unit for Printer (MFP M130 NW)	19 A	HP (Original)	Nos	5			
186	Drum Unit for Fax Machine	KX MB 2025	Panasonic (Original)	Nos	5			
<b>GROUP-3 : MISC. ITEMS:</b>								
187	Air Freshener	300 ML	Aseel/Cobra	Nos	80			
188	Air Freshener (Refill)	300 ML	Airwick	Nos	40			
189	Balti Plastic (Large Size)	35 Liters		Nos	5			
190	Battery Cell	AAA	Energizer	Nos	100			
191	Battery Cell	AA	Energizer	Nos	100			
192	Battery	9V	Energizer	Nos	100			
193	Broom (Large size)	Fine Quality		kg	5			
194	Computer Cleaner	Fine Quality		Nos	20			
195	Duster White	Fine Quality	20" x 30"	Nos	500			
196	Duster Yellow	Fine Quality	20" x 30"	Nos	500			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
197	Fork (Table)	Fine Quality		Dz	10			
198	Glint Window Glass Cleaner	Original	Kiwi	Btl	20			
199	Green Board 3 x 4	Fine Quality		Nos	5			
200	Insect Killer Spray	400 ML	Morteen / Kingtox	Btl	50			
201	Jai Namaz (Medium Size)	Fine Quality		Nos	10			
202	Water Jug with Top Cover	Fine Quality	France	Nos	20			
203	Water Glass	Fine Quality	France	Nos	50			
204	Water Glass	Fine Quality	Omroc	Nos	50			
205	Liquid Soap	Fine Quality 500 ML	Dove	Btl	20			
206	Liquid Soap	Fine Quality 5 Liter	Dove	Btl	20			
207	Lota Plastic (Medium Size)	Fine Quality		Nos	10			
208	Phenyl (Large size)	2.75 Liters	Finis	Btl	10			
209	Plastic File Tray	Fine Quality	Somo	Nos	12			
210	Pochara Cotton	Fine Quality		Kg	10			
211	Pochara Stick (Large Size) with Cotton	Fine Quality		Nos	5			
212	Polythene Bags (For Dust Bins)	Large Size		Kg	20			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
213	Scotch Bright Foam	Medium Size	3M	Nos	24			
214	Soap	115 g	Lux	Nos	60			
215	Soap	75 g	Lux	Nos	60			
216	Spoon (Tea)	Fine Quality		Dz	5			
217	Spoon (Table)	Fine Quality		Dz	5			
218	Sweep	600 ML		Btl	20			
219	Tea Set Imported (High Quality)	24 Pcs	Executive Quality	Set	10			
220	Tea Cup/Saucer Imported	12 Pcs	Executive Quality	Set	10			
221	Tissue Paper (Party Pack)	-	Rose Petal	Box	10			
222	Tissue Multi Colour	-	Rose Petal	Box	240			
223	Tissue Paper Perfumed	-	Rose Petal	Box	240			
224	Tissue Paper Luxury	-	Rose Petal	Box	900			
225	Tissue Paper (Toilet Roll)	-	Rose Petal/Maxobb	Roll	100			
226	Tissue Paper (Kitchen Roll)	-	Rose Petal/Tux	Roll	100			
227	Toilet Brush (Medium Size)	Fine Quality		Nos	10			
228	Towel Medium Size	Fine Quality	Gul Ahmed	Nos	20			
229	Vim Powder 450mg	450 g		Pkts	100			

Sr. #	Name of Item	Size/ Description	Brand (as mentioned or equivalent of high quality product)	UOM	Annual Estimated Quantity	Unit Price without GST	Unit Price with GST	Total Price with GST
230	Vim Liquid 450ml			Btl	50			
231	Washing Powder 200 Gm (surf)	225 g	Surf Exell	Pkts	500			
232	Waste Paper Basket (Plastic) Large	-	Fine Quality	Nos	20			
233	Waste Paper Basket with Push Cover Large	-	Fine Quality	Nos	20			
234	White Board (With Stand)	4 x 4	Fine Quality	Nos	5			
235	White Board (Duster)		Fine Quality	Nos	24			
236	Wiper (Small size)	Steel	Fine Quality	Nos	5			
237	Wiper (Large Size)	Steel	Fine Quality	Nos	5			
<b>Grand Total with GST (PKR)</b>								

**ANNEX-B: COMMERCIAL COMPLIANCE STATEMENT**

S.No.	Description	Complied	Not Complied	Partially complied	Remarks
1	Invitation to E-Bids				
2	Introduction				
3	Scope Of Work				
4	Qualification Criterion Of Bidders				
5	Cost Of Tendering				
6	Clarifications Of Tender Documents				
7	Amendment Of Tender Documents				
8	Samples				
9	Preparation Of Bid				
10	Price				
11	Bid Security				
12	Validity Of Bids				
13	Deadline For Submission Of Bid				
14	Opening Of Bid				
15	Responsiveness Of Bidders				
16	Evaluation Criterion For Most Advantageous Bidder				
17	Clarifications / Corrections Of Bid				
18	Variation Order				
19	Commercial Compliance Statement				
20	Award Criteria & NTC's Right				
21	Notification Of Award & Signing Of Contract Agreement				
	<b>Contract Conditions</b>				
1	Performance Security				
2	Contractors Responsibilities				
3	NTC Responsibilities				
4	Transportation / Packing				
5	Rate Running Frame Agreement				
6	Time For Completion				
7	Warranty				
8	Liquidated Damages				
9	Inspection And Acceptance				
10	Payment				
11	Default By Contractor				
12	Arbitration And Governing Law				
13	Force Majeure				
14	Termination For Insolvency				
15	Termination For Convenience				
16	Ultimate Consignees				
17	Debarment / Blacklisting Of Firm				
18	Integrity				
19	Declaration Of Beneficial Owners' Information				

### ANNEX-C: BID SECURITY FORMAT

Bank Guarantee No. -----  
Dated at Islamabad, the -----  
Amount \_\_\_\_\_  
Validity \_\_\_\_\_

To,

THE MANAGING DIRECTOR,  
NATIONAL TELECOMMUNICATION CORPORATION  
HEAD QUARTERS G-5/2  
ISLAMABAD.

Dear Sir,

WHEREAS M/s \_\_\_\_\_ (hereinafter called the Tenderer) have requested us through \_\_\_\_\_ Bank Ltd., to furnish Bid Security by way of Bank Guarantee in your favour in the sum of \_\_\_\_\_ (IN FIGURE) \_\_\_\_\_ (IN WORDS) against your Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_ for \_\_\_\_\_.

#### WE HEREBY AGREE AND UNDERTAKE:

- i. To make unconditional payment \_\_\_\_\_ to you on demand without further question or reference to the Tenderer in case of withdrawal or modification of bid or any default or non-execution of the Contract or refusal to accept order by the Tenderer from the date of opening of bids until the expiry of the validity of their offer,
- ii. To keep this guarantee in full force from (date) \_\_\_\_\_ upto \_\_\_\_\_ (date) \_\_\_\_\_ the date until which the Tenderer's offer is valid.
- iii. To extend the period of guarantee if such extension be necessary beyond the date stated in para (ii) and as so desired by the tenderer.

Any claim arising out of this guarantee must be lodged with this Bank within the period the guarantee is valid and before the date of its expiry. After this date the guarantee will be considered null and void and should be returned to us.

Yours faithfully,

Name of the Bank: \_\_\_\_\_  
Authorized officer's Signature & Seal:  
\_\_\_\_\_

**ANNEX-D: PERFORMANCE BOND FORMAT**

Bank Guarantee No. -----  
Date of Issue -----  
Valid upto -----  
Value (Rs.) -----

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO,  
THE MANAGING DIRECTOR,  
NATIONAL TELECOMMUNICATION CORPORATION  
HEAD QUARTERS G-5/2  
ISLAMABAD.

SUBJECT: B/G AND DATE FOR \_\_\_\_\_ ON BEHALF OF \_\_\_\_\_ FOR  
DUE AND FAITHFUL PERFORMANCE ORDER NO. \_\_\_\_\_  
DATED \_\_\_\_\_.

Whereas M/s \_\_\_\_\_ (hereinafter called the Supplier) have  
requested us to furnish a Bank Guarantee in your favour in the sum \_\_\_\_\_ (IN WORDS)  
\_\_\_\_\_ as performance security against order  
No. \_\_\_\_\_ dated \_\_\_\_\_ to be concluded between the Supplier and National  
Telecommunication Corporation HQs G-5/2 Islamabad.

**WE HEREBY AGREE:**

- 1). To make an un-conditional payment of \_\_\_\_\_ to you on demand without any further question or reference to the Supplier upon failure of the Supplier to perform the Order for which you will be the sole judge.
- 2). To keep this guarantee valid in full force from this date upto the time of the due and faithful completion of the Order under reference (the schedule of implementation shall be as described in the Purchase order and its subsequent amendments) or till \_\_\_\_\_ whichever date is later. The faithful completion of the order by the Supplier will be intimated by the NTC.
- 3). To extend the period of the enforceability of this guarantee if such extension be necessary or desired by you of us. All claims thereunder must be submitted to the Bank of \_\_\_\_\_ on or before the expiry date mentioned in this guarantee are the date mentioned in its extensions issued from time to time, after which this guarantee will become null and void and should be returned to us. Irrespective of its return, we shall consider ourselves fully discharged from any obligation there under after the said expiry date.

Dated This Day of

Authorized Signature:

\_\_\_\_\_  
& Seal of bank

**ANNEX-E: DECLARATION OF BENEFICIAL OWNER INFORMATION**

**Declaration of Ultimate Beneficial Owners Information for Public Procurement Contracts**

1. Name
2. Father's Name/Spouse's Name
3. CNIC/NICOP/Passport no.
4. Nationality
5. Residential address
6. Email address
7. Date on which shareholding, control or interest acquired in the business.
8. In case of indirect shareholding, control or interest being exercised through intermediary companies, entities or other legal persons or legal arrangements in the chain of ownership or control, following additional particulars to be provided:

1	2	3	4	5	6	7	8	9	10
Name	Legal form (Company/Limited Liability Partnership/Association of Persons/Single Member Company/ Partnership Firm/ Trust/Any other individual, body corporate (to be specified))	Date of incorporation	Name of registering authority	Business Address	Country	Email address	Percentage of shareholding, control or interest of BO in the legal person or legal arrangement	Percentage of shareholding, control or interest of legal person or legal arrangement in the Company	Identity of Natural Person who ultimately owns or controls the legal person or arrangement

9. Information about the Board of Directors (details shall be provided regarding number of shares in the capital of the company as set opposite respective names).

1	2	3	4	5	6	7	8
Name and surname (In Block Letters)	CNIC No. (in case of foreigner, Passport No)	Father's/ Husband's Name in full	Current Nationality	Any other Nationality (ies)	Occupation	Residential address in full or the registered/ principal office address for a subscriber other than natural person	Number of shares taken by each subscriber (in figures and words)
			Total number of shares taken (in figures and words)				

10. Any other information incidental to or relevant to Beneficial Owner(s).

Name & signature

(Person authorized to issue notice on behalf of the company)