



**OFFICE OF THE
PROVINCIAL ELECTION COMMISSIONER
KHYBER PAKHTUNKHWA**

COST: Rs.500/-
(applicable upon receiving
hard copy)

1. Name of Firm.

2. Name(s) of the Proprietor/Partner(s).

3. Complete Postal Address.

4. National Identity Card No of supplier/Contractor.
(An attested copy of NIC is to be attached).

5. Telephone /Fax/Mobile Nos.
 - (i). Office: _____
 - (ii). Residence: _____
 - (iii). Fax:- _____
 - (iv). Email:- _____
 - (v). Mobile: _____
6. Income Tax Registration No: _____
(A copy of the certificate is to be attached).
7. GST No:- _____
(A copy of the certificate is to be attached).
8. Previous experience of the trade with documentary evidence:

9. Is the firm registered with any trade organization or under the legal framework?
If so, photocopies of relevant documents to be attached:

10. Any proof of their being bonafide supplier/manufacturer:

11. Solvency certificate(s) from bonafide bank(s).

DECLARATION.

It is hereby declared that the above-mentioned particulars are correct in all respects. Tender Form including terms and conditions of the supply is also enclosed duly signed and stamped in token of acceptance, thereof.

SIGNATURE OF CONTRACTOR: _____

NAME OF SIGNATORY: _____

STATUS OF SIGNATORY: _____

SEAL OF THE TENDERER/FIRM: _____

SCOPE OF TENDER/REQUIREMENT

E-bids are invited for the supply of assorted election materials for the upcoming Local Government Elections in Khyber Pakhtunkhwa province as per details mentioned below:-

S#	Name of Item.	Specification	Quantity	Rate quoted Per Unit
1	Plastic Seals	Length 415 mm Width 26.7 mm Height 1.5 mm Weight 4.5 g. (Dropping / opening dimensions) Length 151 mm Width 14.8 mm Wall thickness 0.3 mm (As per Sample)	481,000	
2	Tamper Evident Bag (TEB-I)	215x360 mm (As per Sample)	148,000	
3	Tamper Evident Bag (TEB-II)	305x425 mm (As per Sample)	6,500	

TERMS & CONDITIONS

1. Alternate offer will be summarily rejected. The rate(s) should be clear and legible. Any overwriting/cutting/tampering etc. will not be accepted and the tender will liable to be rejected on the spot.
2. All firms/contractors shall submit Three Sets of samples along with Tender/Bid.
3. The firms/contractors shall not be a tax defaulter; otherwise, the bid will be rejected.
4. The rates should be quoted inclusive of all applicable taxes, incidental and transportation charges to the concerned location. Any increase in taxes levied by the government during the process of the tender till the completion of order will not be accounted for.
5. Delivery of the items to the office of Provincial Election Commissioner, Khyber Pakhtunkhwa will be the responsibility of firm/supplier.
6. Payment will be made after successful supply of items and if found sub-standard than the approved sample, the firms will be liable to replace/re-supply the defective/sub-standard items at their own cost.
7. The firm concerned shall obtain a certificate from the office to which the materials have been supplied/delivered.
8. **BID SECURITY**. Tenderer(s) shall furnish bid security (as appearing on EPADS) for each item separately in the shape of Pay Order/CDR in favour of **DDO O/o the Provincial Election Commissioner, Khyber Pakhtunkhwa, Peshawar** failing which the bid will be rejected on the spot.
9. **PERFORMANCE GUARANTEE**. The successful contractor/supplier shall furnish Performance Guarantee of 5% of the contract in the shape of Pay Order in favour of DDO, office of Provincial Election Commissioner, Khyber Pakhtunkhwa (Consignee) along with a Surety Bond of Rs.500/- on Stamp Paper that the Assorted Election

Materials will be supplied according to the approved samples/specifications within the given delivery time, otherwise, their performance guarantee will be forfeited in favour of the government/department.

10. In case of non-supply of election material, call deposit/security will be forfeited and punitive action including recommendations for blacklisting of the firm will be initiated.
11. **DELIVERY PERIOD**. The supply of Election Materials shall have to be completed within **30-days** from the date of issuance of work order. The bidder(s) while submitting their tender should keep this delivery period in mind which is the essence of the order. The delivery must be completed according to the above schedule. The material should be delivered/supplied to the office of Provincial Election Commissioner, Khyber Pakhtunkhwa.

12. **Technical Evaluation**

The following technical evaluation criteria will be used for the evaluation of bids/ proposals, however, the firm having acquired less than 20 marks out of 40 marks will be disqualified and their financial bids will not be opened. The evaluation criteria for Proposals for each items are as under:

S#	Description	Marks
1	ISO Certification	5
2	Income Tax Returns (01 mark for each year) Maximum 05 Marks	5
3	Experience (Minimum 03 years) 03 to 05 years = 05 Marks Above 05 years = 10 Marks	10
4	Compliance of Technical Specification	20
Total Points for the technical criteria		40

13. **Financial Proposal Evaluation**

- i- Technically qualified/ successful Firm(s) shall be called for opening of the Financial Proposal(s). The Financial Proposals will be opened in the presence of the representatives of Firms at the time and venue indicated by the Procuring Agency accordingly.
- ii- Firm(s) or their authorized representatives shall be allowed to take part in the Financial Proposal(s) opening.
- iii- Most Advantageous bid:-
 - Technical Weightage = 40%
 - Financial Weightage = 60%
- iv- Whereas financial weightage will be calculated as under: -
 - (a) Financial marks = lowest bid/Quote of firm whose points are being calculated * 60
 - (b) Most Advantageous Bid = Technical weightage + Financial weightage.

14. In case the supply is not completed within the specified period of delivery, a **penalty of Rs. 0.2% per day of the un-delivered material value up to the sum**

equivalent to the amount of ten percent of the contract value, shall be imposed and the contract shall be terminated by the Provincial Election Commissioner.

15. The rates will be operative/acceptable for one year from the date of issuance of supply/work order.
16. The quantity of Items can be reduced or increased at the discretion of the Provincial Election Commissioner, Khyber Pakhtunkhwa at any stage during the process of the tender or within the contractual period.
17. All the pages of this tender form/terms and conditions/particulars of the firm must bear the signature of the representative of the Firm(s) and duly stamped.
18. Tender form specifying rates of items must be enclosed with the tender.
19. The Provincial Election Commissioner, Khyber Pakhtunkhwa may as per PPRA Rules, reject any or all the tenders. His decision in the matter shall be final and binding.

Signature of Tenderer: _____

Name/Designation: _____

Seal of the tenderer/firm: _____