

GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES & PRODUCTION

TERMS & CONDITIONS

1. The interested firms should send their sealed tenders/rates to the undersigned latest by **3rd September, 2026 till 10:30 a.m.** All sealed tenders will be opened in presence of bidders/ representative of firms **on the same date at 11:00 a.m.**
2. Firm should have its appropriate office in Rawalpindi/Islamabad, phone number and it must be operating in the market itself.
3. The firms participating in the tender must have their Income Tax Number, General Sales Tax Number, Sales Tax Registration Number (STRN) and Vendor number which are linked with FBR and office of the Controller General of Accounts (FABS) Directorate, Islamabad. Firms must submit a copy of certificate of Registration with Sale Tax Department.
4. Separate envelop with indication for each group of bid items i.e Stationery/ Miscellaneous/toners will be used for submission of bids.
5. Bidder shall submit a Call Deposit of **Rs.300,000/-** in the form of pay order/bank draft as security (refundable) in favor of Section Officer (General), Ministry of Industries & Production, Islamabad. Cheques are not acceptable.
6. The security money of successful bidders shall be retained till the Completion of financial year 2026-27 and will be returned to the un-successful bidders after finalization of the tenders
7. The successful firms will be bound to supply the items in this Ministry as and when required on the rates quoted in the tender.
8. In case of items provided by the firms are found sub-standard, the competent authority of this Ministry reserves right to cancel the award for supply of tender items wholly or partially without assigning any notice.
9. Security money will be forfeited of the firms who fail to provide item(s) qualitatively good and the defaulter firm(s) will be declared blacklisted.
10. For supply of items, the firm(s) will be required to present its samples at the time of opening of tenders. The samples of the successful firms will be kept in safe custody of the undersigned to check the quality and specifications of the items to be supplied throughout the contractual period.
11. The toner supplier should be "Authorized Dealers" of the manufacturing company or the supplier would supply the toner which has been purchased from the authorized dealers. "Authorized Dealers" should have a Certificate to this effect from the manufacturing company and this certificate should be annexed along with their tenders rates of the toners.
12. Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen **(15) days after the announcement of the bid evaluation report.**
13. The firm should have minimum five (05) years' experience in supply of relevant items. The experience will be determined from date of issue of NTN/ GST Certificate.

Validity of Prices

The prices quoted by the bidder(s) shall be valid till 30th June, 2027 and no variation in prices shall be allowed during the entire financial year 2026-27.

General Terms & Conditions

- A) The interested parties should quote their rates with GST only for the items mentioned in the enclosed list.
- B) Any emergent demand or order placed by General Section of this Ministry on telephone/ fax, as the case may be, must be met by the supplier(s) within the stipulated time period.
- C) The quality of the articles must be in accordance with the specifications given in the attached list, failing which the supply shall be rejected at the risk and cost of the supplier for which Ministry of Industries & Production reserves the legal rights to claim the cost on account of delay/ suffering of official work.
- D) The supplier(s) shall be responsible for delivery of the articles in the Ministry of Industries & Production without any additional charges.
- E) For supply of toners, authorized dealers/ firms may quote their rates separately for genuine brand and China brand of toner cartridges as indicated in the list.
- F) There shall be no compromise on quality/quantity. Ministry of Industries & Production reserves the right to penalize the supplier(s) in case of supply of inferior quality or short packing of the articles.
- G) In case of failure in satisfactory supply, the security shall be liable to be forfeited.

DECLARATION BY THE FIRM:-

- Above terms and conditions have been read carefully and it is solemnly affirm of abiding above terms and conditions in letter and spirit.

M/s. _____

Signature & Stamp of the Owner

**TECHNICAL PROPOSAL EVALUATION CRITERIA For Annual
Tender For Financial Year 2026-27**

S. No.	Description/Detail	
1.	Full Profile of Firm/Vendor	
2.	Business Address	
3.	Landline No.	
4.	Mobile No. (With whatsapp)	
5.	NTN No. (attach copy of NTN Certificate)	
6.	GST Registration No. (attach copy of GST Registration)	
7.	Bank Account No. & Address	
8.	Vendor number of AGPR	
9.	Bank Statement (for one year)	
10.	Experience in the relevant field (in years)	
11.	List of at least three clients from Ministries/Departments along with work order: (attach list)	

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