
PRE- QUALIFICATION PROPOSAL (PQP)

**PRE-QUALIFICATION OF THE FIRMS / VENDORS / CONTRACTORS /
SERVICE PROVIDERS (COLLECTIVELY REFERRED TO AS "THE
FIRMS")**

(Single Stage One Envelope Procedure)

(National Competitive Bidding)

**National Security Division
Strategic Policy Planning Cell
Pakistan**

September, 2026

INVITATION TO BID THROUGH E-PADS

The 'National Security Division (NSD) / Strategic Policy Planning Cell (SPPC)', Government of Pakistan, invites Pre-qualification sealed bids proposals through Single Stage One Envelope Bidding Procedure as per Rule 15 and 16 of PPRA Rules, 2004 from eligible firms, contractor, bidders, suppliers, authorized dealers and service providers for repair / maintenance of machinery and equipment, furniture and fixtures, computer /IT equipment (hardware & software) and official vehicles etc from registered workshops / firms, through the E-PADS 2.0, PPRA during the Financial year 2026-27.

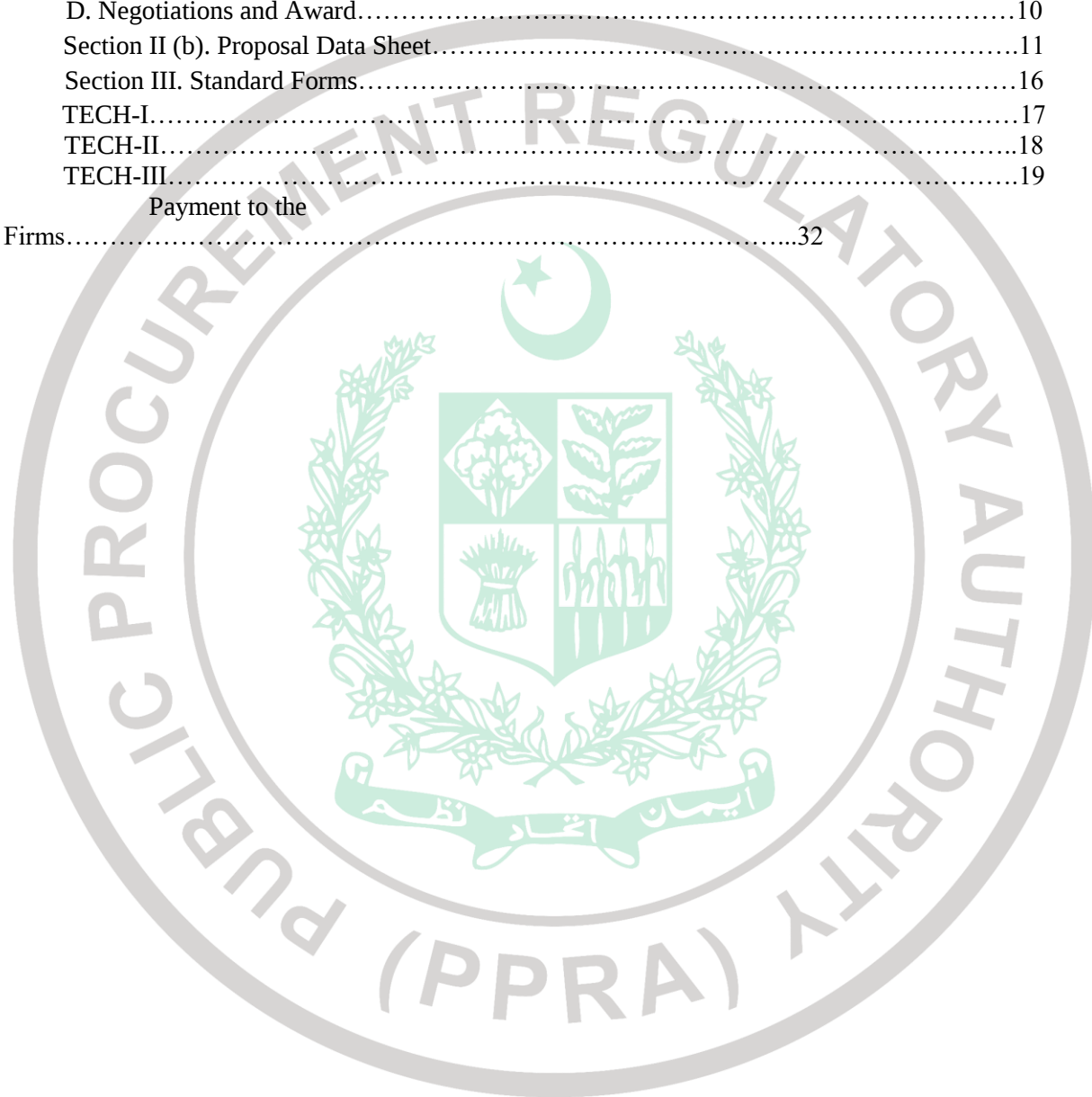
Guideline for Submission of E-BIDs:

1. Interested firms, contractor ,bidders, suppliers, authorized dealers and service providers for repair / maintenance for machinery and equipment, furniture and fixtures, computers /IT equipment (hardware & software) and official vehicles etc, during the fiscal year 2026-27 may download the bidding documents, which include detailed terms & conditions, free of cost from the PPRA's website (www.ppra.org.pk), National Security Division's website (www.nsd.gov.pk), and E-PADS 2.0 (<https://eprocure.gov.pk>).
2. The Proposals for Tender prepared in accordance with the instructions provided in bidding document must be submitted through E-PADS 2.0 by 30th September 2026. Bids will be opened on the same day at 13:30 hours at National Security Division's Committee Room # 336-E, 3rd Floor, Prime Minister's Office, Islamabad, in presence of accredited representatives of the bidders, who choose to be present, at the time.
3. All the requirement and terms & conditions have been provided in the bidding document uploaded on E-PADS 2.0 and PPRA's / NSD's websites. The same may be downloaded to check your eligibility before participating in the bidding process.
4. Submit the bid on the form provided in the bidding document, by fulfilling all the requisites provided in the bidding document, along with required scanned documents on E-PADS 2.0, to avoid rejection/disqualification of bid. Manual bids will not be acceptable without E-PADS 2.0.
5. The firm/contractor/bidder shall upload scanned copy of the bid security / earnest money in favor of Deputy Secretary (Admin), National Security Division NSD, amounting to 3% of the total bid value in the shape of Demand Draft / Pay Order / CDR on E-PADS 2.0, separately, and shall also submit (in original) in the office of Deputy Secretary (Admin), NSD, Room No 305-C, 3rd Floor Prime Minister's Office, Islamabad (051-9204941) before closing time for submission of e-bid. Also submit your technical proposal in hard form to the Deputy Secretary (Admin), NSD for smooth technical evaluation:-
6. Notification of Grievance Redressal Committee constituted in term of Rule-48 of Public Procurement Rules, 2004 is provided on National Security Division's website www.nsd.gov.pk, on E-PADS 2.0 at www.eprocure.pk and www.ppra.org.pk.
7. In case of any technical difficulty in using E-PADS 2.0, prospective bidders may contact PPRA Team, Director MIS, Room 109, 1st Floor, FBC building Sector G-5/2, Islamabad, contact No.051-111137237.
8. NSD/SPPC reserve the right to reject or accept any or all bids as per PP Rules. The decision of NSD/SPPC shall be final and binding on all bidders under Rule 33 of PPR 2004.

Deputy Secretary (Admin)
National Security Division
Room No. 301-C, 3rd Floor,
Prime Minister's Office
Islamabad
Ph: 051-9204017

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Section I.

PRE-QUALIFICATION NOTICE

[National Security Division / Strategic Policy Planning Cell]



National Security Division (NSD) / Strategic Policy Planning Cell (SPPC) invite Pre-Qualification Proposals from Workshop / Firms located in Islamabad / Rawalpindi for the execution of the repair / maintenance works in the following categories during the financial year 2026-27 under rules 15 & 16 of the PPRA Rules, 2004:

<u>Category I</u> Machinery and Equipment: Repair/Maintenance of Air Conditioners, Electric Geyser, Fridge, Water Dispenser and Fans etc.	<u>Category II</u> Furniture and Fixtures: Repair/Maintenance of Official Furniture & Fixture etc.
<u>Category III</u> IT & Office Automation Equipment's: Repair/Maintenance of all type of Photocopiers, Fax Machines , Computers, Printers, LCD/LED and Laptops etc.	<u>Category IV</u> Official Vehicles: Repair/Maintenance of official vehicles of different make, such as Suzuki, Toyota, Honda & Motor cycles etc.

1. The proposal shall be received through EPADS only as per Procurement Regulation Vide SRO 296/ (I)/2023 dated 27th February, 2023. The firms must hold the following expertise / experience:
 - i. Firms may apply for one or more categories. Each firm shall demonstrate the requisite technical, financial and managerial capability for the categories for which it seeks pre-qualification.
 - ii. Relevant experience (minimum 5-years) and past performance.
 - iii. Capabilities with the respect to relevant work.
 - iv. Having updated GST/NTN number.
 - v. Relevant work force and proper office/workshop located in Islamabad / Rawalpindi.
2. Interested parties/firms may send their proposal **within 15 days** from the date of uploading/publication which will be opened on the closing date at 13:00 p.m. in presence of firms or their representatives, if they desire to attend the opening.
3. Please submit your proposal through E-PADS 2.0.

(SAQIB SHAHZAD)
Section Officer (Admn/Gen)
National Security Division
Room No. 305-C, 3rd Floor,
Prime Minister's Office. **Islamabad.**
Ph: 051-9216313

Section II. Instructions for the Firms

A. General Provisions

1. Definitions	1.1 Definition a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the Supplier. b) “Applicable Law” means the laws and any other instruments having the force of law in Pakistan, as they may be issued and in force from time to time. c) “Supplier” means firms, contractor, bidders, suppliers, authorized dealers and service providers for repair /maintenance of machinery and equipment, furniture and fixtures, computer /IT equipment (hardware & software) and official vehicles etc. d) “Contract” means a legally binding written agreement signed between the Procuring Agency and the Supplier and includes all the attached documents listed in its Clauses. e) “Data Sheet” means an integral part of the Instructions to Suppliers (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC. f) “Day” means a calendar day. g) “ITC” (Section 2 of the PQP) means the ‘Instructions to firms / Service Providers’ that provides the repair/maintenance services h) “LOI” (Section 1 of the PQP) means the ‘Letter of Invitation’ being sent by the Procuring Agency to the Suppliers. i) “Procuring Agency” means the “National Security Division (NSD) /Strategic Policy Planning Cell (SPPC)”. j) “Proposal” means the pre-qualification proposal k) “PQP” means the ‘Pre-qualification Proposals’ prepared by the Procuring Agency for the selection of workshops / firms. l) “Services” means the work/ services, to be performed by the Supplier, pursuant to the Contract. m) “Sub-Supplier” means an entity to whom the Supplier intends to subcontract any part of the Services, while remaining responsible to the Procuring Agency, during the performance of the Contract. This shall only be done with prior written approval of the procuring agency. n) “TORs” (Section 7) means the ‘Terms of Reference’ that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Procuring Agency and the Supplier, and expected results and deliverables of the assignment.
2. Introduction	2.1 The firms, contractor, bidders, suppliers, authorized dealers and service providers for repair / maintenance services etc as specified in the Data Sheet, for the purpose. 2.2 The Procuring Agency will provide, at no cost to the Suppliers, the inputs, relevant activities data, and reports required for the preparation of the Supplier’s Proposal, as specified in the Data Sheet.
3. Corrupt and Fraudulent Practices	3.1 The Authority requires compliance with the Regulatory Framework in regard to corrupt and fraudulent practices as defined under Procurement Regulatory Framework of Government of Pakistan.

B. Preparation of Proposals	
4. General Considerations	4.1 In preparing the Proposal, the Supplier is expected to examine the Pre-qualification Proposal (PQP) in detail. Material deficiencies in providing any information required in the PQP may result in rejection of the Proposal.
5. Cost of Preparation of Proposal	5.1 The Supplier shall bear all costs associated with the preparation and submission of its Proposal, and the Procuring Agency shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
6. Language	6.1 The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Supplier and the Procuring Agency, shall be written in the language(s) specified in the Data Sheet.
7. Document Comprising the Proposal	7.1 The Proposal shall comprise the documents and forms listed in the Data Sheet .
8. Only One Proposal	8.1 The Supplier shall submit only one Proposal.
9. Proposal Validity	9.1 Proposals shall remain valid for the period specified in the Data Sheet after the Proposal submission deadline. 9.2 During this period, the Supplier shall maintain its original Proposal without any change.
9a. Extension of Validity Period	9a.1 If considered necessary, an extension can be made in case of exceptional circumstances (beyond the control of the procuring agency) after recording the reason(s) in writing, in the sole discretion of the Procuring Agency. The period of the extension should be determined keeping in view of the circumstances under which such extension is deemed to be necessary, however, the same may not be more than the original bid validity period. The request and the responses shall be made in writing. Moreover, any such extension shall be solicited and procured in advance from the procuring agency, prior to the expiry of original (or initial) bid validity period. Bid/Proposal Securing Instrument shall also be extended in conformity with the period of extension. 9a.2 If it is decided to extend the validity of its Proposal, it may be done without any change in the original Proposal. 9a.3 The Supplier has the right to refuse to extend the validity of its Proposal, in which case such Proposal will not be further processed.
10. Clarification and Amendment of PQP	10.1 The procuring agency may seek and accept clarification through dedicated E-PADS 2.0 option. i. At any time before the proposal submission deadline, the Procuring Agency may amend the PQP by issuing an amendment through E-PADS 2.0 and Website. ii. If the amendment is substantial, the Procuring Agency, in its discretion, may extend the proposal submission deadline to give the Suppliers reasonable time to take an amendment into account in their Proposals.
C. Submission, Opening and Evaluation	

11. Submission, of Proposals	13.1 The Pre-qualification proposals–shall be submitted through E-PADS 2.0 before the closing deadline. The original bid security in hard form must reach the Deputy Secretary (Admin), NSD’s office before the bid submission deadline.
12. Confidentiality	14.1 Information relating to the evaluation of Proposals shall not be disclosed to the Suppliers who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Evaluation Report. 14.2 Any attempt by Suppliers or anyone on behalf of the Supplier to influence improperly the Procuring Agency in the evaluation of the Proposals may result in the rejection of its Proposal, and may be subject to the application of prevailing blacklisting procedures.
13. Opening of Proposal	15.1 The Procuring Agency will open technical proposals through E-PADS 2.0, in the presence of representatives of the Suppliers, who choose to attend, at the place, on the date and at the time, specified in the PQP. The Supplier’ representatives present shall sign a register as proof of their attendance.
14. Evaluation of Proposals	16.1 The Procuring Agency’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the PQP, applying the evaluation criteria, sub-criteria, and point system specified in the PQP.
15. Taxes	19.1 The Suppliers are required to include all the applicable taxes.
D. Negotiations	
16. Negotiations	21.1 Without changing the cost and scope of the project, negotiations will be held at the date and address to streamline the project activities. 21.2 If any change is made, it will be shared with all firms.
17. Grievance Redressal Mechanism	23.1 Any party aggrieved with the decision of procuring agency may file grievance to the ‘Grievance Redressal Committee’ (GRC) against the decision in accordance with Rule 48 of the PP Rules, 2004.
18. Mechanism of Blacklisting	24.1 The Procuring Agency shall bar the Supplier from participating in the procurement process in accordance with procedure prescribed in Rule-19 of the Public Procurement Rules, 2004, and allied regulations.

Section II (b). Proposal ‘Data Sheet’

A. General	
1.	Name of the Procuring Agency: National Security Division / Strategic Policy Planning Cell Method of selection: Pre – Qualification of the firms
2.	The name of the assignment is: <u>Pre-Qualification Proposal of the Firms</u>
3.	A pre-proposal conference/meeting will be held: NO Details: Date of pre-proposal conference/meeting: Time: Address: Room No 336-E, 3 rd Floor, Prime Minister’s Office, Islamabad Telephone: 051-9204941 E-mail: rsaqibshahzad@gmail.com Contact person/conference coordinator: <i>Saqib Shahzad, Section Officer. NSD. SPPC</i>
B. Preparation of Proposals	
4.	The language of the Bid is <i>English</i> . All correspondence shall be in English.
5.	The Proposal shall comprise the following mandatory eligibility criteria with the Technical Proposal None-compliance of any of the following mandatory clause shall disqualify the bidder straight away: 1. Technical Proposal submission form. (TECH-I) 2. Proof of Certificate of Incorporation of Registration or equivalent. 3. Proof of NTN Certificate. 4. Proof of GST Certificate. 5. Original Affidavit on Stamp Paper worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Federal / Provincial Government, Semi Government, Private Autonomous body(ies) or any other international organization or engaged in any litigation with a government department/agency. 6. Original Affidavit (not older than one month) on Stamp Paper worth Rs. 100 or more that the bidder is an active tax payer and has submitted tax return for the preceding fiscal year. Tax payer list serial number (downloaded from FBR’s website) is also to be mentioned. 7. Minimum relevant experience of five years. Service Relevant Experiences (TECH-II) 8. Preferred Registered Office / Headquarters in Islamabad/Rawalpindi. 9. Proof of Financial status of the intending firm/Supplier. Average Annual Turnover of at least Rs. 1 million (TECH-III). 10. Bid Security of 3 % in the shape of Demand Draft / Pay Order / CDR on E-PADS 2.0, and shall also submit (in original) in the office of Deputy Secretary (Admin), NSD, Room No 301-C, 3rd Floor Prime Minister’s Office, Islamabad (051-9204941)

6.	Participation of Sub-Suppliers, in more than one Proposal is not permissible
7.	Pre-qualification shall be valid till 30 June 2027.
8.	Clarifications may be requested through E-PADS 2.0
9.	The Proposal shall be stated in Pakistani Rupees and all payments shall also be made in Pakistani Rupees.
C. Submission, Opening and Evaluation	
10.	The firms shall submit bids through E-PADS 2.0.
11.	The Proposals must be submitted no later than: Date: 11 th September 2026
10.	Proposals shall be opened through E-PADS 2.0 The opening shall take place at committee room of National Security Division Date: same as the submission deadline Time: 13:00 hrs

EVALUATION OF TECHNICAL PROPOSALS

Note:

- i. If the information against each criteria is not provided or provided information is less than requirement, zero marks will be awarded.
- ii. The information shall be supported by documentary evidences in each criteria/sub-criteria.

DETAILS OF EVALUATION OF PROPOSAL

Sr.	Description	Max Marks	Obtained Marks
1.	Firm must have valid STR certificate and Active Tax Payer List (ATL). Certificate on Stamp Paper stating that firm is not Black listed.	5	
2.	Years since Registration, Proof of Registration with valid Registration of Firms /Professional Tax Certificate.	5	
3.	Last two year Returns (Income Tax and Sales Tax)	5	
4.	Valid Registered Office in Rawalpindi / Islamabad	5	
5.	Experience of working with more than 5 clients over 5 years (Rawalpindi / Islamabad based organizations).	15	
6.	Certificate on Stamp Paper stating that firm not received warning for delayed / substandard items.	5	
7.	Man Power Staff more than 5 persons = 10 marks Staff less than 5 persons = zero marks	10	
8.	Satisfactory Performance Certificate / Work Order / from the client (Govt, Semi govt, autonomous body). 5 or more certificates = 20 marks Less than 5 Certificates = 4 marks each upto a maximum of 16 marks (max)	20	
9.	Certificate on stamp paper stating that the firm is not involved in Litigation with any of the Federal / Provincial Government Entity	5	
10.	Workshop, tools, equipment and service facilities	15	
11.	Quality of the Proposal	10	
	Total Marks	100	

Marks Secured: _____ Status: _____

Remarks

- i. Sr. No 1, 2, 3, 4, 5, 7, 10, 11 are mandatory.
- ii. The total marks allocated for the technical evaluation of the Bid are 100.
- iii. If the technical bid achieve 65% marks, the bid will be considered technically responsive. The bid scoring less than 65% marks will not be considered for next stage.

11.

For the purpose of the evaluation, the Procuring Agency will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in the Procuring Agency's country. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized, in the sole discretion of the Procuring Agency, (using the itemized list as a

	guidance but not limiting to it) and added to the Contract amount as a separate line, also indicating which taxes shall be paid by the Supplier and which taxes are withheld and paid by the Procuring Agency on behalf of the Supplier.
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Section III. **Technical** Proposal – Standard Forms

CHECKLIST OF REQUIRED FORMS

FORM	DESCRIPTION
	Include in eligibility C
TECH-1	Technical Proposal Submission Form. Including all documents related to mandatory criteria as mentioned in the data sheet.
Power of Attorney	i. Original Affidavit on Stamp Paper worth Rs.100 or more that Bidder is not insolvent, bankrupt and is not blacklisted or debarred by PPRA, Federal / Provincial Government, Semi Government, Private Autonomous body(ies) or any other international organization or engaged in any litigation with a government department/agency. ii. Original Affidavit (not older than one month) on Stamp Paper worth Rs. 100 or more that the bidder is an active tax payer and has submitted tax return for the preceding fiscal year. Tax payer list serial number (downloaded from FBR's website) is also to be mentioned.
TECH-II	Minimum relevant experience of Five years . Service Relevant Experiences.
TECH-III	Proof of Financial status of the intending firm/Supplier. Average Annual Turnover.

All pages of the original Technical and Financial Proposal shall be initialed by the same authorized representative of the Supplier who signs the Proposal.

Form TECH-I

Technical Proposal Submission Form

[Location, Date]

To
Deputy Secretary (Admin),
National Security Division
Prime Minister's Office
Islamabad

Subject: **SUBMISSION OF PROPOSALS**

Dear Sir:

We, the undersigned, offer to provide Repair / Maintenance Services for machinery and equipment, furniture and fixtures, computer /IT equipment (hardware & software) and official vehicles etc during the fiscal year 2026-27, in accordance with your Expression of Interest XXXX.

2. We confirm that this Proposal is legally binding, irrevocable, and fully compliant with the specified validity period. Pursuant to PPRA rules, we formally undertake to enter into negotiations in good faith, whenever called upon. We agree that our submission, along with any refined terms resulting from formal contract negotiations, shall form a binding contract between us.

3. We declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

4. We understand that you are not bound to accept any Proposal you receive and reserve the right to reject the same in accordance with PPRA Rules, 2004.

Yours Sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm: Address

Form TECH-II
(RELEVANT EXPERIENCE OF THE FIRM)

SUPPLIER’S ORGANIZATION AND EXPERIENCE

Project Relevant Experience.

Kindly provide relevant Project Experience of the Firm as well as main workforce’s relevant past experience in the formats given below:

S. No	Assignment	Year		Value of Assignment	Role of firm	Client	Copy of Contract
		Award	Completion				
1.							
2.							
3.							
4.							
5.							

Provide Maximum 5 assignments

Please provide proof of completed assignments.

Title of the assignment: Project Volume:	Value of the agreement:
Name of Client:	Region / location:
Duration of Assignment:	

Form TECH-III

AVERAGE ANNUAL TURNOVER

Each Bidder must fill in this form:

The information supplied should be the Annual Turnover of the Bidder in terms of the amounts billed to clients for each year for Contracts/Orders in progress or completed.

Annual Turnover data for the last 4 Years		
Sr. No	Year	Amount in Rs.
1.	2022	
2.	2023	
3.	2024	
4.	2025	
Average Turnover		

INTEGRITY PACT

The Qualified Bidders will be required to submit the below text on stamp paper after filling in the details and duly signed as well as stamped, as part of their RFP Proposal.

DECLARATION OF FEES, COMMISSION AND BROKERAGE ETC PAYABLE BY THE SUPPLIER OF GOODS, SERVICES & WORK IN CONTRACTS

(To be filled by the bidder as a part of technical proposal)

Contract Number: _____ Dated: _____

Contract Value: _____

Contract Title: _____

_____ hereby declare that it has not obtained or induced the procurement of any contract, right, interest, privilege or other obligation or benefit from Government of Pakistan or any administrative subdivision or agency thereof or any other entity owned or controlled by it (Government of Pakistan) through any corrupt business partner.

Without limiting the generality of the forgoing, _____ represents and warrants that it has fully declared the brokerage, commission, fees etc. paid or payable to anyone and not given or 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 nature or juridical person, including its affiliate, agent, associate, broker, consultant, director, promoter, shareholder, sponsor or subsidiary, any commission, gratification, bribe, finder's fee or kickback, whether described as consultant fee or otherwise, with the object of obtaining or inducing the procurement of a contract, right, interest, privilege or other obligation or benefit in whatever from Government of Pakistan, except that which has been expressly declared pursuant hereto.

_____ certifies that it has made and will make full disclosure of all agreements and arrangements with all persons in respect of or related to the transaction with Government of Pakistan and has not taken any action or will not take any action to circumvent the above declaration, representation or warranty.

_____ accept 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 declaration, representation and warranty. It agrees that any contract, right, interest, privilege or other obligation or benefit obtained or procured as aforesaid shall, without prejudice to any other right and remedies available to Government of Pakistan under any law, contract or other instrument, be voidable at the option of Government of Pakistan.

Notwithstanding any rights and remedies exercised by Government of Pakistan in this regard, _____ agrees to identify Government of Pakistan for any loss or damage incurred by it on account of its corrupt business practices and further pay compensation to Government of Pakistan in an amount equivalent to ten times the sum of any commission, gratification, bribe, finder's fee or kickback given by _____ as aforesaid for the purpose of obtaining or inducing the procurement of any contract, right, interest, privilege or other obligation or benefit in whatsoever from Government of Pakistan.

[Buyer]

[Seller / Supplier]

Section V. Terms of Reference

- 1) The firm (s) intending to participate in the pre-qualification process must be registered with the Income Tax and Sales Tax Departments (Registration numbers should be clearly mentioned and valid documentary evidence to be attached). Further, they must be on the Active Tax Payers List of the Federal Board of the Revenue.
- 2) The firm(s) should have sufficient experience in the repair / maintenance of machinery and equipment, furniture and fixtures, computer /IT equipment (hardware & software and Official Vehicles etc with well reputed Government / Private Sector Organizations.
- 3) The firm / bidder must have Professional Tax Certificate.
- 4) The bidder (s) should be required Bid Security in the form of Bank Draft for each category @3% security deposit.
- 5) Original bid security must be submitted in hard form in the office of the undersigned.
- 6) The Purchase Committee of Procuring agency will **open the proposals on -----**
----- in the Committee Room E5-336, 3rd Floor, Prime Minister's Office, Islamabad in the presence of the bidders or their authorized representatives, who choose to attend the meeting. Incomplete bids will be rejected.
- 7) Tender through Fax/ Post will not be entertained.
- 8) The bidder must provide verifiable satisfactory certificate from the client (Govt / Semi Govt / Autonomous body) minimum 05 Certificates are required.
- 9) Warranty / Guarantee of the item (s), wherever applicable, shall be provided by the successful bidder (s).
- 10) The successful bidder (s) shall submit an attested / notarized affidavit on stamp paper mentioning:
 - i. That the firm is not blacklisted by any Government/State Owned Organization.
 - ii. It is certified that information furnished here in and as per the document, submitted is true and nothing has been concealed or tampered with.
- 11) The successful bidder (s) shall nominate a "focal person" with complete contact details including mobile number to liaise with the Procuring agency.
- 12) Refurbished / second hand items shall not be accepted.
- 13) Payment of bills will be made upon work order as per requirement and after deducting all government taxes / levies at source.
- 14) The installation services, wherever required, should be provided free of cost in the offices of the concerned users at Procuring agency.
- 15) The result of bid evaluation, in the form of a report will be announced within Fifteen (15) days prior to the award of the contract to the successful bidder through websites. In case of any complaint by any bidder, a Grievance Redressal Committee already constituted in the Procuring agency will address the grievance (s) if any.
- 16) The Procuring agency reserved the rights to issue warnings in case of poor performance of the firm, and/or blacklisting as per PPRA Rules and the bid security and performance guarantee of the firm may be forfeited.
- 17) The procuring Agency shall have the authority to cancel / withdraw the work order at any stage of the procurement, if the firm is found to be providing sub-standard services.
- 18) The Procuring agency reserves the rights to accept or reject any or all bids, in accordance with existing PPRA Rules.
- 19) No advance payment shall be made for any purchase services.
- 20) The bid validity period is minimum 180 days.

Bidder's Name / Signature / Stamp:

Payments to the Firms

1. Taxes and Duties	The Supplier, employees/service providers are responsible for meeting any and all tax liabilities arising in provision of services, unless it is stated otherwise in the SCC.
2. Currency of Payment	Any payment shall be made in the currency(ies) specified in the SCC.
3. Mode of Billing and Payment	No advance payment will be made, all payments would be made after the completion of services and related tasks assigned to the selected firm on the provision of actual bills through AGPR.

Fairness and Good Faith

4. Good Faith	The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this arrangement.
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