

26 February 2025

To: Public Procurement Regulatory Authority,
1st Floor FBC Building Near State Bank,
Sector G-5/2, Islamabad-Pakistan

Subject: **Purchase the Miscellaneous Items/Goods**

HQ 9 Div intends to purchase the miscellaneous items/Goods as mentioned in Annex "A" to this letter please.

TERMS AND CONDITIONS OF THE TENDER

1. **RATES**

- a. Quoted rates must be valid upto **30 Jun 2025**.
- b. Quoted rates must be inclusive of all the govt. taxes i.e. GST, INCOME TAX AND OTHER CHARGES.
- c. Quantities are subject to change at the time of issue of purchase order at buyer's discretion. Supplier may quote against each item, separate rates for Economic Order Quantities (EOQ) and those for lesser quantities.

2. **QUOTATIONS**

- a. Quotation will be provided on proper letter head pad of the firm and each page of the quotation must bear firm's stamp and signature.
- b. Firms will be bound to provide item/Store with in time.
- c. Quotation received after due date will not be considered.

3. **RESTRICTIONS**

- a. CUTTING OR OVERWRITING in the quotation must be avoided which makes it liable to rejection.
- b. The purchaser retains the authority to REJECT any or all the quotations at any time on valid grounds, which will be communicated to supplier/contractor concerned, if requested.
- c. The store(s) / item(s) should be exactly in accordance with the specifications / sample.

4. **TENDER OPENING**

- a. Quotation must be dropped in the tender box before 09:30 AM on **20 Mar 2025**
- b. The tender will be opened on **20 Mar 2025** at 10:00 AM.
- c. Tender Duration - **06 Mar 2025 to 20 Mar 2025**

5. **IMPORTANT NOTE:**

- a. In quotation absence of any certificate or information required vide this Tender Inquiry will mean that the contractor accepts the clauses without any change / amendment.
- b. The contractor has to provide the Principal documents i-e, Sales Tax Invoice, Firm Bills, Sales Tax deposit document at the time of delivery of items, where deemed necessary.
- c. All the print media/PPRA charges will be borne by the contractor winner, for particular items/purchase order.

d. The acceptance of the said spares will be subject to functional test from competent inspection authorities.

6. **WARNING**

- a. Do carefully study the specifications of store(s) / item(s) of this Tender Inquiry before quoting otherwise, for wrong quotation **HQ 9 Div** Unit will not be responsible.
- b. Any Omission due to misprinting, typing error, illegible quotations will make them liable to rejection of quotations.
- c. Do read all clauses carefully before preparing the quotations.
- d. In case of any discrepancy of clause(s) with quotation, will make the quotation liable to rejection.
- e. Provide Quotations on Firm pad in HARD COPY.



Maj
OC HQ Coy
(Arif Ulfah)

A large, stylized handwritten signature in blue ink, written over the typed name and title.

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