

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

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

Headquarters 25 Mechanized Division to purchase the miscellaneous items/ goods as mentioned in Annex "A" to this letter, please.

ITEMS AND CONDITIONS OF THE TENDER

1. RATES

- a. Quoted rates must be valid upto 30 June 2020.
- 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 issue of purchases order at buyer's discretion. Supplier may quote against each item separate rates for Economic Order Quantities (EOQ) those for lesser quantities.

2. QUOTATIONS

- a. Quotations will be provided on proper letter head paid of firm and each page of the quotation must bear firm's stamp and signature.
- b. Firm 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 purchase retains the authority to REJECT any or all the quotations at any time and valid grounds which will be communicated to supplier/ contractor concerned, if requested.
- c. The stores (s)/ items(s) should be exactly in accordance with specifications/ sample.

4. TENDER OPENING

- a. Quotation must be dropped in the tender box before 1000 on 28 May 2022.
- b. The tender will be opened on 28 May 2022 at 1200 HOURS
- c. Tender Expiry - 13 May 22 to 28 May 22

IMPORTANT NOTES:

- 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 principle documents i.e Sales Tax Invoice. Firm Bills Sales Tax deposit documents 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.

WARNING

- a. Do carefully study the specifications of stores(s)/ items(s) of this Tender Inquiry before quoting otherwise, for wrong quotation HQ 25 Mech Div will not be responsible.
- b. Any Omission due to misprinting, typing error, illegible quotations will make them liable to rejection of quotation.
- c. Do read all clauses carefully before preparing the quotations.
- d. In case of any discrepancy of clauses(s) with quotation, will make the quotation liable to rejection.
- e. provide Quotations on Firm pad in HARD COPY.


Lt Col
GSO-1 (Ops/ Trg)
Munir Ahmed Sultan