

F. No.1-7/2025-26-General
GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
ISLAMABAD
Tel: 051-9103512



TENDER FORM /BIDDING DOCUMENTS

Sr. #	Tender Description	Bid Security / Earnest Money (not exceeding 5%) in favor of SO (General), M/o IPC
1.	Purchase of Stationery items	Rs.278,000/-
2.	Purchase of Computer Stationery i.e. Toners for Printers, Photocopiers and Fax Machines	
3.	Purchase of Other / Misc. items	
4.	Purchase of Hardware	
5.	Purchase of Software	

F. No.1-7/2025-26-General
GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION

TENDER DOCUMENTS / FORM

Note:-

PLEASE READ CAREFULLY ALL THE CONDITIONS SPECIFIED IN THE INSTANT TENDER DOCUMENT/FORM BEFORE SUBMISSION OF THE BID/QUOTATION.

Part-I (Section-I)	<p>➤ Instructions to Bidders / Firms (ITB)</p> <ul style="list-style-type: none">• Introduction• Terms and Conditions• Bid Currencies• Bid Prices• Bid Security• Forfeiture of Earnest Money and Blacklisting of Firm / Vendor• Submission and opening of Bids• Evaluation and comparison of bids• Award of Procurement Contract• Delivery of Items• Payments• Corrupt or Fraudulent Practices
Part-I (Section-II)	<p>➤ Check List</p> <p>➤ Standard Bid Form</p> <p>➤ Price Schedule in Pak Rupees for Stationery Items</p> <p>➤ Price Schedule in Pak Rupees for Computer Stationery</p> <p>➤ Price Schedule in Pak Rupees for Other / Misc. Items.</p> <p>➤ Contract Form</p>
Part-II (Section-I)	<p>➤ General Conditions of Contract (GCC)</p>
Part-II (Section-II)	<p>➤ Special Conditions of Contract (SCC)</p>

PART-I
(SECTION-I)
INSTRUCTIONS TO BIDDERS

Part-I (Section-I)

INSTRUCTIONS TO BIDDERS / FIRMS

Introduction

1. Bids are invited from the original manufactures / authorized dealers / reputed stationers / general order suppliers registered with Income & Sales Tax Departments and are on Active Taxpayers List (ATL) of FBR, having their own offices / stock / manpower / expertise in Rawalpindi / Islamabad for supply of following items to Ministry of Inter Provincial Coordination (IPC), Government of Pakistan, Islamabad during the Financial Year 2025-26:-

1	2	3
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5.	Purchase of Software	

Terms & Conditions

2. Tendering process shall be carried out through EPADS.
3. Interesting eligible bidders must be registered on the EPADS (<https://eprocure.gov.pk>) and submit their documents on EPADS.
4. National Tax Number (NTN), General Sales Tax (GST) number and Vender Number with documentary proof will have to be provided by each bidder in the tender otherwise the bid shall be rejected.
5. The firm / bidder must have at least 02-years of experience of supply of similar nature items as requisitioned in this bid.
6. The firm / bidder must show demonstrated capability and completed at least 02 contracts of supply of similar nature items as requisitioned in this bid. Documentary evidence to this effect must be provided with the bid.
7. The firm / bidder shall furnish details of its premises i.e. full address, Telephone/Fax/Whatsapp No. and E-Mail. The Firms/bidders should have their proper office in Rawalpindi / Islamabad.
8. The bidder/manufacturer/supplier/ will submit an under taking in the form of affidavit on stamps paper of Rs.100/- that their firm has not been blacklisted in the past on any grounds by any government (Federal, Provincial) a local body or a

public sector organization. On account of submission of false statement or concealment of facts the bidder/manufacturer will be debarred from bid.

9. Single stage-one envelop procedure as contained in Rule 36(a) of PPRA, 2004 as well as Procurement Regulations issued vide SRO No.296(I)/223 dated 27.02.2023 shall apply.

10. The purchaser reserves the right to accept or reject any or all the tender bids as per PPRA Rules, 2004 amended from time to time.

11. In case of any dispute, decision of the Chairman Purchase Committee shall be final.

12. No hard copies of the bids documents shall be accepted bids shall only be submitted through EPADS (<https://eprocure.gov.pk>)

Bid Currencies

13. Prices shall be quoted in Pak Rupees.

Bid Prices

14. The bid prices should be submitted/uploaded on EPADS.

15. Tender Form is to be filled in very carefully, preferably typed. Any alteration/correction must be signed.

16. All prices must inclusive of all direct / indirect taxes/ General Sales Tax (GST) and other taxes and duties where applicable. If there is no mention of taxes, the offered/quoted price will be considered as inclusive of all prevailing taxes/duties.

17. The prices/rates offered by the bidder shall be valid and binding on the bidder throughout the period of contract up to 30.06.2026. However the procuring agency i.e. M/o IPC shall be entitled to extend the contract period after 30.06.2026 till the award of next tender but not more than 02 months, if required.

18. Every page of the tender documents is to be signed and stamped at the bottom.

19. The firms are required to quote for minimum 80% of the listed/documents items otherwise the bid shall not be considered.

Bid Security

20. Earnest money in shape of a Bank Draft/Pay Order/Call shall be deposited as per Tender Documents Clause 1 (Colum 3 of the table) which is not exceeding 5% of the bid in favour of SO (General), Ministry of Inter Provincial Coordination. The

scanned copy of same shall be uploaded on EPADS. The Tenders found deficient of the earnest money will not be considered and rejected straightway. The previous earnest money of any firm / vendor will not be considered for carried forward.

21. Unsuccessful bidders' (if none of the item quoted is approved) bid security will be discharged / returned as promptly as possible after announcement and publication of evaluation results/result.

Forfeiture of Earnest Money and Blacklisting of Firm / Vendor

22. All kinds of required items shall be provided as per approved specifications especially all kinds of toners originally manufactured by the company concerned, not compatible or refilled or refurbished etc. otherwise the Securities Deposit / Earnest Money will be forfeited and the firm would also be disqualified/ blacklisted.

Submission and opening of Bids

Date of Collection of Tender Bids	From 18.07.2025 to 05.08.2025 , bidding documents shall be collected through E-Pak Acquisition & Disposal System (EPADS) on/or before 12:00 P.M by 05.08.2025 and all prospective bidders shall apply for tender 2025-26 through EPADS. No manual bids/hard copies shall be accepted.
Date, Time & Place of publicly opening of Tender Bids.	On 05.08.2025 at 01:00 P.M , Committee Room of Ministry of IPC, 2 nd Floor, Ministry of IPC, New Secretariat, Kohsar Block, Islamabad in the presence of bidders or their representatives who may choose to be present in terms of Rule 28 of PPRA, 2004.

Evaluation and comparison of bids

23. The Purchase Committee will evaluate and compare the bids which have been determined to be substantially responsive and lowest as well as most advantageous. Result of bid evaluation in the form of a report giving justification for acceptance or rejection of bids (Minutes of the Meeting of Purchase Committee) at least 10 days prior to the award of procurement contract will also be announced in terms of Rule 35 of PPRA Rules, 2004.

Award of Procurement Contract

24. The procuring agency / purchaser i.e. M/o IPC will award the contract to the successful bidders / firms whose bids have been determined to be substantially responsive and have been determined to be the lowest most advantage evaluated bid (item wise).

25. The notification of award of contract of successful items will be issued in favour of lowest bidders / firms.

26. Within 07 days of receipt of notification of award, the successful bidders and the procuring agency / purchaser shall sign the contract agreement on stamp paper worth Rs.100/-. Specimen annexed herewith.

Delivery of Items

27. The supplies shall be delivered at the address given in the supply order, even on a short notice in the risk and cost of the supplier. The entire supplies will be delivered within time frame as given in the supply order. In case no supply is made within the time frame specified in the supply order, the contract to the extent of non-delivered portion of supply will stand cancelled without formal notice to this effect. No supplies will be accepted and earnest money to extent of non-delivered portion will be forfeited. If the firm fails to supply the whole consignment the entire earnest money against the accepted value will be forfeited to the Ministry of Inter Provincial Coordination account and the firm will be blacklisted for future participation.

28. All the supplies / products will be acceptable subject to physical examination to be carried after receipt of supplies at the Office of Ministry of Inter Provincial Coordination in accordance with the required specification. If any item is found to be against the required specification, the purchaser may reject the goods and the supplier shall replace the rejected goods to meet the required specification free of cost. This opportunity will be provided only once. In case, after replacement of supplies, the inspection report again declare the item as of against the required specification, the stock will not be accepted and the firm will be blacklisted for future participation, including forfeiture of their earnest money to the Ministry of Inter Provincial Coordination Account.

Payments

29. Payments will be made on receipt of original delivery challans/bills and invoices in duplicate duly completed in all respect. Payment for supplied items shall be made after satisfactory inspection report by the concerned Incharge. Income Tax and sales tax at Government rate/rules will be deducted from each invoice.

Corrupt or Fraudulent Practices

30. The Purchaser observes the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser:-

(i) defines, for the purposes of this provision, the terms set forth below as follows:

“corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract,

collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty

(ii) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

(iii) will declare a firm ineligible and blacklisted for future participation either indefinitely or for a specific period of time as may deem appropriate by the competent authority of this Ministry being procuring agency.

I / We have read and agree with the above mentioned terms and conditions.

Name of Bidder/Firm
Signature. _____

Date:

Seal

PART-I

(SECTION-II)

- **Check List**
- **Standard Bid Form**
- **Price Schedule in Pak Rupees for Stationery Items**
- **Price Schedule in Pak Rupees for Computer Stationery**
- **Price Schedule in Pak Rupees for Other / Misc. Items.**
- **Contract Form**

Part-I (Section-II)

CHECK LIST

Name of Firm _____

Sr. #	Pre-Requisite Documents to be provided by the Firms / Bidders	Yes / No
1	Registered on EPADS.	
2	Earnest money	
3	NTN No. with copy of certificate	
4	GST No. with copy of certificate	
5	Copy of Active Taxpayer List	
6	Bank Account No.	
7	Documentary Proof of having 02-years' experience alongwith copies of two successful contracts	
8	Stamp paper /declaration about black listing	
9	Whether rates quoted on prescribed form	
10	Signature and Stamp on Tender Documents	
11	Address of firm alongwith Landline Telephone / Fax Numbers and other contact details.	
12	Experience Certificate	

Name of Bidder/Firm
Signature. _____

Date:

Seal

Part-I (Section-II)

BID FORM

(To be printed on letter head)

Section Officer (General)

Ministry of Inter Provincial Coordination
Islamabad

TenderNo.1-7/2025-26-General

Date: _____

Sir,

Having examined the terms and conditions contained in tender notice as well as in bidding documents and specifications of tender, the receipt of which is here by duly acknowledged, we, the undersigned, offer to install, supply and deliver (description of goods and services) in conformity with said bidding documents and specifications mentioned therein on the unit rates quoted in our price schedule, attached hereto, if stand lowest, till 30th June, 2026, validity which may be further extended till finalization of next tender, if desired so, by the procuring agency.

If our bid is accepted we shall deliver the equipment mentioned in the tender documents within time frame given in the purchase / supply order.

We agree to abide by the terms and conditions of the tender for the period till 30.06.2026 further extendable upto 02 months and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

Until a formal purchase order(s) is placed, this bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand, that you are not bound to accept the lowest or any proposal you may receive or to inform us of the rejection of our bid or to give any reasons thereof

Date this ----- day of ----- 20-----

Signature ----- in the capacity of ----- duly authorized to sign tender for and on behalf of

(NAME OF FIRM IN BLOCK CAPITALS)

Complete

Address: _____

Fax No. _____ Telephone No. _____

Signature

Witness:

1. _____

2. _____

Part-I (Section-II)
Price schedule in Pak Rupees
List of Stationary items

S.NO.	Description	Unit (Packet/Each)	Rate with GST
1.	Attendance Register No. 4 Tayyaba As Per Sample		
2.	Ball pen Piano 0.8 MM or equivalent		
3.	Ball pen piano 1.0 smooth pt-177 or equal		
4.	Ball pen piano pro or equal		
5.	Ball Pen Uni Ball Signo UM-120 or equivalent		
6.	Binder Clip Extra Large Schneider / one Business		
7.	Binder Clip Large 51mm		
8.	Binder Clip Medium 41mm		
9.	Binder Clip Small 32mm		
10.	Binding Strips 08 mm IBICO or equivalent		
11.	Binding Strips 10 mm IBICO or equivalent		
12.	Binding Strips 12 mm IBICO or equivalent		
13.	Binding Strips 14 mm IBICO or equivalent		
14.	Binding Strips 16 mm IBICO or equivalent		
15.	Binding Strips 22 mm IBICO or equivalent		
16.	Binding Strips 25 mm IBICO or equivalent		
17.	Binding Strips 28 mm IBICO or equivalent		
18.	Binding Strips 32 mm IBICO or equivalent		
19.	Calculator Large Casio CT-9300 or equivalent		
20.	Calculator Small Casio MJ-120 or equivalent		
21.	Card Envelope Large With Handle Size 13 X 15 (As per Sample)		
22.	Card Envelope Medium with Handle Size 14 X 10 (As per Sample)		
23.	Card Envelope Small With Handle Size 12 X8 (As per Sample)		
24.	Chakdar Card A4 size imported		
25.	Chakdar Card legal size imported		
26.	Colour Flag		
27.	Coloured paper A 4 Size 80 gram Spectra or equivalent		
28.	Coloured paper Legal Size 80 gram Spectra or equivalent		
29.	D.O Pad Regina Mill Paper Size 6.5 " x 8 " (As per Sample)		
30.	D.O Pad Regina Mill Paper A 4 Size (As per Sample)		
31.	D.O Pad Regina Mill Paper Legal Size (As per Sample)		
32.	Dak Book Small Tayyaba Size 9" x 6 " 96 pages		
33.	Dak Book Large As Per Sample No.12 Tayyaba or equivalent		
34.	Dak Folder Leather (As per Sample)		
35.	Dak Pad Leather (As per sample)		
36.	Diary Register Size 800 pages No.12 Tayyaba or equivalent		
37.	Double Paper Tape 1"		

S.NO.	Description	Unit (Packet/Each)	Rate with GST
38.	Double Foami Tape 1"		
39.	Double Punch 30 Sheets Three flower or equivalent		
40.	Envelope Khaki Golden 80 Gram A4 Size Best Quality		
41.	Envelope Khaki Golden 80 Gram Legal Size Best Quality		
42.	Envelope Khaki Golden 80 Gram S.E.5 Best Quality		
43.	Envelope Khaki Golden 80 Gram S.E.6 Best Quality		
44.	Envelope Khaki Golden 80 Gram S.E.8 Best Quality		
45.	File Board Size 13 X 10 Legal Size		
46.	File Cover Bleach Card 300 Gram Legal Size with Ministry logo Paste Inside (as per sample)		
47.	File Cover for Secretary (as per sample) Off White 350 gram		
48.	File Cover for Summary White A4 size as per sample Art Card 350 Gram		
49.	File Cover White A4 Card 350 gram Plain		
50.	File Separator Set of 10 Pieces A 4 Size Alflah		
51.	File Separator Set of 10 Pieces Legal Alflah		
52.	File Separator Set of 10 Pieces Plastic A 4 Size Cosmo		
53.	File Separator Set of 10 Pieces Plastic Legal Cosmo		
54.	Glue Stick 21 Gram UHU Original		
55.	Glue Stick 20 Gram UHU Pelikan		
56.	Green File Board (as per sample) Legal Size Bleach Card 350 gram with Ground & Cloth Inside		
57.	Grip File Cover Legal Size		
58.	Grip File Cover Size A 4		
59.	Highlighter Mercury		
60.	Highlighter Schneider Pelikan		
61.	Imported Paper Reginia Mill A4 Size 500 Sheet equivalent		
62.	Ink Blue & Black Pelikan 400 or equivalent		
63.	Ivory Card A4 size 160 Gram Pkt		
64.	Lead Pencil HB -5000 or equivalent Gold Fish		
65.	Marker 70 Allmark Dollar or Equivalent		
66.	Marker 90 Nos. Blue /Black or equivalent		
67.	Marker Uni Ball eye fine UB-157 or equivalent		
68.	Note Pad Narrow Line A 4 Size 80 Gram Paper 100 Sheet per Pad		
69.	Note Pad Narrow Line Legal Size 80 Gram Paper 100 Sheet Per Pad		
70.	Note Sheet A4 Paper 70 gram 100 Sheet per Pad		
71.	Note Sheet Legal Paper 70 gram 100 Sheet per Pad		
72.	Notice Board 2 x 2		
73.	Notice Board 3 x 2		

S.NO.	Description	Unit (Packet/Each)	Rate with GST
74.	Notice Board 3 x 3		
75.	Notice Board 3 x 4		
76.	Officer Diary Pad Size 7" X 4.5 " Paper 80 Gram 50 pages plane paper As per sample		
77.	Officer Diary Pad Size 7" X 4.5 " Paper 80 Gram 100 pages plane paper As per sample		
78.	Officer Diary Small 2.5 x 6.5 (Exclusive Slim Pad)		
79.	Officer Green Dairy As per Sample Leather		
80.	Officer Pen Stand fancy Leather		
81.	Officer Pen Stand Marble		
82.	Packing Tape 2 "		
83.	Packing Tape 3 "		
84.	Paper Clip 36 mm Three Flower or equivalent		
85.	Paper Clip 36 mm plastic		
86.	Paper Cutter Steel body Fine Quality		
87.	Paper Pin Size No.2 Three Flower 50 Gram or equivalent		
88.	Pen Jar iron body		
89.	Phonix Pin No 2		
90.	Phonix Pin No 4		
91.	Phonix Pin No 5		
92.	Phonix Pin No 6		
93.	Photo Glassy Paper Sheet 200 GM Superior Quality Pkt 100 Sheet		
94.	Pilot V-10 Grip High Tech Point		
95.	Pilot V-5 Grip High Tech Point		
96.	Pilot V-7 Grip High Tech Point		
97.	Plastic Binding Sheets A4 IBICO 250 MIC		
98.	Plastic Binding Sheets Legal IBICO 250 MIC		
99.	Plastic file covers A4 Strip File Nokyo Hand Sheet		
100.	Plastic file covers Legal Strip File Nokyo Hand Sheet		
101.	Post it Note Pad 3" x 2" Pronoti or equivalent		
102.	Post it Note Pad 3" x 3" Pronoti or equivalent		
103.	Post it Note Pad 3" x 4" Pronoti or equivalent		
104.	Post it Note Pad 3" x 5" Pronoti or equivalent		
105.	Drafting Pad with Hard Board (Small)		
106.	Drafting Pad with Hard Board (Large) A4 Size		
107.	Program Stand Best Quality Karizon		
108.	Punch Machine Double Heavy Duty KW09670		
109.	Punch Machine Single Best Quality		
110.	Register 06 or Normal Paper full White		
111.	Register 06 or off set Paper 80 Gram full White Best Quality Al-Imran Executive or equivalent		
112.	Register 08 or Normal Paper full White		
113.	Register 08 or off set Paper 80 Gram full White Best Quality Al-Imran Executive or equivalent		
114.	Register 12 or Normal Paper full White		
115.	Register 12 or off set Paper 80 Garm full White Best Quality Al-Imran Executive		

S.NO.	Description	Unit (Packet/Each)	Rate with GST
116.	Register 24 or Normal Paper full White		
117.	Register 24 or off set Paper 80 Gram full White Best Quality Al-Imran Executive		
118.	Ring/Box File Cover Deli or Equivalent 200 pages		
119.	Ring/Box File Cover Deli or Equivalent 300 pages		
120.	Ring/Box File Cover Deli or Equivalent 400 pages		
121.	Scale Steel 12 "		
122.	Scissor 10 "As per sample		
123.	Sharpener Plastic fine quality		
124.	Schneider one Business Pen		
125.	Sharpener Machine Large Size Deli or Equivalent		
126.	Si-Pen S 5 0.5 mm		
127.	Soft Rubber Pelikan AL-30		
128.	Eraser PelikanDG-50		
129.	Spiral Note Book 4 x 6		
130.	Stamp Pad Ink Crystal or equivalent		
131.	Stamp Pad Size 3 x 5		
132.	Staple Machine Deli with staple pin removal or equivalent		
133.	Staple Machine Heavy Duty K.W. 50 LE		
134.	Staple Pin Dollar Size 24/6 or equivalent		
135.	Staple Pin size 23/15		
136.	Staple remover KW Trio No. 0508B or equivalent		
137.	Sticky Ball Pen MG or Equivalent		
138.	Stock/Issue Register No. 06 Or Equivalent		
139.	Stock/Issue Register No. 10 Or Equivalent		
140.	Stock/Issue Register No.12 Or Equivalent		
141.	Summary paper A 4 80 Gram AA Or Equivalent		
142.	Summary A 4 80 Gram Paper One Or Equivalent		
143.	Summary A 4 80 Gram BLC Or Equivalent		
144.	Summary Paper legal 80 gram AA Or Equivalent		
145.	Summary Paper legal 80 gram Paper One Or Equivalent		
146.	Summary Paper legal 80 Gram BLC Or Equivalent		
147.	Table Diary (Friend) Or Equivalent		
148.	Table Planner Best Quality		
149.	Table Sets Superior Quality 08 Pics		
150.	Tag Large		
151.	Tag small		
152.	Tape Scotch 1 inch		
153.	Tape Scotch 2 inch		
154.	Uni Ball Vision Elite fine 0.8 or equivalent		
155.	Visiting Card Stand		
156.	Water Bank		
157.	White Board Marker		
158.	White Envelop 5.5 x 7		
159.	White Envelop A4 Sized		
160.	White Envelope S.E 6		

S.NO.	Description	Unit (Packet/Each)	Rate with GST
161.	White Envelops Legal		
162.	Heavy duty one Hole Punch		
163.	White Fluid Rabbit, Correction Pen or equivalent		

Name of Bidder/Firm

Signature. _____

Date:

Seal

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Part-I (Section-II)
Price schedule in Pak Rupees
List of Computer Stationary

Note: Substandard items will not be acceptable and the earnest money will be forfeited and the firm will be black listed.

		Rate per unit with GST
S.No	Description	Original
1.	Toner HP LaserJet Pro 400M401d (80-A)	
2.	Toner HP LaserJet Pro 404 (76-A)	
3.	Toner HP LaserJet Pro 402d (26-A)	
4.	Toner HP LaserJet 127 fn (83-A)	
5.	Toner HP LaserJet 1102 (85-A)	
6.	Toner HP LaserJet P2015d (53-A)	
7.	Toner HP LaserJet 2035 (05-A)	
8.	Toner HP LaserJet 1505 (36-A)	
9.	Toner HP Pro 200m Color 251 nw (131-A) (SET)	
10.	Toner HP Color Printer 150 a (119 Set)	
11.	Toner Konica Minolta Bizhub 554e	
12.	Toner Konica Minolta Bizhub 454e	
13.	Toner Konica Minolta Bizhub 215	
14.	Toner Konica Minolta 306i	
15.	Toner Cannon 6555i (NPG-54)	

Name of Bidder/Firm

Signature. _____

Date:

Seal

Part-I (Section-II)
Price schedule in Pak Rupees
List of Other / Miscellaneous Items

S.NO.	Description	Unit (Packet/Each)	Rate with GST
1.	AC Perfume bottle for Car		
2.	Aeron Perfume Gel for Car		
3.	Air Freshener Aseel Original 300ml or Equivalent		
4.	Air freshener Rose/Romantic 300 ml or equivalent		
5.	Air Freshener Dirham		
6.	Air Wick Small		
7.	Air Wick Large		
8.	Acid for washroom		
9.	Aroma Air Freshener with Cover (Washroom)		
10.	Ash Tray Best Quality		
11.	Automatic Air Freshener Machine Air Wick / Fresco or equivalent		
12.	Battery 9watt Camellon Rechargeable		
13.	Baygon spray 375 ml or equivalent		
14.	Body Spray axe or equivalent		
15.	Body Spray For Men		
16.	Tape Dispenser		
17.	Bone China Tea Cup With Saucer Set of 06 Cups and Saucer		
18.	Car Polish Cosmic or equivalent		
19.	Car Shampoo		
20.	Cell A 23 Camellon Original with minimum 6 months Shelf Life		
21.	Cell AA Energizer or equivalent		
22.	Cell AA Power Plus or Equivalent		
23.	Cell AAA Power Plus or Equivalent		
24.	Cell AAA Energizer or equivalent		
25.	Cell D Size 1.5 Power Plus		
26.	Cell D Size 1.5 Energizer or equivalent		
27.	Coat Brush		
28.	Cobra Insect Killer or Equivalent 375 ml		

S.NO.	Description	Unit (Packet/Each)	Rate with GST
29.	Comb Fine Quality		
30.	Cup without saucer Royal of London		
31.	DC-300 Refill		
32.	Dettol (Small) 250 ml		
33.	Dettol (Medium) 100 ml		
34.	Dettol Large 1 Liter		
35.	Dettol Surface cleaner 500 ml		
36.	Dove Hand Wash or Equivalent		
37.	Dove Soap 135 Gram or Equivalent		
38.	Dry Mope Refill Best Quality		
39.	Dry Mope with steel Handle		
40.	Dust Bin Medium Sized Nelon		
41.	Dust Bin Push It Full Size Steel		
42.	Dust Bin Push It Medium Size Steel		
43.	Dust Bin Shaper Size 12 x 18		
44.	Dust Bin Shaper Size 18 x 12		
45.	Electric Heater Best Quality NAS GAS or equivalent		
46.	Electric Kettle Deuron or Equivalent with Plastic Body 1.7 L		
47.	Extension Lead with Minimum 06 switch and 5 Mtr Wire Best Quality Camelion or equivalent		
48.	File Tray Plastic Size 10 x 15		
49.	File Tray Plastic Size 12 x 16		
50.	Flamingo or equivalent		
51.	Fork Steel Large		
52.	Fork Steel Small		
53.	Glass Cleaner Brush		
54.	Glint all purpose cleaner 500 ml Orange color		
55.	Glint Glass Cleaner 500 ml or equivalent		
56.	Glass cover		
57.	Hair Brush Best Quality		
58.	Harpic 500 ml or equivalent		
59.	Hi-Jeen Tissue Rose Patel White		

S.NO.	Description	Unit (Packet/Each)	Rate with GST
60.	Jai Namaz Best Quality		
61.	Jhaaro (Bhans) (Broom)		
62.	Jug (Toyo Nasic) with Cover Best Quality or equivalent		
63.	Kiwi Revive-All Leather Polish or equivalent		
64.	Laptop Bag Large (as per sample)		
65.	Laptop Bag Small (14 Inch) (as per sample)		
66.	Leaser Pointer Different Colors Top Quality Minimum one year Warranty Rechargeable 303		
67.	Lemon Max liquid 275 ml or equivalent		
68.	Liquid Hand Wash Dove/Paradise/ Dettol 300 ml or equivalent		
69.	Liquid Hand Wash Dove/Paradise/ Dettol 500 ml or equivalent		
70.	Lock Large 63mm Tricircle Or Equivalent		
71.	Lock Medium 50mm Tricircle Or Equivalent		
72.	Lock Small 38mm Tricircle Or Equivalent		
73.	Lota (Plastic)		
74.	Garbage Bag Plastic Large size per KG		
75.	Lux or any Tikkipakc 30 Gram or equivalent Tikipack		
76.	Lux/Dettol soap 100 Gram or equivalent		
77.	Lux/Dettol soap 70 Gram or equivalent		
78.	Mineral water large 19 Liter Nestle or equivalent		
79.	Mineral Water Small 330 ML Glass Bottle Murree Sparklets or equivalent		
80.	Mineral water small 500 ml Nestle or equivalent		
81.	Molty Foam Back Care (No-2) or equivalent		
82.	Morten oil refill bottle only		
83.	Morten oil refill bottle with Machine		
84.	Pajara with Steel Handle Best Quality		
85.	Party Pack Tissue Rose Petal white		
86.	Phenyl Finis 1 Liter Bottle or equivalent		
87.	PhoolJhaaro (Broom)		
88.	Plastic Bag (Sand Bag)		
89.	Plastic Balti		

S.NO.	Description	Unit (Packet/Each)	Rate with GST
90.	Plastic Doori		
91.	Plastic Sleeper No. 10 Bata or equivalent		
92.	Plastic Sleeper No. 9 Bata or equivalent		
93.	Plastic Sleeper No.8 Bata or equivalent		
94.	Plastic Tray Large Plain White Or Equivalent		
95.	Plastic Tray Medium Plain White Or Equivalent		
96.	Plastic Tray Small Plain White Or Equivalent		
97.	Plate Double Glaze Large Size Plain White		
98.	Plate Double Glaze Medium Size Plain White		
99.	Plate Double Glaze Small Size Plain White		
100.	Printy Stamp with Rubber Standard Size 05 Line		
101.	Refiller automatic air freshener Machine Air Vick		
102.	Remote Bell electric with Minimum 06 Months Warranty SOGO or equivalent		
103.	Rice Spoon 16 gage stainless Steel		
104.	Rubber Mat Best Quality 2 x 1.5		
105.	Rubber Mat Best Quality 2.5 ` x 4' foot		
106.	Rubber Mat Best Quality 2.5' x 3; foot		
107.	Shappar Dust Bin Size 12 x 18 (Per KG)		
108.	Soap Case Best Quality		
109.	Souvenir (As per specimen available with MoIPC)		
110.	Surf 90 Gram		
111.	Surf Excel, Arial or equivalent 1 Kg		
112.	Table Lamp Bulb		
113.	Tape Dispenser Best Quality		
114.	Tea Spoon 16 Gage Stainless Steel		
115.	Taizab white 1 litter or equivalent		
116.	Telephone Set Panasonic 92/934 model or Equivalent		
117.	Thermos with one year Warranty Japani or equivalent		
118.	Tissue Box Rose Petal Luxury or equivalent		
119.	Toilet Brush Best Quality		

S.NO.	Description	Unit (Packet/Each)	Rate with GST
120.	Toilet Roll Rose Petal or equivalent		
121.	Towel Cloth For Vehicle 18 inch by 16 inch		
122.	Towel White best Quality Large		
123.	Towel White best Quality Medium		
124.	Towel White best Quality Small		
125.	Tumbler (Toyo Nasic fine Quality Sample with be provided first		
126.	Umbrella Large BMW or equivalent		
127.	Umbrella Smart BMW or equivalent		
128.	Vehicles Tyre Cleaning Brush		
129.	Vim 450 Gram (Bag) or equivalent		
130.	Wall Clock Champion or equivalent with Minimum 01 Year full Warranty-		
131.	Water Filter Cartridge - Installation with Complete Set imported		
132.	WD-40		
133.	Wiper Superior Quality Large		
134.	Wiper superior quality Small		
135.	Phynial Tablet per Kg		
136.	Shield as Per Sample		
137.	Telephone wire PVC 2 pair bundle		
138.	Telephone wire PVC 3 pair bundle		
139.	Telephone wire PVC 5 pair bundle		
140.	Soldring Wire Roll 400 gram		
141.	Digital Rozzet for Telephone		
142.	Jumper Wire Roll 100 meter		
143.	Receiver Wire White & Black		
144.	Insulation Tape		
145.	Gola Plant with Planter		
146.	36 Leaf Plant with Planter		
147.	Bamboo Plant with Planter		
148.	Planter		
149.	Plant Bunney 1 X 24		
150.	Plant 2 X 24		

S.NO.	Description	Unit (Packet/Each)	Rate with GST
151.	Checo Plant 1 X 18		
152.	Plant Dianthus F.I		
153.	Plant InteriumSonat F.I		
154.	Plant Gule-e-Ashrafi		
155.	Plant Aloe Vera Medicinal / Rare Type		
156.	Plant English Gulab		
157.	36 Leaf Plant with Planter		
158.	Bamboo Plant with Planter		
159.	Planter		
160.	Plant Bunney 1 X 24		
161.	Plant 2 X 24		
162.	Checo Plant 1 X 18		
163.	Plant Dianthus F.I		
164.	Plant InteriumSonat F.I		
165.	Plant Gule-e-Ashrafi		
166.	Plant Aloe Vera Medicinal / Rare Type		
167.	Plant English Gulab		
168.	Plant DesiGulab		
169.	Plant Red Rose		
170.	Plant Photoloka		
171.	Plant MorPank Lemon		
172.	Plant Cone Ficas 48"		
173.	Money Plant		
174.	Plant Potinia		
175.	GrantaPlant		

Part-I (Section-II)
Price schedule in Pak Rupees
List Computer related Items

S.No.	Description	Unit (Packet/Each)	Rate with GST
1.	USB 64 GB HP or equal to		
2.	USB 32 GB HP or equal to		
3.	USB 16 GB HP or equal to		
4.	WI-FI DONGLE TP		
5.	WIRELESS KEYBOARD A4 Tech or equal to		
6.	WIRELESS MOUSE A4 Tech or equal to		
7.	KEYBOARD /MOUSE SIMPLE A4 Tech or equal to		
8.	POWER BANK 20000 MAH		
9.	MOUSE PAD WITH GEL		
10.	HEAD PHONE WIRED LOGITECH OR EQUIVALENT		
11.	HEAD PHONE WIRELESS LOGITECH OR EQUIVALENT		
12.	USB HUB HIGH POWER		
13.	DATA CABLE C TYPE		
14.	DVD 4.8 GB		
15.	DVD 8.6 GB		
16.	CD R		
17.	CMOS CELL		
18.	USB EXT. CABLE 3 METER		
19.	USB EXT. CABLE 5 METER		
20.	COMPUTER SPEAKER		
21.	HDD 500 GB		
22.	SSD 512 GB		
23.	EXTERNAL HD 1 TB SSD		
24.	POWER CABLE		
25.	VGA CABLE		
26.	DHDMI CABLE		

S.No.	Description	Unit (Packet/Each)	Rate with GST
27.	DVI CABLE		
28.	VGA TO HDMI CONVERTOR		
29.	RAMS 16 GB		
30.	COMPUTER BRANDED CORE I7, SSK 512, RAM 16GB, GEN 13, LENOVO OR EQUIVALENT		
31.	LAPTOP ELITEBOOK CORE I7, SSD512, RAM 16GB, GEN 13, HP OR EQUIVALENT		
32.	COLOR PRINTER M454DW or equivalent		
33.	BIOMETRIC MACHINE ZKTECO UFACE 800		
34.	SCANNER IMATE 1100I OR LATEST, KODAK OR EQUIVALENT		
35.	PRINTER LASER JET 4004 DN HP OR EQUIVALENT		

Part-I (Section-II)
Price schedule in Pak Rupees
Purchase of Software

S.No.	Description	Unit (Packet/Each)	Rate with GST
1.	Data Recovery Software Premium Life time (Registered)		
2.	Adobe Acrobat Writer (Registered)		
3.	Windows 10 (Licensed)		
4.	Windows 11 (Licensed)		
5.	Microsoft Office 2019 (LINCENSED)		
6.	Driver Solution Pack		
7.	Ms Office 2021 Licensed		
8.	Anti-Virus 360 Total Security with Life Time License		
9.	PDF Editor Software Licensed		
10.	Canva Pro Software		

Name of Bidder/Firm

Signature. _____

Date:

Seal

Part-I (Section-II)

3. Contract Form

THIS AGREEMENT made the _____ day of _____ 20____ between **Ministry of Inter Provincial Coordination (IPC)**, Government of Pakistan, having its principal place of business at 2nd Floor, New Secretariat, Kohsar Block, Islamabad (hereinafter referred to as the "**IPC**", which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the one part) and (name of the firm), a firm duly registered, having its head office at (complete address) (hereinafter referred to as "Supplier", which expression shall, where the context so permits, include its successors, legal, representatives and permitted assignees of the other part):

WHEREAS the Purchaser invited rates for Purchase of Stationery, Computer Stationery, Misc. Items, of firms / vendors and has accepted the following unit rates that shall remain valid till 30th June 2026 by the Supplier for the supply of items which shall be asked for through "Supply Orders" having therein the requisite items, quantities, delivery schedule & rate of liquidated damages against late deliveries, and shall be issued from time to time, nonetheless, the validity of selected rates may be further extended till finalization of next tender, if desired so, by mutual consent:-

S.No	Item with brand name	Unit Rate (Pak. Rs.) (with GST)
1.		
2.		

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
- The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - The Bid Form and the Price Schedule submitted by the Bidder;
 - The General Conditions of Contract;
 - The Special Conditions of Contract;
 - The Purchaser's Notification of Award; and
 - Purchase Orders which shall be issued by IPC time to time
- In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
- The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Purchaser)

Signed, sealed, delivered _____ the _____ (for the Supplier)

Part-II

(Section-I)

General Conditions of Contract

Part-II (Section-I)

GENERAL CONDITIONS OF CONTRACT

1. Definitions	<p>1.1 In this Contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none">(a) "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.(b) "The Contract Price" means the price which shall be payable to the Supplier under the Contract pursuant to the rates agreed in it, against the "Supply Orders" which shall be issued from time to time, for the full and proper performance of its contractual obligations.(c) "The Goods" means all of the stationery items, toners, equipment, machinery, and/or other materials which the Supplier is required to supply to the Purchaser under the Contract against the "Supply Orders" which shall be issued from time to time.(d) "The Services" means those services ancillary to the supply of the Goods, such as transportation and insurance, and any other incidental services, such as installation, commissioning, provision of technical assistance, training, and other such obligations of the Supplier covered under the Contract.(e) "GCC" means the General Conditions of Contract contained in this section.(f) "SCC" means the Special Conditions of Contract.(g) "The Purchaser" means the organization purchasing the Goods, as named in SCC.(h) "The Supplier" means the individual or firm supplying the Goods and Services under this Contract.
2. Application	<p>2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other parts of the Contract.</p>

<p>3. Standards</p>	<p>3.1 The Goods supplied under this Contract against the "Supply Orders" which shall be issued from time to time, shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin. Such standards shall be the latest issued by the concerned institution.</p>
<p>4. Inspections and Tests</p>	<p>4.1 The Purchaser or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. SCC and the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing, in a timely manner, of the identity of any samples (representatives) retained for these purposes.</p> <p>4.2 The inspections and tests may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.</p> <p>4.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.</p> <p>4.4 The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival at the Purchaser's delivery point shall in no way be limited or waived by reason of the Goods having previously been inspected, tested, and passed by the Purchaser or its representative prior to the Goods' shipment from the factory/warehouse.</p> <p>4.5 Nothing in GCC Clause 4 shall in any way release the Supplier from any warranty or other obligations under this Contract.</p>
<p>5. Packing</p>	<p>5.1 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.</p>

<p>6. Delivery and Documents</p>	<p>6.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms which shall be specified in the Schedule of Requirements of the respective "Supply Order" that shall be issued from time to time.</p>
<p>7. Warranty</p>	<p>7.1 The Supplier warrants that the Goods especially "Toners" supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.</p> <p>7.2 This warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Contract.</p> <p>7.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.</p> <p>7.4 Upon receipt of such notice, the Supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser.</p> <p>7.5 If the Supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.</p>
<p>8. Payment</p>	<p>8.1 The method and conditions of payment to be made to the Supplier under this Contract shall be specified in SCC.</p> <p>8.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed and upon fulfillment of other obligations stipulated in the Contract.</p> <p>8.3 Payments shall be made promptly by the Purchaser, but in no case later than sixty (60) days after submission of an invoice or claim by the Supplier.</p>

	8.4 The currency of payment is Pak. Rupees.
9. Prices	9.1 Prices charged by the Supplier for Goods delivered and Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in SCC or in the Purchaser's request for bid validity extension, as the case may be.
10.Contract Amendments	10.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.
11.Assignment	11.1 The Supplier shall not assign, in whole or in part, its obligations to perform under this Contract.
12.Delays in the Supplier's Performance	<p>12.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule prescribed by the Purchaser in the Schedule of Requirements.</p> <p>12.2 If at any time during performance of the Contract, the Supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without liquidated damages, in which case the extension shall be ratified by the parties by amendment of Contract.</p>
13.Termination for Default	<p>13.1 The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate this Contract in whole or in part:</p> <ul style="list-style-type: none"> (a) if the Supplier fails to deliver any or all of the Goods within the period(s) specified in the respective "Supply Order" which shall be issued from time to time under this Contract, or within any extension thereof granted by the Purchaser; or (b) if the Supplier fails to perform any other obligation(s) under the Contract. (c) if the Supplier, in the judgment of the Purchaser has engaged in corrupt and fraudulent practices in competing for or in executing the Contract.

	<p>For the purpose of this clause: “corrupt and fraudulent practices” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract, collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty.</p> <p>13.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 17.1, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.</p>
<p>14. Force Majeure</p>	<p>14.1 Notwithstanding the provisions of GCC Clauses 12 and 13, the Supplier shall not be liable for forfeiture of its bid security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.</p> <p>14.2 For purposes of this clause, “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.</p> <p>14.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</p>

15.Resolution of Disputes	<p>15.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.</p> <p>15.2 If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in SCC. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed manner and/or arbitration.</p>
16.Governing Language	<p>16.1 The Contract shall be written in the language specified in SCC. The version of the Contract written in the specified language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.</p>
17.Applicable Law	<p>17.1 The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.</p>
18.Notices	<p>18.1 Any notice given by one party to the other pursuant to this Contract shall be sent to the other party in writing or by cable, telex, or facsimile and confirmed in writing to the other party's address specified in SCC.</p> <p>18.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.</p>
19.Taxes and Duties	<p>19.1 Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.</p>

Part-II

(Section-II)

Special Conditions of Contract

Part-II (Section-II)

SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract. The corresponding clause number of the GCC is indicated in parentheses.

1. Definitions (GCC Clause 1)

GCC 1.1 (g)—**The Purchaser is:** Ministry of Inter Provincial Coordination, 2nd Floor, New Secretariat Kohsar Block, Islamabad.

2. Inspections and Tests (GCC Clause 4)

GCC 4.1—**Inspection and tests prior to supply of Goods and at final acceptance are as follows:**

The Purchaser or its representative shall have the right to inspect and or to test the supplies at the destination to confirm their conformity to the Contract specifications at no extra cost to the Purchaser. In this regard, a "Supply Order" shall be issued from time to time as per needs of IPC having therein Schedule of Requirements & Technical Specifications of the demanded items which shall be provided by the supplier. **Besides, for the delivery of toners, the Supplier shall provide the ID. Nos. printed on the packing boxes of the toners in their delivery challan for online verification of the same through original manufacturers' websites.**

3. Packing (GCC Clause 5)

GCC 5.2 – **Packing & accessories:** The bidder shall deliver the supplies as per the "supply Order", issued from time to time, at the destination in scratchless condition within proper packing with the entire manufacturer supplied accessories. With respect to toners, the same must be supplied in original packing having seal with ID. Nos. of original respective manufacturer.

4. Warranty (GCC Clause 7)

GCC 8.2—In partial modification of the provisions, the warranty period of the supplied goods, especially toners shall be **12 (Twelve) months** from date of acceptance of the supplies. The Supplier shall, in addition, comply with the performance and / or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

(a) Make such changes, modifications, and / or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and

expense and to carry out further performance tests in accordance with SCC 2.

5. Payment (GCC Clause 8)

GCC 8.1& 8.3 —The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:

Payment for Goods supplied:

Payment shall be made in Pak. Rupees in the following manner:

- (i) **On Acceptance: Hundred (100)** percent payment of the supplies delivered and received as per the respective "Supply Order", shall be made within sixty (60) working days of submission of claim supported by the acceptance certificate issued by the purchaser.

6. Prices (GCC Clause 9)

GCC 9.1—**Prices shall be:** Fixed.

7. Termination for Default (GCC Clause 13)

If during the currency of the period it is found that supplied items are sub-standard, defective or not genuine or from grey channel, the contract will be cancelled and Security Deposit will be forfeited and the firm will also be blacklisted

8. Resolution of Disputes (GCC Clause 15)

GCC 15.2—**The dispute resolution mechanism to be applied pursuant to GCC Clause 15.2 shall be as follows:**

In the case of a dispute between IPC and the Supplier, the dispute shall be addressed and settled in accordance with provisions of Public Procurement Rules, 2004 amended from time to time and the relevant laws of the Islamic Republic of Pakistan.

9. Governing Language (GCC Clause 16)

GCC 16.1—**The Governing Language shall be:** English.

10. Notices (GCC Clause 18)

GCC 18.1—**Purchaser's address for notice purposes:**

Section Officer (General)
Room No. 301, 2nd Floor,
New Secretariat, Kohsar Block, Islamabad
Tele: 051-9103512

—Supplier's address for notice purposes:
