



OFFICE OF THE SENIOR CIVIL JUDGE (ADMIN)
CIVIL COURTS MARDAN

TENDER NOTICE

Sealed tenders are invited from the Well reputed Firms /Suppliers /original manufacturers, registered with Income Tax and Sales Tax Departments and who are on Active Taxpayers list of the Federal Board of Revenue, for supply of Furniture & Fixture.

1. Last date for submission of bids is **01/06/2021** at **10:00 a.m.**
2. Bids shall be opened on **01/06/ 2021** at **10:30 a.m.**
3. Bidding documents, containing detailed terms & conditions can be Obtained from the office of undersigned and may also downloaded from websites of this Court i.e. (<https://mardandc.peshawarhighcourt.gov.pk/public/app>) and of Khyber Pakhtunkhwa Public Procurement Regularity Authority, (KPPRA), (www.kppra.gov.pk).

Senior Civil Judge (Admin) Mardan
Ph. 0937-9230332

TENDER SOLICITATION DOCUMENT

PROCUREMENT OF FURNITURE AND FIXTURE ITEMS



OFFICE OF THE SENIOR CIVIL JUDGE (ADMIN) MARDAN Khyber Pakhtunkhwa

The Mall Road Mardan.

Phone: (+ 92) (937) (9230332)

Email: seniorciviljudgemardan@gmail.com

URL: mardandc.peshawarhighcourt.gov.pk/public/app

Table of Contents

1.	Invitation to Bid	1
2.	Bidding Details (Instructions to Bidders)	1
	TERMS AND CONDITIONS OF THE BID	1
3.	Bid Scope	1
4.	Bid Eligibility/Qualification Criteria	1
5.	Bid Cost	2
6.	Joint Venture / Consortium	2
7.	Amendment of the Bid Document	2
8.	Preparation / Submission of Bid	2
9.	Bid Price	4
10.	Earnest Money	4
11.	Bid Validity	4
12.	Modification / Withdrawal of the Bid	4
13.	Opening of the Bid	5
14.	BID EVALUATION CRITERIA	6
15.	Rejection / Acceptance of the Bid	7
16.	Award Criteria	7
17.	Purchase Order	8
18.	Performance Security	8
19.	Execution Schedule / Delivery	8
20.	Documentation	9
	ANNEXURE-A	10
	ANNEXURE-B	12
	ANNEXURE-C	13
	ANNEXURE-D	14
	ANNEXURE-E	15
	ANNEXURE-F	18
	TERMS & CONDITIONS OF THE CONTRACT	19
	Contract	20
1.	Terms & conditions of Contract Form	21
3.	Contract Duration or issuing of purchase order	21
4.	Contract Language	21
5.	Standards	21
6.	Execution Schedule / Delivery	21
7.	Packing	21
8.	Warranty	22
9.	Ownership of Goods and Replaced Components	22
10.	Payment	22
11.	Liquidated Damages	23
12.	Blacklisting	23
13.	Forfeiture of Performance Security	23
14.	Taxes and Duties	24
15.	Contract Cost	24
16.	Documentation	24

1. Invitation to Bid

1.1 KPPRA Rules to be followed

Public Procurement Rules, 2014 will be strictly followed. These may be obtained from KPPRA's website:

<http://www.kppra.gov.pk>

In this document, unless otherwise mentioned to the contrary, "Rule" means a Rule under the Public Procurement Rules, 2014.

1.2 Mode of Advertisement(s)

As per Rule 11(1), this Bid is being placed online at KPPRA's website.

As per Rule 11(2), this Bid is also placed online at the website of the District Court, Mardan. i.e.

<https://www.mardandc.peshawarhighcourt.gov.pk/public/app>

1.3 Type of Open Competitive Bidding

As per Rule 6(2)(a), Single Stage – One Envelope Bidding Procedure shall be followed.

2. Bidding Details (Instructions to Bidders)

All bids must be accompanied by Bid security equivalent to 2% of the total bid price in shape of bank draft/CDR, as part of financial bid in favor of “**Senior Civil Judge (Admn), Mardan**”. The complete bids as per requirements under this bid document, must reach to the *Office of the Senior Civil Judge (Admn), Mardan* not later than **10:00 am** on last date of submission of bids i.e. **01/06/ 2021**. Late bids shall not be considered.

TERMS AND CONDITIONS OF THE BID

3. Bid Scope

3.1 The Purchaser invites Proposals (hereinafter referred to as “the Bids”) for supply of Furniture items, (hereinafter referred to as “the Goods”) and installation, configuration, deployment, testing, training and after-sale support of said Goods (hereinafter referred to as “the Services”).

3.2 The Goods will be delivered at the Office of the Senior Civil Judge (Admn), Mardan.

4. Bid Eligibility/Qualification Criteria

4.1 The bidders shall have registered/incorporated company/firm in Pakistan must be registered with Tax Authorities as per prevailing latest tax rules.

4.2 has valid Registration of General Sales Tax (GST) & National Tax Number (NTN);

4.3 must be involved in sales or supply business of these items for at least one year,

4.4 has not been blacklisted by any Provincial or Federal Government

Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan.

4.5 has office at Islamabad/Peshawar/Mardan.

5. Bid Cost

The Bidder shall bear all costs / expenses associated with the preparation and submission of the Bid(s) and the Purchaser shall in no case be responsible for those expenses.

6. Joint Venture / Consortium

Joint venture / Consortium are eligible for this bid.

7. Amendment of the Bid Document & Extention of closing date

The Purchase Committee of Purchaser may, at its exclusive discretion, amend the Bid Document and to extend the deadline for the submission of the Bid as per Rule-33(7) of Public Procurement Rules, 2014 read with rules (9)&(10) of Sec 23 KPPRA Act, 2012.

8. Preparation / Submission of Bid

8.1 The Bid shall be filed strictly in accordance to the specifications and description of solicited furniture items i.e. (Anexture-A) and may accompanied by the prescribed Forms, Schedules, Charts, Drawings, Documents, Brochures, Literature, etc, if necessary, which shall be typed, completely filled in, stamped and signed by the Bidder. If volume of the bid contains various set(s) of documents the same must be properly numbered and tagged in binding shape. Bid not in conformity of required standard and specifications shall be rejected

8.1.1 Submission of undertaking that:-

- a). the quoted Goods are genuine, brand new, non- refurbished, unaltered in any way, of the most recent / current model, imported through proper channel(if applicable), and incorporate all recent improvements in design and materials;
- b). the firm is not blacklisted by any Provincial or Federal Government Department, Agency, Organization, autonomous body or Private Sector Organization anywhere in Pakistan.
- c). the firm will fully comply with execution schedule and Delivery

Period mentioned in bid document

8.1.2 Valid Registration Certificate for Income Tax & Sales Tax

- 8.2** The Bidder shall seal the Original Bid envelope duly marked as under:
Original bid for
“Procurement of Furniture & Fixture, items”
[Name of the Bidder]
[Address of the Bidder]
[Phone No. of the Bidder]

Chairman Purchase Committee, Office of Senior Civil Judge

Mardan.

- 8.3** The Bid shall reach to the Office of the Senior Civil Judge,(Admn) Mardan, not later than **10:00 am** on last date of submission of bids i.e. **01/06/2021**. No late bid shall be accepted.
- 8.4** This is made obligatory to affix authorized signatures with official seal on all original and duplicate (copies) documents, annexures, copies, certificates, brochures, literature, drawings, letters, forms and all relevant documents as part of the bids submitted by the bidder.

9. Bid Price

- 9.1** The quoted price for each model shall be in Pak Rupees only;
- 9.2** shall be best / final / fixed and valid until completion of all obligations under the Contract i.e. not subject to variation / escalation;
- 9.3** shall be inclusive of all taxes, duties, levies, insurance, freight, etc.;
- 9.4** shall be included all charges up to the delivery point i.e. Mardan.
- 9.5** If not specifically mentioned in the Bid(s), it shall be presumed that the quoted price is as per the above requirements.
- 9.6** The purchaser will not be responsible for any erroneous calculation of tax rates or any subsequent changes in rates or structure of applicable taxes.

10. Earnest Money

- 10.1.** The Bidder shall furnish the Earnest Money:
- 10.1.1.1. for a sum equivalent to 2% of the total price;
- 10.1.1.2. denominated in Pak Rupees;
- 10.1.1.3. have a minimum validity period of one hundred and twenty (120) days from the last date for submission of the Bid or until furnishing of the Performance Security, whichever is later.
- 10.1.1.4. Bid security of successful bidders will be returned on their request, after signing of the contract and furnishing of 10% of Bid amount as performance guarantee.
- 10.2.** The Earnest Money shall be forfeited by the Purchaser, on the occurrence of any / all of the following conditions:
- If the Bidder withdraws the Bid during the period of the Bid validity;
 - If the Bidder does not accept the corrections of his Total Bid Price;
or
 - If the Bidder, having been notified of the acceptance of the Bid by

the Purchaser during the period of the Bid validity, fails or refuses to furnish the Performance Security, in accordance with the Bid Document.

11. Bid Validity

The Bid shall have a minimum validity period of one hundred and twenty (120) days from the last date for submission of the Bid. The Purchase Committee of Purchaser may solicit the Bidder's consent to an extension of the validity period of the Bid. The request and the response thereto shall be made in writing. If the Bidder agrees to extension of validity period of the Bid, the validity period of the Earnest Money shall also be suitably extended. The Bidder may refuse extension of validity period of the Bid, without forfeiting the Earnest Money.

12. Modification / Withdrawal of the Bid

- 12.1 The Bidder may, by written notice served on the Chairman, Purchase Committee, modify or withdraw the Bid after submission of the Bid, prior to the deadline for submission of the Bid.
- 12.2 The Bid, withdrawn after the deadline for submission of the Bid and prior to the expiration of the period of the Bid validity, shall result in forfeiture of the Bid Security.

13. Opening of the Bid

- 13.1 The Bids shall be publicly opened in the Office of the Senior Civil Judge (Admin), Mardan by the Purchase Committee at **10:30 am on 01/06/2021** in the presence of the Bidder(s)/representatives for which they shall ensure their presence without further invitation. In case the last date of bid submission falls in / within the official holidays / weekends of the Purchaser, the last date for submission of the bids shall be the next working day.
- 13.2 The Bidder's name, modifications, withdrawal, security, attendance of the Bidder and such other details as the Purchaser may, at its exclusive discretion, consider appropriate, shall be announced and recorded.
- 13.3 No bidder or its representative will be allowed to keep any digital device (camera, audio recorder, cell phone etc.) during bid opening meeting at given time and location.

14. Rejection / Acceptance of the Bid

- 14.1 The Purchase Committee may reject all bids or proposals at any time prior to the acceptance of a bid.
- 14.2 The Bid shall be rejected if:
 - 14.2.1 submitted in other than prescribed manner and, specified mode; or
 - 14.2.2 incomplete, partial, conditional, alternative, late; or
 - 14.2.3 Earnest money is not submitted; or
 - 14.2.4 subjected to interlineations / cuttings / corrections / erasures / overwriting; or
 - 14.2.5 the Bidder refuses to accept the corrected Total Bid Price; or
 - 14.2.6 the Bidder has conflict of interest with the Purchaser; or
 - 14.2.7 the Bidder tries to influence the Bid evaluation / Contract award; or
 - 14.2.8 the Bidder engages in corrupt or fraudulent practices in competing for the Contract award;
 - 14.2.9 the Bidder fails to meet all the specified solicited required items as per Annexure "A".
 - 14.2.10 the Bidder fails to meet the evaluation criteria requirements.
 - 14.2.11 the Bidder has been blacklisted by any public or private sector organization;
 - 14.2.12 the Bidder has been served any legal notices or displeasure letters by any public sector organization on serious failures to provide satisfactory services;
 - 14.2.13 the Bidder has mentioned any financial implication(s) in the financial proposal that is in contradiction to this document and Government rules and regulations.
 - 14.2.14 the Bidder submits any financial conditions as part of its bid which are not in conformity with bid document.
 - 14.2.15 Submitted without verifiable proofs against the mandatory as well as general documentary, qualification and eligibility

related requirements.

15. Award Criteria

15.1 As per this bid document Qualified and successful bidder(s) will be evaluated in the light of all Pre-Conditions, necessary requisites and shall be selected on lowest cost quoted for specified solicited items as per rules and fulfilling all codal formalities.

16. Purchase Order

Purchase Order to the successful Bidder will be issued after approval of the Competent Authority.

17. Performance Security

17.1 The successful Bidder/The Contractor shall furnish Performance Security after receipt of the Purchase Order, in the form of a Bank Guarantee or Bank Cheque, issued by a scheduled bank operating in Pakistan, as per the format provided in the Bid Document; for a sum equivalent to 10% of the contract value; denominated in Pak Rupees; have a minimum validity period until the date of expiry of warranty period, support period or termination of services, or fulfillment of all obligations under the contract, whichever is later. No other shape or form of performance security shall be acceptable with any validity less than the prescribed time period.

17.2 The Performance Security shall be payable to the Office of the Senior Civil Judge (Admn) , Mardan, if the Contractor commits a default under the Contract; fails to fulfill the obligations under the Contract or if violates any of the terms and conditions of the Contract.

17.3 No interest on the amount of performance guaranty / Bank Cheque shall be charged by Bidders.

18. Execution Schedule / Delivery

The Contractor shall deliver ordered Goods/ items within **SEVEN DAYS** from the issuance of Purchase Order. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract.

19. Liquidated Damages

If the Contractor fails / delays in supply / performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @1% of the total Contract Price which is attributable to such part of the Goods / the Services, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 20% of the Contract Price.

20. Documentation

The Contractor shall furnish the user documentation, the operation manuals, and service manuals of the supplied Goods and other information pertaining to the performance of the Goods, in hard/ soft copy format, before the Goods are taken over by the Purchaser.

ANNEXURE-A

Furniture & Fixtures:

- **Stainless steel 3-seater Bench for Litigants waiting area.**
 - **Size: 3 seater,1800*680*790 mm or equilant**
 - **Weight: 30-32 kg**
 - **Thickness of steel plate: 1.5mm**
 - **Beam: 40*80 mm,powder coated or equilant**
 - **Armrest quantity : 2**
 - **Polishing: Static powder coating after anti rust treatment**

Note:

1. During warranty period of the above mentioned Items, it will be responsibility of the successful bidder to replace faulty items/part(s) with genuine new items/ part(s) at his own expense.

FORMS & OTHER REQUIRED DOCUMENTS

ANNEXURE-B

Bid/ Proposal
Submission Form

[Location,
Date]

To

The Chairman, Purchase Committee,
Office of the Senior Civil Judge
(Admin), Mardan.

Dear Sir,

We, the undersigned, offer to provide the _ (insert title of assignment) _ in accordance with your Request for Proposal/Bid Document No. _____ Dated _ (insert date) _ and we are hereby submitting our Proposal, sealed in envelope.

We undertake, if our Proposal is accepted, to supply of _____ related to the assignment.

We also confirm that the Government of Pakistan or any other department(s) has not declared us, ineligible on charges of engaging in corrupt, fraudulent, collusive or coercive practices. We furthermore, pledge not to indulge in such practices in competing for or in executing the Contract, and we are aware of the relevant provisions of the Proposal Document.

We understand that you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature (Original)
(In full and initials)
Name and Designation of Signatory Name of Firm
Address

ANNEXURE-C

Price Schedule/ Financial Cost Sheet

Sr. No.	Item Description	No of Units/QT Y (1)	Unit Rate (Excl. Taxes) Rs. (2)	Total Taxes (3)	Unit Rate (Incl. all Taxes) Rs. (4=2+3)	Total Cost (Incl. all Taxes) Rs (5=1x4)
1						
Total Bid Price						X

Notes to Price Table:

- i. **X** will determine the total bid cost.
- ii. Standard Warranty for one (03) year after purchase of items.

Total Cost (in words) Rs. _____

Date _____

Signature of authorized person

Name:

(Company Seal)

Note: No cutting or overwriting is allowed. Any cutting or overwriting will lead to rejection of the financial bid.

ANNEXURE-D
Format for Covering Letter

To

,
The Chairman, Purchase Committee,
office of the Senior Civil Judge
(Admin) Mardan.

Sub: Bid for Procurement of _____

Dear Sir,

- a) Having examined the bid document and Appendixes we, the undersigned, in conformity with the said document, offer to provide the said items on terms of reference to be signed upon the award of contract for the sum indicated as per financial bid.
- b) We undertake, if our proposal is accepted, to provide the items/services comprised in the contract within time frame specified, starting from the date of receipt of notification of award from the Purchaser.
- c) We agree to abide by this proposal for the period of days (as per requirement of the project) from the date of bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- d) We agree to execute a contract in the form to be communicated by the _(insert name of the Purchaser)_, incorporating all agreements with such alterations or additions thereto as may be necessary to adapt such agreement to the circumstances of the standard.
- e) Unless and until a formal agreement is prepared and executed this proposal together with your written acceptance thereof shall constitute a binding contract/ agreement.
- f) We understand that you are not bound to accept the lowest or any bid you may receive, not to give any reason for rejection of any bid and that you will not defray any expenses incurred by us in bidding.

Authorized Signatures with Official Seal

ANNEXURE-E

UNDERTAKING

It is certified that the information furnished here in and as per the document submitted is true and correct and nothing has been concealed or tampered with. We have gone through all the conditions of bid and are liable to legal action for furnishing false information / documents.

Dated this _____ day of _____ 20

Signature

(Company Seal)

In the capacity of

Duly authorized to sign bids for and on behalf of:

ANNEXURE-F
PERFORMANCE SECURITY

Issuing Authority:

Date of Issuance:

Date of Expiry:

Claim Lodgment Date:

WHEREAS [Name and Address of the Contractor] (hereinafter called "the Contractor") has agreed to supply the Goods and render the Services against Bid Name._____, Bid No._____(Hereinafter called "the Contract") for the Contract Value of PKR (in figures _____) (in words_____).

AND WHEREAS it has been stipulated in the Bid Document that the successful Contractor shall furnish Performance Security, after receipt of the Acceptance Letter (Letter of Acceptance) from the Purchaser, in the form of a Bank Guarantee, issued by a scheduled bank operating in Pakistan, as per this format, for a sum equivalent to Rs. _____(10% of the contract value) valid from the date of issue until all obligations have been fulfilled in accordance with the Contract;

AND WHEREAS [Name of the Bank] having registered office at [Address of the Bank] (hereinafter called "the Guarantor") has agreed to give the Contractor a Guarantee;

THEREFORE the Guarantor hereby affirms to bind himself, his successors and his assigns to the Purchaser, for the sum of PKR (in figures _____) (in words _____) and undertakes to pay to the Purchaser, upon receipt of his written demand(s), any sum(s) as specified by him, not exceeding the above limit in aggregate, without cavil / argument and without the Purchaser having to substantiate / prove or to show grounds / reasons for such claim(s), on the occurrence of any / all of the following conditions:

1. If the Contractor commits a default under the Contract;
2. If the Contractor fails to fulfill any of the obligations under the Contract;
3. If the Contractor violates any of the provisions of the Contract.

Provided that the Purchaser shall specify the occurred condition(s) owing to which the said sum is due to him.

Provided further that any demand(s) /claim(s) from the Purchaser shall reach the Guarantor within thirty working days after the expiry of the Guarantee.

This guarantee shall remain valid up to _____or until expiry of warranties / support period or all obligations have been fulfilled in accordance with the Contract, **whichever is later**.

Date this _____ day of 20.

GUARANTOR

Signature _____

CNIC # _____

Name _____

Designation _____

Address _____

Authorized Signatures with Official Seal

PART-II

TERMS & CONDITIONS OF THE CONTRACT

Contract Title:

PROCUREMENT OF

[Name of Contractor]

Dated:

Contract

This CONTRACT AGREEMENT (this “Contract”) made as of the ___[Day] of [Month], __[Year], between **Purchaser**(the “Purchaser”), on the one part, and _____ [full legal name of Contractor], on the other part severally liable to the Purchaser for all of the Contractor’s obligations under this Contract and is deemed to be included in any reference to the term “the Contractor.”

RECITALS

WHEREAS,

- (a) The Purchaser has requested the Contractor to provide certain supply of Goods/Services as described in Bid Document; and
- (b) The Contractor, having represented to the Purchaser that it has the required professional skills, and personnel and technical resources, has agreed to provide such services on the terms and conditions set forth in this Contract.

NOW THEREFORE, the Parties to this Contract agree as follows:

- 1. The Contractor hereby covenants with the Purchaser to supply the Goods and provide the Services and to remedy defects / damage therein, at the time and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of the payments to be made by the Purchaser to the Contractor.
- 2. The Purchaser hereby covenants with the Contractor to pay the Contractor, the Contract Price or such other sum as may become payable, at the times and in the manner, in conformity in all respects with the provisions of the Contract, in consideration of supply of the Goods and provision of the Services and remedying of defects / damage therein.
- 3. The following shall be deemed to form and be read and construct as part of this Contract:
 - a. The Bid Document
 - b. Bidder’s Proposal
 - c. Terms and Conditions of the Contract
 - d. The Technical Specifications
 - e. Price Schedule
 - f. Affidavit
 - g. Authorized Dealership / Agency Certificate
 - h. Performance Security
- 4. This Contract shall prevail over all other documents. In the event of any discrepancy / inconsistency within the Contract, the above Documents shall prevail in the order listed above.

IN WITNESS whereof the Parties hereto have caused this Contract to be executed in accordance with the laws of **Pakistan** as of the day, month and year first indicated above.

For [**Purchaser**]

For[**Witnesses**]

Name _____
Signature _____
CNIC # _____

Name _____
Signature _____
CNIC # _____

General Conditions of Contract

1. Terms & conditions of Contract Form

Terms & condition laid down in contract/form are part & parcel of the Bid documents and shall be applied to successful bidder(s) under the Bid.

2. Contract

A contract will be signed between Purchaser and the successful Bidder.

3. Contract Duration or issuing of purchase order

The Contract duration shall be equal to warranty period of the Goods, starting from the date of delivery, installation, deployment & commissioning of all Goods/Equipment/Items till end of warranty period.

4. Contract Language

The Contract and all documents relating to the Contract, exchanged between the Contractor and the Purchaser, shall be in English. The Contractor shall bear all costs of translation to English and all risks of the accuracy of such translation.

5. Standards

The Goods supplied and the Services provided under this Contract shall conform to the authoritative latest industry standards.

6. Execution Schedule / Delivery

The Contractor shall deliver ordered Goods/ Furniyureitems items within **Seven Days** from the issuance of Purchase Order. During project implementation and the warranty period, the Contractor shall provide maintenance, supply and procurement support necessary to maintain all system, at the contracted performance and reliability level. The Contractor shall arrange and pay for the transport of the Goods to the place of destination as specified in the Contract.

7. Packing

The Contractor shall provide such packing of the Goods as is sufficient to prevent their damage or deterioration during storage / transit to their final destination as indicated in the Contract. The Contractor shall arrange and pay for the packing of the Goods to the place of destination as specified in the Contract, and the cost thereof shall be paid by the Contractor.

8. Inspection and Testing

The Purchaser may reject the Goods if they fail to conform to the Technical Specifications, in any test(s) or inspection(s) and the Contractor shall either replace the rejected Goods, or make all alterations necessary to meet the Technical Specifications, within three working days, free of cost.

9. Warranty

The Warranty Period shall start from the date of installation / configuration / deployment of the Goods on site. The Contractor shall warrant that the supplied Goods, under the Contract are genuine, brand new, non- refurbished, un-altered in any way, of the most recent or current model, imported through proper channel, shall have no defect. The Contractor shall also provide standard Manufacturer's warranty (hereinafter referred as Warranty Period), which will include free, on site repair (within 48 hours of intimation) / replacement of defective / damaged parts and labor, within two weeks.

10. Ownership of Goods and Replaced Components

Goods to be supplied, pursuant to the Contract, shall become the property of the Purchaser. Defective components to be replaced by the Contractor, pursuant to the Contract, shall become the property of the Contractor as and where it lies.

11. Payment

The Contractor shall submit an Application for Payment. The Application for Payment shall be accompanied by such invoices, receipts or other documentary evidence; state the amount claimed; and set forth in detail, in the order of the Price Schedule, particulars of the Goods supplied, the Services provided and the Works done, up to the date of the Application for Payment. Payment shall not be made in advance and against partial deliveries. The Purchaser shall make payment for the Goods supplied, the Services provided and the Works done as per, to the Contractor, as per Government policy, in Pak Rupees, through

cheque. Payment shall be subject to any and all taxes, duties and levies applicable under the laws of Pakistan, for the whole period starting from issuance of Acceptance Letter till termination of the signed contract in this regard.

12. Liquidated Damages

If the Contractor fails / delays in supply / performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract the Purchaser may, without prejudice to any other right of action / remedy it may have, deduct from the Contract Price, as liquidated damages, a sum of money @1% of the total Contract Price which is attributable to such part of the Goods / the Services, in consequence of the failure / delay, be put to the intended use, for every day between the scheduled delivery date(s), with any extension of time thereof granted by the Purchaser, and the actual delivery date(s). Provided that the amount so deducted shall not exceed, in the aggregate, 20% of the Contract Price.

13. Blacklisting

If the Contractor fails / delays in performance of any of the obligations, under the Contract / violates any of the provisions of the Contract / commits breach of any of the terms and conditions of the Contract or found to have engaged in corrupt or fraudulent practices in competing for the award of contract or during the execution of the contract, the Purchaser may without prejudice to any other right of action / remedy it may have, blacklist the Contractor, either indefinitely or for a stated period, for future bids in public sector, as per provision KPPRA Rules and Act.

14. Forfeiture of Performance Security

The Performance Security shall be forfeited by the Purchaser, on occurrence of any / all of the following conditions:

- i). If the Contractor commits a default under the Contract;
- ii). If the Contractor fails to fulfill any of the obligations under the Contract;
- iii). If the Contractor violates any of the terms and conditions of the Contract;
- iv). Failure to supply required items/services within the specified time period will invoke penalty as specified in this document. In addition to that, Performance Security amount will be forfeited and the company will not be allowed to participate in future bids as well.

15. Taxes and Duties

The Contractor shall be entirely responsible for all taxes, duties and other such levies imposed make inquiries on income tax / sales tax to the concerned authorities of Income Tax and Sales Tax Department, Government of Pakistan.

16. Contract Cost

The Contractor shall bear all costs / expenses associated with the preparation of the Contract and the Purchaser shall in no case be responsible / liable for those costs / expenses. The successful bidder shall provide legal stamp papers of relevant value according to Govt. rules and regulations for signing of the formal contract.

17. Documentation

The Contractor shall furnish the user documentation, the operation manuals, and service manuals of the supplied Goods and other information pertaining to the performance of the Goods, in hard/ soft copy format, before the Goods are taken over by the Purchaser.

**Senior Civil Judge (Admin)
Mardan**