

ANNEX-1: TERMS & CONDITION

1. Legal Status
2. NTN registered
3. GST/SBR registered and have regularly deposited applicable taxes in government treasury verifiable by the last six month's sales tax return
4. Separate Technical Specifications are available for each category
5. A firm can apply for one or more items
6. The sealed bids with vendor profile, sample items should reach SPO where required on the date mentioned in the notice
7. In case of dispute between the parties, the same shall be referred for arbitration under Pakistani law, and the award in such arbitration shall be final and binding
8. If any bidder needs clarification on any technical specifications or general conditions, s/he must do so in writing. The clarification, if any, shall be issued to all bidders
9. There have been no legal proceedings invoked against the firm.

ANNEX-2: BIDDING TEMPLATE**1. Items/Services provided**

S.#	Item(s)	Quantity	Unit Cost	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

ANNEX-3: QUESTIONNAIRE

Firm/Vendor Name	
Sales Tax Registration Number	
National tax Number	

Please attach copies of NTN and GST Registration

Type of Firm	Private Limited	<input type="checkbox"/>	Sole Proprietor	<input type="checkbox"/>	Joint Venture	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Type of Business	Manufacturer	<input type="checkbox"/>	Authorised Distributor	<input type="checkbox"/>	Reseller	<input type="checkbox"/>	Others specify	<input type="checkbox"/>

Firm/Supplier Banking Details

Bank Name			
Title of Account			
Account Number		Branch Name	
Type of Account		City	

Financial worth of the Firm/Supplier

Net Worth		
Annual turnover for the last three years.	Year	Turnover

In case of a private limited company, please attach audited balance sheet for the last three years, in all other cases, the turnover should be supported by income tax returns.

Contact Person		Computerised National ID No.	
Mailing Address			
Telephone		Mobile	
Fax		E-mail	

List of partners/Key personnel if any

Name	Position	Phone	Mobile	E-mail

Profile of Company/Supplier

1	Primary Business Details	1	
		2	
		3	
		4	
2	List of products in which the vendor deals	1	
		2	
		3	
		4	
3	List of Authorization from	1	

	the principals (Authorised Dealerships)	2	
		3	
		4	
4	After Sales Services		
5	Warranty Details		
6	Buy back/Return Policy		
7	Delivery details (Mode & Time)		
8	Any other information that supplier may like to provide.		

Area of specialization applied for Pre-Qualification

Printing, Stationery & Office Supplies	<input type="checkbox"/>	Computers, Printers & Office equipment	<input type="checkbox"/>
Computer accessories & supplies	<input type="checkbox"/>	Others	<input type="checkbox"/>

Enlistment Certificate

Provide copy of enlistment certificate with Govt./Semi-Govt. organizations, if any.

Current Assignments

Provide a list of current assignments in hand.

Undertaking

Provide duly signed undertaking on the prescribed format at **annex 4**.

Affidavit

Provide an affidavit that the individual/firm/company has not been blacklisted by private, government, semi government and autonomous bodies.

List of clientages

Provide a list of customers to whom supplies were made in the past one year time.

ANNEX-4: UNDERTAKING:

We have read the terms and conditions mentioned above and certify that, to the best of our knowledge and belief it is correct; we also undertake that any changes that may take place later in the status of the firm/vendor, in its business or in the management will be immediately communicated to the organization in writing.

Name _____

Designation _____

Authorised Signature _____

Date _____

Official Seal

Note: In case of insufficient space against any column, please attach separate sheet.