

TERMS AND CONDITIONS

1. All bidders are directed to comply with PPRA rules/regulation in true letter and spirit.
2. Non-refundable tender fee worth **Rs.5000.00** (Rupees five thousand only) will be deposited in AFIRM Rawalpindi on collection of tender documents.
3. All items from good reputed manufacturers should be quoted.
4. **Delivery of Tender** Quotations must be forwarded in duplicate (technical + financial bid in separately sealed envelope.
 - a. Both the envelopes i.e the one containing commercial offers and the other one containing technical offers (of all the items) would be enclosed in yet another properly sealed envelope that will be marked with address to this office only alongwith all relevant tender details written.
 - b. The tender duly sealed will be addressed to the following:-

The Commandant
AFIRM Rawalpindi
 - c. The tender documents must be deposited by hand or sent through courier services so as to reach AFIRM by **1030** hrs on **28 Jul 2026**. Tender documents received after due date and time will not be accepted.
5. The rates should be inclusive of all applicable taxes, packing charges and transportation charges etc.
6. All tenders will be accompanied by a security deposits (refundable bid security @ 05% of the bid (In Pak rupees) in the shapes of CDR in the name of Comdt AFIRM. Cheque / cash will not be accepted. Without security deposit, no tender will be entertained. The original will be attached with the commercial bid. Photocopy will be attached with technical bid .The amount of rupees of the photocopy should be crossed so that it is not legible.
7. All bidders must have valid income tax(IT) and General sales tax(GST) registration and active tax payer certificate, Proof of GST deduction (for each supplied items) ,when applicable and its deposition in government treasury will be provided with invoices, otherwise contingent bills will not be processed .The supplier must provide:-
 - a. NTN Cert of the proprietor (Latest/Renewed)
 - b. GST Registration (Latest/Renewed)
 - c. Sale Tax Cert. (Latest/Renewed)

- d. Professional Tax Cert (Latest/Renewed)
- e. Active Tax Payer Certificate (Latest/Renewed)
- f. Registration / License of firm / company (Latest/Renewed)
- g. CNIC
- h. **Specimen signature of any person authorized by proprietor to sign correspondence.**

8. **Undertaking Certificate** :- The bidder will provide an undertaking that he/she is not black listed by any court/any Govt office, Army, Navy OR Air Force on a stamp paper as following:-

“It is certified that firm _____ has never been black listed by any agency by the same name or any other name and also has not changed its name”.

9. **Quoted price will remain sustain for current financial year 2025-2026.**

10. Firms will provide sample of some stationary items if required.

11. **Disqualification.** Offers are liable to be rejected if:-

- a. There is any deviation from the General/Special/Technical instructions required by AFIRM Rawalpindi.
- b. Offers are found conditional or incomplete in any respect.
- c. Tender documents if not signed by authorized signatory/proprietor of firm'
- d. Applicable Taxes and duties are NOT indicated separately.
- e. Received later than appointed/fixed date and time.
- f. Offer made through Fax/E-mail/Cable/Tele.
- g. If the tender documents are not signed by the authorized signatory/proprietor of the firm.

12. **Rights Reserved.** AFIRM Rawalpindi reserve full rights to accept or reject any or all offers including the lowest, after assigning grounds for its rejection. The grounds of rejection shall be communicated to suppliers/contractors who submit the offer upon request.