

OFFICE OF THE EXECUTIVE DISTRICT OFFICER (EDUCATION) DISTRICT MIRPURKHAS. TERMS AND CONDITIONS FOR PURCHASE OF FURNITURE ARTICLES (WOODEN AND STEEL, EQUIPMENT/COMPUTER/MACHINERY EQUIPMENT & OTHER STORE UNDER THE ADP / NON-ADP 2008-09 OF EXISTING OFFICES / ELEMENTARY / SEC: & HSS SCHOOLS OF MIRPURKHAS DISTRICT.

The earnest money at the rate of Rs:2 ½ % of the total amount of the tender as mentioned in the tender form should be deposited by all the contractors (***viz: Registered and un-registered 12.50%***) in Government Treasury / State Bank of Pakistan / scheduled Bank of Pakistan in the name of Executive District Officer (EDUCATION) Mirpurkhas. The original copy of challan / call deposit voucher should be attached with tender, without which the tender will not be accepted. The earnest money in the shape of cheques/cash is not accepted.

1. Successful Tenderer will have to deposit the security deposit at the rate of **2 ½ % in case of un-registered contractor** of total amount of work order in the name of EDO (EDUCATION) before getting supply order. The amount of earnest money (2 1/2%) already deposited at the time of submission of tender, will be adjusted towards Security Deposit. (The revised rate of security deposit 10 % will be deposited as per work order).
2. Minimum 5-year of experience in manufacturing similar type of furniture for which invitation to bids issued is compulsory, documentary proof to be attached with tender form.
3. Registered name bidder.
4. Proof of financial soundness duly authenticated from any commercial Bank. Be attached.
5. National Tax Number and Clearance Certificate of the Income Tax Department for the last 3-years along with income tax return must be provided.
6. G.S.T Registration Certificate as manufacturer is attached.
7. Sales Tax return for the current financial year is attached.
8. **ISO Certificates.**
9. **Registration Certificate from industries Department as manufacture in the relevant organization.**
10. Undertaking by the bidder that his firm is or was not black listed / Defaulter in any Government Organization.
11. Proof that the firm has its own work shop / production unit, duly authenticated by the competent authority.
12. Photo-graphic Proof that the firm has its own work shop / production unit, duly authenticated by the competent authority.
13. List of Qualified / Certified support team of professional.
14. **Audited Financial Statements of 5 Years.**
15. 1 year Annual Tax Returns.
16. Relevant Experience.
17. The tenderer will have to abide by the above terms and conditions and the successful tenderer will have to execute and agreement bound to this

effect on Rs:100/- (Rupees one hundred only) judicial paper with the EDO (Education) Mirpurkhas on receipt of such intimation without which the order will either not be issued or if issued will be liable to cancellation at any time.

18. Stamp duty rate 0.20 paisa per hundred rupees as per approved of the Government: under article 15-A of the stamp act 1899 will be deposited by the Supplier / Dealer.
19. Professional tax as per approved rates levied by the Govt: will be deducted from the Dealers / Suppliers.
20. Service charges as per approved rate 0.25% will be deposited through challan.

Note:-READ CAREFULLY .

BEFORE FILLING UP TO TENDER DOCUMENT AND CLOSING OF ENVELOPS.

The contractor / Supplies are required to submit a single package of their bid containing two envelopes, for Technical and Financial Proposals separately, each envelopes must clearly marked as "Technical Proposal" and "Financial Proposal" in bold and legible letter to avoid confusion.

- Enclose full Specification in Technical Envelop on Tender / your letter head with stamp & signature.
- Put stamp & Signature at each paper including on the Technical Envelop and Financial Envelop.
- Enclosed all the Broachers etc in the Technical Envelop.
- Enclose at least one paper (Specification) of Tender in the Technical Envelop.
- **Enclose photo copy Demand Draft of earnest money in the Technical Envelop.**
- The Rate / Cost must be quoted including all taxes.

EXECUTIVE DISTRICT
OFFICER,
(EDUCATION), MIRPURKHAS