

TERMS & CONDITIONS

1. Alternative offer will be summarily rejected. The rate(s) should be clear and legible. Any overwriting/cutting/tampering etc. will not be accepted and the tender will liable to be rejected on the spot.
2. Tendering will be conducted in **Single Stage Single Envelop (Through EPADS)**.
3. All firms/contractors shall submit **Three Sets of samples** along with Tender/Bid.
4. Samples of tendered items can be seen/inspected, which are available with the undersigned, on any working day during office hours.
5. The firms/contractors shall not be a tax defaulter; otherwise, the bid will be rejected.
6. Bidders should submit a "**Certificate**" that the firm/company **has not been declared blacklisted or defaulter** by any Federal & Provincial departments of Pakistan.
7. The firm(s)/company should have a minimum of **three years' experience** in the relevant field. The three years' experience is mandatory and the company having less than three years of experience will stand disqualified.
8. The rates should be quoted inclusive of all applicable taxes, incidental and transportation charges to the concerned location. Any increase in taxes levied by the government during the process of the tender till the completion of order will not be accounted for.
9. The bidder will not set forth their own terms and conditions contradictory to the terms and conditions given in the documents or PPRA rules. In the event of arbitration as a result of conflict, the terms and conditions given in the tender documents/or PPRA rules will prevail.
10. Transportation, loading/unloading and distribution of the items to the office of Provincial Election Commissioner, Khyber Pakhtunkhwa and other specified districts as per schedule will be the responsibility of firm/supplier.
11. Payment will be made after successful supply of items and if found sub-standard than the approved sample, the firms will be liable to replace/re-supply the defective/sub-standard items at their own cost.
12. The firm concerned shall obtain a certificate from the office to which the materials have been supplied/delivered.
13. **BID SECURITY**. Tenderer(s) shall furnish bid security as appearing on EPADS fixed amount for each item separately in the shape of Pay Order/CDR in favour of **DDO O/o the Provincial Election Commissioner, Khyber Pakhtunkhwa, Peshawar** failing which the bid will be rejected on the spot.
14. **PERFORMANCE GUARANTEE**. The successful contractor/supplier shall furnish Performance Guarantee of **10%** of the contract in the shape of Pay Order in favour

of DDO, office of Provincial Election Commissioner, Khyber Pakhtunkhwa (Consignee) along with a Surety Bond of Rs.500/- on Stamp Paper that the Assorted Election Materials will be supplied according to the approved samples/specifications within the given delivery time, otherwise, their performance guarantee will be forfeited in favour of the government/department.

15. In case of non-supply of election material, call deposit/security will be forfeited and punitive action including recommendations for blacklisting of the firm will be initiated.
16. **DELIVERY PERIOD**. The supply of Election Materials shall have to be completed within **45-days** from the date of issuance of work order. The bidder(s) while submitting their tender should keep this delivery period in mind which is the essence of the order. The delivery must be completed according to the above schedule. The material should be delivered/supplied to the office of Provincial Election Commissioner, Khyber Pakhtunkhwa.
17. The rates will be operative/acceptable for one year from the date of issuance of supply/work order (duration of the contract will be one year from the signing of the contract).
18. In the event of any ambiguity, inconsistency, or conflict in the provisions of these bidding documents, the provisions of the Standard Bidding Documents duly notified by the PPRA Authority shall prevail and govern to the extent of such ambiguity inconsistency or conflict.
19. The quantity of Items can be reduced or increased as per the rules and regulations of PPRA at any stage during the process of the tender or within the contractual period.
20. Tender form specifying rates of items must be enclosed with the tender.
21. The Provincial Election Commissioner, Khyber Pakhtunkhwa may as per PPRA Rules, reject any or all the tenders. His decision in the matter shall be final and binding.