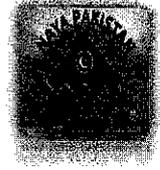




**GOVERNMENT OF PAKISTAN**  
**NAYA PAKISTAN HOUSING & DEVELOPMENT AUTHORITY**  
7<sup>TH</sup> Floor, Kohsar Block, New Pak, Secretariat  
Telephone: 051-9210608



**TENDER NOTICE**

1. Naya Pakistan Housing and Development Authority (NAPHDA), Islamabad invites Sealed Tenders from authorized suppliers for purchase of following items (**Band New**) for FY-2022-23 as per following details: -

Ser	Tender No.	Nomenclature	Qty (Items)	Basis	Collection date of Tender Documents	Submission date of Tender Documents	Date of Tenders Opening
a.	F.No.5(1) / Procurement/ Sty/2022-23	Stationary Items	As per Annex-A, B&C	FOR	04 July 2022 to 18 July 2022 (0800-1600) hours and 19 July 2022 (0900-1100) hours	04 July, 2022 to 19 July, 2022	19 July, 2022
b.		Computer Stationary					
c.		General / Misc items					

2. Tender documents can be obtained from Naya Pakistan Housing and Development Authority (NAPHDA), 7<sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad or the vendors may download from NAPHDA Website i.e. [www.naphda.gov.pk](http://www.naphda.gov.pk) of above mentioned items (brand new) through written application on any working day along with pay order/demand draft of Rs.1,000/- (Non Refundable) in favour of Naya Pakistan Housing and Development Authority. In case of downloaded tender documents the bidders will also deposit the demand draft/pay order of Rs.1,000/- (Non Refundable) at the time of submission of bidding documents, otherwise the documents will not be acceptable.

3. Manufacturer's name Model Number and Country of Origin must be clearly indicated in the offer/bid.

4. Firms who have valid registration of Income Tax (IT) and General Sales Tax (GST) with Federal Board of Revenue (FBR) are eligible to participate in the bidding process.

5. Validity of offers should be upto 30<sup>th</sup> June, 2023. The offer over written or received late will not be entertained.

6. The tenders will be opened in the presence of representative of quotee firms.

7. In case of closed / forced holidays, tender opening time / date will be considered as the next working day.

8. The procuring agency "may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal, the grounds for its rejection of all bids or proposals, but is not required to justify those grounds."

**Note:** This tender notice is also available on the website [www.naphda.gov.pk](http://www.naphda.gov.pk).

  
Nasir Manzoor Malik  
Executive Director (Admin)

**TENDER DOCUMENT FOR PROCUREMENT OF STATIONARY, COMPUTER  
STATIONARY AND GENERAL / MISCELLANEOUS ITEMS FOR FY 2022-23**



Naya Pakistan Housing & Development Authority  
Government of Pakistan  
Islamabad

Phone No 051-9219067

A handwritten signature in black ink, consisting of several stylized, overlapping strokes.

## TERMS AND CONDITIONS FOR BIDS AND BIDDERS

1. **Tender Identification Number.** F.No.5(1)/Procurement/Sty/2022-23
2. **Title.** Naya Pakistan Housing and Development Authority (NAPHDA), Islamabad invites sealed tenders from well reputed firms / companies / suppliers having their own offices / Shops in Islamabad / Rawalpindi for supply of Stationary, Computer Stationary and General / Miscellaneous items during the Financial Year 2022-23.
3. **Procurement Agency.** Naya Pakistan Housing & Development Authority, Government of Pakistan Islamabad.
4. **Submission of Bids:** Naya Pakistan Housing & Development Authority will follow **SINGLE STAGE ONE ENVELOPE** method. The bids shall be submitted in sealed packages in such manner that the contents must be fully enclosed and not visible until duly opened. The amount of the bid shall be in Pak Rupees.
5. **Contact Persons:** The Primary Contact & Secondary Contact for all correspondence in relation to this bid is as follows:
  - a. **Primary Contact: Mr. Zafar Iqbal**
    - (1) Phone: 051-9219067
    - (2) Email: [edadmin@naphda.gov.pk](mailto:edadmin@naphda.gov.pk)
    - (3) Deputy Executive Director Procurement, 7<sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad.
  - b. **Secondary Contact: Mr. Javaid Ali**
    - (1) Email: [edadmin@naphda.gov.pk](mailto:edadmin@naphda.gov.pk)
    - (2) Phone: 051-9219067
6. **Language of Bid:** English or Urdu or Both
7. **Response Time:** 16 days from the date of publication of advertisement or notice.
8. **Last Date and Time for Submission of Bid.** 19<sup>th</sup> July, 2022 at 11:00 am.
9. **Bid Opening Date and Time.** 19<sup>th</sup> July, 2022 at 11:30 am.
10. **Bid Opening Address:** Conference Room, 7<sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad.
11. **Bid Validity Period 2022-23.** The bid validity period shall be for the whole financial year 2022-23 i.e. upto 30<sup>th</sup> June, 2023. **The successful bidder (s) shall be bound to supply the required items at the quoted / approved rates throughout the financial year 2022-23.**
12. **Qualification of Suppliers / Contractors:** A procurement agency, at any stage of the procurement proceedings, having credible reasons for all prima facie evidence of any defect in supplier's or contractor's capacities, may require the suppliers and contractors to provide information concerning their professional, technical, financial, legal or managerial competence whether already pre-qualified or not.



13. **Disqualification of Suppliers / Contractors:** The procuring agency shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

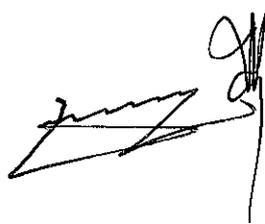
14. **Bid Security:**

- a. Bid Security @ 5% of the total value of bid in the shape of Demand Draft / Pay Order in favor of Naya Pakistan Housing and Development Authority. The amount of the Bid Security shall be in Pak Rupees.
- b. Bid Security of successful bidder(s) will be retained till delivery of items and submission of Performance/Bank Guarantee (as security deposit which will be retained till expiry of contract period) and that of unsuccessful bidders will be released.

15. **Evaluation Procedure.** Evaluation Committee will carry out the evaluation in one stage on the basis of technical as well financials. The most advantageous bid will be accepted. The final assessment of each compliant bid will be based on the aggregate score for the technical / quality and financial / price on a ratio 40:60 (technical / quality score by 40% + financial / price score 60%). The following shall be considered for assessment: -

- a. **Mandatory Requirements.** The mandatory requirements must be fulfilled by the bidders. Missing of any mandatory requirement may lead to rejection of bid: -

- (1) Must have valid Income Tax Number (NTN) and GST Number.
- (2) Certificate of active income tax payer from FBR.
- (3) Certificate of active sales tax payer from FBR.
- (4) An affidavit on stamp paper duly attested by Notary Public / Oath Commissioner that the firm or its ownership / management has not been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan.
- (5) Certificate of one (01) year performance warranty will be required for items and accessories.
- (6) Demand Draft / Pay Order in favor of Naya Pakistan Housing and Development Authority on account of **Bid Security @ 5% of the total value of bid must be attached with the Technical Bid in separate sealed envelope. Technical proposal without security will be rejected forthwith.**
- (7) Certificate that items supplied will be brand new, not refurbished, as per required specifications / sample.
- (8) Quoted rates should include all applicable government taxes.



- (9) **The Vendors are required to quote items / rates on their letter head as per format given below: -**

Ser	Item Name	Qty	Unit Rate	GST @ 17%	Unit Rate incl GST	Total cost incl GST
1.						

- b. **Technical Evaluation.** Technical Evaluation will be carried out as under:-

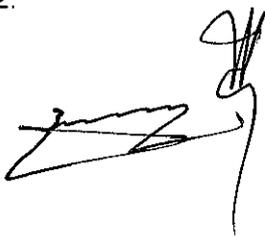
<b>Assessment (40 Marks)</b>			
Ser	Criterion	Marks	Remarks
(1)	Compliance with specifications	10	
(2)	Having office / shop in Islamabad / Rawalpindi and service response time should not exceed 24 hours.	10	
(3)	Bidder (s) have at least 5 years experience in the relevant field supported by documentary evidence / work orders.	10	
(4)	Comprehensive Bank statement duly verified by concerned Bank for last 5 years in support of financial soundness of the bidders.	10	
<b>Total Marks</b>		<b>40</b>	

- c. **Financial Evaluation (60 Marks).** Market Survey will be carried out if deemed necessary:-

- (1) Financial bids will be opened in the presence of bidders.
- (2) Comparative Statement will be prepared
- (3) Marks will be awarded on relative basis

- d. **General Instruction / requirements**

- (1) No cutting / overwriting of the offered prices will be accepted.
- (2) Bidders do not have the option of submitting their bids electronically.
- (3) Unsealed bids will not be entertained / received.
- (4) Refurbished items will not be accepted.
- (5) Certificate that no interlineations / cuttings / corrections / erasures / overwriting has been made in the Bid documents.
- (6) Must be able to supply required items as mentioned in the **Annex-A,B&C** of this documents within 45 days after issuance of work / supply order at the required locations or as per work orders.
- (7) In case any item is found refurbished or low quality or not meeting the required specifications that would be required to be changed by the supplier at his own expense otherwise, the firm would be disqualified followed by legal formalities.
- (8) No bid will be received / entertained after 11:00 am on 19<sup>th</sup> July, 2022.



- (9) Date and time for Bid opening i.e. 11:30 am on 19<sup>th</sup> July, 2022 may be strictly observed.
- (10) In case of defects / non compatibility / sub-standard supplied items at any stage from supply till validity of warranty period NAPHDA will inform the bidders within 15 days' time and the bidders will arrange for replacement of the item (s) within 15 days' time. In case of non-compliance, NAPHDA will arrange items from alternate source(s) and the charges / expense incurred on the items / accessories will be deducted from the bid security / invoice / performance guarantee of the vender.
- (11) In case of tie in financial cost; the bidders securing highest technical score, where applicable, will be awarded the job. In case of tie in technical score, NAPHDA will be the final authority to award the work order either party on the basis of cost / quality or combination of both, as it deems fit.
- (12) Delivery of goods is the responsibility of the bidder along with after sales, service of supplied items.
- (13) The currency of the quotations in Pakistani Rupees only.

16. **Bid Opening Process & Declaration of Successful Bidders**. The bids will be opened by the Bid Opening Committee of NAPHDA in the presence of all the bidders / their representatives on 19<sup>th</sup> July, 2022 at 11:30 am and the authority shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening meeting. Both technical and financial bids / proposals will be opened. The Evaluation Committee will evaluate the bids both technical & financial. The bidders quoting the most advantageous bid will be declared successful bidder as per NAPHDA Procurement Regulations-2020 and will have to submit **Performance Guarantee @10% of the successful bid** amount in the shape of bank guarantee or other form of security.

17. **Rejection of Bid**

- a. Incomplete and conditional bids will be rejected forthwith
- b. Bids received after due date and time will not be accepted.
- c. Unsealed bids will not be accepted / entertained.

18. **Forfeiture of Bid Security / Performance Guarantee**. In case of unsatisfactory supplies / services in any manner including quality, quantity, specifications / samples of items and timeline etc., the Bid Security @ 5% of the Bid Money or Performance/Bank Guarantee @10% of the total amount or both will be forfeited and contract will be partially / fully cancelled which may lead to blacklisting of the firm.



19. In case the supplier fails to supply any ordered items within the stipulated delivery time, such items will be purchased from second source / open market and difference of cost will be charged to the said supplier and deducted from the payments of Supplier.
20. **Detail of Annexures.** Specifications, quantity and quality of supply of Stationary, Computer Stationary and General / Miscellaneous items are attached at **Annex-A,B&C** of this document.
21. **Performance Guarantee.** The contractor shall submit performance guarantee in the form of Bank Guarantee @ 10% or other form of security of the contract cost. Stamp paper has to be provided by the contractor. Specimen attached.
22. **Contract Agreement.** The contractor shall have to enter into an agreement on stamp paper with the NAPHDA for provision / supply of tendered items. Stamp paper has to be provided by the contractor. Specimen attached.
23. **Maximum Time of Delivery.** Maximum time for delivery of supply of Stationary, Computer Stationary and General / Miscellaneous items after issuance of supply order will be **45 days or as per the purchase order.**
24. **Delivery / Transportation Cost.** The delivery / transportation of supply of Stationary, Computer Stationary and General / Miscellaneous items to Naya Pakistan Housing & Development Authority at 7<sup>th</sup> Floor, Kohsar Block, Pak Secretariat Islamabad **will be the responsibility of bidder (s) at their own expense or as per the purchase order issued.**
25. **Payments.** Will be processed on receipt of bills / invoices from the supplier on satisfactory completion of the assignment and on issuance of inspection certificate by Inspection Committee NAPHDA regarding quantity, quality and specifications of the supplied items.
26. **Closure of Contract.** The contract will be closed on completion of all codal formalities mentioned in the bid document or on successful completion of contract period i.e. 30<sup>th</sup> June 2023, between the two parties as per NAPHDA Procurement Regulaions-2020.
27. **Settlement of Disputes.** In case of any dispute after contract between the parties, it shall be settled through Dispute Settlement Committee. Arbitration shall take place in Islamabad, if needed.
28. Save as otherwise provided, the right to accept or reject any or all offers / bids is reserved with NAPHDA in line with NAPHDA Procurement Regulaions-2020. The decision of the NAPHDA would be final and binding on all matters relating to this tender.



**FORM-01**

(To be filled by the bidders)

1. Name of bidder \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Phone: \_\_\_\_\_ Mobile \_\_\_\_\_

4. Fax No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

5. NTN No.: \_\_\_\_\_ GST No. \_\_\_\_\_

6. Branches [if any]:

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

7. Previous Experience (name of organization where said or like items supplied / installed)

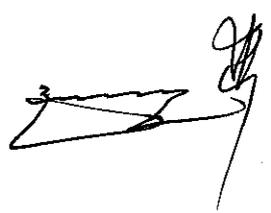
i. \_\_\_\_\_ ii. \_\_\_\_\_

iii. \_\_\_\_\_ iv. \_\_\_\_\_

v. \_\_\_\_\_ vi. \_\_\_\_\_

8. Total Bid Value (Rs): \_\_\_\_\_

9. Name and signature \_\_\_\_\_ Date \_\_\_\_\_

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**FORM-02**

(To be filled by the bidders)

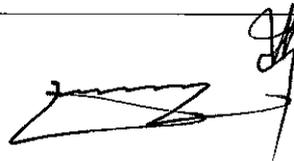
Name of the Firm

Bid Reference No: \_\_\_\_\_

Date of Opening of Bid

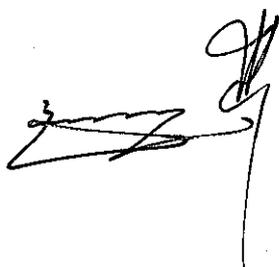
Documentary Evidence for Determining Eligibility of the Bidders & Evaluation of bids. Bidders should only initial against those requirements that they are attaching with the form. Bidders are required to mention the exact page number of relevant document placed in the Bid. Bidders are advised to attach all supporting documents with this form in the order of the requirement as mentioned in column-1.

Ser	Required Documentations	Signature of Bidder	Page No in the Bid
1.	Income Tax Registration Certificates		
2.	Sales Tax Registration Certificates		
3.	Certificate of active income tax payer from FBR.		
4.	Certificate of active sales tax payer from FBR		
5.	List of last ten major work orders for supply of items mentioned in <b>Annex-A, B &amp; C</b> of this document to Ministry / Division / Department / Organization of the Government of Pakistan. Copies of work orders may also be attached.		
6.	Demand Draft / Pay Order in favour of Naya Pakistan Housing and Development Authority on account of <b>Bid Security @ 5%</b> of the total value of bid must be attached with the Bid in separate sealed envelope.		
7.	An affidavit on stamp paper duly attested by Notary Public / Oath Commissioner that the firm has not been blacklisted by any Ministry / Division / Department / Organization of the Government of Pakistan.		
8.	Bank statements, for last five years in support of financial strength, duly verified by the Bank.		
9.	Certificate of having offices / shops in Islamabad / Rawalpindi and service response time should not exceed 24 hours.		
10.	Certificate that bidder (s) have at least 5 years experience in the relevant field.		
11.	Certificate that no interlineations / cuttings / corrections / erasures / overwriting has been made in the bid documents		
12.	Certificate that items supplied will be brand new, not refurbished, as per required specifications / samples.		
13.	In case of Importer the importer certificate must be enclosed.		
14.	Certificate of having the required relevant qualified personnel and enough strength to fulfill the requirement of assignment.		
15.	Certificate of one (01) year performance warranty will be required for items and accessories.		



**PROCUREMENT OF STATIONARY ITEMS FOR FINANCIAL YEAR 2022/ 2023**

Ser	Item Name	A/U	Qty	Remarks
1.	Arrow Shape Sticky Note Set of 5	Set	74	As per sample
2.	Binding Sheet (Plastic) - A4 Size	Pkt	50	As per sample
3.	Binding Strips 3 mm (Black and White)	Pkt	02	As per sample
4.	Binding Strips 5 mm (Black and White)	Pkt	02	As per sample
5.	Binding Strips 7.5 mm (Black and White)	Pkt	02	As per sample
6.	Binding Strips 10 mm (Black and White)	Pkt	02	As per sample
7.	Binding Strips 12.5 mm (Black and White)	Pkt	02	As per sample
8.	Binding Strips 15.5 mm (Black and White)	Pkt	02	As per sample
9.	Binding Strips 17.5 mm (Black and White)	Pkt	02	As per sample
10.	Binding Strips 20 mm (Black and White)	Pkt	02	As per sample
11.	Ink Pen Dollar	Nos	6	As per sample
12.	Cash Book	Nos	5	As per sample
13.	Correction Tape	Nos	6	As per sample
14.	Document File Folder	Nos	80	As per sample
15.	Draft Pad (Small)	Pads	69	As per sample
16.	Envelope White (9x4)	Nos	20,000	As per sample
17.	File Tags Small	Bdl	24	As per sample
18.	Finance Appropriation Register	Nos	4	As per sample
19.	Flag small (5-piece 5 different color)	Nos	8	As per sample
20.	Glaze Sheet	Nos	80	As per sample
21.	Gum Stick (Medium)-35g	Nos	1189	As per sample
22.	Jaffar Gee Diary (Pad) - 805cmx13cm	Nos	59	As per sample
23.	NAPHDA Water Mark Paper	Ream	1	As per sample
24.	Note Dairy	Nos	23	As per sample
25.	Noting Pad (small) No-004 (Spiral)	Nos	73	As per sample
26.	Page Marker	Set	49	As per sample
27.	Paper Cutter with Blade	Nos	9	As per sample
28.	Paper Slitter	Nos	7	As per sample
29.	Pencil Sharpener Machine (Large)	Nos	15	As per sample



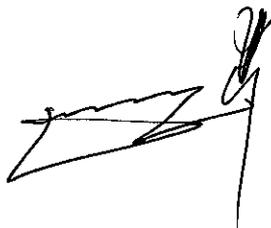
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Ser	Article / Items	A/U	Qty	Remarks
30.	Pencil Tray	Nos	6	As per sample
31.	Plastic Rope	Nos	20	As per sample
32.	Plastic Sliding File	Pkt	30	As per sample
33.	Register for POL (300 pages)	Nos	1	As per sample
34.	Scissors (8")	Nos	44	As per sample
35.	Scotch Tape 3"	Nos	4	As per sample
36.	Single Punch (Punch Single Hole Heavy Duty)	Nos	38	As per sample
37.	Stamp Pad (Ink Blue)	Btl	12	As per sample
38.	Staple Pin (24/8)	Pkt	213	As per sample
39.	Stock Register	Nos	4	As per sample
40.	Unibal Signo UM-120 (0.7mm)	Dozen	151	As per sample

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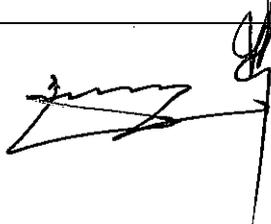
**Annex-B****DEMAND OF COMPUTER STATIONERY (TONNERS) - FY 2022-23**

<b>Ser</b>	<b>Item Name</b>	<b>A/U</b>	<b>Qty</b>	<b>Remarks</b>
1	Toner - Printer Laser Jet P4515x (64-A Toner)	Nos	4	Black & White
2	Toner - HP Printer 521dw (55-A)	Nos	12	Black & White
3	Toner - HP Printer 404dn (76-A)	Nos	10	Black & White
4	Toner - Pantum M7200 FDW (TL-410)	Nos	4	Black & White
5	Toner - Toshiba Photocopier e-studio-6518-A (T-6518P)	Nos	4	Black & White
6	Toner - Toshiba Photocopier e-studio-2523A (2323P)	Nos	12	Black & White
7	Toner - Pantum M6609 NW Fax Machine (PD-219)	Nos	2	Black & White
8	Toner - HP Laser Jet 400 Pro (80-A)	Nos	2	Black & White
9	Toner - HP 454 DN (HP 416-A)	Nos	6	Colour
10	Toner - HP Laser Jet Pro M402 dw (26-A)	Nos	3	Black & White
11	Toner - Ricoh MP C-2051	Nos	3	Colour



**PROCUREMENT OF GENERAL / MISC ITEMS FOR FINANCIAL YEAR 2022 / 2023**

Ser	Item Name	A/U	Qty	Remarks
1.	Ash Tray (Glass / Crystal)	Nos	12	As per sample
2.	Battery Cell AAA 1.5	Nos	42	As per sample
3.	Biscuit Tray (Glass)	Nos	1	As per sample
4.	Broom Sweeper (Soft)	Nos	11	As per sample
5.	Calendar Diary	Nos	4	As per sample
6.	Cloth / Vehicle Cleanliness	Nos	10	As per sample
7.	Cloth Cover for Suzuki Cultus	Nos	1	As per sample
8.	Cloths Cover for Suzuki Bolan	Nos	1	As per sample
9.	Cloths Cover for Vigo Vehicle	Nos	1	As per sample
10.	Crockery/Cutlery/Tray Set	Set	3	As per sample
11.	Foot Pump	Nos	1	As per sample
12.	Garbage Bags Small	Pkt	62	As per sample
13.	Hand Sanitizer 250 ml	Nos	101	As per sample
14.	Hi-Jean Tissue	Roll	150	As per sample
15.	Jai-e-namaz Standard Size	Nos	4	As per sample
16.	Jugg Glass (1 x Jug & 6 x Glass per set)	Set	10	As per sample
17.	Mop	Nos	21	As per sample
18.	Mortine Spray	Nos	24	As per sample
19.	Office Bell Electric	Nos	5	As per sample
20.	Plastic Bucket with Lid (Large Size)	Nos	3	As per sample
21.	Plates (Small)-Ceramic	Nos	6	As per sample
22.	Scotch Bright Foam	Nos	25	As per sample
23.	Soap Palmolive	Nos	36	As per sample
24.	Soap for Dishwashing	Dozen	4	As per sample
25.	Stand for Crockery	Nos	4	As per sample
26.	Washing Powder	Kgs	10	As per sample
27.	Tea Cup for Staff	Dozen	1	As per sample
28.	Tea Cup Set for Officers - Cheremic	Dozen	1	As per sample
29.	Thermos (1 Lit)	Nos	2	As per sample
30.	Tyre Pressure Gage	Nos	1	As per sample
31.	Vim Powder for Kitchen	Kg	12	As per sample
32.	Water Filter Cartridge	Set	24	As per sample
33.	Microwave Oven Medium	Nos	3	As per sample
34.	Refrigerator 12 Cft	Nos	1	As per sample
35.	Stabilizer 2300-3000 Watt	Nos	10	As per sample
36.	Pedestal Fan (Geepas) 16-inch Stand Fan or Equivalent	Nos	10	As per sample



**CONTRACT AGREEMENT**  
**BETWEEN**  
**NAYA PAKISTAN HOUSING & DEVELOPMENT AUTHORITY**  
**GOVERNMENT OF PAKISTAN**  
**ISLAMABAD**

**AND**

**M/S. \_\_\_\_\_**

**FOR**

**SUPPLY OF**

\_\_\_\_\_

This Agreement is made and executed at Islamabad on \_\_\_\_\_, 2022 between the President of Islamic Republic of Pakistan who shall be represented by the Executive Director (Administration), Naya Pakistan Housing and Development Authority (hereinafter called the "Purchaser") the "**First Party**" and M/s \_\_\_\_\_ represented by Mr. \_\_\_\_\_ (hereinafter called as "Supplier") the "**Second Party**".

Whereby, it is agreed that the Supplier shall, supply and deliver \_\_\_\_\_ subject to terms and conditions as stipulated in the articles / clauses, annexes and attachments attached hereto. These articles clauses, annexes and attachments shall constitute the entire Agreement between the two parties and shall supersede any previous undertaking, commitments or representations whatsoever oral or written in this regard.



## **CLAUSE – 1**            **DEFINITIONS**

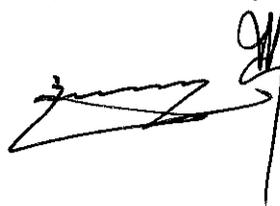
The following words and expressions shall have the meanings assigned to them as defined hereunder:

- 1.1 **Contractual Documents** shall mean, in the order of precedence, the contract agreement including all annexes and its distributed copies.
- 1.2 **Bill Of Quantity**. "Bill of Quantity" or "BoQ" shall mean the quantities of the items along with specifications at **Annex A, B & C** of the contract, to be supplied by the supplier to fulfill the scope of contract defined in **Clause 3**.
- 1.3 **Work Order / Supply Order**. The work order/supply order shall mean the formal order issued by the purchaser / consignee to the supplier to execute the procurement as defined in the scope of contract (**Clause 3**) as a whole or partially.
- 1.4 **Scope of Work**. Scope of Work "shall mean all work to be done under this contract/procurement to be performed.
- 1.5 **Services**. "Services" shall mean all type of services pursuant to the scope of the contract defined in **Clause 3**.
- 1.6 **Contract Cost**. The "Contract Cost" shall mean the total price for supply of BoQ items as agreed between both the parties including all applicable Govt of Pakistan duties / taxes.
- 1.7 **Inspection**. Items shall be inspected by the Purchaser / Consignee (Inspection Committee of NAPHDA) in the presence of representatives of supplier in accordance with specifications as mentioned in the BoQ.
- 1.8 **Warranty Period**. "Maintenance / Warranty Period" shall mean, **One (01) Year** Warranty from the date of acceptance of the items.
- 1.9 **Contract Duration**. The duration of contract is valid from signing date of the contract unless terminated pursuant to this Agreement **Clause 14**.
- 1.10 **Item Rate**. Means the rate of each item at the time of signing of the contract as given in BoQ including all applicable Government of Pakistan duties / taxes.

## **CLAUSE – 2**            **GENERAL CONDITIONS OF THE CONTRACT**

The following general conditions shall apply to this contract: -

- 2.1 **Applicable Laws**. The contract shall be interpreted in accordance with the laws of Pakistan.
- 2.2 **Obligation of The Supplier**. The obligation of the supplier is limited to supply the products on Freight on Road (**FOR**) **Basis**, inspection and execution of warranty and after sales support as given in the contract.
- 2.3 **Consignee**: Naya Pakistan Housing & Development Authority, 7<sup>th</sup> Floor, Kohsar Block, Pak Secretariat, Islamabad.
- 2.4 **Supplier's Name and Address**: Mr. \_\_\_\_\_  
M/s \_\_\_\_\_
- 2.5 **Taxes and Duties**. All applicable taxes will be paid by supplier as per Govt of Pakistan rules about taxation and duties of all kind exemptions of taxes and duties for this contract agreement, if any, necessary documentation for the purpose will be provided by the supplier with the payable invoices.

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2.6 **Notices**. Any notice given by one party to the other, pursuant to this contract, shall be sent in writing or by fax (followed by e-mail) and confirmed in writing to the addressee, specified for the purpose in the conditions of contract. A notice shall be effective when delivered/received or on the notice's effective date, whichever is later.

2.7 **Execution of the Contract**. Execution of the contract will be made by the purchaser in accordance with the terms of the contract under its own supervision. Any damage to goods is to be replaced by the supplier.

2.8 **Language of the Contract**. Language of the contract will be English.

**CLAUSE – 3**                    **SCOPE OF THE CONTRACT**

The Supplier shall deliver all items specified in the BoQ (**Annex A-C**) on Freight on Road (**FOR**) Basis. Supplier shall also provide the warranty and after sales support of all items specified in the BoQ as stated in this contract document. The scope of work to be performed by the supplier is further defined in the subsequent clauses.

**CLAUSE – 4**                    **SCHEDULE OF WORK**

4.1 The Supplier shall provide all items specified in the BoQ after or within 45 days of signing of this contract. Delay in supply up to 15 days be regarded as grace period available to supplier and the delivery date will be considered to have been automatically extended upto that limit without issuance of any formal amendment and payment of any liquidate damages provided a written notice is intimated 7 days before expiry of actual delivery period.

4.2 Partial delivery is allowed.

4.3 The delays on part of purchaser/consignee for any retardation will not be included in said period.

**CLAUSE – 5**                    **CONTRACT COST**

5.1 On the successful performance by the supplier of all its obligations set forth in this contract, purchaser shall pay the supplier an amount of Rs. \_\_\_\_\_/= as per terms of payment under **Clause-6**.

5.2 The cost is inclusive of all taxes and duties imposed by the Govt of Pakistan for the purpose.

**CLAUSE – 6**                    **TERMS OF PAYMENT**

100 % payment shall be made to the supplier on acceptance of all items specified in the BoQ and on production of following documents: -

- (1) Delivery Challan (In duplicate).
- (2) Firm bill (In duplicate).
- (3) Sale tax invoice (In duplicate).
- (4) Warrantee / Guarantee form (in duplicate) for each equipment.
- (5) Valid Professional Tax & Income Tax Exemption Certificate (if applicable).
- (6) Certificate that each item is brand new and not refurbished.
- (7) Inspection report issued by the NAPHDA Administration.



**CLAUSE – 7**            **PERFORMANCE GUARANTEE**

7.1 The Supplier shall furnish an unconditional / irrecoverable Performance Guarantee in shape of Bank Guarantee or other form of security from a scheduled bank of Pakistan 'A' rating after signing of contract agreement for an amount of 10% of contract cost as Contract Performance Guarantee against the total value of the contract and shall remain valid till completion of warranty period.

7.2 Performance Bank Guarantee will be endorsed in favor of **Naya Pakistan Housing & Development Authority (NAPHDA)**.

7.3 Performance Bank Guarantee will be provided on judicial stamped paper of Rs.100/- in accordance with approved format attached at **Annex 'D'**.

7.4 The aforesaid guarantee will be released by **Naya Pakistan Housing & Development Authority (NAPHDA)**, after final closure of the contract and on expiry of Warranty Period.

7.5 In the event of unsatisfactory performance noticed by the purchaser / consignee, or any breach of terms of the contract, the amount payable to the supplier shall be forfeited to the Government of Pakistan at the discretion of the purchaser. Furthermore, the supplier undertakes not to hinder / restrain encashment of Performance Bank Guarantee, provided to the purchaser on the account of this contract, through any court, extra judicial or any other process, including administrative in nature, whatsoever.

**CLAUSE – 8**            **INSPECTIONS**

8.1 A board of officers detailed by the Chairman, NAPHDA will carry out detailed inspection of the items and sign an acceptance certificate. Specimen is at **Annex 'E'**.

8.2 Supply of substandard items will be rejected and purchaser may ask for replacement or withhold payment or may reject the supplies.

**CLAUSE – 9**            **WARRANTY MAINTENANCE AND SUPPORT PERIOD**

9.1 "Warranty Period" for this contract shall mean One (01) year, commencing from the date of acceptance of the items. During this period all items specified in the BoQ will be covered under supplier's warranty. Supplier Warranty Certificate is attached at **Annex 'F'**.

9.2 The supplier shall ensure that the faulty items are made serviceable/replaced within 7 working days.

9.3 The Suppliers warrants that all material and workmanship will be to the highest grade and consistent with the established and the generally accepted standard for stores of the type ordered, and in full conformity with the specifications.

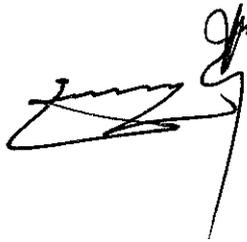
**CLAUSE – 10**            **PUBLICATIONS**

Supplier will provide user manual in soft and hard copies (with each equipment) to NAPHDA along with equipment \_\_\_\_\_.

**CLAUSE – 11**            **DELAYS IN PERFORMANCE**

11.1 Delivery of the goods shall be made by the supplier in accordance with the time schedule specified in the contract.

11.2 Any un-excused delay by the supplier in performance of its delivery / project completion obligations shall render the supplier liable to any or all of the penalties including but not limited to liquidate damages. The



supplier shall promptly notify purchaser in writing of the fact of the delay, its likely duration and its causes(s). As soon as practicable after receipt of the supplier's notice, purchaser shall evaluate the situation and may at its sole discretion extend the supplier's time for performance in which case the extension shall be ratified by the parties by amendment of the contract.

**CLAUSE – 12      SUPPLIER' S DEFAULT**

12.1 If the Supplier neglects to perform the contract with due diligence and expedition or shall refuse / or neglect to comply with any reasonable orders given to him in writing by purchaser or any of his authorized representative in connection with the performance of the contract or shall contravene the provision of the contract, purchaser may give notice in writing to the supplier to make good the failure, neglect or contravention complained of.

12.2 Should the supplier fail to comply with the said notice, within 10 days a reasonable time from the date of service thereof, it shall be lawful for purchaser forthwith to terminate the contract by notice in writing to the supplier without prejudice to any rights, which may have accrued under the contract to either party prior to such termination.

**CLAUSE – 13      LIQUIDATED DAMAGES**

If supplier fails to deliver any or all of the goods or perform the services within the time period (s) specified in the contract, purchaser / consignee shall without prejudice to its other remedies under the contract, shall have the right to claim liquidated damages and the supplier shall pay to purchaser as liquidated damages with respect to those delayed goods an amount equal to 2% of the value of the goods delayed for each month of delay or part thereof until actual delivery or performance up to a maximum deduction of 10% of the contract cost. Once the maximum is reached, purchaser may consider termination of contract.

**CLAUSE – 14      FAILURES / TERMINATION OF CONTRACT**

14.1 Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier terminate this contract in whole or in part.

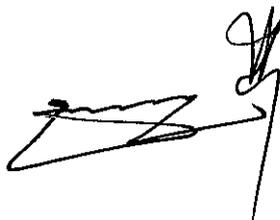
14.2 In the event purchaser terminates the contract in whole or in part, purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods and services similar to those un-delivered, and the supplier shall be liable to purchaser for any excess costs for such similar goods and services. However, the supplier shall continue performance of the contract to the extent not terminated.

14.3 The time for the date of delivery of the stores as stipulated in the contract shall be taken as the essence of the contract; all deliveries must be completed within the date specified in the contract. Should the supplier fail to deliver the store or any consignment thereof within the stipulated period or any extension thereof, the purchaser shall be entitled at his option to take either of following action: -

- a. To cancel the contract and / or to purchase elsewhere store not delivered at Risk and Expense of the supplier and without notice to him. The supplier shall be liable for loss which the purchaser may sustain on this account but shall not be entitled to any gain on re-purchase.

OR

- b. To make the supplier liable to pay the stipulated liquidated damages as per liquidated damages Clause.



**CLAUSE-15**            **AMICABLE SETTLEMENTS**

15.1 Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with contract.

15.2 The contract will be construed under and governed by laws of the Islamic Republic of Pakistan.

15.3 In case of any dispute which may lead to the litigation between the parties, it shall be within the territorial Jurisdiction of Rawalpindi / Islamabad.

**CLAUSE – 16**            **FORCE MAJEURE**

16.1 The Supplier will not be held responsible for any delay in supply of equipment due to events of Force Majeure such as acts of God, War, Riots, Civil Commotion, Strike, Lockouts, Acts of Foreign Government and its Agencies and disturbance directly affecting the supply over which events or circumstances the Supplier has no control. In such an event the Supplier shall inform the Purchaser / Consignee within 7 days of the happening in writing. Non-availability of the export permit for the export of the contracted (Equipment) from the country of its origin, shall not constitute Force Majeure.

16.2 The Supplier shall use his best effort to avoid or remove such circumstances and continue fulfillment of obligations as soon as such circumstances are removed / over.

**CLAUSE – 17.**            **ARBITRATION**

17.1 All matters of dispute or differences regarding rejection of items specified in the BoQ by the inspection team or cancellation of the contract by the purchaser on failure of performance, arising out of this agreement between the parties thereto, the settlement of which is not otherwise specially provided for in this agreement, shall be referred to grievance committee as constituted under NAPHDA Procurement Regulations.

17.2 If any party has any objection on the decision of the Grievance Committee, the case would be referred to the Chairman, NAPHDA, whose decision will be final.

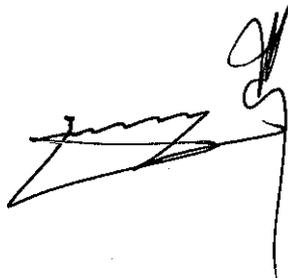
17.3 In the course of arbitration, the contract shall continuously be executed except that part which is under arbitration.

17.4 All proceedings under this clause shall be conducted in English language and in writing.

**CLAUSE – 18**            **SUBLETTING**

18.1 The supplier and his representative will be entirely responsible for execution of the contract in all respects according to the terms of the contract. The supplier shall also ensure to take the responsibility of all the work assigned to them.

18.2 Subletting is not allowed.

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**CLAUSE – 19      CONTRACT COMING INTO FORCE**

This contract comes into force upon its signatures by both the parties on .....2022.

**SIGNATURES**

**PURCHASER**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

For and on behalf of the president of Islamic Republic of Pakistan

Dated: \_\_\_\_\_ 2022

**SUPPLIER**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

For and on Behalf of

Dated: \_\_\_\_\_ 2022

**Witness No 1: (Purchaser)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Dated: \_\_\_\_\_

**Witness No 2: (Supplier)**

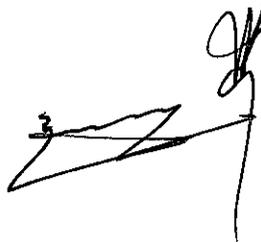
Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

CNIC No: \_\_\_\_\_

Dated: \_\_\_\_\_



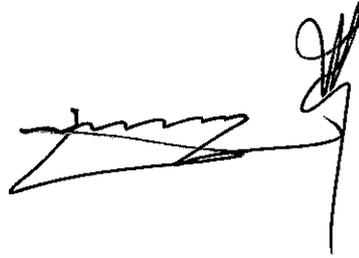
NAPHDA Contract Agreement  
F.No.5(1)/Procurement/Sty/2022-23

**BILL OF QUANTITIES (BoQ)**

Ser	Name of Items and their specifications	A/U	Qty	Unit Price (incl GST)	Total Price (PKR) incl GST
<b>STATIONERY ITEMS</b>					
1.	Arrow Shape Sticky Note Set of 5	Set	74		
2.	Binding Sheet (Plastic) - A4 Size	Pkt	50		
3.	Binding Strips 3 mm (Black and White)	Pkt	02		
4.	Binding Strips 5 mm (Black and White)	Pkt	02		
5.	Binding Strips 7.5 mm (Black and White)	Pkt	02		
6.	Binding Strips 10 mm (Black and White)	Pkt	02		
7.	Binding Strips 12.5 mm (Black and White)	Pkt	02		
8.	Binding Strips 15.5 mm (Black and White)	Pkt	02		
9.	Binding Strips 17.5 mm (Black and White)	Pkt	02		
10.	Binding Strips 20 mm (Black and White)	Pkt	02		
11.	Ink Pen Dollar	Nos	6		
12.	Cash Book	Nos	5		
13.	Correction Tape	Nos	6		
14.	Document File Folder	Nos	80		
15.	Draft Pad (Small)	Pads	69		
16.	Envelope White (9x4)	Nos	20,000		
17.	File Tags Small	Bdl	24		
18.	Finance Appropriation Register	Nos	4		
19.	Flag small (5-piece 5 different color)	Nos	8		
20.	Glaze Sheet	Nos	80		
21.	Gum Stick (Medium)-35g	Nos	1189		
22.	Jaffar Gee Diary (Pad) - 805cmx13cm	Nos	59		
23.	NAPHDA Water Mark Paper	Ream	1		
24.	Note Dairy	Nos	23		
25.	Noting Pad (small) No-004 (Spiral)	Nos	73		
26.	Page Marker	Set	49		
27.	Paper Cutter with Blade	Nos	9		
28.	Paper Slitter	Nos	7		
29.	Pencil Sharpener Machine (Large)	Nos	15		

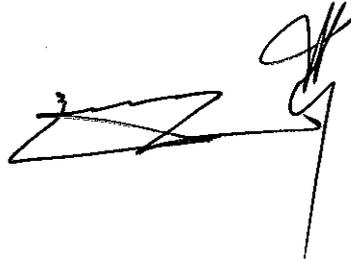


Ser	Name of Items and their specifications	A/U	Qty	Unit Price (incl GST)	Total Price (PKR) incl GST
30.	Pencil Tray	Nos	6		
31.	Plastic Rope	Nos	20		
32.	Plastic Sliding File	Pkt	30		
33.	Register for POL (300 pages)	Nos	1		
34.	Scissors (8")	Nos	44		
35.	Scotch Tape 3"	Nos	4		
36.	Single Punch (Punch Single Hole Heavy Duty)	Nos	38		
37.	Stamp Pad (Ink Blue)	Btl	12		
38.	Staple Pin (24/8)	Pkt	213		
39.	Stock Register	Nos	4		
40.	Unibal Signo UM-120 (0.7mm)	Dozen	151		



**DEMAND OF COMPUTER STATIONERY (TONNERS) - FY 2022-23**

<b>Ser</b>	<b>Item Name</b>	<b>A/U</b>	<b>Qty</b>	<b>Remarks</b>
1	Toner - Printer Laser Jet P4515x (64-A Toner)	Nos	4	Black & White
2	Toner - HP Printer 521dw (55-A)	Nos	12	Black & White
3	Toner - HP Printer 404dn (76-A)	Nos	10	Black & White
4	Toner - Pantum M7200 FDW (TL-410)	Nos	4	Black & White
5	Toner - Toshiba Photocopier e-studio-6518-A (T-6518P)	Nos	4	Black & White
6	Toner - Toshiba Photocopier e-studio-2523A (2323P)	Nos	12	Black & White
7	Toner - Pantum M6609 NW Fax Machine (PD-219)	Nos	2	Black & White
8	Toner - HP Laser Jet 400 Pro (80-A)	Nos	2	Black & White
9	Toner - HP 454 DN (HP 416-A)	Nos	6	Colour
10	Toner - HP Laser Jet Pro M402 dw (26-A)	Nos	3	Black & White
11	Toner - Ricoh MP C-2051	Nos	3	Colour

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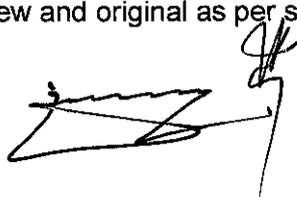
NAPHDA Contract Agreement  
F.No.5(1)/Procurement/Sty/2022-23

**BILL OF QUANTITIES (BoQ)**

Ser	Name of Items and their specifications	A/U	Qty	Unit Price (incl GST)	Total Price (PKR) incl GST
<b>GENERAL / MISC ITEMS</b>					
1.	Ash Tray (Glass / Crystal)	Nos	12		
2.	Battery Cell AAA 1.5	Nos	42		
3.	Biscuit Tray (Glass)	Nos	1		
4.	Broom Sweeper (Soft)	Nos	11		
5.	Calendar Diary	Nos	4		
6.	Cloth / Vehicle Cleanliness	Nos	10		
7.	Cloth Cover for Suzuki Cultus	Nos	1		
8.	Cloths Cover for Suzuki Bolan	Nos	1		
9.	Cloths Cover for Vigo Vehicle	Nos	1		
10.	Crockery/Cutlery/Tray Set	Set	3		
11.	Foot Pump	Nos	1		
12.	Garbage Bags Small	Pkt	62		
13.	Hand Sanitizer 250 ml	Nos	101		
14.	Hi-Jean Tissue	Roll	150		
15.	Jai-e-namaz Standard Size	Nos	4		
16.	Jugg Glass (1 x Jug & 6 x Glass per set)	Set	10		
17.	Mop	Nos	21		
18.	Mortine Spray	Nos	24		
19.	Office Bell Electric	Nos	5		
20.	Plastic Bucket with Lid (Large Size)	Nos	3		
21.	Plates (Small)-Ceramic	Nos	6		
22.	Scotch Bright Foam	Nos	25		
23.	Soap Palmolive	Nos	36		
24.	Soap for Dishwashing	Dozen	4		
25.	Stand for Crockery	Nos	4		
26.	Washing Powder	Kgs	10		
27.	Tea Cup for Staff	Dozen	1		
28.	Tea Cup Set for Officers - Cheremic	Dozen	1		
29.	Thermos (1 Lit)	Nos	2		
30.	Tyre Pressure Gage	Nos	1		
31.	Vim Powder for Kitchen	Kg	12		
32.	Water Filter Cartridge	Set	24		
33.	Microwave Oven Medium	Nos	3		
34.	Refrigerator 12 Cft	Nos	1		
35.	Stabilizer 2300-3000 Watt	Nos	10		
36.	Pedestal Fan (Geepas) 16-inch Stand Fan or Equivalent	Nos	10		

**Note.**

- The prices are firm and final for FOR in Islamabad including all duties and taxes.
- Supplier will assure availability of spare parts during the warranty period.
- All items must be brand new and original as per specifications.



NAPHDA Contract Agreement  
F.No.5(1)/Procurement/Sty/2022-23

**BANK GUARANTEE FOR PERFORMANCE ON JUDICIAL STAMP PAPER OF Rs.100/-**  
**OR AS SUITABLE TO THE AMOUNT OF BANK GUARANTEE**  
**FORM OF PERFORMANCE SECURITY (BANK GUARANTEE)**

Guarantee \_\_\_\_\_ No \_\_\_\_\_  
Executed \_\_\_\_\_, 2022  
Expiry Date \_\_\_\_\_

(Letter by the Guarantor to the Employer)

Name of Guarantor (Bank) with address: \_\_\_\_\_

(Scheduled Bank in Pakistan)

Name of Principal (Supplier) with address: \_\_\_\_\_ Penal

Sum of Security (express in words and figures) \_\_\_\_\_

Letter of Acceptance No \_\_\_\_\_

Dated \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that in pursuance of the terms of the Bidding Documents and above said Letter of Acceptance (hereinafter called the Documents) and at the request of the said Principal we, the Guarantor above named, are held and firmly bound upto the (hereinafter called the Employer) in the penal sum of the amount stated above for the payment of which sum well and truly to be made to the said Employer, we ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has accepted the Employer's above said Letter of Acceptance for \_\_\_\_\_

(Name of Supplier) for the \_\_\_\_\_

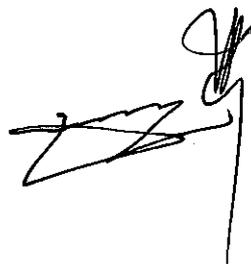
(Name of Project).

NOW THEREFORE, if Principal (Supplier) shall well and truly perform and fulfill all the undertaking covenants, terms and conditions of the said Documents during the original terms of the said Documents and any extensions thereof that may be granted by the Employer, with or without notice to the Guarantor, which notice is, hereby waived and shall also well and truly perform and fulfill all the undertakings, covenants terms and conditions of the Contractor and of any and all modifications of said Documents that may hereafter be made, notice of which modifications to the Guarantor being hereby waived, then, this obligation to be void; otherwise to remain in full force and virtue till all requirements of Clause 49, Defects Liability, of Conditions of Contract are fulfilled.

Our total liability under this Guarantee is limited to the sum above and it is condition of any liability attaching to us under this Guarantee that the claim for payment in writing shall be received by us within the validity period of this Guarantee, failing which we shall be discharged of our liability, if any, under this Guarantee.

We \_\_\_\_\_

a. (the Guarantor), waiving all objections and



the Contract, do hereby irrevocably and independently guarantee to pay to the Employer without delay upon the Employer's first written demand without cavil or arguments and without requiring the Employer to prove or to show grounds or reasons for such demand any sum or sums up to the amount stated above, against the Employer's written declaration that the Principal has refused or failed to perform the obligations under the Contract which payment will be effected by the Guarantor to Employer's designated Bank & Account Number.

PROVIDED ALSO THAT the Employer shall be the sole and final judge for deciding whether the Principal (Supplier) has duly performed his obligations under the Contactor or has defaulted in fulfilling said obligations and the Guarantor shall pay without objection any sum or sums up to the amount stated above upon first written demand from the employer forthwith and without any reference to the Principal or any other person.

IN WITNESS WHEREOF, the above-bounden Guarantor has executed this Instrument under its seal on the date indicated above, the name and corporate seal of the Guarantor being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

\_\_\_\_\_  
Guarantor (Bank)

Witness:

1. \_\_\_\_\_  
\_\_\_\_\_  
Corporate Secretary (Seal)

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
Name, Title & Address

\_\_\_\_\_  
Corporate Guarantor (Seal)



**ACCEPTANCE CERTIFICATE**

Place: Islamabad, Pakistan

Date: \_\_\_\_\_ 2022

In accordance with Contract No. F.No.5(1)/Procurement/Sty/2022-23 signed by Naya Pakistan Housing and Development Authority and M/s \_\_\_\_\_ after detailed and friendly visual & physical inspection of inventory by both sides, the Acceptance Committee from Purchaser side has found the contractual materials in best conditions and comply with the requirements of the above-said contract. However, the final acceptance will be subject to successful delivery and inspection by NAPHDA Inspection Committee, in form of inspection report.

In Witness thereof, both parties have signed this Acceptance Certificate, which comes into force on \_\_\_\_\_ 2022.

For and on behalf of

Naya Pakistan Housing and Development Authority.

Name:

CNIC Number:

Designation:

Date:

Signature:

Purchaser

For and on behalf of

M/s \_\_\_\_\_

Name:

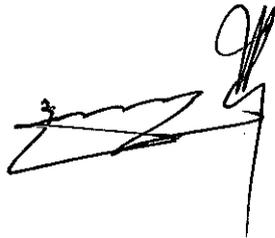
CNIC Number:

Designation:

Date:

Signature:

Supplier



**SUPPLIER'S WARRANTY**

**TO BE READ IN CONJUNCTION WITH CLAUSE-11 OF THE CONTRACT**

Name of Firm: \_\_\_\_\_

Contract No.F.5(1)/Procurement/Sty/2022-23

1. We hereby guarantee that the items supplied under the terms of this contract are produced in accordance with the terms of the contract and that the materials used whether or not our manufacturer are in accordance with the latest appropriate standard specification is also in accordance with the terms of the contract, complete good workmanship throughout and that we will replace free of cost (FOR) Islamabad as the case may be, every articles or part there of which use or in use shall be found defective or is found not within the limit and tolerance of specification requirement or if any way not in accordance with the requirement of the contract. Any unfair wear and tear / driver's negligence / use of unauthorized / wrong spares is not covered under this warranty.
2. In case of our failure to replace the defective parts of the items free of cost within 15 days, we will refund the relevant cost (FOR) Islamabad as the case may be in the currency/currencies in which received plus freight charges, upto consignee's and the purchaser shall have rights to purchase the required parts of the item declared defective at our risk and expense.
3. The parts supplied under the contract will be genuine, brand new and 100% applicable to supplied item and will be under warranty for any defect in material & workmanship. If any claim is accepted the parts will be replaced free of charge.

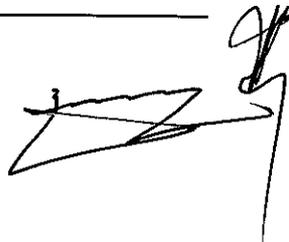
**Firm / Supplier's signature**

**With rubber stamps** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

A handwritten signature in black ink, consisting of a stylized, cursive script. The signature is written over a horizontal line that is part of the signature line.