

**SHAHEED BENAZIR BHUTTO UNIVERSITY**  
**NAWABSHAH/SHAHEED BENAZIRABAD, SINDH, PAKISTAN**

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**TENDER ENQUIRY NO. SBBU/Procurement/** **Dated: 2024**  
**FTN No: 9030405-5**



**TENDER FORM**  
**FINANCIAL PROPOSAL**

**STATIONARY/EXAMINATION MATERIAL**  
**OF SBBU FOR THE YEAR 2024-2025**

**DATE OF SUBMISSION & OPENING**  
**21<sup>st</sup> November 2024**

TIME OF RECEIVING TENDER 11:00 A.M  
TIME OF OPENING TENDER 11:30 A.M  
TENDER FEE Rs. 3,000/- (Non-Refundable)

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TN-01

**SHAHEED BENAZIR BHUTTO UNIVERSITY, NAWABSHAH, SHAHEED BENAZIRABAD**

**NIT No. SBBU/PROC./**

**Dated: October 2024**

**NOTICE INVITING TENDER**

Shaheed Benazir Bhutto University Nawabshah, Shaheed Benazirabad invites sealed tenders on Rate Contract & Item Rate basis from Interested Contractors / Suppliers / Companies / Firms registered with, Sales Tax & Income Tax departments having at least 05-year Experience in related field.

| <b>S. #</b> | <b>Name of Supply</b>  | <b>Bid Security</b> | <b>Tender Fee Non Refundable</b> |
|-------------|--|---------------------|----------------------------------|
| <b>01</b>   | Tender for Stationary/Examination material for SBBU SBA for the Year 2024-2025 | 2 %                 | Rs: 3,000                        |

**Tender form issued date:** 05 November 2024 to 20 Nov. 2024,  
**Submission, opening date & Time:** 21<sup>st</sup> November 2024, Time: Submission 11:00 A.M, Opening: 11:30 A.M

**METHOD OF PROCUREMENT:**

The Bidding shall be on Open competitive bidding and Procedure is **Single Stage One Envelope procedure i.e. Technical & Financial Proposal.**

**BIDDING / TENDER DOCUMENTS:**

**Issuance:** Prescribed Tender Form along with Terms and Conditions can be obtained personally from the office of Director Procurement, Administration Block, SBBU, Shaheed Benazirabad or can also be downloaded from SBBU Website: [www.sbbusba.edu.pk](http://www.sbbusba.edu.pk) as well as from [www.spprasindh.gov.pk](http://www.spprasindh.gov.pk) on payment of prescribed tender fee or on payment of an additional amount of Rs: 200 as courier charges, those who intends to purchase tenders through courier from University through banks challan/Pay order/DD in favor of **Security deposit, Shaheed Benazir Bhutto, University, Shaheed Benazirabad,**

**Note:** The bidder who downloads the tender form directly from website that the prescribed tender form fee must reach to the office of undersigned before the last date of purchase.

**Place** of issuance, submission, inquiries & opening of tender: **office of the Director Procurement, Shaheed Benazir Bhutto, University, Shaheed Benazirabad,**  
**EMAIL: dp@sbbusba.edu.pk Telephone: 0244-9370524**

**TERMS & CONDITIONS:**

1. Since the bids have been called on rate contract basis, hence the quoted prices shall be effective till 30<sup>th</sup> June 2025.
2. The University tender Committee may cancel/delete any item or decrease or increase quantity as per need under the provision of SPPRA rules. Tenderers, who do not fulfill the Terms and Conditions, will not be entertained.
3. In case of Unscheduled Holiday, Tenders will be opened on the Next working day. The other Terms and Conditions of the Tender shall however remain unchanged.
4. The procuring Agency may reject any or all Bids subject to relevant provisions of SPPRA Rules 2010.

**Director Procurement**  
SHAHEED BENAZIR BHUTTO  
UNIVERSITY, Shaheed Benazirabad



RT-01

**STATINARY/EXAMINATION MATERIAL  
OF SBBU,SBA FOR THE YEAR 2024-2025**

**RECEIPT**

Received amounting of Rs. 3,000/- (Rupees One Thousand only) vide receipt  
No. \_\_\_\_\_, Dated: \_\_\_\_\_ from M/s. \_\_\_\_\_  
\_\_\_\_\_ Regarding Tender Form fee  
(nonrefundable) for Stationary/Examination material of SBBUSBA for the Year 2024-2025

**Director Procurement**  
Shaheed Benazir Bhutto University  
Nawabshah, SBA.

**BOQ of Stationary Items for Examination**

| Sr. No. | Name & Description of Item with Specification  | Quantity | Unit | Unit Price excluding GST | Total Price Excluding GST | GST Applicable | Price including GST | Total Price in Words |
|---------|--|----------|------|--------------------------|---------------------------|----------------|---------------------|----------------------|
| 1       | <b>Answer copies (Annual Side)</b><br>(2 color printing 8 leafs (16 pages) 68g high finishing with sewed/stitched)   | 500,000  | Nos  |                          |                           |                |                     |                      |
| 2       | <b>Supplementary Copies (Annual Side)</b><br>(2 pages 68g paper)   | 500,000  | Nos  |                          |                           |                |                     |                      |
| 3       | <b>Award List (Annul Side )</b><br>(1 side printing (68g legal sheet 8.5 x 14)                                       | 50,000   | Nos  |                          |                           |                |                     |                      |
| 4       | <b>Answer copies (Semester Side)</b><br>(1 color printing 8 leafs (16 pages) 68g high finishing with sewed/stitched) | 200,000  | Nos  |                          |                           |                |                     |                      |
| 5       | <b>Supplementary Copies (Semester Side)</b> 2 pages 68g legal size   | 100,000  | Nos  |                          |                           |                |                     |                      |
| 6       | <b>Invigilators Report (Annual Side)</b> 1 side Printing 68g Legal Size  | 50,000   | Nos  |                          |                           |                |                     |                      |
| 7       | <b>Packet Cover Slip (Annual Side)</b> 1 side Printing 68g Legal Size  | 50,000   | Nos  |                          |                           |                |                     |                      |
| 8       | <b>Unfair Means (Annual Side)</b> 1 side Printing 68g Legal Size   | 20,000   | Nos  |                          |                           |                |                     |                      |
| 9       | <b>Receiving Performa List (Annual Side)</b> 1 side Printing 68g Legal Size  | 50,000   | Nos  |                          |                           |                |                     |                      |

|    |  |        |         |  |  |  |  |  |
|----|--|--------|---------|--|--|--|--|--|
| 10 | <b>Signature Sheets</b> (Annual Side) 1 side Printing 68g Legal Size | 50,000 | Nos     |  |  |  |  |  |
| 11 | <b>Sealing Wax</b>   | 300    | Packets |  |  |  |  |  |
| 12 | <b>Cotton Bags</b> with rope (2.7 Feet x 1.5 Feet)                   | 4,000  | Nos     |  |  |  |  |  |
| 13 | <b>Polythene Plastic Bag</b> Blue Color 8.5"x14"                     | 20,000 | Nos     |  |  |  |  |  |
| 14 | <b>Polythene Plastic Bag</b> Yellow Color 8.5"x14"                   | 20,000 | Nos     |  |  |  |  |  |
| 15 | <b>Plastic Bag Black Color</b> 8.5"x14"                              | 20,000 | Nos     |  |  |  |  |  |
| 16 | <b>Black Markers</b> (Permanent)                                     | 50     | Packets |  |  |  |  |  |
| 17 | <b>Red Ball Point</b> Piano or Signature                             | 100    | Packets |  |  |  |  |  |
| 18 | <b>Computer Papers Reams Double- A 70g or PPC</b>                    | 2,500  | Reams   |  |  |  |  |  |
| 19 | <b>Stapler Pins (Rg) Dollar/Equivalent (1000x20)</b>                 | 40     | Packets |  |  |  |  |  |

|    |   |         |       |  |  |  |  |  |
|----|---|---------|-------|--|--|--|--|--|
| 20 | <b>Glue Stick Dux (Medium Size)</b>                                 | 100     | Nos   |  |  |  |  |  |
| 21 | <b>Ink Rz Riso Machine (Ez-221A)</b>                                | 08      | Nos   |  |  |  |  |  |
| 22 | <b>Master Roll Machine (Ez-221A)</b>                                | 06      | Nos   |  |  |  |  |  |
| 23 | <b>Mark Certificates</b><br>Legal Size                              | 100,000 | Nos   |  |  |  |  |  |
| 24 | <b>Ledger paper Green</b><br>Color Legal Size (100 pages each Ream) | 100,000 | Reams |  |  |  |  |  |

**GRAND TOTAL RUPEES:-**

**FP-02**

**BOQ of Stationary Items for Store**

| Sr. No. | Name & Description of Item with <u>Specification</u> | Quantity | Unit | Unit Price excluding GST | Total Price Excluding GST | GST Applicable | Price including GST | Total Price in Words |
|---------|--|----------|------|--------------------------|---------------------------|----------------|---------------------|----------------------|
| 1       | Paper Ream (PPC 70 Gm) A4                            | 1500     | Nos  |                          |                           |                |                     |                      |
| 2       | Legal Paper Ream                                     | 20       | Nos  |                          |                           |                |                     |                      |
| 3       | Large Stapler Pins                                   | 36       | Nos  |                          |                           |                |                     |                      |
| 4       | Scales   | 24       | Nos  |                          |                           |                |                     |                      |
| 5       | Erasers  | 36       | Nos  |                          |                           |                |                     |                      |
| 6       | Sharpener  | 36       | Nos  |                          |                           |                |                     |                      |
| 7       | Pencils  | 100      | Nos  |                          |                           |                |                     |                      |

|    |                                |      |     |  |  |  |  |  |
|----|--------------------------------|------|-----|--|--|--|--|--|
| 8  | Highlighters                   | 06   | Pkt |  |  |  |  |  |
| 9  | Glue Stick                     | 10   | Pkt |  |  |  |  |  |
| 10 | Whito                          | 10   | Pkt |  |  |  |  |  |
| 11 | Large Stapler Machine          | 10   | Nos |  |  |  |  |  |
| 12 | Large Hole Punch Machine       | 10   | Nos |  |  |  |  |  |
| 13 | Stapler Machine                | 36   | Nos |  |  |  |  |  |
| 14 | Stapler Pins                   | 150  | Nos |  |  |  |  |  |
| 15 | Board Dusters                  | 100  | Nos |  |  |  |  |  |
| 16 | Tape Solution                  | 60   | Nos |  |  |  |  |  |
| 17 | Binding Tap                    | 40   | Nos |  |  |  |  |  |
| 18 | Paper Cutters                  | 24   | Nos |  |  |  |  |  |
| 19 | Table Set                      | 12   | Nos |  |  |  |  |  |
| 20 | Ball Pens (need red ball pen)  | 60   | Pkt |  |  |  |  |  |
| 21 | Box files Blue                 | 200  | Nos |  |  |  |  |  |
| 22 | Sticky Notes (need small size) | 50   | Pkt |  |  |  |  |  |
| 23 | Blank Registers                | 100  | Nos |  |  |  |  |  |
| 24 | Board Markers                  | 100  | Pkt |  |  |  |  |  |
| 25 | Marker Ink                     | 60   | Nos |  |  |  |  |  |
| 26 | Office Files With Logo         | 2000 | Nos |  |  |  |  |  |
| 27 | Permanent Markers              | 10   | Pkt |  |  |  |  |  |

**GRAND TOTAL RUPEES:-**

The delivery schedule is within 60 days after the award of contract.  
It is of utmost importance that bids should be submitted very carefully

**Contractor**  
Sign with stamp

**BID DECLARATION FORM**  
**(Mandatory Filled and Attached with Financial Proposal)**

**BDF-01**

**STATIONARY/EXAMINATION MATERIAL**  
**OF SBBU SBA FOR THE YEAR 2024-2025**

1. Name of Interested Firm: \_\_\_\_\_

2. CNIC#: \_\_\_\_\_  
(Please attach Copy of CNIC)

3. NTN #: \_\_\_\_\_  
(Please attach Copy of NTN Certificate)

4. GST#: \_\_\_\_\_  
(Please attach Copy of GST Certificate)

5. Total Bid Amount Rs: \_\_\_\_\_

In words: \_\_\_\_\_

Earnest Money @ 2 % of Bid Amount Rs: \_\_\_\_\_ DD/PO#: \_\_\_\_\_

In words: \_\_\_\_\_

Bank: \_\_\_\_\_

6. Contact Person: \_\_\_\_\_

7. Postal Address: \_\_\_\_\_

8. Email Address: \_\_\_\_\_

9. Telephone: PTCL: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(Compulsory)

**Declaration:** I certify that, to the best of my knowledge and belief, all of the information on and attached is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this form may be grounds for not entertaining my bid, or for cancellation after bid acceptance, and may be punishable by fine or imprisonment according to law of Pakistan. I understand that any information I voluntarily provide on or attached to this bid may be investigated. Moreover, I hereby declare the all the terms and conditions of the bidding document are accepted.

**Contractor**  
Sign with stamp

TERMS & CONDITIONSSTATIONARY/EXAMINATION MATERIAL  
OF SBBU FOR THE YEAR 2024-2025

All interested vendors/ suppliers are requested to read following terms & conditions carefully for strict compliance:

1. Supplier will have to provide call deposit @ 2% of bid amount in the favor of the Security deposit, SHAHEED BENAZIR BHUTTO UNIVERSITY, Shaheed Benazirabad, in case of failure the tender document will not be entertained
2. Tender is called on Rate Contract & Item(s) Rate Basis.
3. After completion of all formalities the successful bidder will be bound to accept supply order throughout the year i.e. till 30<sup>th</sup>-June-2025.
4. Quantity at any time can be increased / decreased or any item can be deleted
5. The Supplier will have to produce evidence in respect of their registration with Income Tax, Sales Tax & departments.
6. The bid shall comprise a single stage one envelope procedure. The envelope contain "TECHNICAL & FINANCIAL PROPOSAL" and mentioned clearly address of the Bidder / Supplier
7. In case of failure on the part of Supplier to Supply as per specification or within the stipulated time, penalty of 3% of the supply order per week or part thereof up to maximum limit of 10% will be imposed on the supplier.
8. The Successful bidders will be bound to carry out job according to specification/sample provided in the BOQ with in specified time given in the supply order, failing which his earnest money shall be forfeited.
9. The successful bidder has to furnish such undertaking in writing on the stamp paper of Rs: 100/-
10. The rates should be given inclusive of GST, Income Tax & any other government duty.
11. Income tax, G.S.T, Stamp duty & other applicable taxes and duties at the government prescribed rates are deductible from the bill.
12. The item(s) which is/are exempted from GST, the rates for the same must be quoted accordingly, stating clearly in BOQ, the cost of all those item(s) excluding G.S.T at the time of payment, no claim for GST shall be paid.
13. Only those bidders shall be accepted which are written / quoted given BOQ of the University.
14. All those Suppliers who have been blacklisted by any Government Department, their bids shall not be entertained.
15. Suppliers must produce eligibility as per SPPRA rules. In case of non-production of eligibility tender forms will not be issued.
16. Conditional tenders will not be accepted.
17. Payment will be made on availability of funds, if delayed due to any reason; no extra interest / mark-up will be accepted / paid.
18. Rejected consignment shall be returned back to dealers / suppliers at their own cost.
19. An amount equivalent to 10 % of security deposit / performance security shall be called from the successful bidders, as per clause 12 of GCC of this bidding document.
20. Bid money to unsuccessful bidder shall be refunded after one week of tender opening on receipt of application on official letter pad.
21. On intimation from the office of the Purchase Officer, vender(s) who has / have qualified for bid / item has to furnish sample of the item(s) before issuance of supply order.
22. Please note that the supply order shall be issued after evaluation of sample of the item(s) by the Purchase Committee to the lowest evaluated bid under "SPPRA Rule 49. Award of Contract".
23. Contractor is bound to maintain the secrecy of sensitive material.

**GENERAL CONDITIONS OF THE CONTRACT**  
**STATIONARY/EXAMINATION MATERIAL**  
**OF SBBU, SBA FOR THE YEAR 2024-2025**

GCC-01

**CLAUSE: 1. INSTRUCTIONS TO THE BIDDERS:**

- 1) The tenders shall be submitted with all documents and literature and catalog in sealed envelopes, with sealing wax/gum, the envelop must contain tender inquiry No. on the top. The name of manufacturer and the supplier should be affixed on the face of envelopes at the left side.
- 2) Tenders must be filled in with Blue or Black ink in the column provided / provided in BOQ documents duly signed.
- 3) The tenders must be free from erasing, cutting and over writing. In case of erasing, cutting and over writing, authorized person should initial it.
- 4) The rates of each item should be written in figure as well as in words. Arithmetical errors will be rectified on the basis: if there is discrepancy between the unit price and the total price is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected. In case of discrepancy the price in words will be taken as authenticated and final.
- 5) Conditional tenders will be ignored and will not be considered/entertained/accepted.
- 6) Original purchase receipt of tender fee or in shape of Pay order / DD original as tender form fee in favour of Security deposit SBBU must be enclose with the tender form.
- 7) The tendered rate should be inclusive of all taxes, Income & Sales Tax etc. payable to Federal & Provincial Govt. or Local bodies and no claims on this account shall be entertained.
- 8) The bidder shall furnish General sales tax (GST) Registration Certificate of the firm failing which the offer will be ignored. In case the item is exempted from GST either documentary evident or certificate from competent authority shall be attached with the offer.
- 9) The bidder shall furnish copy of valid professional Tax (Excise & Taxation) Certificate
- 10) List of similar assignments with cost under-taken over the past (05) years.

**CLAUSE: 2. SPECIAL CONDITIONS:**

- 1) Store is required immediately. The tenders may, however, give their short guaranteed delivery period by which the supply will be completed positively. No extension will be granted /accorded for the supply of initial quantity.
- 2) The Bidders shall quote their firm and final price both in figures & words on "Free Delivery basis to Consignee end.
- 3) The bidder shall confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt:/Semi Government institution or Armed Forces in the province or outside in the same fiscal year.
- 4) The successful supplier / bidder must be bound to supply the awarded items mentioned dated supply orders on the quoted rates.

**CLAUSE: 3. PURCHASER'S RIGHT TO VARY QUANTITIES.**

The Purchase Committee reserves the right to increase/decrease or delete the quantities of any items at the time of award of contract and also reserves the right to enhance the quantities of goods/service originally specified in the Schedule of Requirement without any change in unit price or other terms and conditions of goods at any time during contract period.

**CLAUSE: 4. PURCHASERS RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:**

The Procurement/tender Committee reserves the right to accept or reject any bid in accordance with the provision provided in SPPRA rules and to annual the bidding process

and rejects all bids at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders, on the grounds for the Purchaser's action.

#### **CLAUSE 5. ELIGIBLE BIDDERS**

This Invitation for Bids is open to all suppliers within Pakistan

Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by any Government (Federal or Provincial), a local body or a public sector organization.

The bidders should have operational office(s) in Pakistan and possess financial sustainability to meet timely supply of items.

#### **CLAUSE: 6.**

##### **A. ELIGIBILITY / QUALIFICATION CRITERIA OF BIDDERS**

1. Registration with Income Tax Department
2. Registration with Sales Tax Department
3. Required Earnest Money / Bid Security are attached.
4. Prices quoted on BOQ as per provided in the tender documents
5. Bid is signed, named and stamped by the authorized person of the firm along with Authorization letter.
6. Past performance of supplies (at least five-year experience)
7. Turn Over of Company in Millions (at least five-year)

**Note: The Evaluation shall be made on "Yes" or "No" basis.**

##### **B, CRITERIA FOR EVALUATION OF BIDS.**

1. As Per Product Specification/Sample of Tender

#### **CLAUSE: 7. NOTIFICATION OF AWARD OF CONTRACT**

- 1) Prior to the expiration of the period of bid validity, the Procurement/tender Committee will notify the successful bidder in writing about the acceptance of the offer by letter, to confirm in writing that the bid has been accepted.
- 2) The notification of award will constitute the formation of the contract.

#### **CLAUSE: 8. AWARD OF CONTRACT:**

Subject to the fulfillment of all formalities, the Purchase committee will issue the supply orders to successful Bidder who accepts the award of contract.

#### **CLAUSE: 9. PAYMENTS.**

##### **(A) Interim/Running Bill.**

The competent authority of procuring agency shall pass/certify the amount to be paid to the supplier, which he considers due and payable in respect thereof, subject to deduction of security deposit, advance payment if any made to him and taxes. All such intermediate payment shall be regarded as payments by way of advance against the final payment only and not as payments for supply actually done and completed, and shall not preclude the competent authority from recoveries from final bill and rectification of defects and unsatisfactory items of works pointed out to him during defect liability period.

##### **(B) The Final Bill.**

A bill shall be submitted by the supplier within one month of the date fixed for the completion of the work otherwise Purchase & Store Officer's certificate of the total amount payable for the supply shall be final and binding on all parties.

**CLAUSE 10. PERFORMANCE SECURITY SPPRA RULE-39.**

An amount equivalent to 10 % of security deposit in the form of pay order / demand draft shall be called from successful tenderers / bidders before issuance of supply order which will be refunded on satisfactory completion of the job, as per clause 12 of general conditions of the contract of this bidding document.

**CLAUSE: 11. REDUCED RATES.**

In cases where the items of supply are not accepted as so completed, the competent authority may make payment on account of such items at such reduced rates as he may consider reasonable in the preparation of final or on running account bills with reasons recorded in writing.

**CLAUSE: 12. REFUND OF SECURITY DEPOSIT / PERFORMANCE SECURITY SPPRA RULE-39.**

On completion of the whole of the supplies (a supplies should be considered as complete for the purpose of refund of security deposit to a contractor from the last date on which its final supplies has been made by a competent authority, the defects notice period has also passed and the competent authority has certified that all defects notified to the contractor before the end of this period have been corrected, the security deposit lodged by a contractor (in form of pay order or recovered in installments from his bills) shall be refunded to him after the expiry of 30 days from the date on which the supplies are completed.

**CLAUSE: 13. UNDERTAKING:**

- That I/We agree whether our tender accepted for total, partial or enhanced quantity for all or any single item. I/We also agreed to supply and accept the said item at the rates for the supply of contracted quantity within the stipulated period shown in the contract.
- I/We understand and confirm the refund of cost difference if the same goods is/was supplied at lower rates to any other Govt/Semi Govt: Institution, Armed Forces, in the province in the same fiscal year.
- I/We undertake that, if any of the information submitted in accordance to this tender enquiry found incorrect, our contract may be cancelled at any stage on our cost and risk.

**Contractor**  
Sign with stamp

**PROCUREMENT AGENCY**