TENDER DOCUMENT FOR PRINTING & PURCHASE OF OFFICE STATIONERY (UOH/ADV/50&51-2020-B)

To be opened on **September 16, 2020** at **11:30 A.M** in the Office of **Convener, Procurement Committee for Goods, The University of Haripur**, Hattar Road Haripur.

Name of the Company / Dealer: (Block Letter)

_____

Address of the Company / Dealer: (Block Letter)

_____

_____

Signature and Seal

Telephone No: _____

Fax No:_____

E.mail:_____

Stationery Charges of Rs.2000/-(Non Refundable) vide Demand Draft / Pay order No:_____date_____

Earnest Money of Rs._____(Refundable) vide Demand Draft / Pay order No:_____date_____

Date of Submission: _____

SUPPLY OF PRINTING & PURCHASE OF STATIONERY

Tender No	No.UOH/Adv/50&51-2020-B
Bidding Procedure	Single Stage One Envelope Procedure as per KPPRA's & PPRA's rules
Stationery Charges	Rs.2,000/- in form of DD/Pay Order in Favour of Treasurer University of Haripur. In case of Tender Document is downloaded from University of Haripur website **(www.uoh.edu.pk)** it should be submitted along with Pay Order/Demand Draft of Rs. 2,000/-. (To be attached with Technical Proposal) No bid will be accepted without Stationery Charges.
Earnest/Security Money	50,000/- shall be submitted from the account of firm/bidder/contractors who submit the bid, in the form of Bank Draft in favor of **Treasurer, The University of Haripur**.
Submission	Upto **September 16, 2020** at 11:00 am in Procurement Office Through Currier
Opening	Upto **September 16, 2020** at 11:30 am in Procurement Office Through Currier
Duration of Tender	Upto June 30, 2021

Note: Tender Notice is also available on University of Haripur website www.uoh.edu.pk as well as on www.kppra.gov.pk

Tender Notice

THE UNIVERSITY OF HARIPUR KHYBER PAKHTUNKHWA
(PROCUREMENT OFFICE)

Advertisement No. UOH/Adv/50&51-2020

TENDER NOTICE

Sealed Bids/Quotations are invited from reputed firms/companies (Local/Non Local), registered with FBR, having active tax payer status for the following items.

S.No.	Description	Reference No.
1.	Purchase & Installation of Vehicle's Tyres	UOH/ADV/50&51-2020-A
2	Purchase & Printing of Stationery (FY20-2021)	UOH/ADV/50&51-2020-B

TERMS & CONDITIONS:

- The detailed specifications along with terms & conditions for each Reference No. have been set forth in Tender Document, which is available in the **Procurement Office** The University of Haripur, on Payment of Rs.2,000/- Non-Refundable (Stationery Charges) in form of Bank Draft/Pay order in favor of **Treasurer** The University of Haripur.
- In case of Tender Document is downloaded from The University of Haripur website **(www.uoh.edu.pk)** for each item/reference separately. Each item (Reference No.) should be submitted separately along with Pay Order/Demand Draft of Rs. 2,000/- (Stationery Charges). No bid will be accepted without Stationery Charges for each item.
- Bidders are required to submit complete Bids/Quotations separately of each reference/item.
- Earnest money @2% **(Refundable)** of total bid price shall be submitted from the account of firm/bidder/contractors who submit the bid in the form of Call Deposit Receipt in favor of **Treasurer, The University of Haripur.**
- The Tender should reach this office by **September 16, 2020** before **11:00 am.** Bids will be opened on the same day at **11:30 am,** in the office of convener Procurement Committee.
- Quotation/Bid must be submitted through Courier/Postal Service. No Quotation/Bid will be received by hand and receipt after due date & time.
- The University reserves the right to accept or reject any or all bids as per KPPPRA's & PPRA's rules.
- Errors and omissions, if any, shall be subject to rectification by the University.

In-Charge Procurement, The University of Haripur
Hattar Road Haripur Ph. No. 0995-615694

Eligibility Criteria

Following particulars/documents make merit for assessment of eligible bidders. Separate sealed proposals should provide following essential information/documentation:

Technical

S.No	Description	Remarks
1	Certificate of Company / Firm Registration/ Incorporation under the laws of Pakistan	Mandatory
2	Valid Income Tax Registration (NTN).	Mandatory
3	Valid General Sales Tax Registration (Status = Active with FBR as on the date of submission)	Mandatory
4	Similar Projects in hand & experience of past three (03) years	Mandatory
5	Bank Statement of last two year (02)	Mandatory
6	Submission of undertaking on legal valid and attested stamp paper mentioning a. The firm is not blacklisted by any of Provincial or Federal Government Department, Agency, Organization or autonomous body or Private Sector Organization anywhere in Pakistan. b. The firm/company has not provided the equipment less than the quoted price in any other Govt/Public Sector Organization c. In full compliance of the execution schedule and delivery period mentioned in tender documents. d. The firm/company/contactors shall be bound to supply items to The University of Haripur without any change in price in the quoted rates, shall be valid till June 30, 2020	Mandatory
7	Time Line for delivery period (maximum 02 weeks for each Purchase/Supply Order after issuance of Purchase/Supply Order) Minimum will be preferred.	Mandatory
8	Cost of each item shall be quoted in Pak Rupee inclusive of all applicable taxes/duties/delivery charges etc.	Mandatory
9	The Bid Security Rs. 50,000/- **(Refundable)** shall be submitted from the account of firm/bidder/contractors who submit the bid, in the form of Bank Draft in favor of **Treasurer, The University of Haripur.**	Mandatory
10	The Firm/Company/Contactor shall initial all the pages of the Tender Documents along with official seal/stamp.	Mandatory

All Mandatory Documents regarding "Eligibility Criteria" should be enclosed with Bid. The proposals from firms/companies/contractors being qualified for the above specified Eligibility Criteria will only be considered for further process.

Note:

- **Bidders should read these conditions carefully and comply strictly while sending their tenders.**
- **If the Tenderer find any discrepancy, error, or omission in the tender Document he may notify it to the University of Haripur in writing two days before the closing date for Tenders.**
- **The Tender Committee reserves the right to accept or reject any or all quotations/Tenders without giving any reason. The decision of the Tender Committee shall be final and unchallengeable in any court of law.**

1. General

- All Quotations should reach the undersigned within due date as specified in the advertisement through registered post.
- The submission of quotations by hand is not acceptable. Bidders are bound to submit complete form issued by University of Haripur with quotes rates of items in column mentioned (it may be for one item or all items) along with bid
- Tenders must be enclosed in a properly sealed envelope. Any cutting/ correction in bid will make quotation invalid.
- In case of quoting alternate prices, separate tender shall be purchased.
- Rates quoted by firm/company valid till June 30, 2021.
- The bidder shall mention validity of offer, terms of payment, guarantee/warranty period and schedule of delivery.
- Supply order/ contract will be issued subject to the availability of funds and actual usage for the mentioned time period
- Only Manufacturers / distributors / bona fide dealers of the goods shall give tenders. They shall, therefore, furnish necessary declaration for the same.
- Bidder, interested in bidding for one or more items separately, is allowed to do so. However, University of Haripur reserves the right to award tender for accepting the bid for each item or bid of the whole items and can also change the quantity or specification of the purchases.
- The contractor shall notify forth in written form to the University of Haripur with any change in the constitution of the firm, etc. and such change shall not relieve any former member of the firm, etc., from any liability under the contract.
- The contractor, in respect of the contract, shall accept no new partner/ partners in the firm unless he / they agree to abide by all its terms, conditions and deposits with the University of

Haripur a written agreement to this affect. The contractor's receipt for acknowledgement or that of any partners subsequently accepted as above shall bind all of them.

- Tenders forms shall be filled in ink or typed. No tender filled in pencil shall be considered.
- The tenderer shall sign and stamp the tender form at each page. (Both side of page)
- Rates shall be written both in words and figures. There should not be errors and / or over-writings. Corrections if any should be made clearly and initiated with dates.
- The contractor shall not assign or sub-let his contract or any substantial part thereof to any other agency.
- University of Haripur reserves the right to accept any tender not necessarily the lowest, reject any tender without assigning any reasons and accept tender for all or anyone or more of the articles for which tenderer has been given or distribute items of stores to more than one firm/ supplier.
- The tender shall remove the rejected articles within 15 days of intimation of rejection, after which University of Haripur shall not be responsible for any loss, shortage or damage and shall have the right to dispose of such articles as it thinks fit, at the tenderers risk and on his account.
- The evaluation will be based on the comparison specification/ model/ makes and expiry. University of Haripur reserves the right to choose the specification/ models/ makes at its discretion.

2. BID price

- The Bidder shall indicate in his offer, list of items with specifications, standard accessories, make and origin, the unit price and total Bid prices of the goods (Pak Rupees).
- Prices of the optional accessories should be quoted separately. Rates quoted should be F.O.R and C & F, (Pak Rupees) University of Haripur, Haripur.
- Taxes levied by the government, if any, shall be paid by the bidder and must be included in the quoted prices.
- University of Haripur is exempted from the whole of customs duties under to the Ministry of finance, economic affairs statistics and revenue rules.
- In case of items supplied from local stock, sales Tax and Income Tax will be deducted from the supplier's bill as per government rules. GST will be refunded subject to the provision of Sale Tax invoice.

3. Currencies of BID

- The prices shall be quoted in Pakistani rupees in case of F.O.R and foreign currencies in case of C&F,
- Letter of Credit (LC) will be opened by the University for the Import of some items/ equipments in case of C&F.

4. BID validity

- The Bid will remain valid and open for acceptance of the purchaser for a period of the specified date of opening or closing of financial year on the case may be.

5. Earnest Money

- The Quotation must be accompanied with a call deposit of Rs. 50,000/- **(Refundable),** those who win one or more items at the end of given financial year shall be submitted from the account of firm/bidder/contractors who submit the bid, in the form of Bank Draft in favor of **Treasurer, The University of Haripur.** The security of Successful Bidders will be refund after expiry of the tender against the one quoted items or more.
- The earnest money shall be denominated in Pakistani rupees and shall be in the form of call deposit receipt, issued by Pakistani bank or branch of a foreign bank, operating in Pakistan,
- In case of alternate prices, earnest money will be based on the maximum quoted price of the same items. The demand draft shall be returned to unsuccessful bidders.
- The earnest money may be forfeited in the following cases:
  - When tenderer withdraws or modifies the offer, after opening of tender but before acceptance of tender,
  - When tenderer does not execute the agreement if any, prescribed within the specified time.
  - When the tenderer does not deposit the security money after supply order is given.
  - When he fails to commence the supply of the items as per supply order within the time prescribed.

6. Signing of BIDS

- The person signing the Bids shall initial all the pages of the bid along with official seal/stamp where entries are made.

7. Dead Line for submission of Bids

- All Bids must reach and be received by the purchaser on or before the prescribed date

line during the office hours.

8. Late BIDS

- Late bids will not be entertained and returned unopened to the Bidder.

9. Canvassing

- Counseling or canvassing staff or elected representatives by any Tenderer will become liable to disqualification.

10. Delivery of Equipment / Items

- The items/ equipment (s) will be supplied in packed form and opened in front of the Committee. The working manuals, circuit diagrams, related literature and computer programs, if any, must accompany the items/ equipment (s) in original.
- The tenderer shall be responsible for the proper packing, so as to avoid damage under normal conditions of transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at destination.
- In the event of any loss, damage, breakage or leakage or any shortage the tenderer shall be liable to make good such loss and shortage found at the checking / inspection of the material by the consignee. No extra cost on such account shall be admissible.
- The goods will be delivered at the destination gone down in perfect condition.
- The supplier, if he so desires may insure the valuable goods against lost by theft, destruction or damage, by fire, flood under exposure to whether or otherwise viz., (war, rebellion, riot, etc.).
- The insurance charges will be borne by the supplier and University of Haripur will not be required to pay such charges if incurred.

11. Performance Security

- Within one week of issuance of the purchase order successful bidders shall furnish to University of Haripur, the performance security bond as per ***Annexure A*** equivalent to submitted call deposit (Rs. 200,000/-) in the form of bank guarantee, the performance security shall be payable to University of Haripur as compensation for any loss resulting from the suppliers failure to complete its obligation.
- The performance security will be discharged by the University and returned to the supplier after completion of the supplier's performance obligations under the contract.

12. Forfeiture of Security Deposit

- Security amount in full or part may be forfeited in the following case:
    - When the terms and conditions of contract is breached.

- When the Tenderer fails to make complete supply satisfactorily.
- Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchase Committee in this regard shall be final.

13. Mode of Payment

- Payment shall be made in the form of cheque which shall be issued after receipt of equipment / items, installation and inspection, according to the following schedule.
  - 90% payment will be made only after the equipment (s) is fully installed and comes in working condition.
  - 10% after three months from the date of commissioning.
- No advance payment will be made. Payments will be made subject to the clearance of account and audit cells.
- The time specified for delivery in the tender form shall be deemed to be the essence of the contract and the successful tenderer shall arrange supplies within the specified period.
- If the supplier requires an extension of time in completion of contractual supply on account of occurrence of any hindrance, he shall apply in writing to the committee, which has placed the supply order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply.

14. Prices

- Prices charged by the supplier for goods deliver in services performed under the contract shall not exceed the prices quoted the supplier in its bids. The quantity of items to be purchased can be increased / decreased and any other item can be included in the list as at the case may be at approved rates.
- University of Haripur reserves the right to consider a total package deal for all or group of some equipment with a total lowest quoted price for the package rather than lowest prices for the individual items.

15. Standard

- The equipment supplied must be tropical zed and it must be capable of functioning under the climatic conditions of Haipur.
- There shall be no deviation from specification and country of make as provided with each item. In case of any ambiguity in specification/accessories needed for the full functioning of the equipment, the firm must clear it with the Purchase Committee. However, the decision of the Committee will be final.

- The goods with standard accessories supplied under this contract shall confirm to the standard maintenance in the technical specification along with the set of operational and maintenance manual it will be responsibility of the supplier to quote equipment in complete package.

16. Training

- The firm supplying the item/ equipment (s) will demonstrate the operation / working of the equipment (s) to the satisfaction of the quarter concerned and provide training if needed.

17. Calibration of item/equipment

- The approved firm will install the equipment (s) in the presence and satisfaction of the Purchase Committee. In case of any defect in the supplied equipment (s) or if it is not in accordance with the desired specification, the item will be changed at the cost of the supplier.

18. Guarantee / Warranty

- The Tenderer would give comprehensive onsite warranty / guarantee that the goods / stores / articles would continue to conform to the description and quality as specified for a period of **one year** from the date of delivery of the said goods/stores/articles to be purchased and that notwithstanding the fact that the purchaser may have inspected and/or approved the said goods/stores/article, if during the aforesaid period of one year, the said goods/stores/articles, be discovered not to conform to the description and quality aforesaid or have determined (and the decision of the Purchase Committee in that behalf will be final and conclusive), the purchaser will be entitled to reject the said goods/stores/articles or such portion thereof as may be discovered not to conform to the said description and quality, on such rejection the goods/articles/stores will be at the seller's risk and all the provisions relating to rejection of goods etc. shall apply.
- The Tenderer shall, if so called upon to do, replace the goods etc., or such portion thereof as is rejection by Purchase Committee, otherwise the tenderer shall pay such damage as may arise by the reason of the breach of the condition herein contained. Nothing herein contained shall prejudice any other right of the Tender Committee in that behalf under this contract or otherwise.
- The tenderer shall also replace machinery and equipments, in case it is found defective which cannot be put to operation due to manufacturing defect, etc. In case of machinery and equipment specified by the Tender Committee, the tenderer shall be responsible from

carrying out annual maintenance and repairs on the terms and conditions as may be agreed. The tenderer shall also be responsible to ensure adequate regular supply of spare parts needed for a specific type of machinery and equipments whether under their annual maintenance and repairs rate contract or otherwise. In case of change of model he will give sufficient notice to the Tender Committee who may like to purchase spare parts from them to maintain the machinery and equipments in perfect condition.

- The firm must have a representative office in Peshawar/Islamabad/Lahore, which can be contacted in case of any problem encountered during the working of equipment (s).

19. Conforming Tender

- A conforming tender is defined as follows:
    - It is submitted on time.
    - It is lodged at the nominated place.
    - All required forms are completed.
    - Documents are properly signed.
    - It complies with the tender conditions.
    - There are no commercial and contractual qualifications to the tender.
- A non-conforming tender is one, which does not satisfy the above requirements and it may be rejected.

20. Disqualification of Tender

- The tenderer shall observe all relevant statutory and legal requirements when complete the tender. Any Tender engaged in collusion with other tenderers shall be disqualified from tendering.

21. Delay in Delivery

- In case of extension in the delivery period, the recovery shall be made on the basis of following percentages of value of goods stores / work completion which the tenderer has failed to supply / complete the work.

22. Conditions with Percentage

a. Delay up to one fourth period of the prescribed delivery period. **2.5 %**
b. Delay exceeding one fourth but not exceeding half of the prescribed period. **5.0**

%

c. Delay exceeding half but not exceeding three fourth of the prescribed period. **7.5 %**

d. Delay exceeding three fourth of the prescribed period. **10.0 %**

- Fraction of a day in reckoning period in supplies shall be eliminated if it is less than half a day. The maximum amount of shall be 10%.
- The security money shall be refunded immediately after expiry of warranty period provided there is no breach of contract by the supplier and provided there is no outstanding against the tenderer.

23. Recoveries

Recoveries of liquidated damages, short supply, breakage, rejected articles shall ordinarily be made from bills.

C&F = Cost and freight basis

FOB = Freight on Board

Annexure -A

Performance Bond

To

The Treasurer
University of Haripur

Dear Sir,

The AGREEMENT DATE:_____ BETWEEN University of Haripur & M/S _____ NO._____ in consideration of your having concluded a CONTRACT Evidenced by purchase order No. _____Dated._____. With Messer's _____ (supplier) for _____and in consideration of value received from the supplier, we agree and undertake as follows:

1. To make conditional payment of _____or unconditional payments from time to time is called upon totaling the said sum of _____ being 10 % of the contract price mentioned in the said purchase order / agreement upon your written demand (s) without further recourse, questions or reference to the suppliers default in compliance with its obligations, liabilities and responsibilities arising under and in pursuance of the warranties and guarantees committed in the said purchase order / agreement.
2. To accept written intimate (ion) from you is sufficient evidence of default or non compliance as aforesaid in the part of supplier and to make payment accordingly within 15 days of receipt of the written intimations.
3. To keep this guarantee in full force from the date of this guarantee up to two year after the date of installation and successful operation of items/ equipments.
4. No grant of time or other indulgence to or composition or arrangement with supplier in respect of the performance of its obligation under and pursuance of the said agreement / purchase order of any clause thereof, with or without notice to us shall in any manner discharge or otherwise how so ever effect this guarantee and out liabilities and commitments here under.
5. This guarantee should also cover obligations of the supplier so for as the liquidated damages as concerned as provided in agreement / purchase order any recovery on account of liquidated damages shall not reduce the value of 10% provided here in.
6. This guarantee shall be binding on us at our successors in interest and shall be irrevocable.

_____

Name of Person & Designation
Name of Firm/Company

PRINTING AND PURCHASE OF OFFICE STATIONERY THE UNIVERSITY OF HARIPUR UPTO JUNE 30, 2021
SCHEDULE OF RATES

To
The Treasurer,
University of Haripur,
Hattar Road Haripur.
Sir
I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for supply of following items -

My / our rates are as under-

Financial

S.No	Item	Specification	Qty	Price in Pak Rupees (With All Taxes)
		Printing Material		
1	**Designing & Printing of Prospectus along with Form (Min3000)**	**Size:** A4 (11.75" x 8.5") **Page:** Approximately 150-250 **Title Cover:** 300gsm, 4 colour art card.(Shine Lamination +UV coating) + **For Text Paper:** 128gsm Art Paper in 4 colours (all pages) Shine Lamination	Per Prospectus	
2	**Hand Bag for Prospectus (Min 3000)**	300 gsm art card 4 colours with shine lamination (As per sample)	Per Bag	
3	**Degree Envelope**	300gm Bleach Card (1 Colour Print) (As per sample)	Per Envelope	
4	**Designing & Printing of Annual Report (Min 200)**	**No. of copies:**(serially numbered); multi colored printing **No. of pages of text:** Approximately 80-150 on 150grm paper **Cover**: 310-G Art Card duly Matt Laminated/gum bound **Size:** A4	Per Copy	
5	**Semester Ledger Book (Min 08)**	As per sample	Per Book	
6	**Envelope Size (12"x16") Min (10,000)**	70 gm Paper with fine cloth lining (Printed Brown Paper) (As per sample)	Per Envelope	

7	**Envelope (A4) (Min 10,000)**	80gm Imported paper (1 Colour Print) (As per sample)	Per Envelope	
8	**Envelope (Legal) (Min 10,000)**	80gm Imported paper (1 Colour Print) (As per sample)	Per Envelope	
9	**Envelope (Letter) (Min 10,000)**	80gm Imported paper (1 Colour Print) (As per sample)	Per Envelope	
10	**Office File Cover (Min 5,000)**	300gm Bleach Card (1 Colour Print) (As per sample)	Per File	
11	**Student Personal Files (Min 5,000)**	300gm Bleach Card (1 Colour Print) (As per sample)	Per File	
12	**Diary Register (Min 50)**	Hard Binding and Printed with page of 80gm 250 Pages with 500 leafs	Per Register	
13	**Diary Register (Min 50)**	Hard Binding and Printed with page of 80gm 250 Pages with 500 leafs	Per Register	
14	**RFID Cards (Min 2,000)**	Pre-Programmed CR80 Size: Em (125KHz) Plan RFID Cards	Per Card	
15	**RFID Printer Accessories**	FARGO HDP Retransfer Film(Part No: 084053) Polyguard Over lamination (Part No: 082601 FARGO HDP Colour Ribbon (Part No: 084051)	Each	
16	**Cleaning Kit for RFID Printer**	FARGO HDP 5000 Part No: 089200	Each	
17	**ID Card Ribbon**	Blue Color along with crystal card holder superior quality (Min 2000)	Each	
		Green Color along with crystal card holder superior quality (Min 1000)	Each	
		Grey Color along with crystal card holder superior quality (Min 1000)	Each	
18	**Writing Pad**	9” x 5.5”, 100gm paper 100 pages with University name and logo	Per Pad	
19	**Voucher**	A4 hard page with printing on the both sides (1-Page) As per sample (Color)	Per Voucher	
		A4 hard page with printing on the both sides (1-Page) As per sample (Color)	Per Voucher	
		A4 hard page with printing on the both sides (1-Page) As per	Per Voucher	

		sample (Color)		
Other Items				
20	**Box File,**	Back 4 Inches Blue color (as per sample)	Per File	
21	**File Board**	Printed (As per sample)	Per No.	
22	**Register English line (500 Pages)**	Fine quality	Per No.	
23	**Stamp pad**	Original ink with clear stamping (Equivalent/Superior Quality	Per No	
24	**Ball Point**	Ball Point Pen (/Picasso Piano 0.8mm) (Equivalent) Black	Per Box	
25	**Ball Point**	Ball Point Pen (Picasso /Piano 0.8mm) (Equivalent) Blue	Per Box	
26	**Bottle Gum Large**	700ml or Equivalent (Superior Quality)	Per No.	
27	**Tissue Box**	Superior Quality	Per Box	
28	**Paper Ream**	A4 80 gm imported	Per Ream	
29	**Paper Ream**	Legal 80 gm imported	Per Ream	
30	**Paper Ream**	A4 70 gm imported	Per Ream	
31	**Paper Ream**	legal 70gm imported	Per Ream	
32	**White Board Marker (Black/Blue)**	Doller Sign Marker (Equivalent/Superior Quality	Per Box	
33	**Blade Cutter**	Superior Quality	Per Blade	
34	**Scotch Tape 1”**	Superior Quality	Per Tape	
35	**Scotch Tape 2”**	Superior Quality	Per Tape	
36	**File Tag**	6” Superior duly/Properly punched (Equivalent/ Superior Quality)	Per Bundle	
37	**File Tag**	8” Superior duly/Properly punched (Equivalent/ Superior Quality)	Per Bundle	
38	**File Flag**	Plastic flags different color 5PADS Packet	Per Packet	
39	**File Flag**	Different Color 100 sheet color 5 PADS Packer)	Per Packet	
40	**Punch Machine**	2 Hole quality steel construction, capacity upto 10-30 sheet of 80gsm adjustable	Each	
41	**Gum Stick**	21gm superior quality	Each	
42	**White Fluid**	Superior Quality	Per Box	

Note:

1. The quantity may vary depending upon the actual usage
2. Detailed specifications of items such as units, nos, /length/ make (brand/ make) should be given invariably of the items offered for which rates are quoted.

Name of Person & Designation
Name of Firm/Company