



TRANS PESHAWAR
The Urban Mobility Company

Bid Solicitation Document (BSD)

**Supply and Delivery of Stationary Items to the Office of
TransPeshawar**

Name of Procuring Entity (Purchaser)	TransPeshawar (The Urban Mobility Company)
Source of Funding	Govt of Khyber Pakhtunkhwa
Procurement Title	Supply and Delivery of Stationary Items to the Office of TransPeshawar
Tender Ref. No.	TPC/A&HR/OCB/G/2024-25/001
Bid Security	Bid security shall be submitted to the amount of two (2%) of the quoted price in shape of CDR from scheduled bank of Pakistan in the name of Chief Executive Officer (CEO) TransPeshawar. The bid security shall be submitted from the bank account of the bidder submitting the bid.
Date of this Request	19/09/2024
Deadline for Submission of Bids	11:30:AM 04/10/2024
Opening of Bids	11:45:AM 04/10/2024

1. Scope of Bid

1.1. The TransPeshawar (The Urban Mobility Company) (hereinafter called "the Purchaser") hereby requests eligible bidders to submit bid for **Supply and Delivery of Stationary Items to the Office of TransPeshawar** under single stage one envelope bidding procedure. Following documents shall be submitted with Form of Bid. To assist you in the preparation of your bid, the required specifications and quantity are attached under **(Appendix-I) (hereinafter called the "Goods")**. Bid must be submitted for all the items collectively/complete scope.

2. Eligible Bidders:

2.1. The qualifications for eligibility to bid are as under:

- a) A Sole Proprietors/Association of Person/Companies/General Order Distributors/Suppliers;
- b) Registered with income tax and sales tax and reflected on Active Tax payer list of FBR.

3. Documents comprising the Bid:

3.1. The bid shall comprise the following documents:

- (i) Form of Bid;
- (ii) Evidence of Sole Proprietors/ Association of Persons/ Companies/ General Order Distributors/Suppliers;
- (iii) Proof of registration with FBR for sales and income tax and reflected on Active Tax Payer List (ATL);
- (iv) Requisite bid security in accordance with Bid Solicitation Documents;
- (v) Affidavit on stamp paper, duly notarized by notary public to the effect that the bidder has never been blacklisted by any public sector entities in Pakistan.
- (vi) Adequate technical documentation and catalogue(s) and other printed material or pertinent information related to quoted item (in English language) (where needed).

4. Cost of Bidding

4.1. The Bidder shall bear all costs associated with preparation and submission of its Bid, and the Purchaser shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

5. Alternative Bids:

5.1. Alternative bids shall not be considered and shall be rejected.

6. Language of Bid:

6.1. The Bid, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English language, in which case, for purposes of interpretation of the Bid, such translation shall govern.

7. Bid Prices:

7.1. Prices shall be quoted for all items collectively. All items in the Form of Bid must be listed and priced separately. If a Form of Bid shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. The bids submitted for incomplete scope/partial items [Item(s) missing altogether in the Form of Bid] shall be rejected summarily.

7.2. The Prices shall be inclusive of all applicable taxes, for supply and delivery of Goods to the Office of TransPeshawar (The Urban Mobility Company) 1st Floor, TransPeshawar Head Office, Main BRT Depot, Chamkani, Peshawar.

7.3. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account.

8. Currencies of Bid:

8.1. The Prices shall be quoted in PKR.

9. Validity of Bids:

9.1. Bid shall be valid for a period of sixty (60) days from the deadline for submission of bids.

10. BID SECURITY:

10.1. Bid security shall be submitted to the amount of two (2%) of bid price in shape of CDR from scheduled bank of Pakistan in the name of Chief Executive Officer (CEO) TransPeshawar. A bid not accompanied by compliant bid security shall be rejected as non-responsive. The bid security shall be submitted from the bank account of the bidder submitting the bid;

10.2. The requisite bid security shall remain valid for a period of Twenty-Eight (28) days beyond the original validity period of the bid;

10.3. Bid Security of the unsuccessful bidders shall be released as promptly as possible upon the successful Bidder's furnishing of the performance security;

10.4. The bid security of successful bidder shall be returned once the successful bidder has signed the contract agreement and furnished the required performance security;

10.5. The Bid security shall be forfeited:

- (a) If a bidder withdraws his bid during the period of bid validity; or
- (b) If a bidder doesn't accept the correction of his Bid Price, in accordance with bid solicitation documents; or
- (c) In the case of a successful bidder, if he fails to:
 - Furnish the Performance security in accordance with bid solicitation documents;
 - Sign the contract agreement, in accordance with bid solicitation documents.

11. Format and Signing of Bid:

11.1. The Bidder shall prepare one original set of the documents comprising the bid as described above and clearly mark it "ORIGINAL." In addition, the Bidder shall submit one copy of the bid, and clearly mark it "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.

11.2. Form of Bid, original and copy, shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to sign on behalf of the Bidder. All pages of the Bid, except for unamended printed literature, shall be signed or initialled by the person signing the bid.

11.3. Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the bid.

12. Sealing and Marking of Bids:

12.1. Bidders may always submit their bids by mail or by hand. Procedures for submission, sealing, and marking are as follows:

- a) Bidders submitting Bids by mail or by hand shall enclose the original and copy of the Bid, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL," and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single envelope.

- b) The inner and outer envelopes shall
- i. bear the name and address of the Bidder;
 - ii. be addressed to the Purchaser as indicated in bid solicitation documents.
 - iii. bearing the name and identification of this bidding process; and
 - iv. bear a warning not to open before the time and date for bid opening, in accordance with bid solicitation documents.
- c) If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the Bid.

13. Deadline for Submission of Bids:

13.1. Bids must be received by the Purchaser at the below address and no later than the 11:30:AM 04/10/2024

Purchaser's Address : **Chief Executive Officer TransPeshawar,
Main Reception TransPeshawar Office First (1st) Floor Main BRT
Depot, Opposite NHA Complex Chamkani, Peshawar.**

13.2. The Purchaser may, at its discretion, extend the deadline for the submission of Bids by amending the Bidding Document, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

14. Late Bid:

14.1. The Purchaser shall not consider any Bid that arrives after the deadline for submission of Bids. Any Bid received by the Purchaser after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

15. Bid Opening:

15.1. The Purchaser shall open the Bids in public at the address **Main Conference Room TransPeshawar Head Office First (1st) Floor Main BRT Depot, Opposite NHA Complex Chamkani, Peshawar** on the 11:45:AM 04/10/2024 in the presence of Bidders' designated representatives who chooses to attend.

16. Determination of Responsiveness and Award of Contract:

16.1. The Bids meeting the terms and conditions, technical specification and qualification requirements shall be determined as substantially responsive and shall be evaluated for comparison of their prices. Substantially responsive bidder with lowest evaluated price will be asked for provision of sample of each quoted item for their conformance with given/technical specifications. The bidder with affirmative determination of provided samples will be determined as successful bidder. Second financially lowest substantially responsive bidder may be asked for provision of samples if first lowest substantially responsive bidder's samples determination fails the given quality requirements. In evaluating the bids, the Purchaser will correct for any arithmetical errors as follows:

- a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern; and
- b) where is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

17. Award of Purchase Order and Signing of Contract.

17.1. The successful bidder will be notified by issuing a Purchase Order (PO). Upon receiving the PO, the successful bidder will submit performance security in accordance with bid solicitation documents and sign a Contract as per attached form of contract and terms and conditions of supply.

18. Communication:

18.1. Bidders should note that during the period from the receipt of the bid until award of Contract, all queries should be communicated in writing via e-mail below.

Attention: CEO TransPeshawar: ceo@transpeshawar.pk

CC: Abid Mansoor : abid.mansoor@transpeshawar.pk

CC: Khalil Ahmed : Khalil.ahmed@transpeshawar.pk

19. Performance Security

19.1. The Supplier shall, within 07 days of receipt of Purchase Order, provide a Performance Security for due performance of the Contract to the amount of ten (10%) of contract price in shape of CDR/DD/Bank Guarantee on format prescribed by the Purchaser at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan;

19.2. Failure of the successful Bidder to submit the requisite performance security or to sign the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security. In that event, the Purchaser may award the contract to the next lowest evaluated bidder whose offer is substantially responsive and sample determination is affirmative;

19.3. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier defaults under the Contract including liquidated damages;

19.4. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than 28 days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations, if any.

FORM OF BID
(To be submitted on the letterhead of the bidder)

To,

**Chief Executive Officer TransPeshawar
(The Urban Mobility Company),
TransPeshawar Head Office, first (1st) Floor, Main BRT Depot,
Opposite NHA Complex, Chamkani, Peshawar.**

1. We offer to execute the **Supply and Delivery of Stationary Items to the office of TransPeshawar**, Ref. No.TPC/A&HR/OCB/G/2024-25/001 in accordance with the Terms and Conditions of Supply accompanying this Bid Solicitation Document at a Bid Price of ----- (amount in words and figures) (Inclusive of Taxes). We propose to complete the supply and delivery of items under the Contract within the delivery time stipulated in the contract.

Sr. No	ITEM DESCRIPTIONS	UNIT	Qty	Quoted Brand	Unit Price in PKR (Inclusive of all Taxes)	Total Price PKR (Inclusive of all Taxes)
1	Permanent Marker (Multi Colour) Dollar or Equivalent	Packet of 12	3			
2	Ball Points (Blue) 1.0 mm Tip Clipper or Equivalent	Packet of 10	5			
3	Ball Points (Black) 1.0 mm Tip Clipper or Equivalent	Packet of 10	5			
4	Uni Ball Eye UB-157 Green/equivalent	PCS	30			
5	Writing Pad A-4 Size No.5 Decent or Equivalent	PCS	50			
6	Post it Pad 76*19mm (3 Colours)	Box of 20 Pad	3			
7	Plastic tags arrow shape 1.2*4.5mm (5 Colours Pad of 20 sheet each colour) Pronoti or Equivalent	Pad of 5 colours with 20 sheet each colour	30			
8	Paper Double A Quality, A4, 80 gm/equivalent	Ream	450			
9	Paper Legal, 80 gm Double A/equivalent	Ream	10			
10	Binding Cover Transparent Sheet A-4 Size 18 No	Packet of 100 Sheets	5			
11	Binding Paper Multi Colour A-4 Size Standard quality	Packet of 100 Sheets	10			
12	Cells Battery AA Rechargeable Energizer or Equivalent	Set of 2	5			
13	Cells Battery AAA Rechargeable Energizer or Equivalent	Set of 2	5			
14	Binder Clips 25mm Deli or Equivalent	Box of 12 Clips (PCS)	10			
15	Binder Clips 19mm Deli or Equivalent	Box of 12 Clips (PCS)	10			

16	Binder Clips 41mm Deli or Equivalent	Box of 12 Clips (PCS)	10			
17	Binder Clips 51mm Deli or Equivalent	Box of 12 Clips (PCS)	10			
18	Staple Pins 23/17/18 Dollar or Equivalent	Pkt	20			
19	Staple Pins 23/13 Dollar or Equivalent	Pkt	10			
20	Staple Pins 23/10 Dollar or Equivalent	Pkt	10			
21	Scotch Tap (1 inch) Transparent	PCS	50			
22	Packing Tap (3 Inches) Brown	PCS	10			
23	Binding Tape 3" of 30-meter Expert or Equivalent	PCS	20			
24	Binding Tape 2" of 30-meter Expert or Equivalent	PCS	50			
25	Box File Blue Best Quality	PCS	100			
26	Ring Binder Blue Best Quality	PCS	20			
27	Ring Binder Plastic/D-Ring File A4 Size	PCS	30			
28	Visitor Gate Register (500 Pages)	PCS	5			
29	Vehicle In/Out Register (500 Pages)	PCS	5			
30	Mechanical Pencil (0.5) Pilot Progrex or Equivalent	PCS	20			
31	Pencil (0.5) Mercury or Equivalent	PCS	20			
32	Paper Clips Deli or Equivalent	PCS	30			
33	Letter Dispatch Register (minimum 500 Pages) best quality	PCS	5			
34	Letter Received Register (minimum 500 Pages) best quality	PCS	5			
35	High Quality Customized Office Diary, 100 pages of 80gm with two cards slots, size 6*9" pen holder with uniball pen or equivalent	PCS	80			
36	Paper Shredder Heavy Duty Series AS-2220CD or Equivalent	PCS	1			
Total Price Inclusive of Taxes						

2. This bid and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you receive.

3. We hereby confirm that this Bid complies with the Validity of the Offer and other conditions imposed by Bid Solicitation Document and the Terms and Conditions of Supply.

Authorized Signature: _____

Name and Title of Signatory _____

Name of Supplier: _____

Address : _____

Phone Number: _____

Fax Number, if any _____

Email address (optional) _____

FORM OF CONTRACT

THIS AGREEMENT number TPC/A&HR/OCB/G/2024-25/001 made on _____, ____ 2024, between Chief Executive Officer TransPeshawar (The Urban Mobility Company) (hereinafter called “the Purchaser”) on the one part and _____ (hereinafter called “the Supplier”) on the other part.

WHEREAS the Purchaser has requested bids for **Supply and Delivery of Stationary Items to the Office of TransPeshawar**, to be provided by Supplier, viz. Contract **Supply and Delivery of Stationary Items to the Office of TransPeshawar**, (hereinafter called “the Contract”) and has accepted the bid by the Supplier for the supply of the Goods under the Contract at a sum of -----(amount in words and figures) hereinafter called “the Contract Price”.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of the Contract, viz:
 - a) Form of Contract, Purchase Order, Form of Bid, Bid Solicitation Document and Terms and Condition of Supply.
 - b) Addendum (if applicable);
2. Taking into account payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby concludes the Contract with the Purchaser to execute and complete the supply and delivery of the Goods under the Contract and remedy any defects therein in conformity with the provisions of the Contract.
3. The Purchaser hereby covenants to pay, in consideration of the acceptance of the Contract for supply and delivery of the Goods and remedying of defects therein, the Contract Price in accordance with Payment Conditions prescribed by the Contract.

IN WITNESS whereof the parties hereto have executed the Contract under the laws of Pakistan on the date indicated above.

Signature and seal of the Purchaser:
For and on behalf of

Signature and seal of the Supplier:
For and on behalf of

Name of Authorized Representative

Name of Authorized Representative

TERMS AND CONDITIONS OF SUPPLY

1. Definitions:

1.1. The following words and expressions shall have the meanings hereby assigned to them:

- (a) "Contract" means the contract entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendixes, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Form of Contract, including any amendments thereto.
- (c) "Contract Price" means the price payable to the Supplier as specified in the Form of Contract, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.
- (d) "Day" means calendar day.
- (e) "Delivery" means the transfer of the Goods from the Supplier to the Purchaser in accordance with the terms and conditions set forth in the Contract.
- (f) "Goods" means all the items provided for under **Appendix-I** that the Supplier is required to supply to the Purchaser under the Contract.
- (g) "Purchaser" means TransPeshawar (The Urban Mobility Company).
- (h) "Supplier" means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Form of Contract and includes the legal successors or permitted assigns of the Supplier.

2. Schedule, Scope of Supply and Place of Delivery:

2.1. Schedule, scope of Supply and place of delivery is provided as under:

S#	Discription	Quantity	Schdule	Place of Delivery
1.	Supply and Delivery of Goods to the Office of TransPeshawar in accordance with Appendix-I .	As provided for in Appendix-I	With in fifteen (15) days after signing of contract.	Office of TransPeshawar 1 st Floor, Main BRT Depot, Chamkani, Peshawar

3. Notices

3.1. Any Notice given by one party to the other pursuant to the Contract shall be in writing to the address specified below. The term "in writing" means communicated in written form with proof of receipt.

Purchaser: _____

Supplier: _____

4. Governing Law:

4.1. The Contract shall be interpreted in accordance with the laws of Islamic Republic of Pakistan.

5. Settlement of Disputes:

5.1. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute between them under or in connection with the Contract. In the case of a dispute between the Purchaser and the Supplier, the dispute shall be settled in accordance with the provisions of the Arbitration Act, 1940 of Pakistan.

6. Supplier's Responsibilities:

- 6.1. The Supplier shall supply and deliver all the Goods provided for under Schedule, Scope of Supply and Place of Delivery in accordance with the Contract.

7. Contract Price:

- 7.1. Contract Price shall be as specified in Form of Contract subject to any additions and adjustments thereto, or deductions therefrom, as may be made pursuant to the Contract. The prices quoted in the Form of Bid shall remain firm and fixed and not subject to any adjustment during performance of the contract.

8. Terms of Payment:

- 8.1. 100% payment will be made after supply and delivery of Goods and issuance of satisfactory inspection report by the Purchaser at given address in accordance with the contract. Inspection Report and Good Receipt Note shall be attached with the payment invoice. Supplier's invoice shall show the description of the Goods, quantity, unit price, and total amount apart from other.

9. Force Majeure:

- 9.1. The supplier shall not be liable for penalties or termination for default if and to the extent that it's delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 9.2. For purposes of this clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, act of Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 9.3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

10. Defects:

- 10.1. All defects in Goods/defective items will be corrected/replaced without any cost to the Purchaser within 5 days from the date of notice by the Purchaser. The name and address of service facility where the defects/defective item are to be corrected/replaced by the Supplier are:

Facility _____

Address _____

11. Performance Security:

- 11.1. The Supplier shall, within 07 days of receipt of Purchase Order, provide a Performance Security for the due performance of the Contract to the amount of ten (10%) of contract price in shape of CDR/DD or Bank Guarantee on format prescribed by the Purchaser at the option of bidder, in the name of CEO TransPeshawar from schedule bank of Pakistan;
- 11.2. Failure of the successful Bidder to submit the requisite performance security or to sign the contract agreement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- 11.3. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract or imposition of liquidated damages.

11.4. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than 28 days following the date of completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

12. Taxes and Duties:

12.1. The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

13. Technical Specifications

13.1. The Supplier shall ensure that the Goods comply with the technical specifications and other provisions of the Contract.

13.2. The Goods supplied under this Contract shall conform to the standards mentioned in **Appendix-I**.

14. Packing and Documents:

14.1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to TransPeshawar office. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage.

15. Inspection

15.1. Upon delivery of Goods at TransPeshawar office, the Purchaser shall undertake inspection of Goods against the standards and specifications as quoted by the Supplier in Form of Bid and provided in **Appendix-I**.

15.2. The Purchaser may reject any Goods or any part thereof that fail to pass inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser and inspected in accordance with the procedure provided above.

15.3. The Supplier agrees that inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of Inspection Report, shall release the Supplier from any warranties (if any) or other obligations under the Contract.

15.4. Upon inspection and acceptance of Goods, the Purchaser shall issue an Inspection Report.

16. Liquidated damages

16.1. If the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract or relevant law, deduct from the Performance Security, as liquidated damages, a sum equivalent to 0.5% of the Contract Price for each week of delay until actual delivery or performance, up to a maximum deduction of 10% of the Contract Price. Once the maximum is reached, the Purchaser may terminate the Contract and proceed for other remedies provided for under relevant law.

17. Assignment

17.1. The Supplier shall not assign, in whole or in part, their obligations under this Contract, except with prior written consent of the Purchaser.

18. Termination

18.1. 18.1. Termination for Default

a. The Purchaser, without prejudice to any other remedy for breach of Contract, by Notice of default sent to the Supplier, may terminate the Contract in whole or in part;

- (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to the Contract; or
- (ii) if the Supplier fails to perform any other obligation under the Contract; or
- (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in relevant law, in competing for or in executing the Contract.

b. In the event the Purchaser terminates the Contract in whole or in part, pursuant to Clause above, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods. However, the Supplier shall continue performance of the Contract to the extent not terminated.

18.2. Termination for Convenience

18.2.1 The Purchaser, by Notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The Notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

19. Contract Amendment

19.1. The contract may be amended through mutual agreement. No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

20. Extension of Time

20.1. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the Goods in stipulated time, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

20.2. Except in case of Force Majeure, as provided under the Contract, a delay by the Supplier in the performance of its Delivery shall render the Supplier liable to the imposition of liquidated damages pursuant to the Contract, unless an extension of time is agreed upon, pursuant to above Subclause.

Appendix-I

The bidder shall confirm to the following specification.

Sr. No	ITEM DESCRIPTIONS	PACKING UNIT	Qty
1	Permanent Marker (Multi Color) Dollar or Equivalent	Packet of 12	3
2	Ball Points (Blue) 1.0 mm Tip Clipper or Equivalent	Packet of 10	5
3	Ball Points (Black) 1.0 mm Tip Clipper or Equivalent	Packet of 10	5
4	Uni Ball Eye UB-157 Green or Equivalent	PCS	30
5	Writing Pad A-4 Size No.5 Decent or Equivalent	PCS	50
6	Post it Pad 76*19mm (3 Colors)	Box of 20 Pad	3
7	Plastic tags arrow shape 1.2*4.5mm (5 Colors Pad of 20 sheet each color) Pronoti or Equivalent	Pad of 5 colors with 20 sheet each color	30
8	Paper Double A Quality, A4, 80 gm or Equivalent	Ream	450
9	Paper Legal, 80 gm Double A or Equivalent	Ream	10
10	Binding Cover Transparent Sheet A-4 Size 18 No	Packet of 100 Sheets	5
11	Binding Paper Multi Color A-4 Size Standard quality	Packet of 100 Sheets	10
12	Cells Battery AA Rechargeable Energizer or Equivalent	Set of 2	5
13	Cells Battery AAA Rechargeable Energizer or Equivalent	Set of 2	5
14	Binder Clips 25mm Deli or Equivalent	Box of 12 Clips (PCS)	10
15	Binder Clips 19mm Deli or Equivalent	Box of 12 Clips (PCS)	10
16	Binder Clips 41mm Deli or Equivalent	Box of 12 Clips (PCS)	10
17	Binder Clips 51mm Deli or Equivalent	Box of 12 Clips (PCS)	10
18	Staple Pins 23/17/18 Dollar or Equivalent	Pkt	20
19	Staple Pins 23/13 Dollar or Equivalent	Pkt	10
20	Staple Pins 23/10 Dollar or Equivalent	Pkt	10
21	Scotch Tap (1 inch) Transparent	PCS	50
22	Packing Tap (3 Inches) Brown	PCS	10

23	Binding Tape 3" of 30-meter Expert or Equivalent	PCS	20
24	Binding Tape 2" of 30-meter Expert or Equivalent	PCS	50
25	Box File Blue Best Quality	PCS	100
26	Ring Binder Blue Best Quality	PCS	20
27	Ring Binder Plastic/D-Ring File A4 Size	PCS	30
28	Visitor Gate Register (500 Pages)	PCS	5
29	Vehicle In/Out Register (500 Pages)	PCS	5
30	Mechanical Pencil (0.5) Pilot Progrex or Equivalent	PCS	20
31	Pencil (0.5) Mercury or Equivalent	PCS	20
32	Paper Clips Deli or Equivalent	PCS	30
33	Letter Dispatch Register (minimum 500 Pages) best quality	PCS	5
34	Letter Received Register (minimum 500 Pages) best quality	PCS	5
35	High Quality Customized Office Diary, 100 pages of 80gsm with two cards slots, size 6*9" pen holder with unipen ball pen or equivalent	PCS	80
36	Paper Shredder Heavy Duty Series AS-2220CD or Equivalent	PCS	1